COLORADO
Department of Education

201 East Colfax Avenue
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Student October Count Attendance Requirements
Concurrent Enrollment & ASCENT

Each year all public school districts across the state of Colorado participate in the Student October Count data submission to the Colorado Department of Education (CDE). The purpose of this data collection is to obtain required student level data as provided for by state statute, including information regarding students' funding eligibility. In order to be eligible for funding, students must meet the enrollment, <u>attendance</u>, and scheduling requirements.

Attendance Requirements:

In order for a student to be eligible to be included for funding, he/she must meet the following attendance requirements:

1. The student must be present for a portion of the day on pupil enrollment count day (usually Oct. 1).

OR

2. If the student is absent on the pupil enrollment count day, the student must establish attendance prior to the pupil enrollment count day (during the current school year) **AND** resume attendance within 30 days following the pupil enrollment count day.

Generally attendance requirements are confirmed by a thorough review of reports generated out of a district's student information system. As such, if a student is enrolled and attending **any** classes at a district location in which attendance is logged by district teachers/staff in the district's student information system, then documentation is available for review. **Additional verification of attendance at non-district locations is not required in this case.**

Students Taking All of Their Courses at a Non-District Location:

If a student is taking **all** of his/her courses, or is being educated, at locations other than district sites in which attendance is logged in the district's student information system by district staff, then the district must be prepared to provide alternative verification of attendance. <u>This would include those students who are **only** scheduled for Concurrent Enrollment courses offsite at an institution of higher education (IHE), or who are participating in the ASCENT program offsite at an IHE</u>. In order to facilitate attendance verification for these students, the district should be prepared to provide one of the following at the time of audit:

1. A form provided to the student, who is then responsible for having his/her college instructor(s) or IHE employee sign to attest that he/she has met the attendance requirements.

2. A form completed by a designated district or IHE employee who signs to attest that the student has met the attendance requirements. This may be in the form of a roster where an employee could, on one form, indicate attendance for multiple students

The district and institution of higher education should work in partnership to determine what form of attendance verification will be utilized. At minimum, the form needs to show verification that the student was in attendance in at least one (1) course on the count day.

If the student is not in attendance on the count day, the form needs to show verification that the student was in attendance in at least one (1) course for one (1) day (in the current school year) prior to the count day AND one (1) day within the 30 days following the pupil enrollment count day.

Examples of forms currently in use are available through the Field Analyst Support Team (FAST) at the Colorado Department of Education. In the event a district chooses to create its own attendance verification form, the district should ensure that the form contains the following information:

> (1) Student name – First, Last (middle initial, if possible)
>
> (2) Applicable term/semester (ex. Fall 2014)
>
> (3) Instructor name or name and title of the individual attesting to the student's attendance
>
> (4) Dates in which the student attended during the count window
>
> (5) Instructor or designated employee signature
>
> (6) Date of signature
>
> (7) Attendance verification statement (ex. "I, the undersigned, attest that the student named above has attended on the days evidenced by my initials during the pupil enrollment count window.")

For additional information or questions please see the October Count Resource Guide or contact the Field Analyst Support Team at audit@cde.state.co.us.