Pursuant to the Rules of the Administration, Certification and Oversight of Colorado Online Programs (1 CCR 301-71, Rule 8.01.1), Authorizers must adopt policies tracking student enrollment, attendance, and participation (as set forth in Rule 3.02.8). Authorizers may document students’ attendance and participation in educational activities in a manner the Authorizer deems appropriate to support student learning. The purpose of this Authorizer Assurance Signature Form is to verify the process and policies by which students’ attendance and participation in the online program or online school are tracked and documented.

Students participating in an online program or online school are subject to the compulsory attendance requirements as provided in Article 33 of the Colorado Revised Statutes. Students are deemed to comply with the compulsory attendance requirements through participation in an online program or online school. The Assurances provided below ensure compliance with these statutory requirements, as well as the attendance requirements for funding outlined by the Rules for the Administration of the Public School Finance Act (1 CCR 301-39).

**Definitions**

The subsections of 1 CCR 301-71, Rule 2.0 define the types of online schools and programs that an Authorizer may offer:

***Online Programs***

“Online Program” means a full-time education program authorized pursuant to Title 22 of the Colorado Revised Statutes that delivers a sequential program of synchronous or asynchronous instruction directed by a teacher primarily through online digital learning strategies that provide students choice over time, place, and path, and teacher-guided modality of learning. “Online Program” does not include a supplemental program. Accountability for each student in an online program is attributed back to a designated school that houses the online program**. An Online Program with one hundred or more students is an Online School and not an Online Program** (Rule 2.09).

* ***Single District Online Program***

“Single-District Online Program” means an Online Program that serves only students who reside within a single school district (Rule 2.12)

***Online Schools***

“Online School” means a full-time, education school authorized pursuant to Title22 of the Colorado Revised Statutes that delivers a sequential program of synchronous or asynchronous instruction directed by a teacher primarily through online digital learning strategies that provide students choice over time, place, and path, and teacher- guided modality of learning. An Online School has an assigned school code and operates with its own administrator, a separate budget, and a complete instructional program. An Online School is responsible for fulfilling all reporting requirements and is held to state and federally mandated accountability processes (Rule 2.10).

* ***Multi-District Online School***

“Multi-District Online School” means an Online School that serves a student population drawn from two or more school districts (Rule 2.07).

**Attendance**

Each online program and online school must document a student’s compliance with compulsory attendance requirements during the official count window (1 CCR 301-71, Rule 8.01).

To meet the attendance requirement for funding purposes, students must participate in the educational process (as defined by the local board of education) on the pupil enrollment count date, or, if they do not participate (for any reason) then, the student must participate prior to the pupil enrollment count date during the current school year and within 30 days following the count date. The activities that constitute attendance and participation in the educational process should be defined in and described by local board policy, in a manner the Authorizer deems appropriate to support student learning.

These activities may include, but are not limited to:

* assessment, orientation, and induction activities;
* in-person educational instruction; and
* synchronous and asynchronous internet-based educational activities.

While the activities that constitute attendance and participation in the educational process should be defined in and described by local board policy, the Authorizer may define the documentation demonstrating that a student has participated in one of these board-approved activities. At the time the Authorizer Assurances are submitted, the district or school must also provide samples of documentation that will be used to demonstrate students have met the attendance requirement to CDE’s Office of Blended and Online Learning. At the time of the funding audit, the School Auditing Office will only consider this same documentation when determining whether a student has met the attendance and participation requirement.

**Authorizer’s Assurances**

**The following information must be completed separately for each online school or program operated by the Authorizer:**

For each online school or program operated by the Authorizer, a copy of this form must be signed and dated by the Chief Financial Officer and Superintendent to certify that the required Authorizer assurances and documentation (including local school board-approved policies and sample attendance documentation) have been provided to CDE’s Office of Blended and Online Learning.

Assurances

[ ] The Authorizer has reviewed the attendance requirement described above, and has provided to the Office of Blended and Online Learning the local board policy defining and describing the activities that may be considered participation in the educational process for the purpose of establishing attendance in the Authorizer’s online school or program.

[ ] The Authorizer has attached sample documentation for each activity that may be used to demonstrate a student has met the attendance requirement for funding (as outlined in local board policy).

[ ]  At the time of audit, the Authorizer will provide documents of the same type as the samples that were provided to demonstrate the attendance requirement has been met for each student enrolled in an online school or program and submitted for funding. No other documentation type will be considered when evaluating the attendance requirement for funding purposes.

Authorizer information

District Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CDE School Code (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Online School or Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please select one option below for the school or program noted above:*

[ ] Multi-district online school

[ ] Single-district online school

[ ] Single-district online program

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Financial Officer (signature) (printed name) Date

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Superintendent (signature) (printed name) Date

No later than September 20, submit electronically through the Smartsheet submission link found at: <https://www.cde.state.co.us/onlinelearning/resources>

**NOTE: Once an Authorizer has provided these assurances and supporting documentation, the Colorado Department of Education will assume the Authorizer plans to continue to use the policies identified in their assurance form. Annual submission is not required. However, resubmission to the Office of Blended and Online Learning no later than September 20 of the applicable school year is required if the Authorizer has changed their local board policy with regard to attendance and/or the documentation used to demonstrate participation in the educational process.**