The following is a summarized list of audit documentation as outlined in the **Student October Count Audit Resource Guide** (http://www.cde.state.co.us/cdefinance/auditunit_pupilcount).

All relevant documentation is subject to review for any, and all, students submitted for funding in the district's Student October Count data submission. **This list is not exhaustive, and additional documentation may be requested during the course of the audit.**

Documentation Checklist

For All Students

- ☐ District calendar
- ☐ Individual school or program calendars as applicable
    - o Preschools
    - o BOCES
    - o Alternative schools or programs (HSED/GED, transition, etc.)
    - o Calendars that show a rotation of days (e.g. A and B days, etc.)
- ☐ Bell schedules (as applicable)
    - o All k-8, middle, junior and senior/high schools
    - o Preschools
    - o BOCES
    - o Alternative schedules (HSED, night school, transition programs, etc.)
    - o Bell schedules for any rotating and/or shortened days will be required
- ☐ Student handbooks for all high schools (if available)
- ☐ District graduation requirements
- ☐ Enrollment reports including entry and exit dates for students (if enrollment is not included on attendance reports)
- ☐ Attendance reports covering a minimum of the 11-day count period
    - o 11-day count period attendance encompassing alternative preschool count date of Nov. 1 if applicable
- ☐ Individual student schedules
    - o For students in grades 6-12 attending k-8, middle, junior high, senior high, or high schools
- ☐ Individual Education Program (IEP) service delivery page (or ENRICH data pull) encompassing the pupil enrollment count date
    - o Preschool students on an IEP
    - o Students 18-21 receiving transition services (if applicable)
- ☐ Tuition payment verification and district cooperative agreements (MOUs)
    - o Contractual education or 3rd party contract students
    - o CE, ASCENT, CE, Early College, AVP, CTE, etc.

Additional Documentation (as applicable)

Districts will also need to provide additional documentation (as applicable) for the student, course, or school types listed below, and as outlined in the corresponding sections of the **Student October Count Audit Resource Guide** found at http://www.cde.state.co.us/cdefinance/auditunit_pupilcount.

- ASCENT
- Blended Learning Courses
- Concurrent Enrollment Students
- Contractual Educational Students
- Detention Center Students
- Dropout Recovery Students
- Early College Students
- Expelled Students
- First Grade Students (under the age of 6)
- Foreign Exchange Students
- Home-Bound Students
- Home-School Students
- High School Equivalency Diploma (HSED) Students
- Independent Study Courses
- Kindergarten Students
- Online Schools and Programs
- Preschool Students
- PTECH Schools and Programs
- Supplemental Online Courses
- Transfer Students (Enrollment Exceptions)
- Transition Students (18-21 Year Old Services)
- Truant Students
- Work-Based Learning Experience Courses