

Pupil Count Manual

Student Membership for the October Count

General Instructions and Guidelines

October 2, 2006

**Auditing Unit
Colorado Department of Education**

Official Count Date

The official student count date is October 2. All district students that are in membership (attendance and enrollment) on October 2 are eligible to count. In-service days scheduled within the eleven day window will be considered as non-attendance days and no extension will be granted. Districts requesting an alternative count date must submit their request in writing to the Auditing Unit of the Colorado Department of Education (CDE).

- ❖ October 2, 2006 is on a Monday. The eleven-day window will be from Monday, September 25 to Monday, October 9.
- ❖ For districts on a Monday - Thursday four-day week, October 2 will be the official count day. The eleven-day window will be from Thursday, September 21 to Tuesday October 10. For districts observing Columbus Day, the eleven-day window will be extended to Wednesday October 11.
- ❖ For districts on a Tuesday - Friday four-day week, October 3 will be the official count day. The eleven-day window will be from Friday, September 22 to Wednesday, October 11.

CSBOE 2254-R-3.00
CSL 22-54-103(10)(a)(I)

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Alternative Count Date

- ❖ A district may request an alternative count date for a school/program to allow maximum flexibility in the operation and scheduling of school calendars and of year-round calendars or for other reasons as authorized in statute. Districts must submit their requests in writing to the Auditing Unit of the Colorado Department of Education.
- ❖ Eligible Programs:
 - A program designed to return dropout pupils for completion of the 12th grade.
 - A program not in session 30 calendar days prior to the count date or the alternative count date.
- ❖ Count date must be within 45 days of official count day.
- ❖ The alternative count will be conducted in the same manner as the October count.
- ❖ If necessary, the district may need to submit an estimated count for the number of pupils using the alternative count date and replacing the estimated number of students with the actual count.
- ❖ In no case shall a pupil be counted on more than one count date.
- ❖ Students transferring to a school with an alternative count date after the official count day must have certification from the former Colorado district that the student was not included in their official October count. See rules for transfers.
- ❖ **Districts requesting an alternate count day need to submit their request by September 15.**

Reference: CSBOE Rule 2254-R-4.00
CSL 22-54-103(10)(a)(I)

At-Risk Students

- ❖ The Public School Finance Act of 1994 utilizes the count of “At-Risk” pupils in determining funding for public school districts. The At-Risk pupil count includes those students who are eligible for free lunch.
- ❖ Pupils eligible for the At-Risk count must also be included in the funded pupil count.
- ❖ Students who qualify for the At-Risk count based on eligibility for free lunch must meet at least one of the following criteria:
 - The student has a free lunch application on file that has been approved within 30 **calendar** days after the October count date.
 - Applications must have the social security number of the parent/guardian or indicate there is no social security number. A foster child does not require a social security number on the application.
 - The student has an approved free lunch application from the prior year that is effective for a maximum of 30 **school** days into the current school year.
 - A copy of the direct certification listing as of the official count date or the alternative count date which includes the student’s name.
 - The student has a Family Economic Data Survey that has been approved within 30 calendar days after the October count date. This form can be used by schools that are not participating in the Federal National School Lunch or School Breakfast programs.
- ❖ The student has been identified as “migrant” by the district’s Migrant Education Program Director using guidelines established under Section 107 of the Child Nutrition and WIC Reauthorization Act of 2004.
- ❖ ELL at risk students should **NOT** be added to the district’s at risk count. These pupils will be calculated in accordance with 22-54-103(1.5)(b)(1V). This calculation will be done by the Department of Education.

Reference: CSBOE Rule 2254-R-6.00
CRS 22-54-103 (1.5) (b) I-III

Attendance

- ❖ A pupil must establish membership by attendance to be included in the membership count. A pupil shall be in attendance if one of the following applies:
 - The pupil attends school for all or any portion of the official count day.
 - The pupil is absent on the official count date, has attended school in the five school days prior to the official count date, and has resumed attendance within 30 calendar days after the official count date.
 - The pupil is absent on the official count date, has attended school during the current school year prior to the count date, and has resumed attendance within 5 school days after the official count date.

- ❖ The Letter of Intent to Return is no longer required for audit documentation. Attendance records must verify the student was in attendance prior to the official count day AND returned on or before October 31. Attendance records must be maintained by the district until audited by CDE.

Reference: CSBOE Rule 2254-R-5.03

BOCES Programs

- ❖ Students who are receiving their education through a cooperative agreement with a BOCES program would be counted by the district of residence.

- ❖ BOCES students must be in membership in the district of residence on the count date.

- ❖ The determination of full-time or part-time status is based upon the number of hours of pupil-teacher contact scheduled at the BOCES program.

- ❖ The district of residence must obtain attendance, enrollment, student schedule for all secondary students, bell schedule and calendar from the BOCES in order to include these students in its funded pupil count.

- ❖ The district of residence must deduct all non-resident students enrolled in the BOCES program at its schools from the funded pupil count.

Reference: CSBOE Rule 2254-R-8.01

Detention Center Pupils

- ❖ Students in short-term detention centers on the count date are eligible to be counted. Districts in which the detention centers are located will obtain a listing of pupils who are in the detention center as of the October 1 count date; these districts will provide notification to the districts of residence. These centers are:
 - Adams Youth Services Center - Brighton
 - Gilliam Youth Services Center - Denver
 - Mountview Youth Services Center - Golden
 - Pueblo Youth Services Center - Pueblo
 - Grand Mesa Detention Center - Grand Junction
 - Platte Valley Youth Services Center - Greeley
 - Marvin W. Foote Youth Services Center - Cherry Creek
 - Robert Denier Detention Center – Durango
 - Spring Creek Youth Service Center – Colorado Springs

- ❖ Pupils held in these centers may be included in the pupil count by the district of residence if they meet the following criteria: The pupil was in attendance in the current school year preceding the count date, has not withdrawn from the district of residence, and the resident district received a notification from the district in which the detention center is located verifying the pupil was in the center as of the count day.
 - Students not in attendance in the current year preceding the count date are eligible to be counted if the district of residence is also the district where the detention center is located. The district must enroll and establish a schedule with intent to have the pupil attend district schools after release from the detention center.

- ❖ The district where the detention center is located (district of attendance) may count a pupil that is not eligible to be counted by the district of residence. The district of attendance must receive written verification from the district of residence stating that the pupil was not eligible to be counted by the district of residence. The district of attendance must provide the educational program at the detention center.

- ❖ Do not count detention center pupils as facility placed students.

Reference: CSBOE Rule 2254-R-5.16

Expelled Students

- ❖ Expelled pupils are not eligible to be included in the pupil count. However, if a pupil is expelled from a school setting and the district is continuing to provide an educational program off site or purchases educational services, then the pupil is eligible to be counted.
- ❖ Students must be in an educational program on the official count date. This includes students expelled in a prior school year.
 - The determination of full-time or part-time status is based on the number of scheduled hours of pupil- teacher contact either prior to being expelled **or** currently in the expelled program.
 - The district may count an expelled student if the student was expelled in the current school year, was not in attendance during the eleven-day count period, and the pupil resumed attendance in an educational program (provided by the school district or another educational agency) within 30 **calendar** days after the official count date.

Reference: CSBOE Rule 2254-R-5.03(8)

First Grade Students

- ❖ The pupil must be six years old on or before the official count day in order to be included in grade 1 enrollment.

Reference: CSBOE Rule 2254-R-5.05 (2) (a)

Foreign Exchange Students

- ❖ A district may include foreign exchange students in the membership count if they meet the membership requirements.
- ❖ Pupils for whom the district is receiving tuition (e.g. pupils with F-1 visa) shall not be included in the membership count.

Full-Time Membership

- ❖ A pupil is considered to have full-time membership if the pupil has a schedule as of the official count date which provides at least 360 hours of pupil-teacher contact and instruction in the semester of the official count date.
- ❖ A semester is defined as the number of days in a school year plus up to 24 hours of parent-teacher conferences or staff in-service programs, divided by two.
 - If a district is on trimesters, then the district should schedule the student for trimesters 1 and 2 as this would be used to determine schedules equal to one half of the school year.
 - If a district is on quarters, then the district should schedule the student for quarters 1 and 2 as this would equal to one half of the school year.
 - If a district is on hexters, then the district should schedule for hexters 1 through 3 as this would equal to one half of the school year.
 - If a district is on twelve mini sessions, then the district should schedule for mini sessions 1 through 6.
- ❖ A district shall **not** include passing time between classes unless the local board of education has passed a resolution defining passing time as part of the educational process.
- ❖ A district shall **not** include the lunch period.
- ❖ Optional attendance periods (advisory, enhancement, etc.) are not eligible to be used in the calculation of pupil-teacher contact time.
- ❖ A district may include days students are excused to participate in state mandated testing.
- ❖ A pupil receiving services under an IEP, but unable to benefit from a full-time program, shall be deemed to meet the requirements of full-time membership. The IEP must state the pupil was unable to benefit from a full-time program.

Reference: CSBOE Rules 2254-R-5.04 & 5.05

GED Students

- ❖ Students who have attained a GED certificate and have returned for a high school diploma

are eligible to be counted. If a pupil has been expelled and is receiving educational services from the district in a GED program, the student is eligible to be counted if the district provides credit for GED courses toward a high school diploma. Students attending a BOCES GED program are eligible for the count if their resident district allows credit toward a diploma.

Reference: CSL 22-33-203(2)(a)

High School Fast Track Program

- ❖ A school district may negotiate a written agreement with an accredited state institution of higher education in Colorado whereby any pupil in the district who fulfills the requirements for graduation from high school may take one or more higher education courses during their twelfth grade year.
 - The pupil shall be under age 21.
 - The pupil shall have completed graduation requirements in less than twelve grade years.
- ❖ The district shall pay established rate to institution, up to 75% of PPOR.

Reference: CSL 22-34-101

Home Based Learning

- ❖ Home schooled pupils are not eligible for funding. Home-based students who are receiving regular education services from a certified or licensed district teacher may be included in the

funded pupil count.

- To be eligible for part-time status, a student must have 90 scheduled hours of pupil-teacher contact time.
 - Scheduled hours can only include the time the student spends under the supervision of a certified or licensed teacher employed by the district.
- ❖ Students must be in membership on the official count date.
 - A student is only considered in attendance on days of actual pupil-teacher contact.
- ❖ A student participating only in Home Based Learning shall be counted a **maximum of .5 FTE**.

Reference: CSBOE Rule 2254-R-5.13

Home Bound Students

- ❖ If a home bound student is receiving school district instruction and meets the following criteria, the district may include the student in its home school count:
 - The pupil is enrolled on the official count date.
 - The pupil is receiving instruction that includes, but is not limited to, instruction delivered using technology under the supervision of a certificated or licensed teacher.
 - The determination of full-time or part-time status is based upon the number of hours of pupil- teacher contact scheduled prior to becoming home bound or the number of scheduled hours in the homebound program.

Reference: CSBOE Rule 2254-R-5.12

Home Schooled Students

- ❖ A home schooled pupil receiving instruction under an established system of home study shall not be eligible for funding or included in the district's membership count. However, all students whose entire education is provided in a home-based environment must be included

in the electronic file submitted to the Colorado Department of Education for a home-based education count.

- ❖ Home schooled pupils may be counted as part-time if they meet membership requirements and have a public school schedule of at least 90 hours of pupil-teacher contact in the semester of the official count date.

Reference: CSBOE Rule 2254-R-5.13

Independent Study

- ❖ Pupils participating in an independent study program can include only those hours defined in the pupil's schedule that are under the supervision of a licensed teacher.
- ❖ Pupils must be in membership on the official count date.
- ❖ A district shall include **only** the time of supervised pupil-teacher instruction and contact.
- ❖ A student participating only in independent study shall be counted a **maximum of .5 FTE**.

Reference: CSBOE Rules 2254-R-5.04 and 5.06

Kindergarten Students

- ❖ All kindergarten pupils are counted as part-time with the exception of pupils being funded through the Colorado Preschool Program. The minimum number of hours of instruction and contact for any full-day kindergarten program is 900 hours in the school year, which can be reduced to no fewer than 870 hours for parent-teacher conferences, staff in-service programs, and closings.

- ❖ The pupil must be in membership on the official count date.
- ❖ The pupil is enrolled as a **kindergarten** student.
- ❖ The pupil has an IEP (Individual Education Plan) or schedule as of the official count date which provides at least 90 hours of pupil-teacher instruction and contact time in the semester of the official count date.
- ❖ The pupil must be 5 years old by the official count date.

Reference: CSBOE Rule 2254-R-5.08
CSL 22-54-103(10)(b)

Membership

- ❖ Membership in a public school district is established on the first day the student is enrolled and is in attendance.
- ❖ When a student withdraws from a district, membership ends at the last day of attendance.
- ❖ When a student enters a school district, membership begins at the first day of attendance.

Reference: CSBOE Rule 2254-R-5.03

On-Line Education

Districts may claim funding for pupils receiving an education program on-line pursuant to CSL 22-33-104.6.

- ❖ An on-line program is defined as an alternative on-line education program that provides a sequential program of instruction for the education of a child who resides in Colorado

through services accessible on the World Wide Web and monitored by a district coordinator and a site coordinator. If the on-line program is provided by a charter school then the site coordinator shall have the sole responsibility of monitoring the program. (Reference CSL 22-33-104.6 (2) (b))

- ❖ An on-line program shall include the following:
 - Mentoring services deemed necessary by the site coordinator for a child participating in the on-line program after having been expelled from a public school. AND
 - The site coordinator shall notify any student not performing satisfactorily in the on-line program and identify other educational alternatives. (Reference CSL 22-33-104.6 (e) (I) and (II))
 - The records of each student participating in an on-line program shall be maintained on a permanent basis by the school and the school district providing the on-line program. If the program is provided by a charter school then the sole responsibility of such records shall be maintained by the charter school. Records shall include but not be limited to attendance data, test, evaluation and statewide assessment results and immunization records. (Reference 22-33-104.6 (g) (I), (II) and (III))
 - Each child participating in an on-line program shall reside within the state, shall meet the criteria for selection for participation in such a program set by the school district or charter school providing the on-line program and possess the appropriate electronic equipment and resources to participate in the program. A school district or charter school may provide such equipment and resources to a child participating in the on-line program.
(Reference CSL 22-33-104.6 (h))

- ❖ The district must verify that eligible students completed the assigned work and received a grade for at least one semester (grades can be for either semester in the prior year).
 - CDE can issue waivers to exempt certain students from these requirements. Districts must apply for these waivers with the CDE chief of staff no later than September 15.
 - For students transferring from another Colorado district, written certification of eligibility from the former district should be received by the district with the on-line program as soon as possible.
 - This rule does not apply to kindergarten and other students less than seven years old on the official count date of the current year. (Reference 22-33-104.6 (4) (a) (III))

- ❖ Students must be in membership on the official count date and must be actively participating in the on-line program. Participation includes grades given by a district teacher, email questions/answers between student and district teacher.

- ❖ Attendance is defined as email or written communication from the student to the teacher.
- ❖ The on-line school must have a school calendar that aligns with the calendar of the school district or charter school that operates the program.
- ❖ The determination of full-time or part-time status is based upon the minimum number of hours required to complete the assigned classes.
 - Minimum hours can be based on the number of hours per day (or week) required to earn an equivalent number of credits in a traditional classroom setting.
- ❖ For the 2003-04 budget year and each year thereafter, if a student who transfers after October 1 to an on-line program within the school district in which the student was included in pupil enrollment for the applicable budget year, the student shall be included in the school district's on-line pupil enrollment. The department of education shall accordingly reduce the per pupil funding to the minimum pupil funding for the entire school year in which the student transferred. (Reference CSL 22-33-104.6 (6) (a))

Reference: CSL 22-33-104.6

Part-Time Membership

- ❖ A pupil is considered to have part-time membership if the pupil has a schedule as of the official count date which provides at least 90 hours but less than 360 hours of pupil-teacher contact and instruction in the semester of the official count date.
- ❖ A semester is defined as the number of days in a school year plus up to 24 hours of parent-teacher conferences or staff in-service programs, divided by two.
 - If a district is on trimesters, then the district should schedule the student for trimesters 1 and 2 as this would be used to determine schedules equal to one half of the school year.
 - If a district is on trimesters, then the district should schedule the student for trimesters 1 and 2 as this would equal to one half of the school year.
 - If a district is on quarters, then the district should schedule the student for quarters 1 and 2 as this would equal to one half of the school year.
 - If a district is on hexters, then the district should schedule for hexters 1 through 3 as this would equal to one half of the school year.
 - If a district is on twelve mini sessions, then the district should schedule for mini sessions 1 through 6.
- ❖ A district shall **not** include passing time between classes unless the local board of education has passed a resolution defining passing time as part of the educational process.

- ❖ A district shall **not** include the actual time instruction is suspended for lunch period.
- ❖ Optional attendance periods (advisory, enhancement, tutoring etc.) are not eligible to be used in the calculation of pupil-teacher contact time.
- ❖ A district may include days students are excused to participate in state mandated testing.

Reference: CSBOE Rules 2254-R-5.06 & 5.07

Passing Time

- ❖ Passing time is defined as the time between two classes or between a class and lunch period. It is generally not considered pupil-teacher contact and instruction time and, therefore, shall not be included in a pupil's schedule unless otherwise resolved by the local board of education.
- ❖ Pupil-teacher contact and instruction is time when a pupil is actively engaged in the educational process of a district.
- ❖ Each local board of education shall define "educational process".
 - In order for passing time to be included with a student's scheduled hours, a board resolution must define passing time as instructional. The passing time between classes must be defined in the resolution as instructional. Referring to attachments or calendars does not meet this criterion and will not be included as instructional time for a student's schedule.

Reference: CSBOE Rule 2254-R-2.06

Post Secondary Enrollment Options Act

- ❖ Colorado law (Article 35) provides for high school pupils enrolled in the 11th or 12th grade and not more than 21 years old to apply credit earned at Colorado post secondary institutions toward high school graduation as well as a post secondary degree or certificate. The participating school district and the institution of higher education shall enter into a written

cooperative agreement which shall include, but not be limited to, academic credit and payment of tuition.

- ❖ It is the responsibility of the pupil to pay the amount of tuition, unless the pupil meets the criteria for free/reduced lunch.
- ❖ The first two courses per academic term shall be subject to reimbursement by the school district, upon the parent or pupil presenting evidence of the successful completion of the courses. In addition, the district may choose to reimburse for additional courses.
- ❖ The student must achieve a grade of “C” or above on any course to be included in the calculation to determine full or part-time membership. Since course work is to be applied potentially toward degrees and may be used for transfer purposes, a “C” will be considered as the passing grade.
- ❖ A district shall include only those courses which count for credit toward meeting the pupil’s graduation requirements to determine full or part-time membership. The statute does not authorize a “5th year” option where students are allowed to delay graduation.
- ❖ A district shall count the pupil in full-time membership if the number of semester credit hours for the courses in which the pupil is enrolled is equivalent to a full-time pupil credit load as defined by the institution of higher education, or is equal to at least **seven** semester credit hours.
- ❖ A district shall count the pupil in part-time membership if the number of semester credit hours for the courses in which the pupil is enrolled is equivalent to a part-time pupil credit load as defined by the institution of higher education, or is equal to at least **three** semester credit hours.
- ❖ A pupil attending courses offered by a district and an institution of higher learning can meet the attendance requirements at either location. The sum of the pupil’s schedule at the school district and at the institution shall be used to determine the pupil’s full or part-time status.

Reference: CSBOE Rule 2254-R-5.14
CSL 22-35-101

Preschool Students

- ❖ Districts may count preschool students with disabilities, or served under the Colorado Preschool and Kindergarten Program. Preschool students cannot be counted for more than **.5 FTE**, unless a student has been approved to be funded with 2 slots.
- ❖ Preschool students must be in membership on the official count date.

- The first day of membership begins with enrollment and the first day of attendance in the education program. **The staffing date is not considered a day of attendance.**
- ❖ The number of preschool students in CPKP cannot exceed the number of slots allotted to the district by CDE.
 - CPKP preschool students must reach age three or age four on or before the official count date. If a child is three years old, the district must provide documentation that the child meets at least three of the risk factors.
- ❖ Preschool students with a disabling condition are eligible to be counted if they reach age three during the semester of the official count date.
- ❖ Preschool students must be scheduled for at least 90 hours of pupil-teacher contact in the semester of the official count date. Effective with the 2006/2007 school year, parent implemented intervention activity hours may no longer be counted toward the minimum of 90 program contact hours per semester in order to be included in the state count and receive the .5 PPOR school finance funding.
- ❖ Districts that contract with Headstart or a private organization for special education services must provide evidence of a purchase agreement between the district and the outside agency.
- ❖ Districts may request waivers to the rules governing the counting of preschool students.

Reference: CSBOE Rules 2254-R-5.07-5.11
 CSL 22-28-104

Pupils Placed in Facilities

- ❖ Each school district shall report to CDE the number of pupils receiving educational services in residential child care facilities, community centers, regional centers, the School for the Deaf and the Blind, and other group care facilities and homes designated by the State Board of Education.

- ❖ The reporting process and requirements are as follows:
 - No later than October 5, facilities report publicly placed pupils as of the official count day to the district in which they are located and to CDE on Form 522.
 - No later than October 15, the district in which a facility is located uses the information provided on the CDE-522 to notify the school district in which the parent/guardian resides that the publicly placed pupils listed should be counted by the resident district as out-of-district placed pupils.
- ❖ If the parental rights have been terminated, the district where the facility is located counts the pupil.
- ❖ If the pupil's address is unknown or the pupil is an educational orphan, then the district where the facility is located would count the pupil.
- ❖ If the facility is educating the publicly placed pupils, the district in which the facility is located counts its resident pupils as out-of-district placed pupils.
- ❖ If the district is educating publicly placed pupils living in a facility, the district in which the facility is located counts its resident pupils in its membership count and submits monthly FTE billings to CDE for non-resident pupils.
 - Non-resident students residing in facilities must **not** be included in the district's funded pupil count.

Reference: CSBOE Rules 2254-R-16.00-16.05

Pupils Turning 21 during the School Year

- ❖ Students who are under 21 years of age as of the official count date may be included in the funded pupil count.
- ❖ Students who are receiving services under an Individual Education Plan (IEP) and reach the age of 21 during the semester of the official count date may be included in the funded pupil count.
- ❖ A student that has received a high school diploma is not eligible to be counted.

Reference: CSBOE Rule 2254-R-5.05(2)(b)

Semesters/Quarters/Trimesters/Hexters/Twelve Mini

- ❖ To calculate scheduled hours, the district must determine the number of hours of pupil-teacher contact per semester as of the October count date. These hours are based on classes scheduled in the first semester; do not include second semester classes in this calculation.
- ❖ **A semester is defined as one-half of the school year.** Scheduled hours per semester must be determined by calculating the total hours per year (based on first semester classes only) and dividing this number by two.
 - If a district is on trimesters, then the district should schedule the student for trimesters 1 and 2 as this would be used to determine schedules equal to one half of the school year.
 - If a district is on trimesters, then the district should schedule the student for trimesters 1 and 2 as this would equal to one half of the school year.
 - If a district is on quarters, then the district should schedule the student for quarters 1 and 2 as this would equal to one half of the school year.
 - If a district is on hexters, then the district should schedule for hexters 1 through 3 as this would equal to one half of the school year.
 - If a district is on twelve mini sessions, then the district should schedule for mini sessions 1 through 6.
- ❖ There are a number of ways a district can calculate the scheduled contact hours for the semester. Below are three examples of how the CDE auditor will calculate pupil-teacher contact hours in the first semester:

Example calculation #1:

In this example, the school has the same number of periods each day:

Five first-semester classes @ 55 minutes per day (55 x 5)	275
Divide by: 60 minutes	60
Number of hours per day	<hr/> 4.58
Multiply by number of days in school year *	175
Number of hours per year	<hr/> 801.5
Divide by two	2
Number of scheduled hours per semester	<hr/> <hr/> 400.75
* Includes the equivalent of 24 hours of teacher in-service and parent-teacher conference days	

Example calculation #2:

In this example, the school has a block schedule where each class period is taken every other day. In this situation, the auditor will calculate an average number of scheduled hours per day over a two-week period:

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Total</u>
Week 1:						
Period 1		110		110		
Period 2	110		110		110	
Period 3		110		110		
Period 4	110		110		110	
Period 5		110		110		
	<u>220</u>	<u>330</u>	<u>220</u>	<u>330</u>	<u>220</u>	1320
Week 2:						
Period 1	110		110		110	
Period 2		110		110		
Period 3	110		110		110	
Period 4		110		110		
Period 5	110		110		110	
	<u>330</u>	<u>220</u>	<u>330</u>	<u>220</u>	<u>330</u>	1430
Total number of minutes in a two-week period						2750
Divide by: Number of days in a two-week period						<u>10</u>
Average minutes per day						275
Divide by: 60 minutes						<u>60</u>
Number of hours per day						4.58
Multiply by number of days in school year *						<u>175</u>
Number of hours per year						801.5
Divide by two						<u>2</u>
Number of scheduled hours per semester						<u>400.75</u>
* Includes the equivalent of 24 hours of teacher in-service and parent-teacher conference days						

Example calculation #3:

If a student’s first semester class schedule includes quarter or trimester classes, the total time for these classes must be averaged for the semester (i.e. one class is equal to 1/2 the total time of a semester class):

Number of hours per day in first quarter/trimester	5.5
Number of hours per day in second quarter/trimester	3.3
	8.8
Divide by: Two quarters/trimesters	2
Average number of hours per day in the first semester	4.4
Multiply by number of days in school year *	175
Number of hours per year	770
Divide by two	2
Number of scheduled hours per semester	385
* Includes the equivalent of 24 hours of teacher in-service and parent-teacher conference days	

Example calculation #4:

If a student's class schedule is based on hexters, the total time for these classes must be averaged for the semester.

Number of hours per day in first hexter	5.5
Number of hours per day in second hexter	0
Number of hours per day in third hexter	3.3
	<hr/>
	8.8
Divide by: Three hexters (amount equal to half of the school year.)	3
	<hr/>
Average number of hours per day in the first semester	2.9
Multiply by number of days in school year *	175
	<hr/>
Number of hours per year	513.3
Divide by two	2
	<hr/>
Number of scheduled hours per semester	256.67
	<hr/>
* Includes the equivalent of 24 hours of teacher in-service and parent-teacher conference days	

THIS STUDENT WOULD BE PART TIME AS THEIR SCHEDULED HOURS ARE LESS THAN 360.

Example calculation #5:

If a student's class schedule is based on twelve mini sessions, the total time for these classes must be averaged for the semester

Number of hours per day in first mini session	4
Number of hours per day in second mini session	3.5
Number of hours per day in third mini session	0
Number of hours per day in fourth mini session	2.5
Number of hours per day in fifth mini session	0
Number of hours per day in sixth mini session	3.3
	<hr/>
	13.3
Divide by: Six mini sessions as this equals one half of the school year.	
	<hr/>
	6
Average number of hours per day in the first semester	2.2
Multiply by number of days in school year *	175
	<hr/>
Number of hours per year	387.9
Divide by two	2
	<hr/>
Number of scheduled hours per semester	194.0
	<hr/>
* Includes the equivalent of 24 hours of teacher in-service and parent-teacher conference days	

THIS STUDENT WOULD BE PART TIME AS THEIR SCHEDULED HOURS ARE LESS THAN 360.

Reference: CSBOE Rule 2254-R-1.06

Suspended Students

- ❖ A pupil on suspension from the school attendance on the official count date may be counted in membership if the pupil resumes attendance within 30 **calendar** days after the official count date.

Reference: CSBOE Rule 2254-R-5.03(7)

Transfers

- ❖ For all pupils enrolling on or prior to the official count date from another Colorado district, the enrolling district should send a **transfer notification** to the former district.
- ❖ Transfer notifications should be sent to the former district within 15 calendar days of the count date.
- ❖ If the pupil attended classes in both the former and new district on the count day, the **receiving** district is entitled to include the pupil in its official membership count.
- ❖ Schools with a CDE approved alternative count date that enroll pupils from another Colorado district on any day after the October 1 count date may include these pupils in their count.
 - The receiving district should obtain certification from the former district that the student was not included in their pupil count.
 - The receiving district should maintain count day and continuing attendance records. Documents must be kept until audited by CDE.
- ❖ An in-district transfer during the count period must not be shown as a withdrawal or a drop by the former school. A pupil who is recorded as withdrawn prior to the count day is not eligible to be included in the funded pupil count.
 - In-district transfers should be clearly documented on the attendance records of both schools.
- ❖ For the 2003-04 budget year and each year thereafter, if a student who transfers after October 1 to an on-line program within the school district in which the student was included in pupil enrollment for the applicable budget year, the student shall be included in the school district's on-line pupil enrollment. The department of education shall accordingly reduce the per pupil funding to the minimum pupil funding for the entire school year in which the student transferred. (Reference CSL 22-33-104.6 (6) (a))

Reference: CSBOE Rules 2254-R-5.03(1)(c) and 5.03(5)

Transition Students

- ❖ October count requirements for students ages 18-21 are the same as for all other students. Students participating in district sponsored transition programs may be counted so long as the pupil meets all of the requirements for membership (enrollment and attendance). Community based services are an extension of school building based services and should be documented in the same way. Requirements for attendance, work study, independent study, and post secondary enrollment apply to all students.
- ❖ Students may not be counted if a diploma has been issued or graduation requirements have been met.

- ❖ Transition students must be in membership on the official count date and must be actively participating in program activities.
- ❖ The determination of full-time or part-time status is based upon the number of hours of pupil-staff contact time provided or paid for by the district.
- ❖ All direct, supervised or purchased services must be documented in a student schedule and/or the services page of the student's IEP.
- ❖ Students receiving credit for a successful completion of program activities must result in credit toward a high school diploma.
- ❖ Attendance documentation is required and may include time sheets from job sites, attendance records from post secondary schools, and documentation of contact with the supervising teacher/staff.

Truant Students

- ❖ A truant pupil may be included in the membership count if the pupil was enrolled and in attendance during the current school year prior to the official count date, was truant during the entire eleven-day count period, and the district has taken legal action provided in the statutes to compel the pupil's attendance.
- ❖ Legal action may include a notification to the parent(s) of intent to file with the court and direction has been given to the attorney to file, or that action by the court was requested within 10 school days following the official count day.
- ❖ A truant pupil must not have reached the age of 16 as of the official count date.

Reference: CSBOE Rule 2254-R-5.03(10)

Tuition Students

- ❖ A district of residence may include students in their funded pupil count who are receiving educational services from another district, and the resident district is paying tuition to the district of attendance. The district of attendance must deduct these students from their

October 1 membership count.

- ❖ Tuition is defined as money paid to another district to cover basic education costs.
 - Tuition does **not** include the excess costs for special education services.
- ❖ Tuition students must be in membership in the district of attendance on the official count date.
- ❖ The determination of full-time or part-time status is based upon the number of hours of pupil-teacher contact scheduled at the district of attendance.

Reference: CSBOE Rule 2254-R-5.15(3)
CSL 22-54-109

Withdrawals

- ❖ A pupil who withdraws or transfers prior to the official count day shall not be included in the membership count. Pupils absent on the official count day and with no attendance within 30 calendar days following the official count day shall be recorded as withdrawals on their last day of attendance and shall not be included in the membership count.

Reference: CSBOE Rule 2254-R-5.03(2)

Work Study Students

- ❖ For purposes of determining the number of hours of pupil-teacher instruction and contact for pupils participating in a work study program, a district shall include only the time of instruction and contact provided under the supervision of a certificated or licensed teacher.

- ❖ Pupils must be in membership on the official count date.
- ❖ The work study program must be approved by the local board of education.
- ❖ The district shall include **only** the work hours required to earn credit hours as defined in the pupil's schedule.
- ❖ A pupil participating only in a work study program shall be counted a **maximum of .5 FTE**.

Reference: CSBOE Rule 2254-R-5.06(3)(c)

Appendix A

Required Documentation for On-Line Educational Programs

- ❖ The primary documentation for attendance, enrollment, and withdrawal should be a teacher's register that provides this information for all students enrolled in the program.

❖ Attendance

- Attendance is defined as e-mail or written communication from the student to the teacher. Days of pupil/teacher communication should be documented in an attendance register for the entire eleven-day count window for all students. Phone or fax logs are acceptable as long as it is used in conjunction with email.
- The district should be prepared to show support for entries into the attendance register. Documentation would include: hard copies of e-mail messages, homework assignments (showing date of transmission), fax messages.
- For students who have had no contact with their instructor on the count date, the attendance register should show when the student was in attendance before and after the count date.

❖ Enrollment

- The district must provide documentation showing grades/credit for work completed for one semester in the prior year.
- Programs with an alternative count date:
 - For those students enrolling after October 1, the district should obtain written certification from the previous school district stating the student was not included in their pupil count.

❖ Withdrawals

- The date of withdrawal must be as of the student's last day of attendance.
- The attendance register should note if a student is absent or present on the date of withdrawal.

❖ Schedules

- Each student must have a class schedule that designates:
 - All classes scheduled as of the October count date.
 - The number of hours per day (or week) required to earn an equivalent number of credits in a traditional classroom setting.
- ❖ School calendar showing number of days the on-line program is in session.
- ❖ School district or charter school needs to provide grades for one semester.

- ❖ **Transfers**
 - For students who transfer after October 1 to an on-line program within the school district in which the student was included for pupil enrollment, a student schedule needs to be submitted for the entire school year the transfer occurred.

- ❖ **Example:**
 - A student takes five courses through an on-line program; each course when successfully completed is worth one credit. If one credit is equivalent to one hour per day in a traditional classroom setting, the total scheduled class time would be five hours per day; the number of scheduled hours per semester would then be calculated based on this estimate.

NOTE: Additional documentation may be requested.

Required Documentation for October Count

❖ Elementary School Pupils

➤ Attendance

- Attendance registers for all students for the eleven day count window.
 - If the pupil is absent on the count day and the entire window; additional attendance records are required to establish attendance prior to and after the count window. The pupil must resume attendance within 30 calendar days of the count day in order to be counted.
 - If the pupil is absent on the count day and does not resume attendance prior to unenrolling from the school district, the student is not eligible to be counted.
 - If pupil attendance is sporadic, will need teacher verification for days the pupil was in class.
- Kindergarten Students are counted .5FTE and must be 5 years old by the official count day.
- First grade pupils must be 6 years old by the official count day.

❖ Preschool Pupils

▪ Colorado Preschool and Kindergarten Program

- Pupils can only be counted **.5FTE**.
- Pupils must be scheduled for at least 90 hours of pupil-teacher contact in the semester of the official count day.
- Pupils must reach the age of three or four before the official count day.

◆ Attendance

- Attendance registers for all students for the eleven day count window.
- If the pupil is absent on the count day and the entire window; additional attendance records are required to establish attendance prior to and after the count window. The pupil must resume attendance within 30 calendar days of the count day in order to be counted.
- If the pupil is absent on the count day and does not resume attendance prior to unenrolling from the school district, the student is not eligible to be counted.
- If pupil attendance is sporadic, will need teacher verification for any days the pupil was in class.

▪ **Preschool Pupils with disabilities**

- Pupils can only be counted **.5FTE**.
- Pupils must be scheduled for at least 90 hours of pupil-teacher contact in the semester of the official count day. Effective with the 2006/2007 school year, parent implemented activity hours may not be used in calculating the 90 hours
- Pupils must reach the age of three during the semester of the official count day.
- For each preschool pupil with disabilities, the district must have the **SERVICE DELIVERY PAGE** of the IEP. This document must be dated on or before the official count day.

◆ **Attendance**

- Attendance registers for all students for the eleven day count window.
- If the pupil is absent on the count day and the entire window; additional attendance records are required to establish attendance prior to and after the count window. The pupil must resume attendance within 30 calendar days of the count day in order to be counted.
- If the pupil is absent on the count day and does not resume attendance prior to unenrolling from the school district, the student is not eligible to be counted
- If pupil attendance is sporadic, will need teacher verification for any days the pupil was in class.

• **Secondary Students**

◆ **Attendance**

- Attendance registers for all students for the eleven day count window.
- If the pupil is absent on the count day and the entire window; additional attendance records are required to establish attendance prior to and after the count window. The pupil must resume attendance within 30 calendar days of the count day in order to be counted.
- If the pupil is absent on the count day and does not resume attendance prior to unenrolling from the school district, the student is not eligible to be counted
- If pupil attendance is sporadic, will need teacher verification for any days the pupil was in class.

◆ **Schedules**

- District will need to provide a calendar for each secondary school. The calendar needs to be adopted by the board of education, the district administration, the school administration or any combination prior to the beginning of the school year. Any changes to the calendar, excluding emergencies or unforeseen circumstances must be preceded by at least thirty days notice.
- District will need to provide a bell schedule for each secondary school.
- District will need to provide student schedules for ALL secondary students. Schedules will need to be effective as of the official count day and include classes scheduled equal to one half of the school year.
 - If a district is on trimesters, then the district will need to provide schedules for trimesters 1 and 2 as this would be used to determine schedules equal to one half of the school year.
 - If a district is on quarters, then the district will need to provide schedules for quarters 1 and 2 as this would equal to one half of the school year.
 - If a district is on semesters, then the district will need to provide schedules for semesters 1 through 2 as this would equal to one half of the school year.
 - If a district is on twelve mini sessions, then the district will need to provide schedules for mini sessions 1 through 6.
- A district shall not include the actual time instruction is suspended for lunch.
- Optional attendance periods (advisory, enhancement, tutorial, etc) are not eligible to be used in the calculation of pupil-teacher contact time.
- The district should have available for review the student handbook.

- If a student is taking college classes under the Post Secondary Options Act, in order for the district to include these classes in determining a fulltime versus part time schedule. ALL of the following must be met:
 - The student must achieve a grade of a C or better in their college classes.
 - The college classes have to count toward their high school diploma
 - The district must reimburse the parent or student or pay the college directly for the student's college classes.
 - The college classes must be scheduled in Semester 1 or the equivalent thereof.
 - The student must be in the eleventh or twelve grades.

- **Transition Students**

- **Attendance**

- Attendance registers for all students for the eleven day count window.
- If the pupil is absent on the count day and the entire window; additional attendance records are required to establish attendance prior to and after the count window. The pupil must resume attendance within 30 calendar days of the count day in order to be counted.
- If the pupil is absent on the count day and does not resume attendance prior to unenrolling from the school district, the student is not eligible to be counted
- If pupil attendance is sporadic, will need teacher verification for any days the pupil was in class.

- **Schedules**

- District will need to provide a calendar for each secondary school. The calendar needs to be adopted by the board of education, the district administration, the school administration or any combination prior to the beginning of the school year. Any changes to the calendar, excluding emergencies or unforeseen circumstances must be preceded by at least thirty days notice.
- District will need to provide a bell schedule for each secondary school.
- District will need to provide student schedules for ALL secondary students. Schedules will need to be effective as of the official count day and include classes scheduled equal to one half of the school year.
 - If a district is on trimesters, then the district will need to provide schedules for trimesters 1 and 2 as this would used to determine schedules equal to one half of the school year.
 - If a district is on quarters, then the district will need to provide schedules for quarters 1 and 2 as this would equal to one half of the school year.
 - If a district is on hexters, then the district will need to provide schedules for hexters 1 through 3 as this would equal to one half of the school year.
 - If a district is on twelve mini sessions, then the district will need to provide schedules for mini sessions 1 through 6.
- A district shall not include the actual time instruction is suspended for lunch.

- Optional attendance periods (advisory, enhancement, tutorial, etc) are not eligible to be used in the calculation of pupil-teacher contact time.
- The district should have available for review the student handbook.
- District will need to provide a date appropriate SERVICE DELIVERY PAGE from pupils' IEP.
- District can not count students that have been issued a diploma or graduation requirements have been met.

NOTE: Additional documentation may be requested.

