

Tuition Cost Application
Cost Line Items Reference Table

Cost Category	Cost Line Item	Cost Line Item Detail	Item Cost	Item Cost Description	Item Quantity
1-Instructional	1-1 Instructional Travel	0581-1 In-State Conference Registration Fees per Person NOTE: Create a separate Cost Line Item for each individual in-state conference instructional staff will attend.	Enter the per person conference fee amount.	Enter the name of the in-state conference (e.g. Courage to Risk, Affective Needs, etc.).	Enter the number of instructional staff attendees.
1-Instructional	1-1 Instructional Travel	0581-2 In-State Hotel Costs per Person NOTE: Create a separate Cost Line Item for each individual in-state conference hotel cost instructional staff will attend. Only lodging costs may be reported.	Enter the per person hotel cost amount.	Enter the name of the in-state hotel and length of stay (e.g., 2 nights hotel).	Enter the number of instructional staff requiring hotel lodging.
1-Instructional	1-1 Instructional Travel	0583-1 In-State Conference Mileage NOTE: Create a separate Cost Line Item for each in-state conference mileage.	The State Mileage Reimbursement Rate will prepopulate.	Enter the name of the in-state conference (e.g., Courage to Risk, Affective Needs, etc.).	Enter the total number of miles traveled.
1-Instructional	1-1 Instructional Travel	0583-2 In-State Education Meetings, Trainings and Other Mileage NOTE: Create a separate Cost Line Item for each type of in-state mileage cost.	The State Mileage Reimbursement Rate will prepopulate.	Enter a description and the number frequency for in-state education meetings, trainings or other mileage cost (e.g., teacher in-service trainings, IEP meetings and staffings, travel between multiple facility school program locations, etc.). Description Example: In-service trainings x3 year.	Enter the total number of miles traveled. Quantity Example: Teacher in-service trainings occur 3 times a year, travel is 30 miles round trip - enter Quantity=90 (3 times a year x 30 miles).
1-Instructional	1-3 Instructional Technology Equipment	0734-1 Laptops 0734-2 Desktops 0734-3 Printers 0734-4 Accessories 0734-5 Chromebooks 0734-6 iPads 0734-7 Projectors 0734-8 Smart Boards NOTE: Create a separate Cost Line Item for each distinct type of technology device/equipment.	Enter the cost of the individual technology device/equipment.	Enter a description of the technology device/equipment to be purchased. NOTE: If items are part of an annual purchase and replacement plan, enter the name or type of technology device/equipment to be purchased as part of the plan. Description Example: Annual purchase student Chromebooks.	Enter the number quantity of the technology device/equipment.
2-Support	2-1 Support Travel	0581-1 In-State Conference Registration Fees per Person NOTE: Create a separate Cost Line Item for each individual in-state conference support staff will attend.	Enter the per person conference fee amount.	Enter the name of the in-state conference (e.g., Courage to Risk, Affective Needs, etc.).	Enter the number of support staff attendees.
2-Support	2-1 Support Travel	0581-2 In-State Hotel Costs per Person NOTE: Create a separate Cost Line Item for each individual in-state conference hotel cost support staff will attend. Only lodging costs may be reported.	Enter the per person hotel cost amount.	Enter the name of the in-state hotel and length of stay (e.g., 2 nights hotel).	Enter the number of support staff requiring hotel lodging.
2-Support	2-1 Support Travel	0581-3 In-State Education Meetings, Trainings and Other Travel NOTE: Typically no entry will be made in this Cost Category. NOTE: If the facility school program contracts with a SPED Director for administrative services, and travel costs are not included in the Director's individual contract, and the director receives reimbursement from the facility school program for travel costs, relevant lodging costs are permissible.	Enter the per person travel costs amount.	Enter a description of the travel costs. Description Example: Contracted SPED Director services, 1 night hotel.	Enter the number of travel costs.
2-Support	2-1 Support Travel	0583-1 In-State Conference Mileage NOTE: Create a separate Cost Line Item for each in-state conference mileage.	The State Mileage Reimbursement Rate will prepopulate.	Enter the name of the conference (e.g., Courage to Risk, Affective Needs, etc.).	Enter the total number of miles traveled.
2-Support	2-1 Support Travel	0583-2 In-State Education Meetings, Trainings and Other Mileage NOTE: Create a separate Cost Line Item for each type of in-state mileage cost. NOTE: If the facility school program contracts with a SPED Director for administrative services, and travel costs are not included in the Director's individual contract, and the director receives reimbursement from the facility school program for travel costs, mileage is permissible.	The State Mileage Reimbursement Rate will prepopulate.	Enter a description and the number frequency for In-state education meetings, trainings or other mileage cost (e.g., SPED Director meetings, in-service trainings, IEP meetings and staffings, travel between multiple facility school program locations, etc.). Description Example: SPED Director meetings x10 yr, in-service trainings x6 yr, etc.	Enter the total number of miles traveled. Quantity Example: SPED Director meeting occurs 10 times a year, travel is 30 miles round trip - enter Quantity=300 (10 times a year x 30 miles).
2-Support	2-2 Support Purchased Services	0390 Other Purchased Professional and Technical Services NOTE: Typically no entry will be made in this Cost Category. NOTE: If the facility school program incurs a purchased service cost not identified in an existing Cost Category, enter the name of the Support Purchased Services company or service. CDE review and approval required.	Enter the cost of the purchased professional or technical services.	Enter the name and description of the purchased professional or technical services to be provided.	Enter the number quantity of the purchased professional or technical services to be provided.
2-Support	2-3 Support Supplies	0690-1 Assessments NOTE: Create a separate Cost Line Item for each distinct type of assessment.	Enter the cost of the individual assessment.	Enter the name or type of assessment to be purchased.	Enter the number quantity of the assessment to be purchased.
2-Support	2-3 Support Supplies	0690-2 Protocols NOTE: Create a separate Cost Line Item for each distinct type of protocol.	Enter the cost of the individual protocol.	Enter the name or type of protocol to be purchased.	Enter the number quantity of the protocol to be purchased.

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2-Support	2-3 Support Supplies	0690-3 Sensory 0690-4 Manipulatives 0690-5 Subscriptions NOTE: Create a separate Cost Line Item for each distinct type of selected supply.	Enter the cost of the individual selected supply.	Enter the name or type of selected supply to be purchased.	Enter the number quantity of the selected supply to be purchased.
2-Support	2-4 Support Technology Equipment	0734-1 Laptops 0734-2 Desktops 0734-3 Printers 0734-4 Accessories NOTE: Create a separate Cost Line Item for each distinct type of technology device/equipment.	Enter the cost of the individual technology device/equipment.	Enter a description of the technology device/equipment to be purchased. NOTE: If items are part of an annual purchase and replacement plan, enter the name or type of technology device/equipment to be purchased as part of the plan. <i>Description Example:</i> Annual purchase staff Laptops.	Enter the number quantity of the technology device/equipment.
2-Support	2-5 Support Electronic Media	0650-1 Computer Software 0650-2 Computer License Fees 0650-3 FAX Machine NOTE: Create a separate Cost Line Item for each distinct type of electronic media item.	Enter the cost of the individual electronic media item.	Enter a description of the electronic media item to be purchased.	Enter the number quantity of the electronic media item to be purchased.
2-Support	2-5 Support Electronic Media	0650-4 Online Curriculum NOTE: Create a separate Cost Line Item for each distinct special education services online curriculum.	Enter the cost of the individual curriculum.	Enter the name and content area type of online curriculum to be purchased. Support online curriculum is specific to special education services.	Enter the number quantity of the curriculum to be purchased.
2-Support	2-6 Support Pupil Transportation	0510 Student Transportation Company	Enter the cost of the student transportation service.	Enter the name of the student transportation company. NOTE: If the facility school program contracts with an independent transportation company to provide student transportation services, enter the name of the transportation company or service.	Enter Quantity = 1 as the cost of the transportation service would include transportation services for all students for the school year.
2-Support	2-6 Support Pupil Transportation	0583-4 Student Transportation Mileage NOTE: Create a separate Cost Line Item for each type of student mileage cost. NOTE: If you report Student Transportation Mileage, you cannot report Student Transportation Motor Vehicle Fuels.	The State Mileage Reimbursement Rate will prepopulate.	Enter a description of the service (e.g., transport to and from school, off site gym, community based activities, etc.) and the number frequency. <i>Description Example:</i> Goodwill once a month x10 months.	Enter the total number of miles traveled.
2-Support	2-6 Support Pupil Transportation	0626 Student Transportation Motor Vehicle Fuels NOTE: Create a separate Cost Line Item for each vehicle for which fuel is purchased. NOTE: If you report Student Transportation Motor Vehicle Fuels, you cannot report Student Transportation Mileage.	Enter the cost of a gallon of fuel.	Enter a description of the vehicle used for transporting students for educational activities for which fuel is purchased.	Enter the total number of fuel gallons to be purchased.
2-Support	2-7 Support Field Trips	0513 Field Trip Membership Fees NOTE: If the facility school program pays an annual membership fee to multiple venues for student field trip activities, create a separate Cost Line Item for each venue.	Enter the cost of the annual membership.	Enter the name of the venue a membership fee is paid to for student field trips. <i>Description Example:</i> Children's Museum membership fee.	Enter Quantity = 1 as the cost of the membership would include all students and staff for the school year.
2-Support	2-7 Support Field Trips	0580 Field Trip Admission Fees NOTE: Create a separate Cost Line Item for each field trip venue.	Enter the cost of an individual admission fee.	Enter the name of the field trip venue (e.g., Denver Aquarium, Butterfly Pavilion, Denver Zoo, etc.) and the number frequency. <i>Description Example:</i> Butterfly Pavilion twice a year.	Enter the total number of students and staff attendees for the field trip. <i>Quantity Example:</i> 10 students and 2 staff will attend the Butterfly Pavilion field trip twice a year - enter Quantity = 24 (12 attendees x 2 times a year).
2-Support	2-7 Support Field Trips	0583-3 Field Trips Mileage NOTE: Create a separate Cost Line Item for each field trip venue mileage.	The State Mileage Reimbursement Rate will prepopulate.	Enter the name of the field trip venue (e.g., Denver Aquarium, Butterfly Pavilion, Denver Zoo, etc.) including the number frequency per year. <i>Description Example:</i> Butterfly Pavilion twice a year.	Enter the total number of miles traveled. <i>Quantity Example:</i> field trip to the Butterfly Pavilion occurs x2 yr, travel is 20 miles round trip - enter Quantity = 40 (2 times a year x 20 miles).
3-Administration	3-1 Administration Legal Services	0331-1 Policy and Procedural Manuals 0331-2 Staff and Student Handbooks/Contracts 0331-3 HIPAA Policy and Practice Guidelines 0331-4 Public Relations/Program Awareness NOTE: Create a separate Cost Line Item entry for each legal services item.	Enter the cost of the service.	Enter a description of the legal services item selected.	Enter the number quantity of the service provided.
3-Administration	3-2 Administration Supplies	0600 Supplies NOTE: Create a separate Cost Line Item for each administration supply if reporting a distinct type.	Enter the cost of the administration supply; general administration office supplies may be grouped into one cost.	Enter a specific description of an individual administration supply. Typically this Cost Line Item category is for general administration office supplies.	Enter the number quantity of the administration supply to be purchased; general administration office supplies may be grouped into Item Quantity = 1.

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4-Business	4-1 Business Services	0332 Audit Services NOTE: Create a separate Cost Line Item for each audit services company or type of service.	Enter the cost of the service.	Enter the name of the audit services company or the type of service provided.	Enter the number quantity of the service provided.
4-Business	4-1 Business Services	0340 Data Processing/Payroll NOTE: Create a separate Cost Line Item for each data processing/payroll services company or type of service.	Enter the cost of the service.	Enter the name of the data processing/payroll services company or the type of service provided.	Enter the number quantity of the service provided.
4-Business	4-2 Business Supplies	0600 Supplies NOTE: Create a separate Cost Line Item for each business supply if reporting a distinct type.	Enter the cost of the business supply; general business office supplies may be grouped into one cost.	Enter a specific description of an individual business supply. Typically this Cost Line Item category is for general business office supplies.	Enter the number quantity of the business supply to be purchased; general business office supplies may be grouped into Item Quantity = 1.
5-Operations	5-1 Operations Purchased Services	0423 Custodial Services NOTE: Create a separate Cost Line Item for each custodial services company or type of service.	Enter the cost of the service.	Enter the name of the custodial services company or the type of service provided.	Enter the number quantity of the service provided.
5-Operations	5-2 Operations Building	0430 Building Repairs and Maintenance NOTE: Create a separate Cost Line Item for each building repair or maintenance item.	Enter the cost of the repair or maintenance item.	Enter a description of the building repair or maintenance item. The repair item would be a result from damage incurred by a student identified with a disability during the course of a school day or activity.	Enter the number quantity of the repair or maintenance item.
5-Operations	5-2 Operations Building	0432 IT Support and Maintenance NOTE: Create a separate Cost Line Item for each IT support or maintenance item.	Enter the cost of the IT support or maintenance item.	Enter a description of the building IT support or maintenance item. The cost of IT support and maintenance is to be the applicable amount prorated for the education program only.	Enter the number quantity of the IT support or maintenance item, typically this will be 1.
5-Operations	5-2 Operations Building	0430 Building Repairs and Maintenance 0441 Rental of Land and Buildings 0521 Liability Insurance 0522 Property Insurance 0526 Workers' Compensation 0530 Communications 0600 Supplies 0620 Energy 0740 Building Depreciation NOTE: Only building costs incurred for the school year program may be reported.	Enter the cost of the building expense. It is best to report building costs by the monthly school year cost.	Enter a specific description of the Cost Line Item Detail item; N/A is allowed as the Cost Line Item Detail title may adequately represent the expense.	Enter the number quantity of the building expense. It is best to report building costs by the monthly school year cost. Report the number of months in the school year program, typically Item Quantity = 10.
5-Operations	5-3 Operations Vehicles	0430-1 Vehicles Repair and Maintenance 0523 Vehicle Insurance 0740-1 Vehicle Depreciation NOTE: Only vehicle costs incurred for the school year program may be reported. NOTE: If costs incurred are for multiple vehicles, either create a separate Cost Line Item for each vehicle, or create one Cost Line Item Detail Item including all costs for all vehicles.	Enter the cost of the vehicle expense.	Enter a specific description of the Cost Line Item Detail item. Description Example: Repair costs for Ford transport van. Description Example: Depreciation costs for 3 vehicles.	Enter the number quantity of the vehicle expense, typically Item Quantity = 1.
5-Operations	5-3 Operations Vehicles	0443 Vehicle Lease/Rental 0732 Vehicle Purchase NOTE: Only vehicle costs incurred for the school year program may be reported. NOTE: If multiple vehicles are leased/rented or purchased, create a separate Cost Line Item for each vehicle.	Enter the cost of the school year expense of the vehicle lease/rental or purchase.	Enter the make of vehicle and the cycle year of the purchase and replacement plan. NOTE: If a vehicle is a lease/rental or is being purchased, the cost of the vehicle must be spread out over multiple years. This is considered a purchase and replacement plan item. Enter the applicable year of the cycle as part of the plan. Description Example: Year 1 of 3 Year replacement plan-Dodge Van.	Enter the number quantity of the vehicle lease/rental or purchase, typically Item Quantity = 1.
5-Operations	5-4 Operations Equipment	0430-2 Copy Machine Repairs and Maintenance 0740-2 Copy Machine Depreciation NOTE: Only copy machine costs incurred for the school year program may be reported.	Enter the cost of the copy machine expense.	Enter a specific description of the Cost Line Item Detail item. Description Example: Repair costs for Xerox copy machine. Description Example: Depreciation costs for 2 copy machines.	Enter the number quantity of the copy machine expense, typically Item Quantity = 1.
5-Operations	5-4 Operations Equipment	0442 Copy Machine Lease/Rental 0730 Copy Machine Purchase NOTE: Only copy machine costs incurred for the school year program may be reported. NOTE: If multiple copy machines are leased/rented or purchased, create a separate Cost Line Item for each copy machine.	Enter the cost of the school year expense of the copy machine lease/rental or purchase.	Enter the brand of copy machine and the cycle year of the purchase and replacement plan. NOTE: If a copy machine is a lease/rental or is being purchased, the cost of the copy machine must be spread out over multiple years. This is considered a purchase and replacement plan item. Enter the applicable year of the cycle as part of the plan. Description Example: Year 1 of 3 Year replacement plan-Xerox Copier.	Enter the number quantity of the copy machine lease/rental or purchase, typically Item Quantity = 1.

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6-General Education	6-1 General Education Supplies	0600 Supplies 0640 Books and Periodicals 0733 Furniture and Fixtures NOTE: Create a separate Cost Line Item for general education supplies or item.	Enter the cost of the general education supplies or item; incidental general education supplies may be grouped into one cost.	Enter a specific description of the Cost Line Item.	Enter the number quantity of the general education supplies or item to be purchased; multiple incidental general education supplies may be grouped into Item Quantity = 1.
6-General Education	6-1 General Education Supplies	0650 Online Curriculum NOTE: Create a separate Cost Line Item for each distinct content area online curriculum.	Enter the cost of the individual curriculum.	Enter the name and content area type of the online curriculum to be purchased. General education online curriculum is specific to general education content areas.	Enter the number quantity of the curriculum to be purchased.