

## **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, attendance and scheduling requirements.

### **Attendance Requirements**

In order for a student to be eligible for funding, the student must meet one of the following attendance requirements:

1. Student is present for all, or a portion of, the pupil enrollment count date (in any scheduled class)  
**OR**
2. If the student is absent or does not attend for any reason on the pupil enrollment count date (including non-student contact days), then the student:
  - a. Must establish attendance (in any scheduled class) prior to the pupil enrollment count date during the current school year, and
  - b. Resume attendance (in any scheduled class) within 30 days following the pupil enrollment count date

During the pupil count compliance audit, attendance requirements are generally confirmed through a review of reports generated from a district's student information system (SI system). 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 SI system, documentation generated out of this system is likely sufficient to evidence attendance. In such cases, **alternative documentation evidencing attendance at non-district locations is not required.**

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

If students are taking **all** of their courses at off-site locations in which attendance is **not** logged in the district's SI System by district staff (including off-site course taken at the IHE), then the district will be required to provide alternative documentation evidencing attendance for these students.

Examples of possible documentation include, but are not limited to:

- Forms provided to the student by the school district in which the student facilitates the collection of signatures/initials from IHE instructors/staff members verifying attendance during the 11-day count period (at a minimum)
- Form completed and signed by a designated district or IHE employee attesting to the days students attended during the 11-day count period (at a minimum) – usually in roster format
- Dated classroom notes taken by the student
- Dated classroom assignments and/or tests kept by the student
- IHE electronic attendance print-outs (from IHEs that have electronic attendance tracking systems)
  - Grade postings/progress reports are **NOT** evidence of attendance
- Student system log-in records (for students taking online CE courses through the IHE)

For additional information, please visit the auditing team's pupil count webpage:

[http://www.cde.state.co.us/cdefinance/auditunit\\_pupilcount](http://www.cde.state.co.us/cdefinance/auditunit_pupilcount)

**Concurrent Enrollment/ASCENT  
Institution of Higher Education  
Attendance Sample Forms**

**Example 1 – Example 3:** These three sample forms may be used for an individual student who is exclusively enrolled in either Concurrent Enrollment or ASCENT courses. The fields highlighted in yellow should be updated each year to reflect the dates included in the 11-day count period. These form types should include the student's name, the term, instructor name, and course title. The instructor may initial next to each date that the student attended or indicate whether the student was present. Finally, the form should be signed and dated.

**Example 4:** This form is an example of a class roster that could be completed by a district that has several students taking the same course at the same institution of higher education (IHE). If this form is used, all fields highlighted in yellow should be updated to reflect the current term and/or dates, and student names, term, instructor name, and course title should be added. The district or IHE representative/instructor may initial next to each date that the student attended or indicate whether the student was present. Finally, the form should be signed and dated.

**Example 5:** This form is an example of a class roster that could be completed by a district that has several students taking different courses at the same institution of higher education (IHE). If this form is used, all fields highlighted in yellow should be updated to reflect the current term and/or dates, and student names, term, instructor name, and course title should be added. The district or IHE representative/instructor may initial next to each date that the student attended or indicate whether the student was present. Finally, the form should be signed and dated.

**Example 1**

**20XX Student October Count  
Concurrent Enrollment/ASCENT Attendance Form**

The purpose of this form is to verify that those high school students who are participating in the ASCENT program or who are concurrently enrolled are meeting the attendance requirements necessary for the district to receive funding under the Public School Finance Act of 1994.

**This section to be completed by student:**

Student Name (First, Last, MI)	
Term:	
Course Title:	
College Instructor Name:	

**This section to be completed by authorized representative:**

Please initial next to each day in which the student has attended class.

Initial	Dates
	____., Sept. 24, 20XX
	____., Sept. 25, 20XX
	____., Sept. 26, 20XX
	____., Sept. 27, 20XX
	____., Sept. 30, 20XX
	____., Oct. 1, 20XX
	____., Oct. 2, 20XX
	____., Oct. 3, 20XX
	____., Oct. 4, 20XX
	____., Oct. 7, 20XX
	____., Oct. 8, 20XX

I, the undersigned, attest that the student named above has attended on the days evidenced by my initials during the 11-day count period.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

NOTE: At minimum, the form needs to show verification that the student was in attendance in at least 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 1 course for 1 day (in the current school year) prior to the count day AND 1 day within the 30 days following the pupil enrollment count day.

Authorized Representative may include a course instructor or other district or institution employee.

**Example 2**

**XXXX SCHOOL District**

**M E M O R A N D U M**

<b>TO: Authorized Representative</b>  <b>FROM: District Pupil Count Coordinator</b>	<b>Student Name (First, Last, MI):</b>
	<b>Term:</b>
	<b>Instructor Name:</b>
	<b>Course Title:</b>

*Authorized Representative: Verification of attendance is critical to our district securing funding as outlined in the Public School Finance Act of 1994. As such, please indicate, by initializing next to each day during the count window, whether the student noted above was present or absent for the referenced course.*

<b>DATE</b>	<b>PRESENT</b>	<b>ABSENT</b>
____, Sept. 24 <sup>th</sup>		
____, Sept. 25 <sup>th</sup>		
____, Sept. 26 <sup>th</sup>		
____, Sept. 27 <sup>th</sup>		
____, Sept. 28 <sup>th</sup>		
____, Oct. 1 <sup>st</sup>		
____, Oct. 2 <sup>nd</sup>		
____, Oct. 3 <sup>rd</sup>		
____, Oct. 4 <sup>th</sup>		
____, Oct. 7 <sup>th</sup>		
____, Oct. 8 <sup>th</sup>		

I, the undersigned, attest that the student named above has attended on the days evidenced by my initials during the 11-day count day period.

**Authorized Representative Signature:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**THANK YOU FOR YOUR ASSISTANCE.**

NOTE: At minimum, the form needs to show verification that the student was in attendance in at least 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 1 course for 1 day (in the current school year) prior to the count day AND 1 day within the 30 days following the pupil enrollment count day.

Authorized Representative may include a course instructor or other district or institution employee.

**Example 3**

**Pupil Enrollment Count Day  
ASCENT and Concurrently Enrolled Attendance Record  
20XX October Count**

Student Name: \_\_\_\_\_  
Course Title: \_\_\_\_\_  
Instructor Name: \_\_\_\_\_  
Term: \_\_\_\_\_

The above named student is currently enrolled in XXXX School District. In order to collect reimbursement funds from the State of Colorado, attendance verification is required for classes at the institution of higher education.

Please initial on the lines provided next to the days in which the above named student attended the course listed above.

Sept. 24	_____
Sept. 25	_____
Sept. 26	_____
Sept. 27	_____
Sept. 30	_____
Oct. 1	_____
Oct. 2	_____
Oct. 3	_____
Oct. 4	_____
Oct. 7	_____
Oct. 8	_____

I, the undersigned, attest that the student named above has attended on the days evidenced by my initials during the 11-day count period.

Authorized Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

NOTE: At minimum, the form needs to show verification that the student was in attendance in at least 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 1 course for 1 day (in the current school year) prior to the count day AND 1 day within the 30 days following the pupil enrollment count day.

Authorized Representative may include a course instructor or other district or institution employee.



