

Pupil Count Manual

Student Membership for the October Count

General Instructions and Guidelines

October 1, 2008

**Audit Unit
Colorado Department of Education**

Official Count Date

The official student count date is October 1. All district students that are in membership (attendance and enrollment) on October 1 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 Audit Unit of the Colorado Department of Education (CDE) by September 15.

- ❖ October 1, 2008 is on a Wednesday. The eleven-day window will be from Wednesday, September 24 to Wednesday, October 8.
- ❖ For districts on a Monday - Thursday four-day week, October 1 will be the official count day. The eleven-day window will be from Tuesday, September 23 to Thursday October 9.
- ❖ For districts on a Tuesday - Friday four-day week, October 1 will be the official count day. The eleven-day window will be from Tuesday, September 23 to Thursday, October 9.

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

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What's new for October 2008 Count:

- **Online Rules (Refer to Page 14)**
 - **Student management system logins are required to document active participation.**
 - **Verification of Colorado residency is required**
 - **Prior year grades are no longer required documents**
 - **Refer to Appendix A for required documentation**

- **Pupils placed in an approved facility school (Formerly known as out of district; Refer to Page 22)**
 - **School districts no longer report out of district students in their October count collections.**

- **Preschool CPP Expansion slots (Refer to Page 22)**
 - **Eligible school districts can apply for CPP expansion slots to operate a preschool program**

- **Truant Students (Refer to Page 31)**
 - **SB07-016 lowers the compulsory attendance age to SIX.**

- **Advanced highly gifted students (Refer to Page 3)**
 - **Eligible school districts can include advanced highly gifted four or five year old students in kindergarten or first grade.**

Advanced Highly Gifted Students

Pursuant to CSL 22-20-103 eligible school districts can allow early access to kindergarten to a highly gifted advanced four year old and early access to first grade to a highly gifted advanced five year old.

- The administrative unit at the school district, board of cooperative services or the state Charter School Institute must file a Program Plan containing the elements of early access or an early access addendum to the program plan. The addendums must be filed for approval with the Gifted Education Unit at the Department of Education by September 10, 2008 to be included in the October 2008 count. For each count thereafter the initial addendum must be filed by January 1 prior to the fiscal year of implementation. (For example: Eligible addendums for October 2009 must be submitted by January 1, 2009.)
 - The early access provisions will benefit only a few highly advanced gifted children. The legislation is not for the majority of age 4 or age 5 gifted students. Gifted education directors and coordinators will be working with their superintendents, steering committees, and/or other stakeholders to determine if early access will be permitted in their administrative unit.
- The student must have an ALP on file as of September 30.
- The student must reach the age of four by September 1 or the beginning of the school year whichever comes first to be included in kindergarten.
- The student must reach the age of five by September 1 or the beginning of the school year whichever comes first to be included in first grade.
- As of August 19, 2008; there has been no early access addendums filed with the Gifted Education Unit at the Department of Education.

Reference: CSL 22-20-104.5 (1.5)(a)(I)(II)

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 Audit 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.
- Absent a current year application, the district may submit the pupil's 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)(IV). This calculation will be done by the Department of Education.
 - ❖ Refer to Appendix B for required October count documentation.

Reference: CSBOE Rule 2254-R-6.00
CSL 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 within 30 days of the count day. 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 of a pupil attending a BOCES program must deduct all non-resident students enrolled in the BOCES program at their schools from the funded pupil count. The district of residence should count their own pupils and enter into appropriate contracts for services with the BOCES.

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 can be based on the pupil-teacher contact time prior to the student's expulsion **or** the pupil-teacher contact time 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.
 - If the district is purchasing educational services for expelled students then the district should enter into appropriate contracts with the entity providing the educational services.

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

Fast College Fast Jobs

This program enables students enrolled in “Target High Schools” to receive a high school diploma and an associate’s degree or a career and technical education certificate within five years.

Eligible school district means:

- A district that contracted with a community college to implement a dual degree program in two years prior to FY2006-07,**or**
- A district that had a graduation rate of less than 75% for the FY2004-05 school year.

Institution of Higher Education means:

- A public institution of higher education that offers a 2-year degree program
- An area vocational school, or
- A junior college that is part of a junior college district

“Target School means” (Refer to Appendix E for a list of Eligible Schools)

- A public high school that serves grades 9-12 that:
 - Offered a dual degree program through a contract with a community college within 2 years preceding FY2006-07.
 - Had a graduation rate of less than 75% for FY2004-05, as reported by CDE.

To participate, the District must:

- Enter into a contract as described in section 22-35.5-106 with one or more institutions of higher education to provide a “Fast College Fast Jobs Education Program”.
- Local Board that chooses to participate shall adopt policies and procedures as are necessary for implementation of program.
- Design the program to include courses with a sufficient level of rigor to ensure that a student does not need skills remediation, but develops sufficiently high level of skills to successfully complete postsecondary-level course work.
- Establish participation requirements as it deems appropriate (i.e. year-round classes and parental participation).
- Ensure program includes regularly scheduled counseling and other appropriate student support services throughout student’s 5 years of participation.
- Annually notify students and parents enrolled in target high schools of the availability and requirements of “Fast College Fast Jobs Education Program”.

District is not required to provide or pay for transportation for students in the program.

Student who chooses to participate must:

- Begin the program in the 9th grade.

- Take a prescribed schedule of high school courses and higher education courses with a sufficient number of credits to ensure the student earns a high school diploma and an Associate's Degree or a Career and Technical Education Certificate in 5 years.
- Maintain a minimum 2.0 grade point average for each semester of participation in the program.
- Additional participation requirements deemed appropriate by District (i.e. year-round classes and parental participation.)
- Students in 9th or 10th grade may enroll only in accordance with any age-waiver procedures the institution may have in place.
- Student is not eligible to receive a stipend from the College Opportunity Fund Program pursuant to Article 18 of Title 23.

Contract Minimum Requirements:

- Level of academic readiness a student shall meet in order to enroll in higher education courses through the program.
- Limitation on number of students who may enroll.
- Limitations on number of higher education courses in which a student may enroll per semester.
- The Associate's Degree programs or Career and Technical Education Programs that are available to students.
- Financial provisions for funding each student's enrollment through program.
- Contract shall be subject to approval of the Institution's Governing Board of the Colorado Commission on Higher Education.
- District and Institution shall negotiate the amount and payment of the following costs:
 - Tuition
 - Costs of providing counseling and tutoring services
 - Other applicable course fees charged by Institution and cost of student's books

Reference: CSL 22-35.5-101

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, unless the pupil meets the requirements of Advanced Highly Gifted Students. (Refer to page 3)
- ❖ **For budget years beginning with 2007/2008** and each year thereafter, a district may count and receive funding for a pupil who is at least five years old on or before October 1 of the applicable budget year if the pupil attended at least one hundred twenty days of Kindergarten in a **state other than Colorado**. See Appendix B for required documentation.
 - Important Note: CRS 22-54-103 (10)(a)(IV)(B) applies to students who attend any Kindergarten in a **STATE** other than Colorado. For example, a five year old student attends Kindergarten for one hundred twenty days in a

California private school. If the district could document attendance from the private school, the student could be counted in the first grade. However, if the school was located in Canada, the student would have to be counted as a Kindergarten student.

Reference: CSBOE Rule 2254-R-5.05 (2) (a) and CRS 22-54-103 (10)(a)(IV)(B)

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 student contact 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 be 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 be 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. In order for passing time to count in the current year, the resolution must be passed prior to the official count day. Resolutions passed after the official count day will be applied to the following October count.
- ❖ 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 Education (AKA Home School or Home-Study)

- ❖ Home based 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 if all of the following apply.
 - 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 enrolled and in attendance as of the official count date.
 - A student is only considered in attendance on days of actual pupil-teacher contact.

Reference: CSL 22-33-104.5
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

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

- ❖ 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, unless the pupil meets the requirements of Advanced Highly Gifted Students. (Refer to page 3)

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

Online Education

Pursuant to § 22-30.7-105(2)(a) C.R.S., an Online Program must be able to document active participation in an online sequential educational program and individual student attendance in the Online Program during the official count window. Documentation of active participation must include system logins that make evident each student taking part in course content in the online educational program via the internet. Logins must show that the student was online on the official count date (October 1) or if the student is absent on the official count date, there must be a login prior to the official count date and within thirty days following.

Examples of valid documentation include (but are not limited to):

- Student management system login including student name, date, time, and documentation that specifically addresses course content and student work;
 - Student management system login including student name, date, time, with a corresponding email documenting specific course content and student work; and
 - Student management system login including student name, date, time, with corresponding documentation of instant messaging, or web conferencing with specific course content and student work.
-
- ❖ The determination of full-time or part-time status is based upon the minimum number of hours provided for a student to receive instruction. 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.
 - ❖ The Online Program must have a calendar that reasonably aligns with the beginning date of the school year of the Authorizer that operates it or has been approved for an alternative calendar by the Authorizer and the Department.
 - ❖ A full time student must have a schedule that provides for a minimum of three hundred and sixty (360) hours of instruction per semester to receive full-time funding pursuant to 2254-R-5.06(3).
 - ❖ A part time student must have a schedule that provides for a minimum of ninety (90) hours of instruction per semester to receive part-time funding pursuant to 2254-R-5.06(3).
 - ❖ An Online Program must verify and document student residency in the State of Colorado upon enrollment and annually thereafter and retain a copy of the document or written statement offered as verification in the student's mandatory permanent record. Colorado residency is determined by the student and Parent or legal guardian currently residing within

the State of Colorado boundaries, except for students of military families pursuant to § 8.06.5 of these rules. Reasonable evidence of residency may be established by documentation including, but not limited to, any of the following:

- ◆ Property tax payment receipts;
- ◆ Rent payment receipts;
- ◆ Utility service payment receipts; or
- ◆ Written Statement of Residency executed by the student's parent/guardian. The written statement of residency should follow § 1-2-102(a) and (b) C.R.S. and may be satisfied by a statement such as: “I, _____, swear and affirm under penalty of perjury that I am a resident of the State of Colorado.”
- ◆ A member or dependent of a member of the United States Armed Services shall be eligible to participate in an Online Program, notwithstanding the length of his or her residency, upon moving to Colorado on a change of station basis.
- ◆ A member or dependent of a member of the United States Armed Services shall be eligible to participate in an Online Program, upon moving out of Colorado on a change of station basis as long as the member of the United States Armed Services qualifies for Colorado residency.
- ◆ In order to meet residency requirements, a member or dependent of a member of the United States Armed Services must maintain Colorado as their state of legal residence for tax purposes, and voters must maintain Colorado voter registration.

Examples of invalid documentation include (but are not limited to):

- Any student system login not including student name, date, time, or documentation that does not specifically address course content and student work;
- An email that does not have documented corresponding system login information or does not include specific course content and student work;
- Any documentation that can not specifically verify individual student login, date, time, or course content and student work;

Refer to Appendix A for documentation requirements

Online Schools

CERTIFIED MULTI DISTRICT FULL-TIME ONLINE EDUCATION PROGRAMS

- Branson School Online
- Colorado Connections Academy
- Colorado Distance and Electronic Learning Academy
- Colorado Virtual Academy (COVA)
- Crowley County Online Academy
- eDCSD
- Edison Academy
- Guided Online Academic Learning (GOAL)
- Hope Online Learning Academy CO-OP
- Insight School of Colorado
- Kaplan Academy of Colorado
- Karval Online Education
- Monte Vista Online Academy
- Vilas Online

SINGLE DISTRICT FULL-TIME ONLINE EDUCATION PROGRAMS

- Las Animas A+ Distance Learning School
- DPS Online High School
- JeffcoNet Academy

SUPPLEMENTAL ONLINE EDUCATION PROGRAMS

Supplemental Online Program means a program that offers one or more online courses to students to augment an educational program provided by a school district, charter school, or board of cooperative services.

Reference: CSL 22-30.7-105
CCR 301-71 (8.0)

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. In order for passing time to count in the current year, the resolution must be passed prior to the official count day. Resolutions passed after the official count day will be applied to the following October count.
- ❖ 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. In order for passing time to count in the current year, the resolution must be passed prior to the official count day. Resolutions passed after the official count day will be applied to the following October count.

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.
- ❖ 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 preschool students served under the Colorado Preschool Program. Preschool students cannot be counted for more than **.5 FTE**, unless a student has been approved to be funded with 2 slots. (CSL 22-28-104(4)(b))
- ❖ 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 for pupils with disabilities.**
- ❖ The number of preschool students in CPP cannot exceed the number of slots allotted to the district by CDE.
 - CPP 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 in CSL 22-28-106(1)(a.5).
- ❖ For the Colorado Preschool Program, the number of hours scheduled shall be no less than three hundred and sixty or one hundred and eighty hours in the semester of the official count. CSBOE Rules 2254-R-206
- ❖ 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 with a disabling condition 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.
- ❖ The November 1 alternate count day may be used for preschool students. (Grade Level 004 Only) If a district decides to use the alternate count day, then ALL CPP and preschool

special education must be counted using the same day.

- Important Reminder: Preschool students with a disabling condition counted using the alternate count day of November 1 must have at least 90 hours of pupil-teacher contact time. For districts using the preschool alternate count day; the Colorado Preschool Program shall have no less than three hundred and sixty hours or one hundred and eighty hours in the semester of the alternate count day and must have 90 hours of pupil teacher contact time. CSBOE Rules 2254-R-206

- ❖ 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.

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

Preschool Students: Expansion CPP Slots

22-28-107 Eligibility of school districts for participation in state preschool program

(1.4) For the 2008-09 budget year and each budget thereafter, a school district that applies to the department to participate in the state preschool program by offering a nine-month program may apply for permission from the department to receive funding for a nine-month program but to use up to half of the moneys allocated for the program to prepare, during the first half of the school year, to offer a preschool program and to use the remainder of the moneys to offer, during the second half of the school year, a four-and-one-half-month preschool program.

- The ability to apply to use slots to operate a preschool program for four-and-one-half-months is provided through the CPP expansion application process and districts are limited to using the awarded expansion slots for this purpose.
- In the application requesting flexibility to be funded for a nine-month program, and use up to half of the moneys allocated to prepare for a program, school districts must submit a narrative budget which indicates how the funds provided for preparation will be used.

- School districts must include children funded to participate in the four-and-one-half-month program in the October count or the early childhood alternate count (October 31, 2008).
- Students cannot be added to a school district’s count after the October count is finalized.
- School districts must establish a calendar that allows for at least 180 hours of teacher pupil contact time in the four-and-a-half month calendar.
- For each child included in the four-and-a-half month program districts must make available the following records to the auditors:
 - ◆ Enrollment documents indicating the student was identified by the Official Count Day or the early childhood alternate count day.
 - ◆ Attendance documents indicating the student started attending on or before the midpoint date. See Appendix F for calculating the midpoint date of the school year.
- The following schools are eligible to participate in a four and half month program CPP expansion program: The following list represents eligible school districts as of August 2008. Other districts may be approved by the Department prior to the official count day.

<u>District Code</u>	<u>County</u>	<u>District</u>
0010	Adams 1	Mapleton School District
0120	Arapahoe 1	Englewood School District
0140	Arapahoe 6	Littleton School District
0500	Chaffee R-32J	Salida School District
0540	Clear Creek RE-1	Clear Creek School District
0580	Conejos RE-10	South Conejos School District
0900	Douglas RE-1	Douglas County School District
0910	Eagle	Eagle School District
1180	Garfield RE-1(J)	Roaring Fork School District
1220	Garfield 16	Parachute School District
1350	Grand 2	East Grand School District
1420	Jefferson R-1	Jefferson County School District
1570	Larimer R-3(J)	Estes Park School District
1828	Logan RE-1	Valley School District
2610	Park RE-2	Park School District

Reference: CSL 22-28-104

Pupils Placed in Approved Facility Schools

- ❖ Each approved facility school shall report to the facility school unit at CDE the number of publicly placed pupils receiving educational services in an approved facility school.
- ❖ The reporting process for October 2008 count:
 - No later than October 15, the facility school unit at CDE shall notify resident districts of pupils publicly placed in an approved facility school. These students will be counted by the approved facility school and should be removed from the school district's October count.
- ❖ In the following situation the approved facility school shall count the pupil in their count:
 - The pupil attends the approved facility school in the current school year and prior to the official count day. The pupil is in the detention center on the official count day but returns to the approved facility school within the 30 days of the official count day.
 - The pupil attends the approved facility school in the current school year and prior to the official count day. The pupil is in an online school on the official count day but returns to the approved facility school within the 30 days of the official count day.
- ❖ If the district is educating publicly placed pupils living in a facility, the district in which the facility is located counts the pupils in its membership count.
- ❖ Refer to Appendix D for a list of Approved Facility Schools

Reference: CSL 22-54-129

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.

- ❖ Refer to Appendix F for How to count Days.

- ❖ 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	4.58
Multiply by number of days in school year *	175
Number of hours per year	801.5
Divide by two	2
Number of scheduled hours per semester	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
<hr/>	
* 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	<hr/>
	2.2
Multiply by number of days in school year *	<hr/>
	175
Number of hours per year	<hr/>
	387.9
Divide by two	<hr/>
	2
Number of scheduled hours per semester	<hr/>
	194.0
* 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 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 obtains certification from the former district that the student was not included in their pupil count AND
 - The receiving district maintains 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.

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 17 as of the official count date.
- ❖ Any pupil who has reached the age of SIX on or before August 1 of each year shall attend public school. (Reference CSL 33-104(5)(a))

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 Online Educational Programs

- ❖ The primary documentation for attendance and participation would be the student management system logins that show the student is taking part in course content in the online educational program via the internet.

- ❖ **Attendance and Participation**

- Student management system login must contain the following:
 - Student Name
 - Date
 - Time
 - Course Content
 - Student Work

OR

- Email can be used to establish attendance and participation but the email must contain the following AND be in conjunction with a student system login:
 - Student Name
 - Date
 - Time
 - Course Content
 - Student Work

OR

- Instant messaging or web conferencing can be used to establish attendance and participation but the instant messaging or web conferencing must contain the following AND be in conjunction with a student system login:
 - Student Name
 - Date
 - Time
 - Course Content
 - Student Work

- ❖ **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**

- The calendar must reasonably align with the district calendar.

❖ **Verification of residency in the State of Colorado**

- Must be done upon enrollment.
- Must be done annually.
- Important Note: Prior year grades can *not* be used to establish residency.
- The following are acceptable means of verification:
 - ◆ Property tax payment receipts;
 - ◆ Rent payment receipts;
 - ◆ Utility service payment receipts; or
 - ◆ Written Statement of Residency executed by the student's parent/guardian. The written statement of residency should follow § 1-2-102(a) and (b) C.R.S. and may be satisfied by a statement such as: "I, _____, swear and affirm under penalty of perjury that I am a resident of the State of Colorado."
 - ◆ A member or dependent of a member of the United States Armed Services shall be eligible to participate in an Online Program, notwithstanding the length of his or her residency, upon moving to Colorado on a change of station basis.
 - ◆ A member or dependent of a member of the United States Armed Services shall be eligible to participate in an Online Program, upon moving out of Colorado on a change of station basis as long as the member of the United States Armed Services qualifies for Colorado residency.
 - ◆ In order to meet residency requirements, a member or dependent of a member of the United States Armed Services must maintain Colorado as their state of legal residence for tax purposes, and voters must maintain Colorado voter registration.

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 withdrawing 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; unless the pupil meets the requirements of Advanced Highly Gifted Students.
- First grade pupils must be 6 years old by the official count day, unless the pupil meets the requirements of Advanced Highly Gifted Students.

▪ First Grade Students

- **For budget years beginning with 2007/08**, a district may count a pupil who is at least five years old on or before October 1 if the pupil attended at least one hundred twenty days of Kindergarten in a state other than Colorado. The district must maintain appropriate documentation the pupil attended one hundred twenty days of Kindergarten. The district could provide one of the following:
 - Enrollment information from the prior school that summarizes how many days the student attended school out of state.
 - Actual attendance records that show the student was present in school for 120 days.
 - Attendance summary document that shows the student attended school for 120 days.

- **Advanced Highly Gifted Students**

- For budget years beginning with 2008/2009, an eligible district may count an advanced highly gifted four year old in kindergarten or an advanced highly gifted five years old in first grade. The eligible district should have the following document on file:
 - An approved ALP (Advanced Learning Plan) in effect as of September 30 for each early access student.
 - An addendum to the program plan with early access provisions by September 10, 2008 for October 2008 count. For each year thereafter the initial addendums must be filed by January 1. (For example: Eligible plans for October 2009 must be submitted by January 1, 2009.)

- ❖ **Preschool Pupils**

- **Colorado Preschool 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, but must have a program that offers one hundred and eighty hours of pupil teacher contact.
- 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 withdrawing 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 withdrawing 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.

❖ **At –Risk Students**

- Free Lunch applications must be complete. Applications should include the following:
 - Applications must be signed AND dated by an adult member of the household.
 - Applications must contain either the social security number of the adult who signed the application or the box must be checked indicating no social security number. If the student is a foster child or the family receives food stamps a social security number is not required.
 - Applications must include the names of ALL household members including the name(s) of the child(ren) for whom the application is made.
 - If the family qualifies for food stamps, part 2 of the application must be completed.
 - If the child is a foster child, then part 3 of the application must be completed. Foster children are children who are the legal responsibility of a welfare agency or court. Grandchildren would not qualify as foster children.
 - School district personnel should not alter any information on the application. If there is a change to the family's gross income, the district should obtain a new application or attach a pay stub that contains the family gross income and is date appropriate to the applicable October count.
 - Applications dated 31 days or more past the official count day should not be included in a district's October count transmission.
 - Applications must include **GROSS** income for all household members who work.
 - Applications may be carried forward for 30 school days if a current

- application has not been submitted by the family.
 - Income Eligibility guidelines should NOT be distributed to the family.
- Family Economic Survey forms are for programs who do not participate in the federal Child Nutrition Programs. The survey should include the following:
 - Applications must be signed AND dated by an adult member of the household.
 - Applications must include the names of ALL household members including the name(s) of the child(ren) for whom the application is made
 - If the family qualifies for food stamps, part 2 of the application must be completed.
 - If the child is a foster child, then part 3 of the application must be completed. Foster children are children who are the legal responsibility of a welfare agency or court. Grandchildren would not qualify as foster children.
 - School district personnel should not alter any information on the application. If there is a change to the family's gross income, the district should obtain a new application or attach a pay stub that contains the family gross income and is date appropriate to the applicable October count.
 - Applications dated 31 days or more past the official count day should not be included in a district's October count transmission.
 - Applications must include **GROSS** income for all household members who work.
 - Applications may be carried forward for 30 school days if a current application has not been submitted by the family.
 - Income Eligibility guidelines should NOT be distributed to the family.

❖ 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 withdrawing 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 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 the student handbook available for review.
- 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 full-time 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.

❖ **Post 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 withdrawing from the school district, the student is not eligible to be counted.
- If the student only attends classes at the college, the district will need to obtain attendance for the entire count window from the college.

- **Other Documents**

- High School Transcripts. AND
- College Transcripts. AND
- Proof of payment for college classes either to the parent or college.

❖ **Fast College Fast Jobs 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 withdrawing from the school district, the student is not eligible to be counted
- If the student only attends classes at the college, the district will need to obtain attendance for the entire count window from the college.

- **Other Documents**

- High School Transcripts. AND
- College Transcripts. AND
- Proof of payment for college classes either to the parent or college.

❖ 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 withdrawing 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 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.

Forms:

- ❖ **Attached are various forms the district could use to document October count activity.**
 - **Form Aud 101: Pupils In Detention Centers As of The Official Count Day**
 - ◆ **This form is self explanatory.**
 - **Form Aud 103: Certification of Eligibility for Counting New Enrollees on Alternate Count Day**
 - ◆ **This form is self explanatory.**
 - **Form Aud 105: Notification Letter of Pupil Enrollment on Count Day or in the Five Days Preceding the Count Day**
 - ◆ **This form is self explanatory.**
 - **2008-2009 Application for Free and Reduced Price School Meals**
 - **This form has multiple uses. For the purposes of October count this form is used to determine eligibility for at risk funding. Sections 1, 2, 4 and 5 must be completed. Sections 2 and 3 are only if applicable.**
 - **2008-2009 Family Economic Data Survey**
 - **This form is used for schools who do not participate in the National Lunch Programs. This form is used to determine eligibility for at risk funding. Sections 1, 2, 4 and 5 must be completed. Sections 2 and 3 are only completed if applicable.**

NAME	City	NAME	City
Alternative Homes for Youth Greeley	Greeley	Lost & Found Inc.	Morrison
Arapahoe House StepWise	Thornton	Mental Health Center of Denver	Denver
Aurora Mental Health		Midway Youth Services - Remington	Ft. Collins
Hampden Academy	Aurora	Mountain Crest Behavioral Healthcare	Ft. Collins
Metro Children's Center	Aurora	Mt. Saint Vincent's Home	Denver
Children's ARK at Ute Pass	Green Mtn. Falls	The Mountain Star Center	Denver
Children's Hospital	Aurora	Namaqua Center - 8th St. School	Loveland
Community Reach Center, Inc.	Northglenn	National Jewish Medical & Research Center	Denver
Court House	Denver	Prince Street Academy	Littleton
Craig Hospital	Englewood	PSI Cedar Springs Hospital, Inc.	Spring
DAYS, Bryant Street	Denver	Reflections for Youth, Inc.	Loveland
Denver Children's Home	Denver	Rocky Mountain Youth Academy	LaJara
Denver Health Medical Center	Denver	Roundup School & Day Treatment	Spring
Devereux Cleo Wallace	Westminster	San Juan Youth Works	Monte Vista
El Pueblo Boys' and Girls' Ranch	Pueblo	Savio House	Denver
Excelsior Youth Centers Inc.	Aurora	Serenity Education & Day Trx Center	Aurora
Family Crisis Center	Denver	Shiloh Home	
Family Tree - Gemini House	Lakewood	Shiloh - Adams Campus	City
Flatiron Academy	Northglenn	Shiloh - Littleton Campus	Littleton
Flatirons Behavioral Health Hospital Corp.	Superior	Shiloh - Longmont Campus	Longmont
Forest Heights Lodge	Evergreen	Southern Peaks Regional Treatment Center	Canon City
Fresh Start	Denver	Spanish Peaks Mental Health Cntr	Pueblo
Gateway RCCF Program	Austin	Synergy	
Griffith Centers		Synergy	Denver
GCC - Colorado Springs	Colorado Springs	Synergy Outpatient	Denver
GCC - Grand Avenue	Grand Junction	Tennyson Center	
GCC - Larkspur	Larkspur	Tennyson Center - CCH	Denver
Hand Up Homes for Youth - West	Whitewater	Tennyson Center - Littleton	Littleton
Hilltop Youth Services	Grand Junction	Third Way	
Jefferson Hills		Third Way Center	Denver
Jefferson Hills - Aurora	Aurora	Third Way Center - Lowry	Denver
Jefferson Hills - Lakewood	Lakewood	Turning Point	Ft Collins
The Joshua School	Denver	Valley View Youth Recovery Center	Spring
Kidz ARK at Sterling	Sterling	YouthTrack	
Laradon Hall	Denver	Youthtrack - Jeffco	Morrison
		Youthtrack - San Luis Valley	Alamosa

Target High Schools Eligible for Fast College Fast Jobs

Appendix E

District Name	School Name	District Name	School Name
Adams 14	Skyview High School	Colo Sprgs 11	Bijou Alternative Program
Adams 14	New America School	Colo Sprgs 11	Nikola Tesla Education Opportunity Center
Adams 14	Lester R Arnold High School	Colo Sprgs 11	Community Prep Charter School
Adams 14	Adams City High School	Colo Sprgs 11	Life Skills Center of Colorado Springs
Westminster 50	Iver C Ranum High School	Colo Sprgs 11	Mitchell High School
Westminster 50	Westminster High School	Colo Sprgs 11	Globe Charter School
	Colorado's Finest Alternative High School		
Englewood 1	Englewood High School	Colo Sprgs 11	Wasson High School
Englewood 1	Sheridan High School	Colo Sprgs 11	Civa Charter School
Sheridan	Sheridan High School	Ellicott SD22	Ellicott Senior High School
Vilas	V.I.L.A.S. Online School	Roaring Fork	Bridges
Denver	Emerson Street School	Roaring Fork	Roaring Fork High School
			Huerfano County Opportunity and Enrichment School
Denver	DPS Night High School	Huerfano RE-1	
	Contemporary Learning Academy High School		
Denver	Prep Assessment Center	Huerfano RE-1	John Mall Junior-Senior High School
Denver	Florence Crittenton High School	Lake Co. R1	Lake County High School
Denver	Denver Alternative School	Durango 9-R	Durango Second Chance
Denver	Emily Griffith Opportunity School	Durango 9-R	The Excel Charter School
Denver	P.S. 1 Charter School	Ignacio	Ignacio High School
Denver	Abraham Lincoln High School	Trinidad 1	Trinidad High School
		Branson	Branson Alternative School
Denver	Ridge View Academy Charter School	Plateau 50	Grand Mesa High School
	Fred N Thomas career Education Center		
Denver	Life Skills Center of Denver	Montezuma-Cortez	Southwest Open Charter School
Denver	Colorado High School	Montezuma-Cortez	Montezuma-Cortez High School
Denver	North High School	Fort Morgan	Lincoln High School
Denver	Escuela Tlatelolco School	Fort Morgan	Fort Morgan High School
Denver	Montbello High School	Monte Vista	Byron Syring Delta Center
		Monte Vista	Monte Vista Online Academy
Harrison 2	Adult and Family Literacy	Mountain Valley	Mountain Valley Senior High School
			The Academic Recovery Center of San Luis Valley
Harrison 2	New Horizons Day School	Center	
Harrison 2	Shivers Academy Charter School	Fort Lupton	Fort Lupton High School
Harrison 2	Harrison High School	Mountain BOCES	Arrowhead Learning center
			Mountain BOCES Day Treatment Center
		Mountain BOCES	Yampah Mountain School
		Mountain BOCES	
		Centennial BOCES	Weld opportunity High School

❖ **Determine how many pupil teacher contact days**

- **Only count pupil teacher contact days.**
- **Be sure to exclude holidays, professional, in service or planning days. (Any day students are not present.)**
- **If alternate calendars are allowed; be sure to use the calendar appropriate to the school.**

Month	# School Days
August	10
September	20
October	20
November	16
December	14
January	18
February	18
March	17
April	21
May	17.5
Total	171.5

❖ **Determine midpoint of the school year**

- **Divide total number of pupil teacher contact days by TWO.**
- **Round to nearest whole number**
- **Begin counting from the first day of school. Only count actual pupil teacher contact days**

Total	171.5
Divide by	2
	86

Refer to Calendar on following page.

• **In this example:**

- ◆ **Pupil Teacher Contact days equal 171.5**
- ◆ **The 86th day of school would be midpoint**
- ◆ **January 13th is actual midpoint day.**

PUPILS IN DETENTION CENTERS AS OF THE OFFICIAL COUNT DAY
 Official Count Day – Wednesday October 1, 2008

Name of School District: _____

Name of Detention Center: _____

1. School districts responsible for providing educational services to pupils in detention centers must complete Columns 1-4 of this form and mail to each pupil's district of residence by October 16.
2. The district of residence may claim the pupil for funding if: a) district has documentation showing pupil was enrolled and attending without a withdrawal prior to the official count date of the current school year and b) pupil is reported in membership for the school he/she had been attending prior to October 1 placement in detention center.
3. The district of residence must complete Column 5 verifying the pupil's eligibility status for the October 1 count and return signed copy to the pupil coordinator at above named school district.
4. The district of attendance may claim the pupil if the district of residence verifies that the pupil was not eligible for the district of residence count.

List below only those pupils under age 21 who are in this detention center on the official count day.

FULL NAME OF PUPIL		BIRTHDATE	SASID #	PUPIL'S HOME ADDRESS	DISTRICT OF RESIDENCE	PUPIL COUNTED BY DISTRICT OF RESIDENCE
FIRST	MIDDLE LAST	Column 2A	COLUMN 2B	Column 3	Column 4	Column 5
						Yes No
						Yes No
						Yes No
						Yes No
						Yes No
						Yes No
						Yes No
						Yes No
						Yes No

DETENTION CENTER CERTIFICATION: I hereby certify that the above listed pupils were in placement and receiving educational services in this detention center on the official count day.
 Signature: _____ Title: _____ Date: _____

DISTRICT OF RESIDENCE CERTIFICATION: I hereby certify that the pupils identified as residing in my district in column 4 were or were not eligible to be included in my district's official October 1, 2008 count as indicated in column 5.

Signature: _____ Title: _____ Date: _____
 School District Name: _____

CERTIFICATION OF ELIGIBILITY FOR COUNTING NEW ENROLLEES ON ALTERNATIVE COUNT DAY AUD-103

TO: NAME AND ADDRESS OF FORMER SCHOOL DISTRICT

FROM: NAME AND ADDRESS OF CURRENT SCHOOL DISTRICT

PUPIL COUNT COORDINATOR

PUPIL COUNT COORDINATOR

(SCHOOL DISTRICT NAME)

(SCHOOL DISTRICT NAME)

(ADDRESS)

(ADDRESS)

(CITY, STATE, ZIP CODE)

(CITY, STATE, ZIP CODE)

Please complete and return by _____ (15 calendar days after the alternative date of _____).

According to Colorado State Board of Education rules, schools operating on a year round calendar or having programs designed to return dropouts to school may request an alternative count day. Schools with a CDE approved alternative official count date that enroll pupils from another Colorado public school district on any day after the official count date may include these pupils in their count for funding if the former district certifies that the pupil was not counted in the former district's official count date. The pupil noted below has enrolled in our school district on the date shown and has established membership by attendance on our alternative count day.

The pupil has indicated that the last school of attendance was in your district. Colorado State Board of Education rules state that we must receive certification that the pupil was not included in your district's official count date.

Name of pupil _____ SASID _____
 Birth date _____ Grade _____

IMPORTANT: This certification should be completed and returned by the former school district within 15 calendar days after the alternative count day stated above.

_____ I hereby certify that the above named pupil established membership by attendance and was included in our district's official count date.

_____ I hereby certify that the above named pupil did not establish membership by attendance and was not counted in our official count date.

Name of Former School: _____

Signature of Authorized Official of Former District of Attendance _____ Telephone Number _____ Date _____

For school district use only. Do NOT send to CDE.

AUD-105

NOTIFICATION LETTER
OF PUPIL ENROLLMENT ON COUNT DAY OR IN THE FIVE DAYS PRECEDING THE COUNT DAY

To: _____ Former School District

From: _____ Current School District

Pupil Count Coordinator

Pupil Count Coordinator

Address

Address

City, State, Zip Code

City, State, Zip Code

The pupil(s) noted below have enrolled in our school district on the date(s) shown and have established membership by attendance. Colorado State Board of Education (CSBOE) Rules require that we notify your school district of these pupil counts within 15 calendar days after the official count day.

According to CSBOE Rules, if the pupil attended class(es) in the former district and the receiving district on the count day, the receiving district is entitled to include the pupil in its official membership count. The former district may only count the pupil if he/she did not establish membership in the receiving district.

Pupil Name and SASID	Birth date	Withdrawal Date	Former School Name	Grade	Enrollment Date	New School Name	Grade

CERTIFICATION: I HEREBY CERTIFY THE ABOVE PUPILS MET THE MEMBERSHIP CRITERIA FOR OUR DISTRICT'S PUPIL COUNT.

SIGNATURE _____ TELEPHONE NUMBER _____ DATE _____

For school district use only. Do NOT send to CDE

**2008-2009 FAMILY ECONOMIC DATA SURVEY
FOR ALTERNATE PROGRAM FUNDING/ELIGIBILITY**

School _____

Last name(s) of family _____ Mailing Address, City, Zip Code _____ Telephone Number _____

INSTRUCTIONS: Please complete a separate survey for each of your children attending this school. Complete the information, sign your name, and return the survey to the school. Completion of this survey is voluntary, but may assist the school in receiving additional State/Federal funding, or other benefits for your child.

1. STUDENT INFORMATION: PRINT the child's name, school and grade.
(Use a separate survey for each child)

LAST NAME OF STUDENT	FIRST NAME OF STUDENT	SCHOOL	GRADE

2. Food Stamp Case Number _____

(Do not list the 16-digit Quest number)
(If you listed a Food Stamp case number, Skip to Part 5)

3. Foster Child, check here: []
If this is a child who is the legal responsibility of a welfare agency or court, list the amount of the child's personal use monthly income:
\$ _____ (Write "0" if the child has no personal use income); **Skip to Part 5**

4. Total Household Income from Last Month - List last month's gross monthly income

NAME (List everyone in household not listed in Part 1)	Earnings from work before deductions		Other
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

5. Signature (Adult MUST sign) - An adult household member must sign the survey.

Sign here: X _____ Date _____

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school may get State or Federal funds based on the information I give. I understand that school officials may verify (check) the information.

Do not fill out this part. This is for school use only:

Monthly Income Conversion if from more than one income source: Weekly x 52; Every 2 Weeks x 26; Twice A Month x 24; Yearly x 12

Monthly income: _____ Household size: _____ FS: _____ Date Withdrawn: _____
 Eligibility: Yes (Type _____) No _____ Declined survey _____
 Determining Official's Signature: _____ Date: _____

First day of school

2008-2009 School Year Calendar

JULY 2008

S	M	T	W	T	F	S
						5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2008

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2008

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2008

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2008

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2008

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

No Classes for Students
Professional Days
 August 13

Early Release Day
1/2 Planning Day
 May 28

Vacation/No Classes

MS/HS Walk-in Registration
 August 11, 12

Holidays

- Independence Day - July 4
- Labor Day - September 1
- Veterans' Day - November 11
- (Observed November 10)
- Thanksgiving Day - November 27
- Christmas Day - December 25
- New Year's Day - January 1
- Martin Luther King - January 19
- Presidents' Day - February 16
- Cesar Chavez Day - March 31
- (Observed March 23)
- Memorial Day - May 25

10
20
20
16
14
18
18
17
21
17.5

September 19; December 19 (Grading of Benchmark Assessments)
Planning Days
 August 14, 15; January 5; February 17
1/2 Planning and 1/2 Focus on Student Achievement Day
 April 17 (1/2 day District directed)
Parent/Teacher Conference Day - Week of October 27 is parent/teacher conference week.
 October 29 (Schools may modify the daily schedule for parent/teacher conference to meet the needs of the school community. Schools will also determine date and time for parent/teacher conference during 2nd semester.)
Assessment Days
 May 1, 27 (Will be used for individual and/or small group assessments or other assessment-related activities.)
No Classes for Elementary, K-8, and Middle School Students on May 1
No Classes for High School Students on May 27

Semester Dates

First Semester Begins 8/18; Ends 12/19	Teacher Report Days
Second Semester Begins 1/5; Ends 5/28	86 Days
	96 Days
	182 Total Days

Mid-term and End of Course Assessments
 December 8-18; May 11-26

Benchmark Assessments
 September 8-18; December 1-11; April 20-30

End of Term-To be followed by Report Cards
 ES, ECE-8 and MS - Trimester: November 7; February 20; May 28
 6-12, and HS - 6 Weeks: Sept. 26; Nov. 7; Dec. 19; February 13; April 3; May 28
 6-12, and HS - 9 Weeks: October 17; December 19; March 6; May 28

171.5 Pupil teacher contact days

171.5 / 2 = 85.75

The Calendar for the 2008-2009 school year is adopted by the Board of Education subject to the provision that if for any reason the School District must close schools for more than the time provided by the statutes, the adopted 2008-2009 calendar may be amended by the Board of Education to provide enough additional school days on Saturdays, during vacation, or at the end of the present calendar to meet legal requirements as required by the statutes.

at the end of the present calendar to meet legal requirements as required by the statutes.