# Information

Beginning with the 2024-2025 school year, and as part of the Annual Audit Review, all Colorado public school districts, the Charter School Institute (CSI), and BOCES (that have their own school or programs) must complete this questionnaire. This questionnaire must be submitted to the School Auditing Office via Syncplicity no later than **December 11, 2024**.

When responding to questions contained within this Questionnaire, refer to the following resources:

* [English Language Learner Count](https://www.cde.state.co.us/cdefinance/auditunit_ell_count) Webpage
	+ https://www.cde.state.co.us/cdefinance/auditunit\_ell\_count
* [2024 English Language Learner Count Audit Resource Guide](http://www.cde.state.co.us/cdefinance/2024_ell_count_audit_resource_guide)
	+ https://www.cde.state.co.us/cdefinance/2024\_ell\_count\_audit\_resource\_guide

Please provide as much narrative information as is necessary in the Question sections below; if more space is needed, you may upload separate documents as part of your submission. In the questions below, “organization” refers to the school district/CSI/BOCES completing this questionnaire.

# Contact Information

## Organization Information

|  |  |
| --- | --- |
| Code |  |
| Name |  |

## Questionnaire Completer Information

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Email address |  |
| Phone Number |  |

## Primary English Language Learner Count Audit Contact Information

Provide the following information if the primary ELL count audit contact for your organization is not the same as the individual who completed this questionnaire:

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Email address |  |
| Phone Number |  |

|  |  |
| --- | --- |
| Did the audit contact review the 2024 ELL Count Audit Resource Guide? |  |
| How long has the audit contact been in their current role? |  |
| Has your organization had staff turnover during the past year that would have impacted the organization’s ability to follow its documented identification and redesignation processes? If so, please explain. |  |

## Trainings

Did your organization have staff members who attended or reviewed the following trainings hosted by the School Auditing Office in preparation for the 2024 Student October Count data collection?

|  |  |
| --- | --- |
| Training Session | Attended/Reviewed (Yes/No) |
| English Language Learner Count Audit Overview (training session date: 9/17) |  |

## Questions

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| --- |
| **Question 1:** Does your organization have a documented identification process?  |
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| **Question 2:** Does your organization have a documented redesignation process?  |
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| **Question 3:** Describe the process(es) (if any) your organization has for verifying that its documented processes are being followed. |
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# Initial Documentation Upload

**In addition to this completed English Language Learner Count Questionnaire, the following additional audit documents must also be provided to the School Auditing Office via Syncplicity no later than December 11, 2024.**

Organization’s Identification Process

* Documentation describing the district’s process for identifying students with an English language proficiency level of NEP or LEP
* Sample scoring rubric with cut scores or other objective criteria (e.g., ratings, levels, or other measurables) that clearly indicates what conditions must be met for a student’s language proficiency level to be designated NEP or LEP

Organization’s Redesignation Process

* Documentation describing the district’s process for redesignating students (with a previously-reported English language proficiency level of NEP or LEP) out of Language Instruction Educational Programs (LIEP).
* Sample scoring rubric with cut scores or other objective criteria (e.g., ratings, levels, or other measurables) that clearly indicates what conditions must be met for a student to be redesignated out of LIEP.

# Disclaimer

During the Annual Audit Review, the School Auditing Office will review and evaluate the completed questionnaire, the initial documentation upload, and the student-level data submitted by each district, CSI and BOCES during the 2024 Student October Count data collection. No later than April 1, 2025, the School Auditing Office will contact all districts, CSI and BOCES with a list of additional required audit documentation (organizational, school, program, and/or student-level)— as described in the Audit Resource Guide—that must be uploaded within 30 calendar days following receipt of the request as part of an expanded (i.e., “Focused” or “Comprehensive”) audit.

# Attestation

**I certify, to the best of my knowledge and belief, that the information provided in this questionnaire and in all required documentation is true and correct.**

|  |  |
| --- | --- |
| Completer Signature |  |
| Date |  |