2017 Student October Count
Audit Webinar

Office of School Finance

Field Analyst Support Team (FAST)

Summer 2017

Agenda

- Overview and Purpose
  - Student October Count Data Snapshot
  - Field Analyst Support Team (FAST)
    - Website

- Pupil Enrollment Count Date and Count Period
  - Timeline

- Funding Requirements

- Highlights

- Audit Documentation Checklist

- Contact Information

- Questions

Student October Count Data Snapshot

- The Student October Count is a one-day membership count in which districts report all students who are actively enrolled and attending classes as of the pupil enrollment count date

- Districts report their Student October Count data to the Colorado Department of Education (CDE) between September 1 and November 10 each year
  - District interchange data are submitted through the Data Pipeline
    - These data are then used to create the Student October Snapshot
  - Reported Snapshot data are used to assist the Office of School Finance in determining the district's Total Program and subsequent state share funding
    - Grade Level, Funding Code, Pupil Attendance Codes
  - Additional district data reported to CDE are used by FAST in identifying students who may be included in the district's compliance audit sample

Field Analyst Support Team (FAST)

- Conducts periodic compliance audits to ensure that the data included in the district's Student October Snapshot (and used to determine the district's Total Program funding) were reported accurately and correctly

- Compliance audits include a risk-based audit approach in which documentation for a sample of the district's reported students are reviewed

- Exceptions found during the compliance audit may result in adjustments to the district's calculated state share funding. These adjustments are then documented in the district's Audit Report and any differences in the calculated state share will either be owed back to the State by the district, or paid to the district by the State (if applicable)

FAST Website (main page)

School Finance Division Home

Field Analyst Support Team (Audit)

Audit Process

At-Risk / Free Lunch Count

Pupil Count

　　Duplicate Count

Transportation

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Capital Construction

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School Nutrition (OSN)

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Calendar

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Field Analyst Support Team / Audit Team

About Us

The Field Analyst Support Team (FAST), formerly known as the Audit Team at CDE, ensures compliance with funds received via the Public School Finance Act of 1994 as amended and the Public School Transportation Fund. The FAST performs compliance audits of school districts every one to four years depending on the student population and other predetermined risk factors. It is the team's mission to educate and train districts on document requirements needed for audit and to maximize the district's funding for the aforementioned programs above.

Some forms recommended by the Field Analyst Support Team may contain personally identifiable information of students. Because email cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses; forms with PII should not be emailed. Contact the intended recipient to mutually determine enhanced security options for transferring such information.

FAST Website (training schedule page)

Audit Process
At-Risk / Free Lunch Count
Pupil Count
   Duplicate Count
Transportation
Training Schedule
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Capital Construction
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Training Schedule

Field Analyst Support Team (FAST) Webinars for 2017

Student October Count and Free Lunch

Who: Pupil Count Coordinators and Nutrition Directors

What and When:

Audit Process

- Wednesday, September 6, 2017 from 1:30 – 2:30 pm

Student October Count Resource Guide for 2017

- Tuesday, September 5, 2017 from 1:30 – 2:30 pm

At-Risk Resource Guide for 2017

- Thursday, September 7, 2017 from 1:30 – 2:30 pm

Duplicate Count Process

- Wednesday, November 1, 2017 from 1:30 – 2:30 pm

Save the Date Flyer - Pupil Count Coordinators and Nutrition Directors (PDF) updated April 14, 2017

Save the date

Where to Meet

Enter Meeting Room

Audio for these webinars will not be available through the audio conferencing center (telephone).

Pupil Enrollment Count Date

The pupil enrollment count date is usually October 1 unless that date falls on a Saturday, Sunday, or major religious holiday.

The pupil enrollment count date for <u>2017-2018</u> is:

5-Day Week <u>District</u>: **Monday, October 2**

4-Day Week <u>District</u> (Mon-Thurs): **Monday, October 2**

4-Day Week <u>District</u> (Tues-Fri): **Tuesday, October 3**

Alternative count date requests must be submitted in writing no later than Sept. 15, 2017, and directed to Aaron Oberg, School Finance Director (oberg_a@cde.state.co.us).

Pupil Enrollment Count Period

The 11-day count period for <u>2017-2018</u> is:
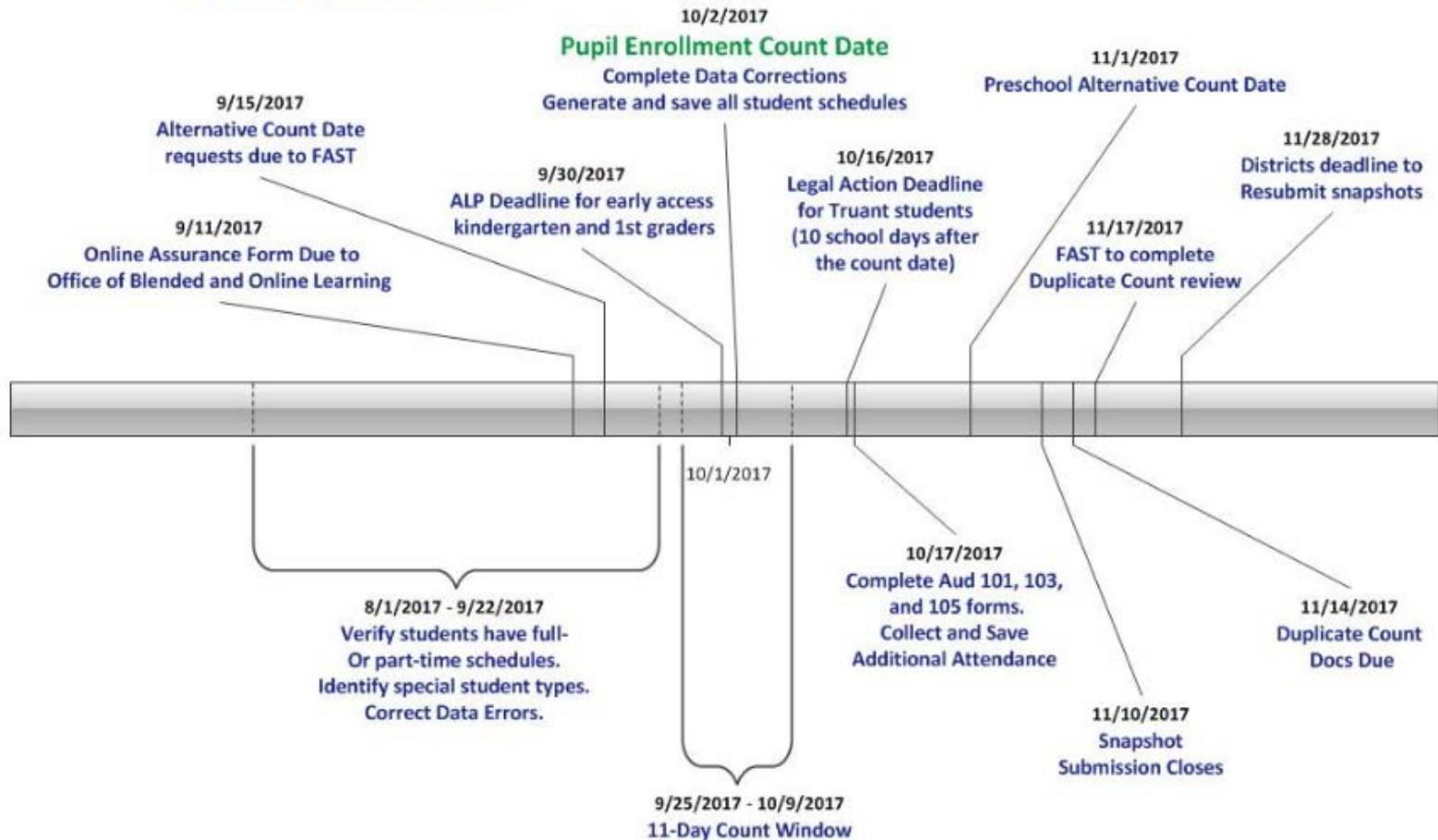
5-Day Week <u>District</u>: **9/25-10/9**
4-Day Week <u>District</u> (Mon-Thurs): **9/21-10/10**
4-Day Week <u>District</u> (Tues-Fri): **9/22-10/11**

2017 Student October Count Audit Timeline

10/2/2017
Pupil Enrollment Count Date
Complete Data Corrections
Generate and save all student schedules

11/1/2017
Preschool Alternative Count Date

9/15/2017
Alternative Count Date
requests due to FAST

11/28/2017
Districts deadline to
Resubmit snapshots

9/30/2017
ALP Deadline for early access
kindergarten and 1st graders

10/16/2017
Legal Action Deadline
for Truant students
(10 school days after
the count date)

9/11/2017
Online Assurance Form Due to
Office of Blended and Online Learning

11/17/2017
FAST to complete
Duplicate Count review

10/1/2017

8/1/2017 - 9/22/2017
Verify students have full-
Or part-time schedules.
Identify special student types.
Correct Data Errors.

10/17/2017
Complete Aud 101, 103,
and 105 forms.
Collect and Save
Additional Attendance

11/14/2017
Duplicate Count
Docs Due

11/10/2017
Snapshot
Submission Closes

9/25/2017 - 10/9/2017
11-Day Count Window

Funding Requirements

Funding Requirements

In order to be eligible for funding in the Student October count, students must meet the enrollment and attendance requirements. Once met, funding level is determined based on the student's scheduled teacher-pupil instruction and contact hours as of the pupil enrollment count date.

Enrollment

Student must be enrolled with the district as of the pupil enrollment count date (or alternative count date), unless they meet the exception requirements for:

- In-State Transfer Students
- Out-of-State Transfer Students

Attendance

- Student must be present and attending for all, or a portion of, the pupil enrollment count date (in any scheduled class)

<div align="center">OR</div>

- If the student is absent or does not attend for any reason on the pupil enrollment count date (including non-student contact days), then the student:
  - Must establish attendance (in any scheduled class) prior to the pupil enrollment count date during the current school year AND
  - Resume attendance (in any scheduled class) within 30 days following the pupil enrollment count date

Scheduled Hours

Eligible funding levels are determined by an individual student's schedule as of the pupil enrollment count date.

- **Full-Time Funding**: Scheduled for a minimum of 360 hours of teacher-pupil instruction and teacher-pupil contact in the semester of the pupil enrollment count date

- **Part-Time Funding**: Scheduled for a minimum of 90 hours, but less than 360 hours, of teacher-pupil instruction and teacher-pupil contact in the semester of the pupil enrollment count date

Calendar and Bell Schedule Calculations

The purpose of these calculations is to assist districts in determining the number of periods into which a student must be scheduled as of the pupil enrollment count date in order to meet the funding thresholds

- Calendar calculations are used to determine the average number of instructional minutes per day a student must be scheduled in order to meet the full or part-time funding thresholds
  - Districts should ensure that they are using the correct calendar to determine funding thresholds for their various schools and programs
- Bell schedule calculations are used to determine the average number of instructional minutes each period is scheduled to provide each day

Both calculations are then used to evaluate individual student schedules to determine whether the student is eligible for full or part-time funding.

Calendar and Bell Schedule Calculations

Information on how to conduct calendar and bell schedule calculations can be found in the Appendix of the 2017 Student October Count Audit Resource Guide, including how to adjust the calendar calculation for bell schedules that offer fewer instructional minutes than those that are followed during a "regular" week.

Regular week = bell schedules that are followed most Mondays, Tuesdays, Wednesdays, Thursdays and Fridays

Not followed during a regular week and have fewer instructional minutes = early release days, late start days, etc.

Highlights:
Changes, Updates, Clarification

Student October Count Audit Resource Guide

- The updated guide was posted in July 2017 on the Pupil Count webpage

- The format to this year's guide has been modified
  - Guide is no longer be broken up into separate documents
  - Funding and documentation requirements have been combined into one subsection for each student type

- Appendix now contains:
  - Example calendar and bell schedule calculation
  - Data submission codes associated with known student types
  - Transfer scenario exceptions

- District count coordinators are encouraged to review all relevant sections of the guide as FAST has provided additional clarification

- Contact FAST with any questions or for further clarification regarding unique situations/scenarios

Omitted Sections

- 5th year and beyond section
  - Relevant information for this group of students can still be found in the concurrent enrollment section of the resource guide

- Area Vocational Programs and Career and Technical Education
  - These programs are discussed in the scheduling and concurrent enrollment section
    - Shall be treated as concurrent enrollment if the student is taking courses through an area college AND receiving dual credit with the district paying tuition directly to college
    - Shall be treated as scheduled teacher-pupil instruction and contact time if the student is not taking the course through an area college AND receiving dual credit

- Facility (short-term placed)

- Blended Learning Courses

- Supplemental Online Courses

New/Updated Sections

- Membership section broken up into 2 sections
  - Enrollment
  - Attendance
- Scheduled Hours
  - Body of guide discusses requirements
  - Appendix provides updated example and guidance
- Online Schools/Programs (replaces "Online Students")
  - Requirements for students enrolled in approved or acknowledged multi-district and single-district online schools and programs
- Online Courses
  - Requirements for students enrolled in a brick and mortar school or program who are taking online courses
  - Includes Blended Learning and Supplemental Online courses
- PTECH Schools and Programs
- Work-Based Educational Learning Opportunities
  - Replaces previous "Work-Study Courses"

Clarification

- Attendance Requirement
  - May be met by a combination of scheduled courses
    - Sporadic attenders
    - Students taking CE courses at the IHE that begin after the pupil enrolment count date
- Concurrent Enrollment courses being taken at the high school
  - May be evaluated based on scheduled teacher-pupil instruction and contact time (no additional documents) OR
  - College credit hours (additional requirements/documentation as outlined in concurrent enrollment section
- Retained Kindergarten Students
  - Must have been retained due to a significant reading deficiency in order to be eligible for full-time funding
    - Documentation must show that the process for retaining the student was followed during the prior school year
      - Example: READ plan

New "Non-School Program" Data Field

- Used to identify students who are receiving <u>all</u> of their educational services through a non-school program

- These programs do NOT have their own school codes
  - Students are usually reported at their boundary school or district chosen school of accountability <u>AND</u> must have a pupil attendance code of 01-08 only

- May be ran by a district, BOCES or third party entity

- Values
  - 00- No
  - 01- Single District On-Line Program
  - 02- District-Run Program (reporting district)
  - 03- School District or BOCES Program
  - 04- Third Party Program

Reminder: ASCENT Slots

District are responsible for ensuring that all ASCENT students are reported with the correct Postsecondary Program Code and Funding Code. Incorrect reporting can result in audit adjustments that cannot be corrected during audit.

- New Slots for 2017/2018
  - PS Code: 01; Funding Code: 80, 82

- Carryforward slots from 2016/2017
  - PS Code: 09 (full-time); Funding code: 87
  - PS Code: 10 (part-time); Funding code: 87

High Level- All Students

- Calendars
    - District calendar
    - Individual school/program calendars (if different from district calendar)
        - Charter school calendars
        - Individual school/program calendars (if different from district calendar)
        - Preschool calendar
        - BOCES program calendars
        - Other 3rd party contract program calendars
- Bell schedules
    - All k-8, middle, junior and senior high schools
    - Preschool programs
    - BOCES programs
    - Secondary district programs
    - Other 3rd party contract program(s)
- Student handbooks for all high schools (if available)
- District graduation requirements
- Attendance reports (must encompass the entire count window for all students)
    - Count window attendance should be adjusted for schools/programs using an alternative count date
    - Do not forget to provide attendance for students receiving contract services including, but not limited to: preschool students
        - If applicable, enrollment reports (entry and withdrawal dates) if this information is not captured on attendance reports
- Individual student schedules
    - For students in grades 6-12 attending k-8, middle, junior and senior high schools

Audit Documentation Checklist

- Additional documentation for any student/course type or scenario as identified and referenced in the Student October Count Audit Resource Guide.

- Complete list will be posted at the same time the guide is posted
  - Audit Process webpage
  - Pupil Count webpage

Contact Us

Field Analyst Support Team (FAST)

Email: audit@cde.state.co.us

Website: http://www.cde.state.co.us/cdefinance/auditunit

Aaron Oberg, Director of School Finance, oberg_a@cde.state.co.us

Rebecca McRee, Operations Lead, mcree_r@cde.state.co.us

Melea Bauerle, Field Analyst, bauerle_m@cde.state.co.us

Mary Bello, Field Analyst, bello_m@cde.state.co.us

Travis Noon, Field Analyst, noon_t@cde.state.co.us

Alan Shimmin, Field Analyst, shimmin_a@cde.state.co.us

Questions

Please type questions into the chat box

or

Contact the FAST directly