# 2020 Student October Duplicate Count

School Auditing Office

# Agenda

- Overview
- Process
  - Audit Exception Report
- Audit Syncplicity Folders
- Documentation
- Total Funding Allotment
  - Edit Checks
- Preparation
- Consideration
- Contact Information

# Overview

- Each year Colorado public school districts and CSI participate in the Student October Count data collection.  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 (usually 1.0 FTE), the duplicate count process is run after all districts and CSI have submitted their Student October Snapshots.

# Process

- After all Student October Snapshots have been submitted, Data Services runs the duplicate count process, which includes generating the "Audit Exception Report."
  - This Cognos report lists, for each district, which of their funded students are also being submitted for funding by another district AND for whom the total funding (by both districts) exceeds the allowable state amount.
  - Districts will receive an email instructing them to access their report from Cognos if they have students who appear on their report.
- Districts will be required to provide all required audit documentation to the School Auditing Office by uploading it to the district's audit Syncplicity folder during the duplicate count period.

- The School Auditing Office will then review all documentation provided for each student to determine which district is entitled to submit the student for funding, and at what level.
    - The School Auditing Office will notify each district of its duplicate count findings. (Decisions will be uploaded to the district's audit Syncplicity "Duplicate Count" subfolder.)
    - Data Services will unlock the Snapshot for any district needing to change their data per the duplicate count findings.

- Districts will then need to:
    - Make the appropriate adjustments to their interchange files **AND**
    - Regenerate their Student October Count Snapshot **AND**
    - Re-submit their Snapshot

# Audit Exception Report

The Audit Exception Report consists of two sections:

- Summary of Pupils Being Reported by Another District: Funding Duplicates
  - **<u>Do</u>** submit documentation to the School Auditing Office for these students.
    - If you do not submit documentation, your district will automatically lose funding.
- Summary of Pupils Being Reported by Another District: PAI Duplicates
  - **<u>Do not</u>** submit documentation to the School Auditing Office for these students.
  - A student listed in this section has been reported by a BOCES with an 01-08 Pupil Attendance Information (PAI) code and by a district with an 01-08 code. You may want to change the student's PAI code to 31 or 33.

# Audit Syncplicity Folder

- All duplicate count documentation <u>must</u> be provided to the School Auditing Office securely via Syncplicity.

- All duplicate count audit documentation <u>must</u> be uploaded to the "Duplicate Count" subfolder found within the district's audit Syncplicity folder.
  - The deadline to upload documentation is <u>Friday, November 13, 2020</u> at 5pm (Data Services will send out an email if this deadline is adjusted for any reason).

- If you do not already have access to your district's audit Syncplicity folder, please email the School Auditing Office at [audit@cde.state.co.us](mailto:audit@cde.state.co.us)
  - In the subject line of the email, please include your district number, district name and "Duplicate Count Contact"
    - For example: "0010_Mapleton 1_Duplicate Count Contact"

# Audit Syncplicity Folder

- An audit Syncplicity folder has been created for each district and CSI.

- The naming convention for these Syncplicity folders is as follows:
  - District Number_District Name_Audit_FAST
    - For example:  0010_Mapleton 1_Audit_FAST

- The audit Syncplicity folder contains several subfolders:
  - At-Risk Count
  - Audit Report
  - **Duplicate Count [this folder is currently empty]**
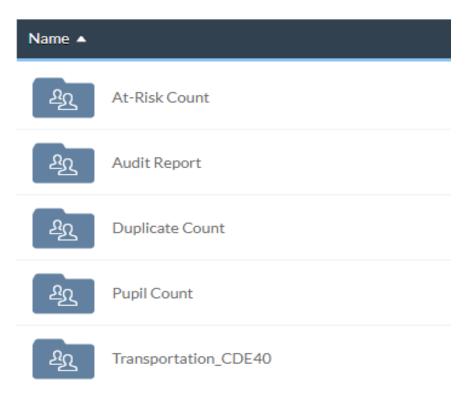  - Pupil Count
  - Transportation_CDE40

# Audit Syncplicity Folder

0000_Test District_Audit_FAST

**All Files** ▸ **0000_Test District_Audit_FAST**

| Name ▲ |
| --- |
| At-Risk Count |
| Audit Report |
| Duplicate Count |
| Pupil Count |
| Transportation_CDE40 |

# Duplicate Count Documentation

- Districts will need to upload all required audit documentation to the "Duplicate Count" subfolder for all students included on the "Audit Exception Report."  This includes both:
  - School-or district-level documentation, and
  - Student-level documentation

- It is important to note that the level of detail required for student-level documentation during Duplicate Count may exceed what is required for normal auditing purposes.

- Because the School Auditing Office must sometimes make funding determinations between districts with very similar documentation and grounds for funding, it is recommended that districts be prepared to upload an expanded body of documents for contested students.  This may include supplemental proof of attendance and participation in courses, ***especially for students who were receiving their education online or remotely (100%, hybrid, etc.).***

# Documentation: School- or district-level

- Adopted local policies (for students on the list who are participating in remote learning)

- District/school/program calendar

- District/school/program bell schedule (or equivalency)

- District/school/program handbook (for secondary)

# Documentation: Student-level

- 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 <u>not</u> 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 <u>online</u> and <u>remote learning students</u>, districts should provide documentation evidencing <u>actual off-site</u> 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 for 2020)

- If necessary, a narrative which may provide context regarding unique student circumstances not made clear by other documentation.

# Documentation: Labeling

For each student, please upload <u>one</u> assembled document using the following naming convention:

- District Number_SASID_Student Last Name_Student First Name
  - For example: 0010_9999999991_Smith_John

0010_9999999991_Smith_John.pdf

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

# Documentation

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_Student Last Name_Student First Name_Concede
  - For example:  0010_9999999991_Smith_Jane_**Concede**.pdf

0010_9999999992_Smith_Jane_Concede.pdf

This document can be blank.

# Total Funding Allotment

Acceptable funding codes are:

- Full-time funding (1.0 FTE)
  - 64, 80, 81, 91 and 92
- Part-time funding (0.5 FTE)
  - 82, 83, 84, 85, 94 and 95
- No funding (0.0 FTE)
  - 86, 87, 89, 96

Edit checks are in place to ensure that a given district does not submit an individual student for a funding level that is not allowed, per statute.

# Total Funding Allotment

In general, the following rules apply <u>UNLESS</u> a given student meets specific exception criteria which would allow for more or less funding:

- Students in grades K-12 cannot exceed a total of 1.0 FTE.

- Home-school students (regardless of grade level) cannot exceed a total of 0.5 FTE.

- Preschool students are not eligible for funding unless they are funded with CPP or ECARE positions, or are receiving services as outlined in an IEP.  Funding usually does not exceed 0.5 FTE.

# Edit Checks

In order to ensure that the allowable funding is not exceeded when a given student is submitted for funding by multiple districts/CSI, the following criteria/edit checks will result in a student being included in the duplicate count process:

- Students in any grade level who are submitted for more than a total of 1.0 FTE

- Home-school students who are submitted for more than a total of 0.5 FTE (as identified by any district who has reported the student with a Home-Based Education Flag value of "1")

- Preschool students who are submitted for more than a total of 0.5 FTE, when at least one district has submitted the student for a minimum of 0.5 FTE

# Preparation

Because the turnaround time for providing duplicate count documentation is very short, districts and CSI are encouraged to monitor the "Summary of Pupils Being Reported by Another District" Cognos report.  This may include contacting the other district (if appropriate) and beginning to gather electronic documentation evidencing funding eligibility.

- This report provides a list of students who are being reported by another district; another district and BOCES; or a facility school.

- Keep in mind that this report may not show a complete list of your district's duplicates, as it only includes students reported by districts that have already generated a Snapshot, and will only include students who are "error free."

# Scenarios and Considerations

- The following slides cover some common scenarios that frequently arise during the duplicate count.

- The specific circumstances surrounding a given scenario will determine funding decisions.

- ***Districts are encouraged to upload an expanded body of documents for contested students.***

# Considerations

In the event a student meets the funding criteria at multiple districts, **and each district is using a different count date**, the following is the general count date "hierarchy" that is used to determine which district is eligible to submit the student for funding:

1. District using the official pupil enrollment count date (10/1)

2. District using an approved alternative count date (either before or after the official pupil enrollment count date)

3. District who has a student who transfers in during the 11-day count window from another Colorado public school district after the pupil enrollment count date

4. District who has a student who transfers in during an alternative 11-day count window from another Colorado public school district after the alternative count date

*Whenever possible, districts should try to resolve duplicate count issues related to count date/enrollment prior to the duplicate count process.*

# Official Count Date Takes Precedence

Districts using the pupil enrollment count date (10/1) will always have precedence over those that are using an alternative count date (whether the alternative count date comes before or after the pupil enrollment count date).

- *This is also true of districts using the alternative preschool count date of November 1--the October pupil enrollment count date takes precedence.*

Example:

- Student meets all funding requirements at District A (who used the pupil enrollment count date of 10/1)

- Student also meets all funding requirements at District B (who used an alternative count date of 10/7)

- In this instance, District A is allowed to count the student for funding.

# Transferring on the Pupil Enrollment Count Date

If a transferring student meets the attendance criteria on the count date at multiple districts (assuming they are all using the same count date), the <u>receiving</u> district is eligible to submit the student for funding.

Example:

- Student was enrolled and attended at District A in the morning on the pupil enrollment count date (10/1).

- The student then transfers to District B and attended in the afternoon on the pupil enrollment count date (10/1) .

- Even though the student met all funding criteria at both schools on the pupil enrollment count date, District B (the receiving district) is allowed to count the student for funding.

# Two Districts with Approved Alternative Count Dates

If a student meets all funding requirements at two different districts--which both had an approved alternative count date--the <u>receiving</u> district is eligible to include the student for funding.

Example:

- District A had an approved alternative count date of 9/23.

- District B had an approved alternative count date of 10/6.

- Student was enrolled at District A until 9/27, at which time the student transferred to District B.

- Even though funding criteria were met at both districts, District B (the receiving district) is allowed to submit the student for funding

# Preschool Students Enrolled Simultaneously in Multiple Districts

If a preschool (or kindergarten) student is attending two different districts part-time simultaneously, and both districts are using the same count date, then:

- The district of primary residence is allowed to submit the student for funding.

- If parents share joint custody and there is no parenting agreement that would indicate which parent is considered the custodial parent for educational purposes, then the district <u>at which the student was first enrolled</u> would be eligible for funding.

*Preschool students can only be funded with a full-day program-experience at one location, regardless of funding combination (CPP/ECARE, SPED/CPP or ECARE, etc.)*

# Home-school Students Enrolled Simultaneously in Multiple Districts

If a home-school student is taking supplemental courses simultaneously at two different districts (which both have the same count date), AND meets the part-time funding criteria at both, <u>only the district of primary residence</u> is allowed to submit the student for (part-time) funding.

*In the event neither district is the district of primary residence, then both districts should submit documentation for consideration during the duplicate count process as additional information (such as length of enrollment) will be considered.*

# Students Enrolled Full-Time at an Approved Online School/Program and Part-Time at a Brick-and-Mortar School

If a student is enrolled full-time in an approved public online school or program, the district of residence is not obligated to provide supplemental educational opportunities to that student. Such decisions are left up to each individual district.

Therefore:

- If a student has been enrolled in both districts for the entire school year and continues to be enrolled in both beyond the count date, then…
  - If the online school is providing a full-time educational program and the brick-and-mortar is providing a part-time educational program, it is likely the online school or program would be allowed to submit the student for full-time funding.

*When in doubt, both districts are encouraged to submit audit documentation during the duplicate count.*

# Students Transferring Within-State into a District After the Pupil Enrollment Count Date

Students transferring from one Colorado public school district to another after the pupil enrollment count date, but during the 11-day count period, are only eligible for funding at the receiving district <u>if the student did not meet the funding criteria at the sending district</u>.

*For additional information regarding funding and <u>required audit documentation for this scenario</u>, please refer to the "Transfer Student (Enrollment Exceptions)" section of the Student October Count Audit Resource Guide.*

# Consideration

If districts are unable to come to a resolution regarding who is eligible to submit the student for funding, then both districts are encouraged to submit an expanded body of documentation during the duplicate count process for funding consideration.

Pupil Count Webpage:

http://www.cde.state.co.us/cdefinance/auditunit_pupilcount

## Duplicate Count

- 2020-21 Duplicate Count Overview and Instructions **NEW** 09/29/20 (PDF)
- Audit Resource Guide Duplicate Count Appendix (PDF)
- Syncplicity Instructions (PDF)

# Contact:

School Auditing Office
Email: audit@cde.state.co.us
Website:  http://www.cde.state.co.us/cdefinance/auditunit


Rebecca McRee, Audit Supervisor
Email: mcree_r@cde.state.co.us