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**COLORADO**  
Department of Education

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# Office Hours

September 25, 2024

# Reminders

# Student October Count Day 2024



The 2024 pupil enrollment count date will be:

**Tuesday, October 1, 2024**

September							October							November						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

- The 11-day count period includes the following (based on the district's adopted calendar):
  - The 5 student contact days before the pupil enrollment count date
  - The pupil enrollment count date
  - The 5 student contact days following the pupil enrollment count date
- Districts can request an alternative count date or 11-day count period on behalf of an individual school, if applicable

# Duplicate Count:

## Trainings

- [Data Pipeline Duplicate Process and Submission Training](#) (10/28/24 at 9am)
- [Duplicate Count Office Hours](#) (11/5/24 at 10am)

## Timeline:

- 11/8/24- DEADLINE: Student October Snapshot
- 11/12/24- DEADLINE: Districts to submit duplicate count funding documentation to the School Auditing Office
- 11/18/24- School Auditing Office communicates duplicate count funding decisions to districts.
- 11/27/24- DEADLINE: Districts to Resubmit Student October Snapshot data to CDE (based on decisions from the School Auditing Office), if applicable.

Starting with the 2024-2025 fiscal year, the School Auditing Office will be shifting its audit approach.

- All districts **and BOCES** (that operate their own schools and/or submit data during the Student October data collection) will participate in the Annual Audit Review.
- No later than **December 11, 2024**, all districts and BOCES must:
  - Complete all funded count **audit questionnaires** (pupil, at-risk, and ELL), and
  - Upload initial audit documentation (as described in the corresponding questionnaires) to Syncplicity.
- The School Auditing Office anticipates that the new audit approach will evolve over the next few years - questionnaires and initial audit documentation will also update each year as needed.

# Annual Audit Review: Syncplicity Folders

- All districts and BOCES (that operate schools) have Audit specific Syncplicity folders.
- The naming convention for these folders are as follows:
  - District Code\_District Name\_Audit\_FAST
  - Example: 0000\_Awesome School District\_Audit\_FAST
- Within each of these main audit folders, there are several subfolders:
  - **Annual Audit Review (new)**
  - At-Risk Count
  - Audit Report
  - Duplicate Count
  - English Language Learner Count
  - Pupil Count
  - Transportation

- Within the Annual Audit Review subfolder, there is a folder labeled “October 2024” as well as the [2024-2025 Annual Audit Review Guidance](#) document (which is also posted to the School Auditing Office’s [Overview](#) website).
- Within the October 2024 subfolder, there is a subfolder for each of the funded counts:



The screenshot shows a file explorer interface with the following breadcrumb path: **All Files** > **0000\_Awesome School District\_Audit\_FAST** > **Annual Audit Review** > **October 2024**. Below the breadcrumb is a table with two columns: **Name** and **Date modified**. The table lists three subfolders, each with a checkbox, a folder icon, and a date of modification.

<input type="checkbox"/>	Name ▲	Date modified
<input type="checkbox"/>	 At-Risk Count	--
<input type="checkbox"/>	 ELL Count	--
<input type="checkbox"/>	 Pupil Count	--

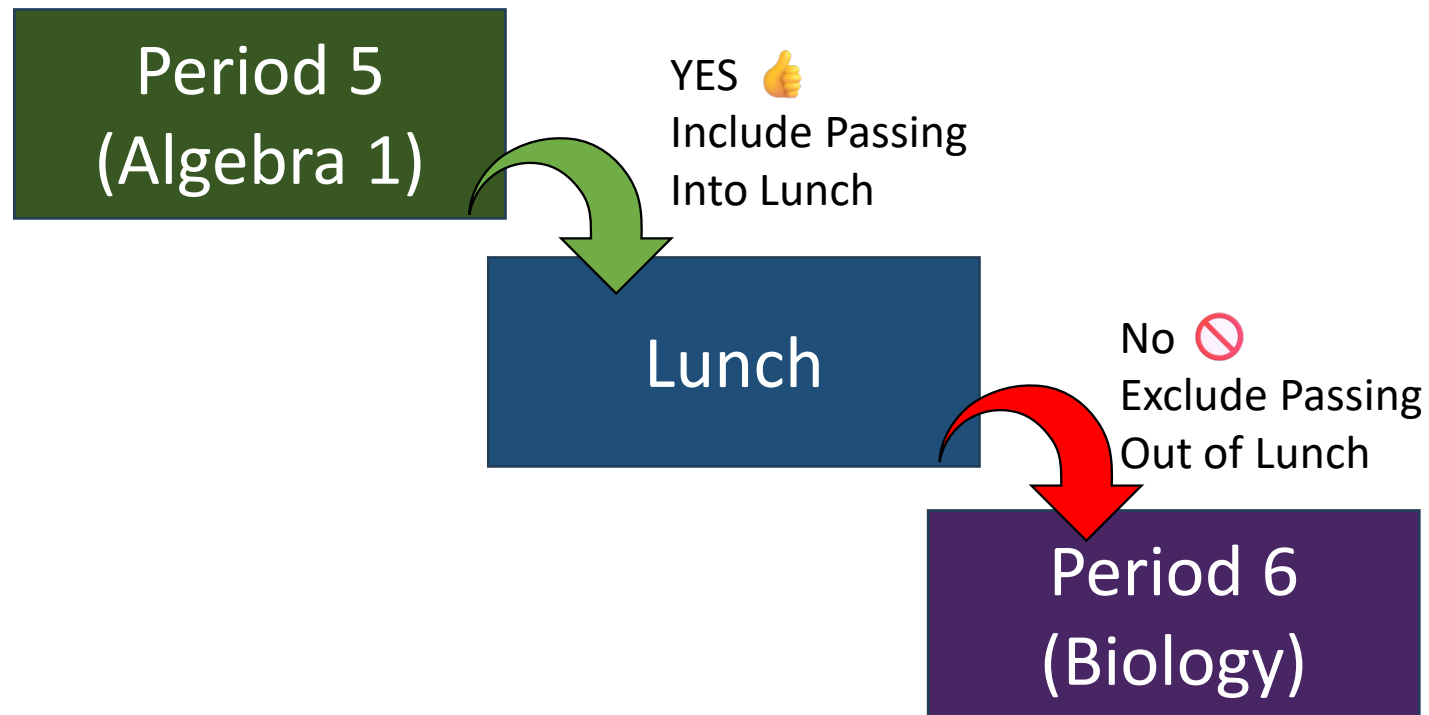
# Corrections/Clarification



# Clarification- Passing Periods

When can a passing period around lunch be included in a given student's scheduled instructional time for funding purposes?

- Passing period **from** a scheduled (in-person direct instruction) class **into** lunch **is allowed**.
- Passing period **out of** lunch **into** a scheduled class **is not allowed**.



- Top of page 61 reads:

IMPORTANT: This section refers only to Colorado public Online Schools and Programs as described in 1 CCR 301-71 and the students primarily enrolled in them (i.e., those whose reported Student October Count funding codes are **80, 82, 85, or 86**).

- It SHOULD read:

IMPORTANT: This section refers only to Colorado public Online Schools and Programs as described in 1 CCR 301-71 and the students primarily enrolled in them (i.e., those whose reported Student October Count funding codes are **91, 92, 94, 95 or 96**).

# Clarification: Form AUD-108

## Annual Assurances for Statutory Compliance for Contracted Services

For the 2024/2025 school year, these assurances are not needed for:

- Other Colorado public school districts or schools
- Colorado BOCES
- Colorado Approved Facility schools
- Colorado Institution of Higher Education
- Supplemental Online course providers (such as CDLS, Edgenuity, etc.)

# Clarification: Form AUD- 109

## Confirmation of Part-Time Funding Eligibility

This form is not needed if the part-time student is reported by the district as:

- Being in kindergarten;
- Receiving services under an IEP;
- Identified as participating in High School Equivlency Diploma (HSED) program;
- Identified as a home-based education student receiving educational services by the district; or
- Identified by the Department as being in their fifth year of high school or beyond (per their AYG)

\*Page 18 of the Guide states, for part-time students in grades 1-12 wo do not meet...

# Clarification: Alternative Instruction for Home-Bound and Expelled Students

A memo was posted in the green box located on the School Auditing Office's Pupil Count website on 9/24/24 clarifying the following:

- For the 2024-2025 school year, home-bound and expelled brick-and-mortar students may be exclusively enrolled in K-12 online courses (i.e., supplemental online courses), and will not be required to be enrolled in an online program.
- However, in these circumstances, the district must be prepared, upon audit, to provide appropriate documentation demonstrating a student's home-bound or expelled status as of the pupil enrollment count date.

Questions?