



Public Charter Schools Application for a Tuition Cost Rate

Check List for Excel Application Form

General

Download the Excel Application	Click on the link 2021-22 Public Charter Schools Tuition Cost Application. The application will download to your computer.
	Click Enable Editing and/or Enable Content. Save the application to your computer with the name of the Public Charter School.
Program Identification Form	Certification Signatures by the Charter Schools Administrator and the Special Education Director at the Administrative Unit of Attendance are required, Signatures must be original.
Calculation of a Tuition Cost Rate Form	Enter the per pupil revenue (PPR) amount (Row 9) received for each student served in the special education program.
Staff Workbooks	The full Social Security Number (SSN) is required. Enter the complete 9-digit SSN for each staff. The tuition cost application is incomplete if only the last 4-digits of the SSN are entered. Educator Licensing records are verified by staff SSNs.
	Staff CDE License information is required. Enter the CDE License information for each staff employed in a Job Code requiring a CDE License. The CDE Tuition Cost Administrator will verify licensing records.
	FTE, Base Salary, Employee Benefits amounts reported in the Staff Workbooks summarize by Job Code and display in the Program Costs forms.

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Application Submission to CDE's Secure ESSU Data Management System (DMS)	The tuition cost application including all forms, Staff Workbooks, and the signed Program Identification is uploaded to the ESSU Data Management System (DMS), Fiscal Tab, by the Administrative Unit of Attendance.
	Note: Staff Workbooks contain Personally Identifiable Information (PII), which must be protected.
	Note: Original signatures are required in the Program Identification form. Please print and scan to prepare for the tuition cost application submission process.
	Note: The entire tuition cost application is uploaded in the original Excel format.
	Email the CDE Tuition Cost Administrator, Kim Boylan, at boylan_k@cde.state.co.us once the tuition cost application is uploaded to the DMS, Fiscal Tab. The DMS does not have a notification feature. Failure to notify the CDE Tuition Cost Administrator will result in possible delays in processing the application.

Shaded Color Guide

No Color	Locked cell, no data entry allowed. Data summarized and pulled from Staff Workbooks, or from Services Purchased from the Chartering District cells at the bottom of the Program Costs forms.
Light Orange	Non-editable cell, no data entry allowed. Indicates Subtotal or Total cells/amounts.
Light Green	Fillable cell, data entry allowed. Enter data/amounts relevant to the category or cost item.
Light Grey	Locked cells, no data entry allowed. Indicates blank cells, no data required.