

# **Pupil Count Manual**

## **Student Membership for the October Count**

**General Instructions and Guidelines**

**October 1, 2009**

**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, 2009 is on a Thursday. The eleven-day window will be from Thursday, September 24 to Thursday, 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 Wednesday, September 23 to Monday October 12.
- ❖ 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 2009 Count:**

- **House Bill 09-1319 changed law for concurrent enrollment beginning with 2011/2012 school year. (Refer to Page 20)**
  - **Important to note; audit documentation pertaining to concurrent enrollment will remain unchanged until the implementation of the aforementioned law.**

## 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 initial addendum must be filed for approval with the Gifted Education Unit at the Department of Education by January 1 prior to the fiscal year of implementation. (For example: Eligible addendums for fiscal year 2010-2011 must be submitted by January 2010.)
  - 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 superintendent, steering committees, and/or other stakeholders to determine if early access will be permitted in their administrative unit.
- The early access addendum template and checklist are located on CDE's Web page: <http://www.cde.state.co.us/gt/resources.htm>.
- The student must have an ALP on file as of September 30.
- For a four year old to be counted in kindergarten or a five year old to be counted in first grade; the ALP must contain grade acceleration.
- 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.
- The AU's gifted education director will have current information about the local advanced learning plan system of support. Examples of ALP's are located on CDE's Web page: <http://www.cde.state.co.us/gt/resources.htm>
- Administrative units that permit early access will need to post the start dates for their district or member districts on the automated data entry (ADE) system
- As of August 2009, 24 administrative units or 51 districts permit early access under the criteria and procedures established in the ECEA statute. See Table below for districts and BOCES with early access.

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

<b>Districts:</b>		
Adams 27J, Brighton	<b>Mountain BOCES :</b>	<b>Pikes Peak BOCES</b>
Adams 12, Northglenn	<b>Member Districts:</b>	<b>Member Districts:</b>
Adams 14, Commerce City	Chaffee R-31, Buena Vista	Elbert 100J, Simla
Arapahoe 1, Englewood	Chaffee R-32J, Salida	Elbert 200, Elbert
Arapahoe 5, Cherry Creek	Eagle Re 50, Eagle	El Paso RJ1, Calhan
Arapahoe 6, Littleton	Garfield Re-1, Roaring Fork	El Paso 22, Ellicott
Aurora Adams-Arapahoe 28J,	Garfield Re-2, Rifle	El Paso 23 Jt, Peyton
Boulder RE1J, St. Vrain Valley	Garfield 16, Grand Valley	El Paso 28, Hanover
Boulder RE2, Boulder Valley	Lake R-1, Leadville	El Paso 54 Jt, Edison
Charter School Institute	Park Re-2, Fairplay	El Paso 60 Jt, Miami-Yoder
Douglas Re 1, Castle Rock	Pitkin 1, Aspen	
El Paso 2, Harrison	Summit Re 1, Frisco	
El Paso 20, Academy		
El Paso 38, Lewis-Palmer	<b>Northwest BOCES</b>	<b>Uncompahgre BOCES</b>
El Paso 49, Falcon	<b>Member Districts:</b>	<b>Member Districts:</b>
Gunnison Re-1J, Gunnison	Grand 1, Kremmling (West)	Montrose RE-2, West End
Jefferson R-1, Lakewood	Grand 2, Granby (East)	Ouray R-1, Ouray
Mesa 49Jt, DeBeque	Jackson R-1, Walden	Ouray R-2, Ridgway
Mesa 50, Collbran	Routt Re 1, Hayden	San Miguel R-1, Telluride
Mesa 51, Grand Junction	Routt Re 2, Steamboat Springs	San Miguel R-2J, Norwood
Moffat RE-1 – Craig	Routt Re3, Oak Creek	
Weld 6, Greeley		

## 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 12<sup>th</sup> 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)(1V). 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 9<sup>th</sup> 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 9<sup>th</sup> or 10<sup>th</sup> 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.
  
- ❖ Military students who have not attained age 6 entering 1<sup>st</sup> grade, transferring from a school in another state will be eligible for funding if:
  - Parent(s) are active military
  - Children were enrolled in school in the current school year in another state
  - Parents have been relocated and children have transferred into a Colorado school from a school in another state or Grandparents or other relatives are caring for a child of a parent who is active military that has been deployed or relocated and the child has transferred from a school in another state during the current school year.

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.
- ❖ Pupils on a J-1 visa shall not be included in membership count if the student has graduated school from the country in which the student resides or if the district is receiving tuition.

## 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)
- ❖ Military students who have not attained age 5 entering kindergarten, transferring from a school in another state will be eligible for funding if:
  - Parent(s) are active military
  - Children were enrolled in school in the current school year in another state
  - Parents have been relocated and children have transferred into a Colorado school from a school in another state or Grandparents or other relatives are caring for a child of a parent who is active military that has been deployed or relocated and the child has transferred from a school in another state during the current school year.

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**

Online programs should receive confirmation from the Unit of Online Learning to verify the statutory definition of online learning is being met.

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.

Examples of alternate Proof of Residency documentation:

- Family Economic Data Survey Form
  - Must contain physical address. No P O Boxes.
  - Must be on State Approved Form
  - Must contain statement attesting the information is true and correct or under the penalty of perjury the information is correct.
  - Must be signed. Electronic signatures are acceptable on STATE forms only.
- A State approved form that contains:
  - Must contain physical address. No P O Boxes.
  - Must contain statement attesting the information is true and correct or under the penalty of perjury the information is correct.
  - Must be signed. Electronic signatures are acceptable on STATE forms only.

**Refer to Appendix A for documentation requirements**

## Online Programs

### Multi- District Online Programs

If an online program serves more than 10 students then the program *must* be certified by the State Board of Education. Applications are available at:

<http://www.cde.state.co.us/onlinelearning/application.htm>.

Applications are due either January 2 or April 1.

- [Academy Online High School](#)
- [ACHIEVEk12](#)
- [Branson School Online](#)
- [Colorado Connections Academy](#)
- [Colorado Distance and Electronic Learning Academy](#)
- [Colorado Virtual Academy \(COVA\)](#)
- [Crowley County Online Academy](#)
- [DPS Online High School](#)
- [eDCSD](#)
- [Edison Academy](#)
- [Guided Online Academic Learning \(GOAL\) Academy](#)
- [Hope Online Learning Academy CO-OP](#)
- [Insight School of Colorado](#)
- [Jeffco's 21st Century Virtual Academy](#)
- [Kaplan Academy of Colorado](#)
- [Karval Online Education](#)
- [Monte Vista Online Academy](#)
- [Vilas Online](#)

### Single District Online Programs

These full time programs are only available if the student resides within the offering district.

- [Las Animas A+ Distance Learning School](#)
- [JeffcoNet Academy](#)
- [LPS@home](#)
- [PSD Online Academy](#)

## Supplemental Online Programs

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.

- [Colorado Online Learning](#)
- [Jeffco's 21st Century Virtual Academy](#)

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-2.06
- ❖ 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

## **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 2009 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 a student is publicly placed in a group home but the student is receiving educational services as of the official count day at an approved facility school. The facility school should count the student. The district in which the group home is located should not count the student because they are not providing educational services.
- ❖ 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.

- ❖ If a student is publicly placed in a group home as of the official count day located in District A, but attending a day treatment facility in District B; who should count the student? The determination of who should count the student depends on who is providing educational services. If the day treatment facility is not in an approved facility school and not providing educational services; then the day treatment facility should not count the student. If District A is providing the educational services then District A should count the student.
- ❖ 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	<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
<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 maximum tuition to the district of attendance. The district of attendance must deduct these students from their October 1 membership count.
- ❖ Maximum 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.
- ❖ In the event an individual and not a school district is to pay tuition, no district shall include the pupil in its pupil membership.
- ❖ 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.” (An acceptable sample template for an “I swear” statement can be found at:  
[http://www.cde.state.co.us/onlinelearning/download/Proof\\_of\\_Residency\\_Form.pdf](http://www.cde.state.co.us/onlinelearning/download/Proof_of_Residency_Form.pdf))
  - 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.
  - Military students who have not attained age 5 entering kindergarten and students who have not attained age 6 entering first grade, transferring from a school in another state will be eligible for funding if the parents are active military and the students were enrolled in school in another state. The district must maintain appropriate documentation the parents were active military and the pupil enrolled in school in another state. The district should provide the following:
    - Enrollment information from the prior school.
    - Active military orders



## ❖ **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 with grade acceleration.
  - If a student is five years old and has an ALP that does not contain grade acceleration; then the student should be counted in Kindergarten.
  - If the student is four years old and has an ALP that does not contain grade acceleration; then the student is not eligible to be counted in the funded count.
  - 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 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 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 cannot count students that have been issued a diploma or graduation requirements have been met.

**NOTE: Additional documentation may be requested.**

## Appendix C

### 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.
  - 2009-2010 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.
  - 2009-2010 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.



**PUPILS IN DETENTION CENTERS AS OF THE OFFICIAL COUNT DAY**  
 Official Count Day – Thursday October 1, 2009

**AUD-101**

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 Column 1 FIRST MIDDLE LAST	BIRTHDATE Column 2A	SASID # COLUMN 2B	PUPIL'S HOME ADDRESS Column 3	DISTRICT OF RESIDENCE Column 4	PUPIL COUNTED BY DISTRICT OF RESIDENCE Column 5
					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, 2009 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**

NAME AND ADDRESS OF FORMER SCHOOL DISTRICT \_\_\_\_\_

NAME AND ADDRESS OF CURRENT SCHOOL DISTRICT \_\_\_\_\_

TO: PUPIL COUNT COORDINATOR \_\_\_\_\_  
 \_\_\_\_\_  
 (SCHOOL DISTRICT NAME)  
 \_\_\_\_\_  
 (ADDRESS)  
 \_\_\_\_\_  
 (CITY, STATE, ZIP CODE)

FROM: PUPIL COUNT COORDINATOR \_\_\_\_\_  
 \_\_\_\_\_  
 (SCHOOL DISTRICT NAME)  
 \_\_\_\_\_  
 (ADDRESS)  
 \_\_\_\_\_  
 (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.

**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 DISTRICTS PUPIL COUNT.

**SIGNATURE:** \_\_\_\_\_ **TELEPHONE NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

For school district use only Do NOT send to CDE.

**ATTACHMENT B 2009-2010 APPLICATION FOR FREE AND REDUCED PRICE SCHOOL MEALS**  
 (This form may only be used if participating in the federal Child Nutrition Programs)

\_\_\_\_\_  
 Last Name(s) of Family

\_\_\_\_\_  
 Mailing Address, City, Zip Code

\_\_\_\_\_  
 Telephone Number

**INSTRUCTIONS:** Complete the application, sign your name, and return application to school.

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

Names of all children in school (First, Middle Initial, Last)	School name	Grade	SNAP case # (if any). Skip to Part 5 if you list a SNAP case number #

**2. If the child you are applying for is homeless, migrant, or a runaway check the appropriate box and call [your school, homeless liaison, migrant coordinator at phone #]** Homeless  Migrant  Runaway

**3. Foster Child, check here:**

If this application is for 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 Gross Income from Last Month**

NAME (List <b>everyone</b> in household)	Last month's income and how often it was received. Example: \$100/monthly \$100/twice a month \$100/weekly				Check if NO Income
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	Other	
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>

**5. Signature and Social Security Number: (Adult MUST sign)**

An adult household member must sign the application. If Part 4 is completed, the adult signing the form must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box.

*I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.*

**Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  Check if you do not have a Social Security Number

**Sign here:** X \_\_\_\_\_ **Date** \_\_\_\_\_

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

**Annual Income Conversion: Weekly x 52; Every 2 Weeks x 26; Twice A Month x 24; Monthly x 12**

Total Income: \_\_\_\_\_ Per:  Week,  Every 2 Weeks,  Twice A Month,  Month,  Year Household size: \_\_\_\_\_

Categorical Eligibility: \_\_\_\_\_ Date Withdrawn: \_\_\_\_\_ Eligibility: Free \_\_\_\_\_ Reduced \_\_\_\_\_ Denied \_\_\_\_\_ Reason: \_\_\_\_\_

Temporary: Free \_\_\_\_\_ Reduced \_\_\_\_\_ Time Period: \_\_\_\_\_ (expires after \_\_\_\_\_ days)

Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Confirming Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2009-2010 FAMILY ECONOMIC DATA SURVEY FORM  
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 and grade. (If appropriate list the SNAP case number.)**

LAST NAME OF STUDENT	FIRST NAME OF STUDENT	GRADE	SNAP Case # (if any). Skip to Part 4 if you list a SNAP case number

**2. 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 4.

**3. Total Household Income from Last Month - List last month's gross income and how often it is received.**

Example: \$100/monthly    \$100/twice a month    \$100/weekly

NAME (List everyone in household)	Earnings from work before deductions	Other	Check if NO income
	\$ _____ / _____	\$ _____ / _____	[ ]
	\$ _____ / _____	\$ _____ / _____	[ ]
	\$ _____ / _____	\$ _____ / _____	[ ]
	\$ _____ / _____	\$ _____ / _____	[ ]

**4. 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:**

**Annual Income Conversion: Weekly x 52; Every 2 Weeks x 26; Twice A Month x 24; Monthly x 12**

Total Income: \_\_\_\_\_ Per:  Week,  Every 2 Weeks,  Twice A Month,  Month,  Year Household size: \_\_\_\_\_

Eligibility: Yes \_\_\_\_\_ (Type \_\_\_\_\_) SNAP: \_\_\_\_\_ Date Withdrawn: \_\_\_\_\_ Declined survey \_\_\_\_\_

Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Confirming Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Facility Schools

Appendix D

NAME	City	NAME	City
Alternative Homes for Youth Greeley	Greeley	Mental Health Center of Denver	Denver
Arapahoe House StepWise	Thornton	Midway Youth Services - Remington	Ft. Collins
Aurora Mental Health		Mountain Crest Behavioral Healthcare	Ft. Collins
Hampden Academy	Aurora	Mt. Saint Vincent's Home	Denver
Metro Children's Center	Aurora	The Mountain Star Center	Denver
Children's ARK at Ute Pass	Green Mtn. Falls	Namaqua Center - 8th St. School	Loveland
Children's Hospital	Aurora	National Jewish Medical & Research Center	Denver
Community Reach Center, Inc.	Northglenn	Prince Street Academy	Littleton
Court House	Denver	PSI Cedar Springs Hospital, Inc.	Colorado Springs
Craig Hospital	Englewood	Reflections for Youth, Inc.	Loveland
DAYS, Bryant Street	Denver	Rocky Mountain Youth Academy	LaJara
Denver Children's Home	Denver	Roundup School & Day Treatment	Colorado Springs
Denver Health Medical Center	Denver	San Juan Youth Works	Monte Vista
Denver Options	Denver	Savio House	Denver
Devereux Cleo Wallace	Westminster	Serenity Education & Day Trx Center	Aurora
El Pueblo Boys' and Girls' Ranch	Pueblo	Shiloh Home	
Excelsior Youth Centers Inc.	Aurora	Shiloh - Adams Campus	Commerce City
Family Crisis Center	Denver	Shiloh - Littleton Campus	Littleton
Family Tree - Gemini House	Lakewood	Shiloh - Longmont Campus	Longmont
Flatirons Behavioral Health Hospital Corp.	Superior	Southern Peaks Regional Treatment Center	Canon City
Forest Heights Lodge	Evergreen	Spanish Peaks Mental Health Cntr	Pueblo
Gateway RCCF Program	Austin	Synergy	
Gateway RCCF Program	Grand Junction	Synergy	Denver
Griffith Centers		Synergy Outpatient	Denver
GCC - Colorado Springs	Colorado Springs	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	Turning Point	Grand Junction
Kidz ARK at Sterling	Sterling	Turning Point	Greeley
Laradon Hall	Denver	Valley View Youth Recovery Center	Glenwood Springs
Lost & Found Inc.	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
Englewood 1	Colorado's Finest Alternative High School	Colo Sprgs 11	Wasson High School
Englewood 1	Englewood 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
Denver	DPS Night High School	Huerfano RE-1	Huerfano County Opportunity and Enrichment School
Denver	Contemporary Learning Academy High School	Huerfano RE-1	John Mall Junior-Senior High School
Denver	Prep Assessment Center	Lake Co. R1	Lake County High School
Denver	Florence Crittenton High School	Durango 9-R	Durango Second Chance
Denver	Denver Alternative School	Durango 9-R	The Excel Charter School
Denver	Emily Griffith Opportunity School	Ignacio	Ignacio High School
Denver	P.S. 1 Charter School	Trinidad 1	Trinidad High School
Denver	Abraham Lincoln High School	Branson	Branson Alternative School
Denver	Ridge View Academy Charter School	Plateau 50	Grand Mesa High School
Denver	Fred N Thomas career Education Center	Montezuma-Cortez	Southwest Open Charter School
Denver	Life Skills Center of Denver	Montezuma-Cortez	Montezuma-Cortez High School
Denver	Colorado High School	Fort Morgan	Lincoln High School
Denver	North High School	Fort Morgan	Fort Morgan High School
Denver	Escuela Tlatelolco School	Monte Vista	Byron Syring Delta Center
Denver	Montbello High School	Monte Vista	Monte Vista Online Academy
Harrison 2	Adult and Family Literacy	Mountain Valley	Mountain Valley Senior High School
Harrison 2	New Horizons Day School	Center	The Academic Recovery Center of San Luis Valley
Harrison 2	Shivers Academy Charter School	Fort Lupton	Fort Lupton High School
Harrison 2	Harrison High School	Mountain BOCES	Arrowhead Learning center
		Mountain BOCES	Mountain BOCES Day Treatment Center
		Mountain BOCES	Yampah Mountain School
		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
<b>Total</b>	<b>171.5</b>

❖ 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 86<sup>th</sup> day of school would be midpoint
- ◆ January 13<sup>th</sup> is actual midpoint day.



First day of school

# 2008-2009 School Year Calendar

<p><b>JULY 2008</b></p> <p>S M T W T F S</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 31</p> <p>10</p>	<p><b>AUGUST 2008</b></p> <p>S M T W T F S</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p> <p>31</p> <p>10</p>	<p><b>SEPTEMBER 2008</b></p> <p>S M T W T F S</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30</p> <p>20</p>	<p><b>OCTOBER 2008</b></p> <p>S M T W T F S</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30 31</p> <p>20</p>	<p><b>NOVEMBER 2008</b></p> <p>S M T W T F S</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30</p> <p>10</p>	<p><b>DECEMBER 2008</b></p> <p>S M T W T F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p> <p>14</p>
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<p><b>JANUARY 2009</b></p> <p>S M T W T F S</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30 31</p> <p>18</p>	<p><b>FEBRUARY 2009</b></p> <p>S M T W T F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29</p> <p>18</p>	<p><b>MARCH 2009</b></p> <p>S M T W T F S</p> <p>2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p> <p>17</p>	<p><b>APRIL 2009</b></p> <p>S M T W T F S</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30</p> <p>21</p>	<p><b>MAY 2009</b></p> <p>S M T W T F S</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p> <p>31</p> <p>17.5</p>	<p><b>JUNE 2009</b></p> <p>S M T W T F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30</p>
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- No Classes for Students**
  - Early Release Day**
  - Vacation/No Classes**
  - MS/HS Walk-in Registration**
  - Holidays**
- Professional Days: August 13  
 August 19: December 19 (Grading of Benchmark Assessments)  
 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	Student Report Days	Teacher Report Days	End of Term-To be followed by Report Cards
First Semester Begins 8/18; Ends 12/19	80 Days	86 Days	ES, ECE-8 and MS -- Trimester: November 7, February 20; May 28
Second Semester Begins 1/5; Ends 5/28	91.5 Days	96 Days	6-12, and HS -- 6 Weeks: Sept. 26; Nov. 7; Dec. 19; February 13; April 3; May 28
<b>Mid-term and End of Course Assessments</b>	171.5 Total Days	182 Total Days	6-12, and HS -- 9 Weeks: October 17; December 19; March 6; May 28
December 8-18; May 11-26	<b>Benchmark Assessments</b>		
	September 8-18; December 1-11; April 20-30		

171.5 Pupil teacher contact days

$$171.5 / 2 = 85.75$$

86th day would be midpoint

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.