



**COLORADO**  
Department of Education

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# Student October Count: Duplicate Count Open Office Hours

November 5, 2024

- Each year Colorado public school districts and CSI participate in the Student October Count data collection
- Information submitted by districts during this data collection is used to determine each district's Total Program funding
- Each student has a maximum state-allowable funding level (usually 1.0 FTE)
- In order to ensure no student exceeds the maximum funding level, **the duplicate count process is run after all districts and CSI have submitted their Student October Snapshots**

- 335 unique duplicates
- 77 districts (including CSI/BOCES)

# Resources

## School Auditing Office

[General email box](mailto:audit@cde.state.co.us): [audit@cde.state.co.us](mailto:audit@cde.state.co.us)

[Pupil Count](#) site

## Data Services Unit

[General Student October email box](mailto:StudentOctober@cde.state.co.us): [StudentOctober@cde.state.co.us](mailto:StudentOctober@cde.state.co.us)

[Data Pipeline Snapshots – Student October](#) site

- School Auditing Office- process, documentation requirements, timeline, etc.
  - [Pupil Count](https://www.cde.state.co.us/cdefinance/auditunit_pupilcount) Webpage (https://www.cde.state.co.us/cdefinance/auditunit\_pupilcount)
    - “Duplicate Count” section
- Data Services Unit- Data Pipeline specific resources including process, timelines and Cognos reports
  - [Data Pipeline Snapshots- Student October](https://www.cde.state.co.us/DataPipeline/snap_studentOctober.asp) webpage (https://www.cde.state.co.us/DataPipeline/snap\_studentOctober.asp)
    - “Webinars” and “Short Bytes (Clips) sections
  - CEDAR/COGNOS report called **“Summary of Pupils being Reported by a District”**

# Duplicate Count

# Duplicate Count Process High-level

The School Auditing Office will review all documents for each student to determine who should submit the student for funding, and at what level.

The School Auditing Office will notify each district of its duplicate count findings.

Decisions will be uploaded to the district's Syncplicity "Duplicate Count" subfolder.



Data Services will unlock the Snapshot for any district needing to change their data per the duplicate count findings.



Districts will then need to:

Make the appropriate adjustments to their interchange files **AND**

Regenerate their Student October Count Snapshot **AND**

Re-submit their Snapshot



# Duplicate Count Phase Timeline

Date	Event	Event Description
11/12/2024 12:00 p.m.	Deadline	Duplicate funding documentation due to School Auditing Office
11/18/2024	Other Date	School Auditing makes decisions on funding duplicates
11/27/2024	Deadline	Resubmit Student October Snapshot data to CDE based on decisions from School Auditing
12/06/2024	Deadline	Collection closes <ul style="list-style-type: none"><li>Secretary of the Board of Education Verification (sign-off) form due.</li><li>Data remains embargoed until the official release in January.</li></ul>
01/15/2025	Data Release	Official data release

## General Duplicate Count Process

- Begins once all districts have submitted their Student October Snapshot to CDE, **Friday, November 8<sup>th</sup>**
- ~3 business days after running the duplicate process Duplicate Documentation is due to The CDE School Auditing Office
- ~5 business days after documentation received decisions will be sent to districts

## Signature Page

- Due **Friday, December 6<sup>th</sup>**: Signed by Secretary of Board of Education **AND the Chief Financial Officer**
  - If your district needs an extension, please send Student October Collection lead an email with the day when your School Board Secretary will be able to sign the form

- **The following criteria/edit checks will result in a student being included in the Duplicate Count process:**
- Students in any grade level who are submitted for more than a total of 1.0 FTE
- Home-school and private school students who are submitted for more than a total of 0.5 FTE
  - Home-Based Education Flag value of “1”, and/or Funding code of “85”
  - If a district submits a student with a funding code of "86" and home-based education flag of "1", that district does not have to upload documentation. However, the district submitting the student for funding does have to upload documentation.
- Students who are submitted for 0.5 FTE in more than one district
  - This will allow the School Auditing Office to verify the students aren't home-school or private school students.
  - This may or may not result in funding changes.

More detailed information about the general Duplicate Count principles can be found in the full Duplicate Count webinar, and the **Student October Count Audit Resource Guide Appendix “Duplicate Count”**.

Under **most** circumstances, the following **general** principles are considered in combination with the **total picture** provided by the supporting documentation:

- A district using the official count date takes precedence over a district using an alternative count date
- A district providing a full-time program of services to a student takes precedence over a district providing a part-time program of services
- If a student meets the attendance criteria on the count date at multiple districts (which use the same count date), the receiving district generally takes precedence
- Homeschool (and private school) students may only be funded in a single district (funding cannot be split)
  - For these students, the district of residence generally takes precedence over other districts

# Cognos Reports

# Monitoring Summary of Pupils Being Reported by Another District



The turnaround time to gather duplicate count documentation is very short!  
As soon as your district/CSI submits a snapshot, begin checking this Cognos report:

## Summary of Pupils Being Reported by Another District

- This report lists students who are being reported by either
  - Another district
  - Another district and BOCES
  - A facility school
- More names may appear as more districts submit snapshots, because it only includes students who are reported on an “Error Free” snapshot (by more than one district)

If your report returns any students, **immediately** begin gathering electronic documentation evidencing funding eligibility and contact the other district (if appropriate)

# Summary of Pupils Being Reported By Another District



## Colorado Department of Education

### Summary of Pupils Being Reported by Another District

District: 0000- Awesome School District

School Year: 2024-25

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#### Summary of Pupils Being Reported by Another District

SASID	Public School Finance Code A	Home Based Education A	District Code	Public School Finance Code B	Home Based Education B	Approver
	92	0		85	1	
	92	0		92	0	
	92	0		85	1	
	92	0		85	1	
	95	0		85	1	
	92	0		80	0	
	92	0		80	0	
	92	0		80	0	
	92	0		85	1	
	92	0		85	1	

#### Summary of Pupils Being Reported by a District and a BOCES

SASID	District Code A	Pupil's Attendance Information A	Funding Status A	District Code B	Pupil's Attendance Information B	Funding Status B	Approver
		04			04		
		04			04		
		04			04		
		04			04		
		04			04		
		04			04		
		04			04		
		04			04		

Oct 29, 2024

11:33:16 AM





The Cognos **Audit Exception Report** for each district lists students:

- Who are being submitted for funding by at least one other district AND
- Whose total funding exceeds the state's maximum allowable level

The **Audit Exception Report** consists of two sections:

Summary of Pupils  
Being Reported by  
Another District:  
**Funding Duplicates**

- You **MUST** submit Duplicate Count documentation for these students
- *If you do not submit documentation, your district will automatically lose funding*

Summary of Pupils  
Being Reported by  
Another District:  
**PAI Duplicates**

- **Do not** submit Duplicate Count documentation for these students
- A student listed in this section has been reported by both a BOCES and by a district with an 01-08 Pupil Attendance Information (PAI) code
- You may want to change the student's PAI code to 31 or 33



# Using Syncplicity for Duplicate Count

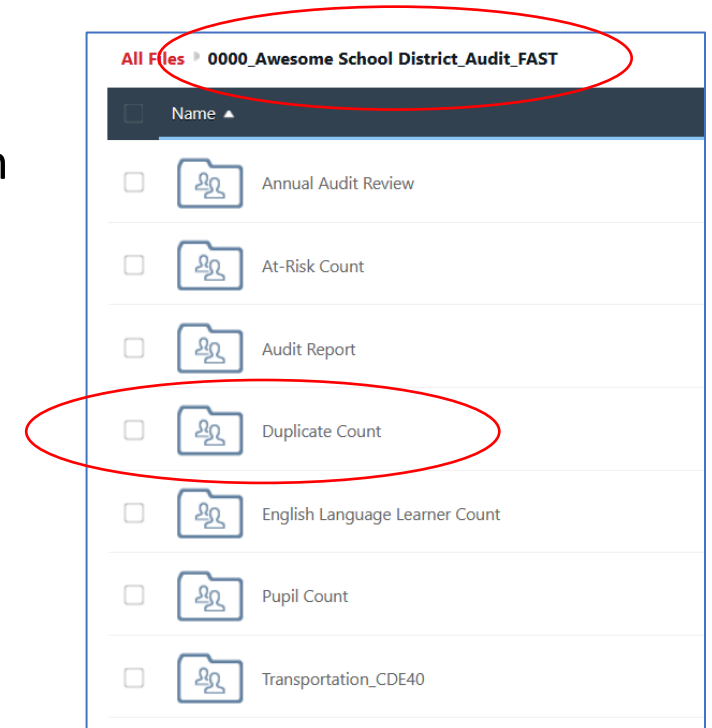




# Audit Syncplicity Folder – Uploading Documents



- All duplicate count audit documentation must be uploaded to the “Duplicate Count” subfolder found within the district’s audit Syncplicity folder.
  - Document Upload Deadline: **Tuesday, November 12, 2024** at 12 pm
  - ***Uploading sooner benefits everyone!!!!!!!!!!!!!!!!!!!!***
  - Data Services will send out an email if this deadline is adjusted for any reason.
- Check whether you have access to your district’s audit Syncplicity folder!
  - If not, email the School Auditing Office at [audit@cde.state.co.us](mailto:audit@cde.state.co.us)
  - In the subject line of the email, please include your district number, district name and “Duplicate Count Contact”
    - For example: “0010\_Mapleton 1\_Duplicate Count Contact”





For each student, please upload one assembled document using the following naming convention:

- District Number\_SASID\_Student Last Name\_Student First Name
  - For example: 0010\_9999999991\_Smith\_John.pdf



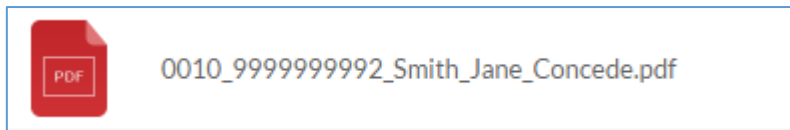
Each assembled document should contain all required audit documents necessary to support funding.

*If necessary, a single folder for each student may be used instead.*



If your district is conceding funding for a student (i.e., your district submitted the student for funding in error), you must still upload a document for the student, with the following naming convention:

- District Number\_SASID\_Student Last Name\_Student First Name\_**Concede**
  - For example: 0010\_9999999991\_Smith\_Jane\_**Concede**.pdf



This document can be blank.

# Documents



These documents describe programs and services, and provide context for interpreting student schedules and attendance, and allow for bell schedule calculations

- District/school/program calendar
- District/school/program bell schedule (or equivalency)
- District/school/program handbook & course catalog (for secondary and district-run programs, including home school enrichment programs)
- Online Schools and Programs- Authorizer Assurances
- △ Link to Catalog of Courses using Alternative Instruction, if applicable



- Household demographic printout (from SIS)
- Full enrollment history (with the district)
- Student schedule (regardless of grade level) for all of Fall semester
  - Semester 1, Quarters 1 & 2, Hexters 1, 2 & 3, etc.
  - △ Identify which courses are alternative instruction courses, if applicable
- Additional documentation as applicable
  - i.e., corresponding unique student/course/school/program type documentation outlined in the [2024 Student October Count Audit Resource Guide](#)
- A short narrative may be useful to provide context regarding unique student circumstances not made clear by other documentation
- Attendance verification (additional considerations on next slides)



## Expanded Attendance verification

- Include attendance for the entire months of September AND October (not just the count window).
- Attendance reports generated out of student information systems (SIS) can be used to verify direct in-person or synchronous learning.
- SIS reports alone will not be sufficient to evidence attendance for off-site/alternative instruction courses
  - Documentation must include course-level attendance.
  - Documentation must evidence actual off-site participation/attendance.
  - Online attendance must be documented per district, school, or program **policies** and/or **Authorizer Assurances**.

## △ Documentation: Alternative Instruction Course Attendance

- The only acceptable forms of documentation evidencing attendance for alternative instruction courses are:
  - Evidence of attendance in direct instruction content
  - Logins into course content for digitally-delivered instruction
  - For work-based learning courses, documentation from an employer (e.g., timesheets, paystubs, etc.) that lists a student's name and dates worked
- For Independent Study courses, districts would have had to submit a request for alternative attendance documentation by September 15 (only 1 district made this request)

**Note:** Review the student's schedule before deciding what attendance documentation to provide.



# Questions?