



COLORADO
Department of Education

Student October Duplicate Process Training 2025-2026

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- Timeline
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- Overview
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- Student October Submission
- Funding Allotments
- Using Syncplicity for Duplicate Count
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Timeline

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.
09/04/2025	Training Event	New Respondent Training 1-2 p.m.
09/10/2025	Training Event	Multilingual Learner (English Learner) Training 11-12 p.m.
09/16/2025	Training Event	Veteran Respondent Training 11:30-12:30 p.m.
09/17/2025	Training Event	Postsecondary Program Coding Training 11-12 p.m.
09/24/2024	Other Date	First day of Student October Count Window for districts with 5-day school week.
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.
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
10/24/2025	Training Event	Data Validation and Cognos Reports Training 1-2 p.m.
10/28/2025	Training Event	Data Pipeline Duplicate Process and Submission Training 9-10 a.m.
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

Data Collection and Startup Phase Timeline



Duplicate Count Phase Timeline



Date	Event	Event Description
11/13/2025 12:00 p.m.	Deadline	Duplicate funding documentation due to School Auditing Office
11/19/2025	Other Date	School Auditing Office makes decisions on funding duplicates
11/26/2025	Deadline	Resubmit Student October Snapshot data to CDE based on decisions from School Auditing Office
12/05/2025	Deadline	Collection closes <ul style="list-style-type: none">Secretary of the Board of Education Verification (sign-off) form due.Data remains embargoed until the official release in January.
01/21/2026	Data Release	Official data release

General Duplicate Count Process

- Begins once all districts have submitted their Student October Snapshot to CDE, **Monday, November 10th**
- ~3 business days after running the duplicate process Duplicate Documentation is due to The CDE School Auditing Office
- ~4 business days after documentation received decisions will be sent to districts

Signature Page


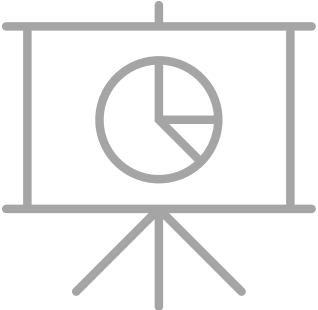



- Due **Friday, December 5th**: Signed by Secretary of Board of Education **AND the Chief Financial Officer**
 - If your district needs an extension, please send Student October Collection lead an email with the day when your School Board Secretary will be able to sign the form



Data Accuracy

Ensure Accurate Data



				
<p>Complete the basics of the collection early (Get files error free and create snapshots by the middle of October)</p>	<p>An error free snapshot does not guarantee accurately reported data</p>	<p>Review, Review, Review!</p>	<p>Pull in Subject Matter Experts to assist with verifying data (Finance Department, English Learner Department, Special Education, Registrar)</p>	<p>COGNOS Reports for verification</p>

How to ensure your data is accurate?

Some More Tips for Accurate Data Reporting



- ✓ Data respondents should be coordinating with their district/LEA business officials
- ✓ Prior to finalizing Student October Count data, districts should review, at a minimum, the counts that will be used to determine Total Program funding. This includes:
 - FTE counts by grade
 - Free and Reduced-Price lunch counts for all funded students
 - English language learner counts (language proficiency of NEP or LEP)

Overview

- 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
 - Funded pupil, at-risk and ELL counts
- 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**
- Districts will receive an email instructing them to access their Audit Exception report from Cognos if they have students appearing on their report
- Districts must provide all required audit documentation to the School Auditing Office by uploading it to the district's audit Syncplicity folder by the deadline



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

- Who are being submitted for funding by
 - At least one other district
 - Another district and BOCES

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

- Summary of Pupils Being Reported by Another District: Funding Duplicates
 - **Do** submit documentation to the School Auditing Office 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 documentation to the School Auditing Office for these students.
 - A student listed in this section has been reported by a district/BOCES with an 01-08 Pupil Attendance Information (PAI) code and by a district/BOCES with an 01-08 code. You may want to change the student's PAI code to 31 or 33.



The turnaround time for providing duplicate count documentation is very short!

Districts and CSI are encouraged to monitor the “Summary of Pupils Being Reported by Another District” Cognos report **as soon as they submit a snapshot.**

This may include contacting the other district (if appropriate) and beginning to gather electronic documentation evidencing funding eligibility.

Duplicate Count Phase Timeline (Again)



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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

Data Pipeline Duplicate Process

Waiting for all Districts to Submit

All districts must have Overall Status = 'S' and Data Locked = 'N'

- Submitting your data will change these flags in the system

Sep 18, 2023 | 12:15:21 PM

- + File Upload
- + EDIS
- + Report Card March
- + RITS
- + SDA
- + Special Ed Discipline
- + Special Education
- + Staff Profile
- Student Profile
- Status Dashboard
- Add Record
- Edit Record
- Snapshot
- Add SO Waiver
- Home School Data
- File Extract Download
- + Teacher Student Data link
- + Title I
- + Dataset Administration
- + Pipeline Reports
- + Cognos Report

Welcome Brooke Wenzel CDE Admin

[Home](#) | [FAQ](#) | [Help](#) | [Contact](#)

Logout

Status Dashboard

File Type * Student October

School Year * 2023-24

Organization/LEA * All

Search

Finalized : No

Please note: Not all data issues are presented as warnings or errors. Review Cognos data reports for additional analysis regarding data quality.

[Select All](#) | [Deselect All](#) | [Excel](#)

	LEA	Data Exists	Total Records	Validation Errors	Ignore Errors	Overall Status	Data Locked	Cross LEA Validation	Last Updated Date
<input type="checkbox"/>	9035-Centennial BOCES	N	0		N	P	N	N	
<input type="checkbox"/>	9050-San Juan BOCES	N	0		N	P	N	N	
<input type="checkbox"/>	9130-Expeditionary BOCES	N	0		N	P	N	N	
<input type="checkbox"/>	9170-Education reEnvisioned BOCES	N	0		N	P	N	N	
<input type="checkbox"/>	9175-Colorado River BOCES	N	0		N	P	N	N	
<input type="checkbox"/>	9000-Colorado School for the Deaf and Blind	Y	158	0	N	P	N	N	09/06/2023 03:04 PM
<input type="checkbox"/>	8001-Charter School Institute	Y	16953	364	N	P	N	N	09/18/2023 09:21 AM
<input type="checkbox"/>	3000-Summit RE-1	N	0		N	P	N	N	

Y - Yes | N - No | P - Pending | I - In Progress | S - Submitted | A - Accepted | R - Review | C - Pending LEA Comments

Page 1 of 1



All Per Page

Total No. of Records: 185

Cross LEA Validation Accept Finalize



Run Cross LEA – Email is sent upon completion

- You will receive an “URGENT”
Email if one or more students
are pulled into the Duplicate
Phase.

- Instructions are within the
email (last year’s email shown on
the right)

- Don’t receive the email?
Double check Audit Exception
Report CEDAR Report (next slide)

URGENT 2022 Student October Possible Audit Exceptions Still Exist DISTRICT



CDE PROD <Data_Pipeline@cde.state.co.us>

To Data_Pipeline@cde.state.co.us

Cc Wenzel, Brooke



Reply

Reply All

Forward



Thu 11/10/2022 7:36 PM

Your district has been identified as having a possible audit exception with another district in Colorado. One or more State Assigned Student IDs (SASID) reported by your district has been identified as exceeding the maximum funding eligibility allowed. There is an Audit Exception Report available. This can be accessed by logging into the Data Pipeline and then going to menu options: Cognos Report => Student October => Audit Exception Report. The audit exception report contains duplicates with other districts and facilities.

A pupil in membership in two or more districts, or in two or more eligible educational entities, cannot be submitted for more than the maximum allowable funding. Maximum allowable funding allocations and additional resources can be found in the "Duplicate Count" section of the pupil count webpage:

http://www.cde.state.co.us/cdefinance/auditunit_pupilcount

Complete relevant documentation for each student on the Audit Exception List must be submitted to the School Auditing Office by 5:00 PM on Monday, November 14, 2022.

Documentation may be uploaded to CDE via the School Auditing Office's Syncplicity folder (DistrictNumber_DistrictName_Audit_FAST). For access to the Syncplicity folder please email audit@cde.state.co.us with your district name and number in the subject line.

For a list of documentation and overview of the process, please see the 2022-2023 Duplicate Count Overview and Instructions:

https://www.cde.state.co.us/cdefinance/auditunit_pupilcount

Upon review of all submitted documents, a decision will be made as to any necessary funding code adjustments no later than Friday, November 18, 2022. Your district will then have until Wednesday, November 23, 2022 to submit the corrected data file through the Data Pipeline.

You are encouraged to submit your documentation early in the event additional information or clarification is required.

As a reminder, personally identifiable information (PII) -- including SASIDs -- should not be included in emails sent to the Auditing Support Team.

If you have further questions about pupil count documents or pupil count document submission please contact:

Rebecca McRee

mcree_r@cde.state.co.us

After you have made changes to your file(s), please contact Brooke Wenzel to have your district snapshot unlocked so that you can re-create your district's snapshot to reflect the changes made.

Again, all changes must be resubmitted and the file must be re-approved no later than the close of business Wednesday, November 23, 2022.

Thank you,

Brooke Wenzel

Audit Exception Report (under Student October Reports)



- Summary of pupils being reported by another district: Funding Duplicates*
- Summary of pupils being reported by another district: PAI Duplicates
- Will not populate until after Cross LEA has been run
- The information that your district is reporting is always Organization A (red) and will display students that are being submitted by at least one other district and whose total funding exceeds the state's maximum allowable level.

Summary of Pupils Being Reported by Another District: Funding Duplicates

School Year	Organization A	Organization B	SCHOOL A	SCHOOL B	SASID A	SASID B	Funding A	Funding B	3	Birth Date A	Birth Date B	Gender A	Gender B
2022	↓	↓			↓	↓							
2022													
2022													



Student October Submission to CDE (for the second time)



Make changes to Student Interchange Files, Take a New Snapshot, Verify Data Submit the snapshot to CDE

Student Profile -> Status Dashboard and click 'Submit to CDE'

➤ Must have **OCT~LEAAPPROVER** role in IDM to complete this step

Sep 15, 2016 | 03:35:10 PM

Welcome Sheridan EOY Test LEA Approver [Home](#) | [FAQ](#)

Student October Status Dashboard (2016-17) : 0123-SHERIDAN 2

Data Exists	<input type="text" value="N"/>	Validation Errors	<input type="text"/>
Data Locked	<input type="text" value="N"/>	Overall Status	<input type="text" value="P"/>
Cross LEA Validation	<input type="text" value="N"/>	Last Updated Date	
LEA Comments	<input type="text"/>	State Comments	<input type="text"/>

Y - Yes | N - No | P - Pending | I - In Progress | S - Submitted | A - Accepted | R - Review | C - Pending LEA Comments

- + File Upload
- + Directory
- Student Profile
 - Status Dashboard**
 - Add Record
 - Edit Record
 - Snapshot
 - Home School Data
 - File Extract Download
- + Staff Profile
- + SBD CO ACT
- + SBD CMAS
- + Discipline
- + ACCESS for ELLs SBD
- + SBD DLM
- + READ



Funding Allotments



Total Funding Allotment Acceptable Codes



Edit checks are in place to ensure that a given district does not submit an individual student for a funding level that is not allowed, per statute

Funding Level	Funding Codes
Full-time funding (1.0 FTE)	80, 91 and 92
Part-time funding (0.5 FTE)	82, 85, 94 and 95
No funding (0.0 FTE)	86, 87, and 96

Total Funding Allotment

In general, the following rules apply:

- Students in grades K-12 cannot exceed a total of 1.0 FTE
- Home-school and private school students cannot exceed a total of 0.5 FTE





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":
 - The district using funding code “86” does not have to upload documentation.
 - However, the district submitting the student for funding does have to upload documentation.

Edit Checks Continued

Students who are submitted for 0.5 FTE in more than one district will also be included in the Duplicate Count process.

- 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.



Using Syncplicity for Duplicate Count



Audit Syncplicity Folder



- An audit Syncplicity folder has been created for each district and CSI
- The naming convention for these Syncplicity folders is as follows:
 - District Number_District Name_Audit_FAST
 - For example: **0010_Mapleton 1_Audit_FAST**



Audit Syncplicity Folder Structure



Do not change or delete these folders!

The screenshot shows a file explorer window titled "All Files > 0000_Awesome School District_Audit_FAST". It contains a table with the following data:

<input type="checkbox"/>	Name ▲	Date modified	Type	Size
<input type="checkbox"/>	Annual Audit Review	--	Editor	--
<input type="checkbox"/>	At-Risk Count	--	Editor	--
<input type="checkbox"/>	Audit Report	--	Editor	--
<input type="checkbox"/>	Duplicate Count	--	Editor	--
<input type="checkbox"/>	English Language Learner Count	--	Editor	--
<input type="checkbox"/>	Pupil Count	--	Editor	--
<input type="checkbox"/>	Transportation_CDE40	--	Editor	--

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: **Thursday, November 13, 2025** at noon
 - ***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
 - 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”

Required Documentation





Districts must upload all required audit documentation to the “Duplicate Count” subfolder for **all students** included on the “Audit Exception Report” (except students with an “86” funding code).

This includes both:

School- or district-
level documentation



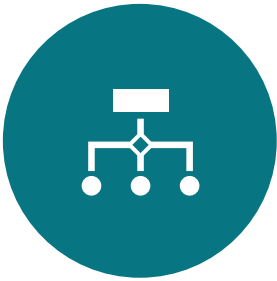
Student-level
documentation





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

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



Upload documentation to the “Duplicate Count” subfolder for all students included on the “Audit Exception Report.”



The level of detail required for student-level documentation during Duplicate Count may **exceed** what is required for normal auditing purposes.



The School Auditing Office must sometimes make funding determinations between districts with very similar documentation and grounds for funding, so upload an **expanded body of documents** for contested students.



Whenever possible, **include additional proof of attendance and participation in courses**, especially for students receiving instruction off-site through digital means and/or students with sparse attendance



- 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 [2025 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 (optional)
- Attendance verification (additional considerations on next slides)



Expanded Attendance verification

- Include attendance for the entire months of September AND October.
- Attendance reports generated out of student information systems (SIS) can be used to verify scheduled 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.

Documentation: Online School and Program Attendance



- For online school and program attendance, school or program policies and/or Authorizer Assurances determine appropriate documentation
- Provide documentation evidencing actual off-site participation/attendance, generally at the course level
 - For duplicate count purposes, evidence of participation in multiple courses is encouraged
- Provide multiple types of documents, if available, to show the best possible evidence of student engagement during the semester
- Include September AND October, but be especially thorough for the weeks before and after the count date

If policy or Authorizer Assurances allow, examples of attendance documentation may include, but are not limited to:

course log-ins

gradebooks
showing dates
assignments/
tests were
submitted

dated progress
reports

scanned
assignments
with name and
date

etc.



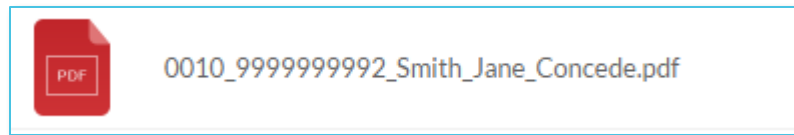
- For each student, please upload one assembled document.
- Each assembled document should contain all required audit documents necessary to support funding.
- Use the following naming convention:
 - District Number_SASID_Student Last Name_Student First Name
 - For example: 0010_9999999991_Smith_John.pdf



If necessary, a single folder or zip file for each student may be used.



- 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
- This document can be blank.
- Use the following naming convention:
 - District Number_SASID_Student Last Name_Student First Name_**Concede**
 - For example: 0010_9999999991_Smith_Jane_**Concede**.pdf



Considerations and Scenarios





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

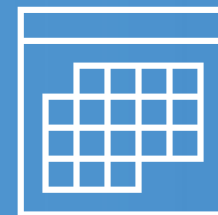
- A district using the official count date takes precedence over a district using an alternative count date
- A district providing a full-time program of services to a student takes precedence over a district providing a part-time program of services
- If a student meets the attendance criteria on the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

Scenarios and Considerations

- The following slides cover some common scenarios that frequently arise during the duplicate count.
- The specific circumstances surrounding a given student will determine funding decisions.
- Whenever possible, districts should try to resolve duplicate count issues related to count date/enrollment prior to the duplicate count process.
- Districts are encouraged to upload an expanded body of documents for contested students.



Alternate Count Date Scenarios





In the event a student meets the funding criteria at multiple districts, and each district is using a different count date, the following is the general count date “hierarchy” that is used to determine which district is eligible to submit the student for funding.

Scenarios higher on the list take precedence:

Student who meets the funding requirements *on* count day:

- a) At a district using the official pupil enrollment count date (10/1)
- b) At a district using an approved alternative count date (either before or after the official pupil enrollment count date)
- c) At a district using the latest approved alternate count date

Official Count Date Takes Precedence



Districts using the pupil enrollment count date (10/1) will always have precedence over those that are using an alternative count date.

This is true whether the alternative count date comes before or after the pupil enrollment count date.

Example:

- **District A** used the pupil enrollment count date of 10/1
- **District B** used an alternative count date of 10/6
- The student met the funding requirement at **District A** before transferring to **District B** on 10/3 and meeting requirements there.

District A can submit the student for funding.

Two Districts with Approved Alternative Count Dates



If a student meets all funding requirements at two different districts and both had an approved alternative count date:

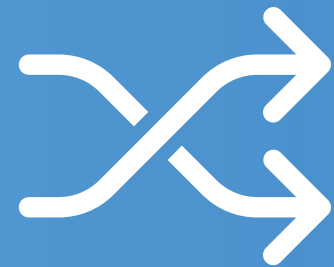
The receiving district can submit the student for funding.

Example:

- **District A** had an approved alternative count date of 9/22.
- **District B** had an approved alternative count date of 10/6.
- Student was enrolled at **District A** until 9/26, then the student transferred to **District B** and began attending on 10/2. The student met funding criteria at both districts.

District B (the receiving district) can submit the student for funding

Transfer Scenarios



Transfer Enrollment Exceptions Eliminated!

Reminder: Starting with the 2025 Student October Count, the “transfer enrollment exception” is no longer available for **out-of-state** and **within-state** transfers

- (In-district transfers are still permitted)

ONLY students who are enrolled in the district as of the count date can be submitted for funding.



Students Transferring Within-State into a District After the Pupil Enrollment Count Date



If a student transfers from one Colorado public school district to another after the pupil enrollment count date:

- If the student met the funding criteria at the sending district:

The sending school district can submit the student for funding

- Otherwise:

No district receives funding for this student.

Simultaneous Enrollment Scenarios



Students Enrolled in both a Full-Time and a Part-Time School/Program



If a student is enrolled in both a full-time Colorado public school or program *and* a part-time school or program in another Colorado district

- AND the student meets schedule and attendance requirements in both districts

The full-time school or program can submit the student for full-time funding.
The part-time enrollment will not receive any funding.

When in doubt, both districts are encouraged to submit audit documentation during the duplicate count.

Students Enrolled Full-Time at a Colorado public Online School or Program and Part-Time at a Brick-and-Mortar School



If an online school or program is providing a full-time educational program and a brick-and-mortar school is providing a part-time program:

The full-time (online) school or program is eligible to submit the student for full-time funding.
The part-time (brick-and-mortar) enrollment will not receive any funding.

Note: The district of residence is **not** obligated to provide supplemental educational opportunities to a student enrolled full-time in a Colorado public online school or program

- Brick-and-mortar schools may consider requiring the online school or program to pay tuition for these students
- These decisions are left up to each individual district

When in doubt, both districts are encouraged to submit audit documentation during the duplicate count.

Student Reported as Part-time at Two Different Districts but Not Reported as Home-school



If two districts are reporting a student for part-time funding and neither district has indicated the student is a home-based education student, the documents will be reviewed to determine whether the student is a home-school (or private school) student:

If the duplicate count document review shows the student IS a home-based education (or private school) student:	If the duplicate count document review shows the student IS NOT a home-based education (or private school) student:
The student will be treated as a home-based education student enrolled in two districts (as discussed later in the presentation)	Neither district will be asked to change the reported funding code.

Generally, if a student is receiving educational services by multiple districts, one district has taken on the primary responsibility for the student's education (i.e., the district from which the student will graduate)

- The district primarily responsible for the student's education usually has a contractual agreement with the secondary district to provide services

Ending Attendance On the Pupil Enrollment Count Date



If a student meets the attendance criteria ON the count date:

- At multiple districts
- Who are all using the same count date
- **And the student's last date of attendance at the sending district is ON the count date**
- And student attends at the receiving district at least 1 additional day in October

The receiving district can generally submit the student for funding.

Example:

- Student was enrolled at **District A** and attended for the last time in the morning of the pupil enrollment count date (10/1)
- The student then attended **District B** in the afternoon on the pupil enrollment count date (10/1) and continues to attend there during the month of October

Even though the student met all funding criteria at both districts on the pupil enrollment count date, **District B** can submit the student for funding.

Double Attendance Beyond the Pupil Enrollment Count Date



If a student meets the attendance criteria ON the count date:

- At multiple districts
- Who are using the same count date
- With a full-time schedule at both districts
- And the **student attends at both districts at least 1 additional day in October**

Upload all documents for consideration!

Example:

- Student was enrolled at **District A** from the beginning of the year and attends **for the last time** on 10/15, after the pupil enrollment count date (10/1)
- The attended **in the afternoon District B** on the pupil enrollment count date (10/1) and continues attending there through October and into November

The specifics of the situation will be evaluated on a case-by-case basis.

Simplified Timeline Diagrams



If a student is submitted for full-time funding at two districts, consider the attendance timeline:

If last date of attendance at A is before count, and student did not begin attending B until after count, the student is not eligible for funding at either district.

1 Day Before	Count Date	1 Day After
District A		District B

If last date of attendance at A is on count, and student continues at B at least 1 day after count, funding goes to B.

1 Day Before	Count Date	1 Day After
District A		District B

If last date of attendance at both districts is on count, funding is likely split.

1 Day Before	Count Date	1 Day After
District A		
District B		

If student continued attending both districts after count, both districts should submit documents for consideration! These will be evaluated on a case-by-case basis.

1 Day Before	Count Date	1 Day After
District A		
	District B	

1 Day Before	Count Date	1 Day After
District A		
	District B	

1 Day Before	Count Date	1 Day After
District A		
District B		

Home-school & Private School Scenarios



Home-school (and Private School) Students Enrolled Simultaneously in Multiple Districts



Home-school (and private school) students are eligible for a maximum of 0.5 FTE, meaning funding cannot be split for these students.

- If a home-school student is participating in two part-time programs simultaneously at two different districts, and both districts are using the same count date:

The district of primary residence can submit the student for (part-time) funding

- If neither district is the district of residence, or if it is not clear which district is the district of residence:

Both districts should upload documentation for consideration during the duplicate count process, as additional information (such as history of enrollment with each district) will be considered

Non-Funded Home-school Students Enrolled Full-Time at Another District



If a student is participating in a full-time program at one district, and another district has reported them as a **non-funded** (i.e., funding code '86') home-school student:

- The district claiming the student for funding must upload documentation showing the student is eligible for full-time funding
- The district who flagged the student as home-school (funding code '86') is not required to upload anything
 - Depending on the results of the full-time district's documentation, may be required to remove the home-based education flag from their snapshot

The specifics of the situation will be evaluated on a case-by-case basis.

Districts are strongly encouraged to work collaboratively to determine which district should submit each student for funding before the deadline for submitting duplicate count documents.



If districts cannot come to a resolution regarding who is eligible to submit the student for funding, then both districts should submit their expanded body of documentation.

Contact Information & Resources

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Resources

- [Auditing Office Training Schedule](#)
- [Auditing Office's Pupil Count Website](#)
- [Data Pipeline Town Halls](#)
- [Identity Management/Data Pipeline Student Interchange Website](#)
- [Student October Data Collection Website](#)
- [Syncplicity](#)