



# Public On-Line Programs, Including On-Line Programs in Public Charter Schools Application for a Tuition Cost Rate

*Check List for Excel Application Form*

## General

### Download the Excel Application

- Click on the link 2023-24 Public On-Line Programs, Including Programs in 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 On-Line Program.

### Program Identification Form

- Certification Signatures by the Public On-Line Program 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

- CDE will enter the state minimum 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 or the SSN field is blank. 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.

### 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, Lisa Schmit, at [schmit\\_l@cde.state.co.us](mailto:schmit_l@cde.state.co.us) once the tuition cost application is uploaded to the DMS in Documents, Fiscal Tab. The DMS does not have a notification feature. Failure to notify the CDE Tuition Cost Administrator may cause possible application processing delays.

## Shaded Color Guide

### No Color

- Locked cell, no data entry allowed. Data summarized and pulled from Staff Workbooks, or from Services Purchased from the Administrative Unit of Attendance 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.