



School Auditing Office  
October 15, 2025



# Welcome to At-Risk Office Hours: Data Validation Techniques

# Agenda

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- Review
  - Criteria for Inclusion in At-Risk Count
  - 2025 At-Risk Audit Resource Guide
  - Timeline
  - Documentation
  - Flexibilities
- Resources
- Q & A





## Review



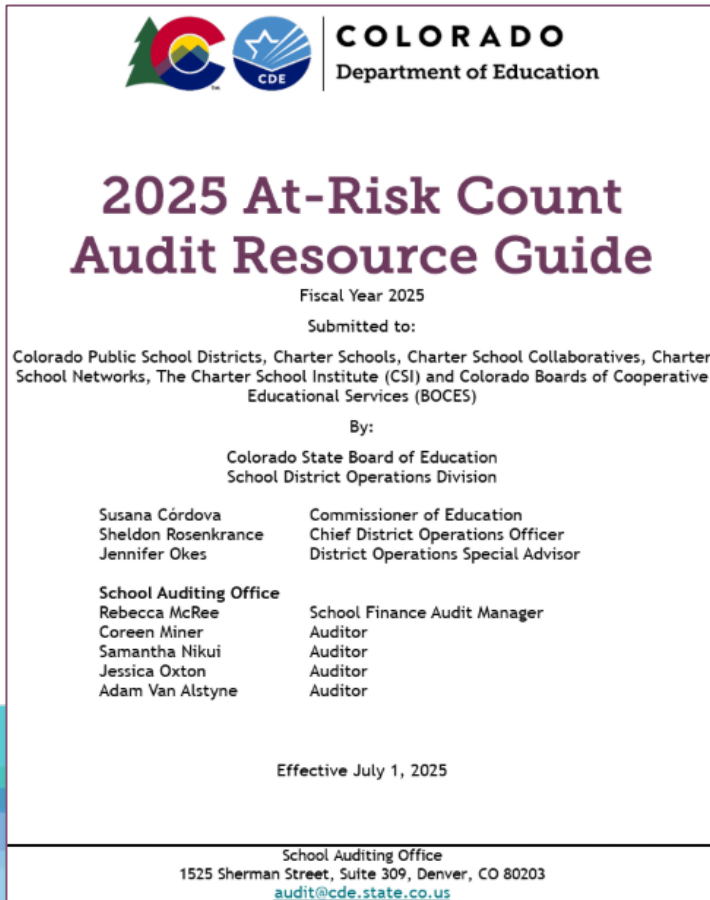
# What is the criteria for inclusion in the At-Risk Count?


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- For the 2025-2026 SY, any student who meets **all** of the following criteria as reported in the Student October Count data submission will be included in the district's At-Risk Count:
  - Grades K-12, **and**
  - Eligible for per pupil funding, **and**
  - Reported as free or reduced-price lunch eligible
    - Free/Reduced Lunch Price Eligible → Eligibility Status

# 2025 At-Risk Audit Resource Guide

- The School Auditing Office posts guides for each of those counts on the previous slide.
- Everything we review today will be in the 2025 At-Risk Audit Resource Guide.



 **COLORADO**  
Department of Education

## 2025 At-Risk Count Audit Resource Guide

Fiscal Year 2025  
Submitted to:  
Colorado Public School Districts, Charter Schools, Charter School Collaboratives, Charter School Networks, The Charter School Institute (CSI) and Colorado Boards of Cooperative Educational Services (BOCES)

By:  
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Effective July 1, 2025

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# Timeline

- [At-Risk Reporting Tasks & Considerations Guide](#)
- [Student October Collection Timeline](#)
  - At-Risk timeline follows the Student October Collection timeline

## Student October Collection Timeline 2025-2026

### Regular Phase

Primary data collection and clean-up phase for the Student October collection.

Date	Event	Event Description
07/14/2025	Open	Districts may begin uploading Student Interchange Files (Student Demographic and Student School Association).
08/29/2025	Open	Districts may begin creating snapshots. Student October Snapshot dependencies are the Student Demographic File, Student School Association File, Title I File (if applicable) and At-Risk File.
09/02/2025	Training Event	Data Pipeline Training 10-11 a.m. <a href="#">Register for the Data Pipeline Training</a>
09/04/2025	Training Event	New Respondent Training 1-2 p.m. <a href="#">Register for the New Respondent Training</a>
09/10/2025	Training Event	Multilingual Learner (English Learner) Training 11-12 p.m. <a href="#">Register for the Multilingual Learner Training</a>
09/16/2025	Training Event	Veteran Respondent Training 11:30-12:30 p.m. <a href="#">Register for the Veteran Respondent</a>
09/17/2025	Training Event	Postsecondary Program Coding Training 11-12 p.m. <a href="#">Register for the Postsecondary Program Coding Training</a>
10/01/2025	Other Date	Official Count Day 2025
10/02/2025	Interim Deadline	Upload Student Demographic and Student School Association Files. Upload Title I Interchange File (if applicable). Upload At-Risk Interchange File.
10/09/2025	Interim Deadline	Error free Student Interchange File uploads (DEM and SSA)
10/14/2025	Training Event	Mid-Collection Office Hours 1-2 p.m. <a href="#">Register for the Mid-Collection Office Hours</a>
10/14/2025	Interim Deadline	Create an initial Student October Snapshot
10/27/2025	Interim Deadline	Submit any necessary reporting exceptions for review.
10/27/2025	Interim Deadline	Error free Student October Snapshot
10/28/2025	Training Event	Data Validation and Cognos Reports 1-2 p.m. <a href="#">Register for the Data Validation and COGNOS Reports Training</a>
10/30/2025	Training Event	Data Pipeline Duplicate Process and Submission 11-12 p.m. <a href="#">Register for the Duplicate Process and Submission Training</a>
11/03/2025	Report Review	Review Student October Cognos Reports for data validation. Submit Student October Snapshot data as soon as review is complete.
11/10/2025 12:00 p.m.	State Deadline	Submit Student October Snapshot data

# Review: Documentation

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- **Direct Certification, including Extended Eligibility**
  - Reminder: Districts with multiple SFAs need to collaborate to ensure students are directly certified
  - Report: Additionally Matched Direct Certification Students will be available next week
    - Shows students from your SFA
- **Categorical Lists**
  - Reminder: Collaborate with nutrition staff, regional/district liaisons (migrant, foster, homeless)
- **Income Forms**
  - Applications for Free and Reduced School Meals (Applications)
  - Family Economic Data Forms (FEDS)
  - Combo Forms

# Review: Flexibilities

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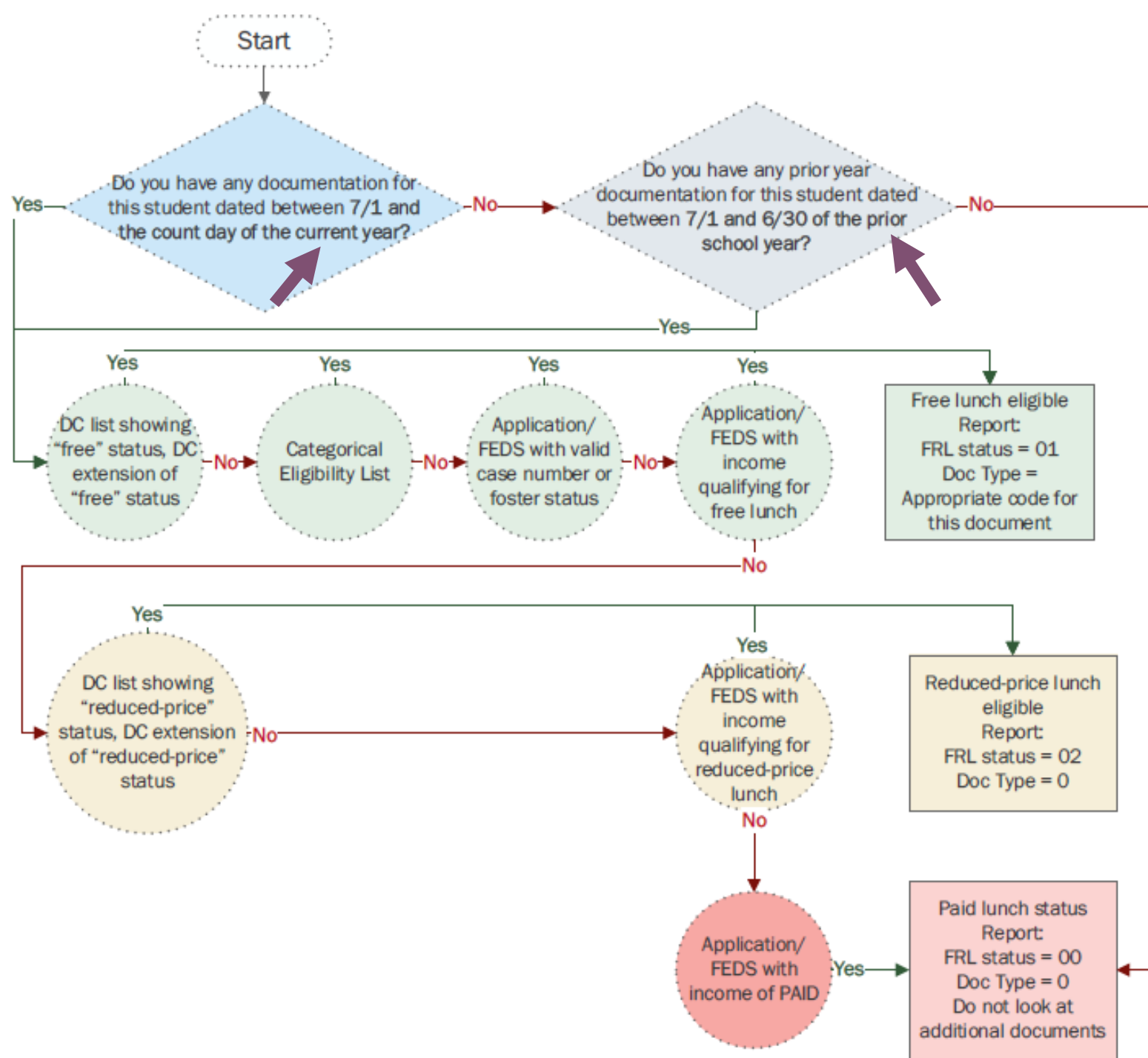
- Per the Colorado State Board of Education Rules for the Administration of the Public School Finance Act, [1 CCR 301-39 6.02\(2\)](#):
  - Absent the current year documentation evidencing any lunch eligibility status, a district may submit the pupil's prior year documentation, which shall be valid evidence through the applicable count date of the current year.
- Because a new (current year) eligibility determination supersedes the prior year eligibility, documentation from the prior year can only be used in the absence of current year documentation evidencing any at-risk status
  - Different for CEP schools/sites in cycle years 2-4
  - Does NOT refer to or impact the use of USDA's Carryover Provision of a School Food Authority's eligibility determination process
    - At-Risk eligibility can be different from a student's ability to eat for free and a school's ability to offer free meals

# Using the Flexibilities

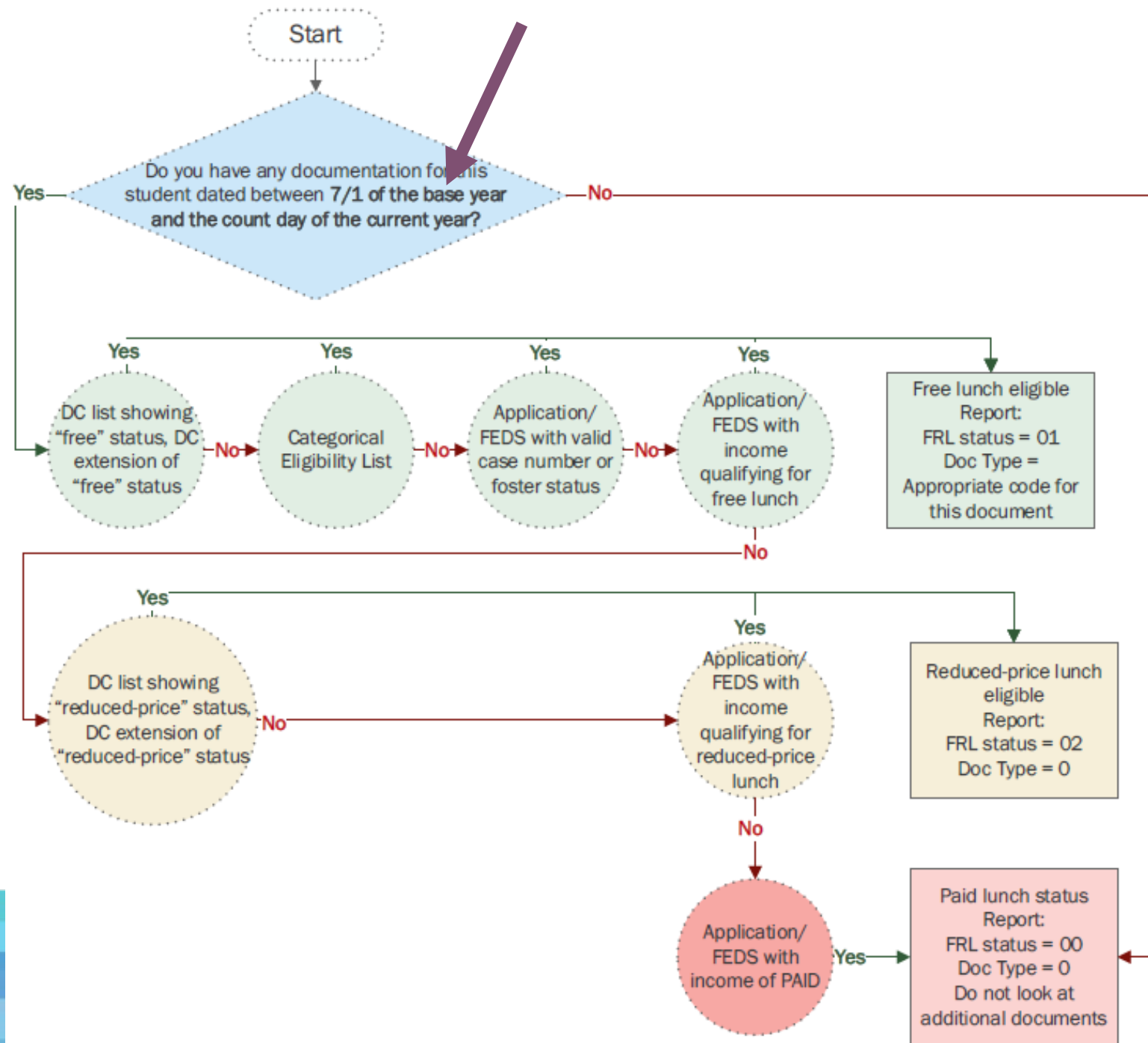
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- Everyone can use prior year documentation in the absence of current year documentation regardless of NSLP participation
- Flexibilities are optional; districts need to make sure they have the ability to appropriately track documentation if they are going to use them
- Districts should ask:
  - Do students have current year documentation?
  - How many SFAs operate within my district?
    - Do any of those SFAs have CEP schools?
      - If so, what year of the CEP cycle for the 25/26 school year?
      - What year did the documentation for each student come from?
        - Can the documentation be used for this year?

# Non-NSLP, Non-CEP, or CEP Base Year



# CEP Years 2-4





Resources

# Resources: CDE

- School Auditing Office

- [audit@cde.state.co.us](mailto:audit@cde.state.co.us)
- [Training and Office Hours webpage](#)
- [At-Risk Audit webpage](#)

- Data Pipeline

- [StudentOctober@cde.state.co.us](mailto:StudentOctober@cde.state.co.us)
- [Training webpage](#)
- [Student October Snapshot webpage](#)
- COGNOS Reports
  - District Summary of Pupil Counts
  - Snapshot Records Excluded Due to Profile Errors
  - Students Excluded from Student October Snapshot
  - Student Demographics Error Summary Report
  - Additionally Matched Direct Certification Students (available next week)





Q & A

