



## Overview

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Each year, Colorado public school districts and CSI participate in the Student October Count data collection (“Snapshot”). Information submitted by districts during this data collection is used to determine each district’s Total Program (pupil and at-risk) funding.

In order to ensure that funding for a given student does not exceed the maximum state-allowable level, the Duplicate Count process is run after all districts and CSI have submitted their error-free Student October Snapshots to CDE (on or about November 10).

Districts will receive an email instructing them to access their report from Cognos if they have students who appear on the “Audit Exception Report.” Districts will then need to provide all required audit documentation for these students to the School Auditing Office by uploading it to the district’s audit Syncplicity folder during the duplicate count period.

***Because of the changes to the educational process implemented by many districts as a result of the COVID-19 pandemic, the documentation requirements for the 2020-2021 duplicate count process have been expanded or modified as appropriate.***

## Audit Documentation

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Because all duplicate count decisions are final, districts should upload all required audit documentation to the “Duplicate Count” subfolder found in the district’s audit Syncplicity folder to support funding eligibility for all students included on the “Audit Exception Report.”

Documentation includes, but is not limited to:

### Student-level documents

- Household demographic printout (from SIS)
- Enrollment history
- Attendance verification
  - Must include attendance for September AND October (not just the count window)
  - Attendance reports generated out of SI systems can be used to verify in-person learning; however, these alone will not be sufficient to evidence attendance during online and/or remote learning.
    - Online learning refers to students who are enrolled in approved Online Schools and Programs.
    - Remote learning refers to any time a brick-and-mortar student is receiving instruction remotely due to public health and safety reasons attributed to COVID-19.
  - For online and remote learning students, districts should provide documentation evidencing actual off-site participation/attendance per district, school, or program policies and/or Online Assurances and should include course-level attendance.
    - Examples may include, but are not limited to: log-ins into courses; gradebooks (showing which days assignments/tests were completed); dated progress reports; dated assignments, etc.
- Student schedule
- Additional documentation as applicable (i.e., corresponding unique student/course/school/program type documentation outlined in the Student October Count Audit Resource Guide)
- If necessary, a narrative which may provide context or clarity regarding unique student circumstances.

### School- or district-level documents



- Adopted local policies (for students on the list who are participating in remote learning)
- District/school/program calendar
- School or program handbook
- School/program bell schedule

### Audit Documentation Formatting

For each student included in the duplicate count, the district must upload one document, using the following naming convention:

- District Number\_SASID\_StudentLastName\_StudentFirstName
- For example: 0010\_999999991\_Smith\_John



0010\_999999991\_Smith\_John.pdf

- Each document should contain all required audit documents necessary to support funding.

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 with the following naming convention:

- District Number\_SASID\_StudentLastName\_StudentFirstName\_Concede
- For example: 0010\_999999991\_Smith\_John\_Concede



0010\_999999992\_Smith\_Jane\_Concede.pdf

- This document can be blank.

### Syncplicity Instructions

Please upload all appropriate documentation for every student listed on your “Audit Exception Report” into the “Duplicate Count” subfolder located within your district’s Syncplicity folder. If you do not have access to Syncplicity, please contact the School Auditing Office at [audit@cde.state.co.us](mailto:audit@cde.state.co.us). If you would like more detailed information about how to use Syncplicity, please refer to the School Auditing Office’s [Syncplicity Instructions](#) PDF.