2021 October Count General Overview Training

Recorded August 2021

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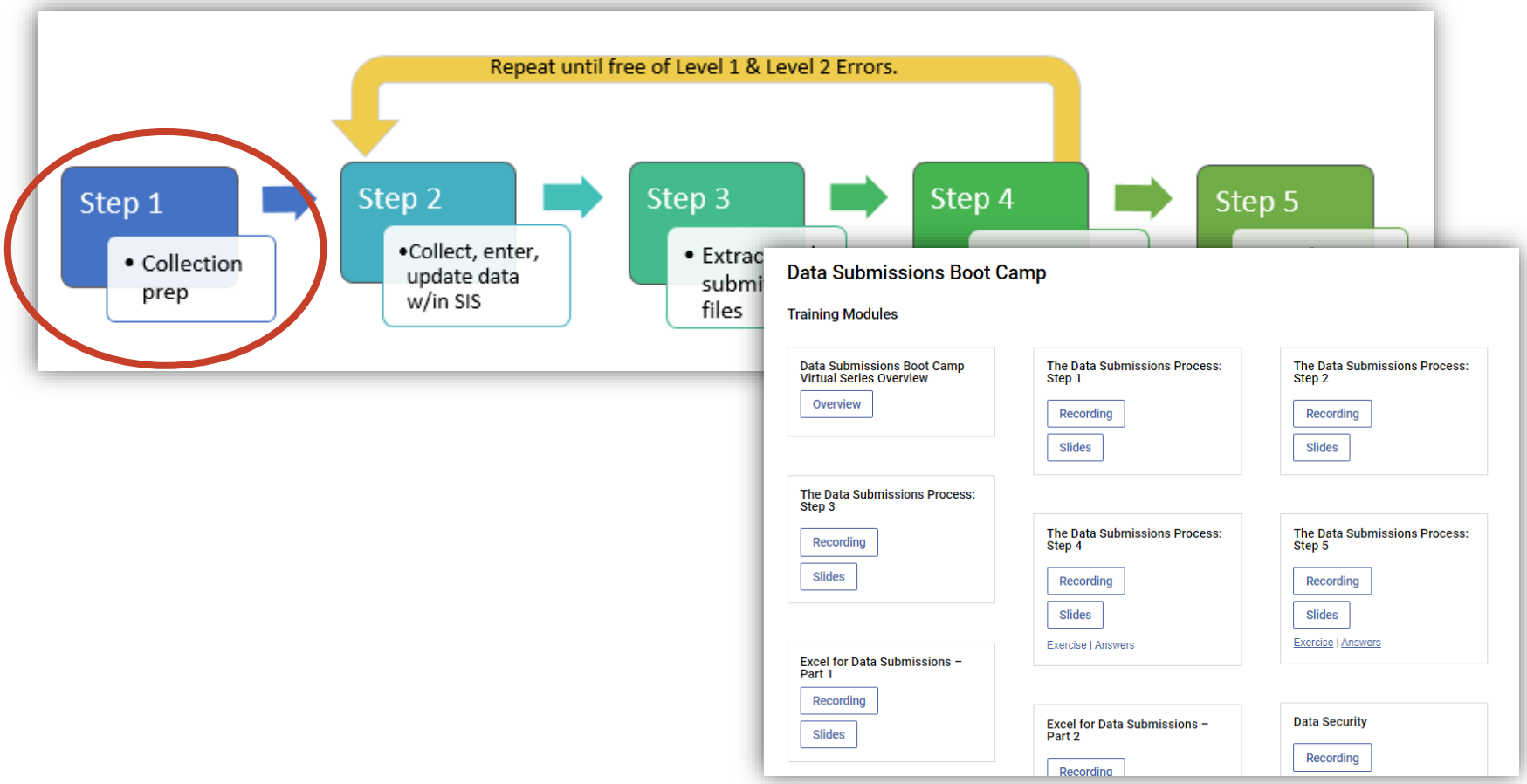
The Data Submissions Process



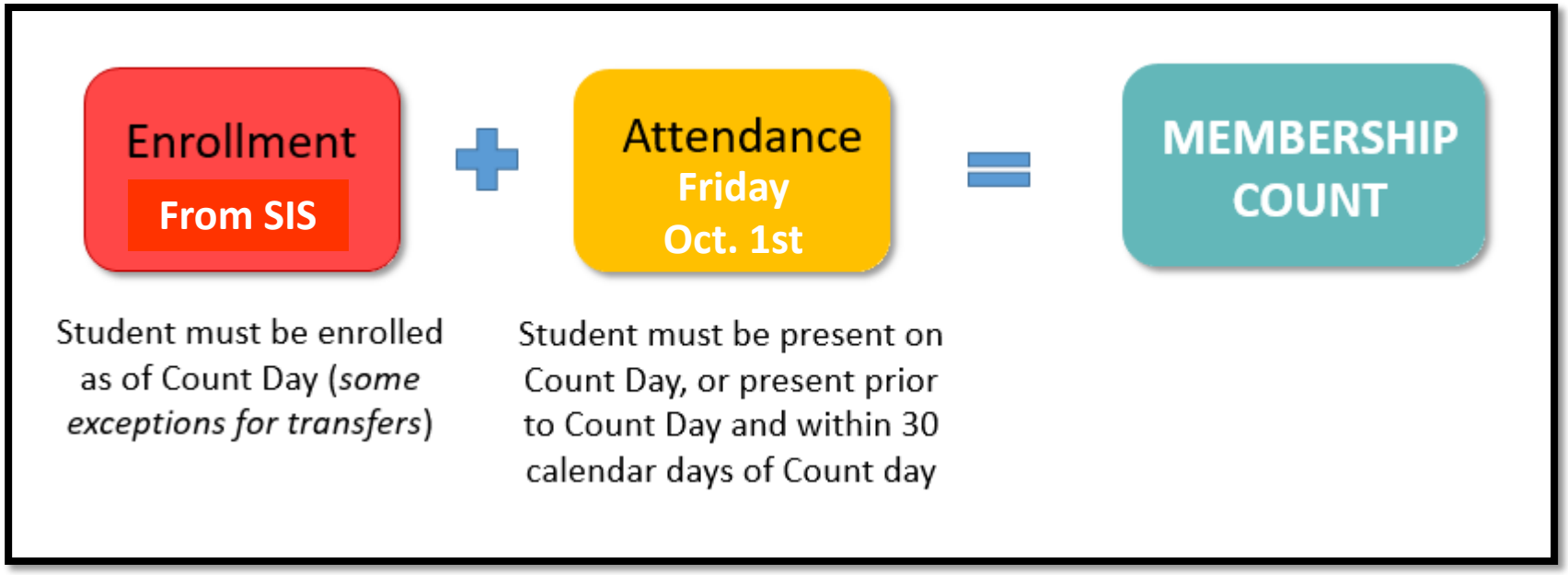
resources.csi.state.co.us/data-submissions-bootcamp/

Purpose of October Count

- Collect student data for students in PK-12th grade
- Fulfills state and federal requirements
- Data collected in Student October is used for:
  - Determining funding (PPR, ELPA, GT, etc.)
  - Reports, grants, improvement planning, accountability, etc.

Funding Requirements: Membership

In order to be eligible for funding in the Student October count, students must meet the **membership** (**enrollment** and **attendance)** requirements.



Funding Requirements: Schedule

Once membership requirements are met, funding level is determined based on the **student's scheduled teacher-pupil instruction and contact hours** as of the pupil enrollment count date.

Hours of Instruction	Funding Category*
Less than 90	Not Eligible
Greater than equal to 90 but less than 360	Part-Time
Greater than equal to 360 **	Full Time

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Timeline

OC Submissions Deadlines

- 8/12 –Training
- 9/2 – Initial Submission
- 9/24-10/8 – Count Window
- 10/1 – Count Day
- 10/9 – Level 1 Cleared
- 10/22 – Level 2 Cleared
- 11/4 – Certification Due

Access the OC Audit Training details on OC Audit dates

Printable Calendar: resources.csi.state.co.us/data-submissions-calendar/
Online Calendar: www.csi.state.co.us/calendar/

Additional OC Deadlines

Deadline	Task
Sept 3rd	• Total enrollment count check • Deadline to request alternative count date and/or window
Sept 30th	• Deadline to submit McKinney-Vento (homeless forms) for approval prior to count day • ALP approval deadline for early access students

Due to the critical nature of the deadlines, CSI's School Compliance Policy will be exercised for missed error clearance deadlines

Alternative Count Date Requests

- In rare circumstances, schools can request an alternative count date and/or window
- If approved, used for all October Count data, FRL eligibility, and transportation reimbursements

Email requests to submissions_csi@csi.state.co.us no later than September 3rd, 2021.

Include desired alternative count date and/or window and rationale

Timeline Considerations

Is your SIS up to date?

Are new fields/codes showing up in your SIS?

Do the SD and SSA files successfully extract from your system?

Do file extracts include data in general, and data for new fields if applicable?

Have you used the Record Checker Tool yet?

Schools should address flags in data from the Tool prior to submitting files to CSI.

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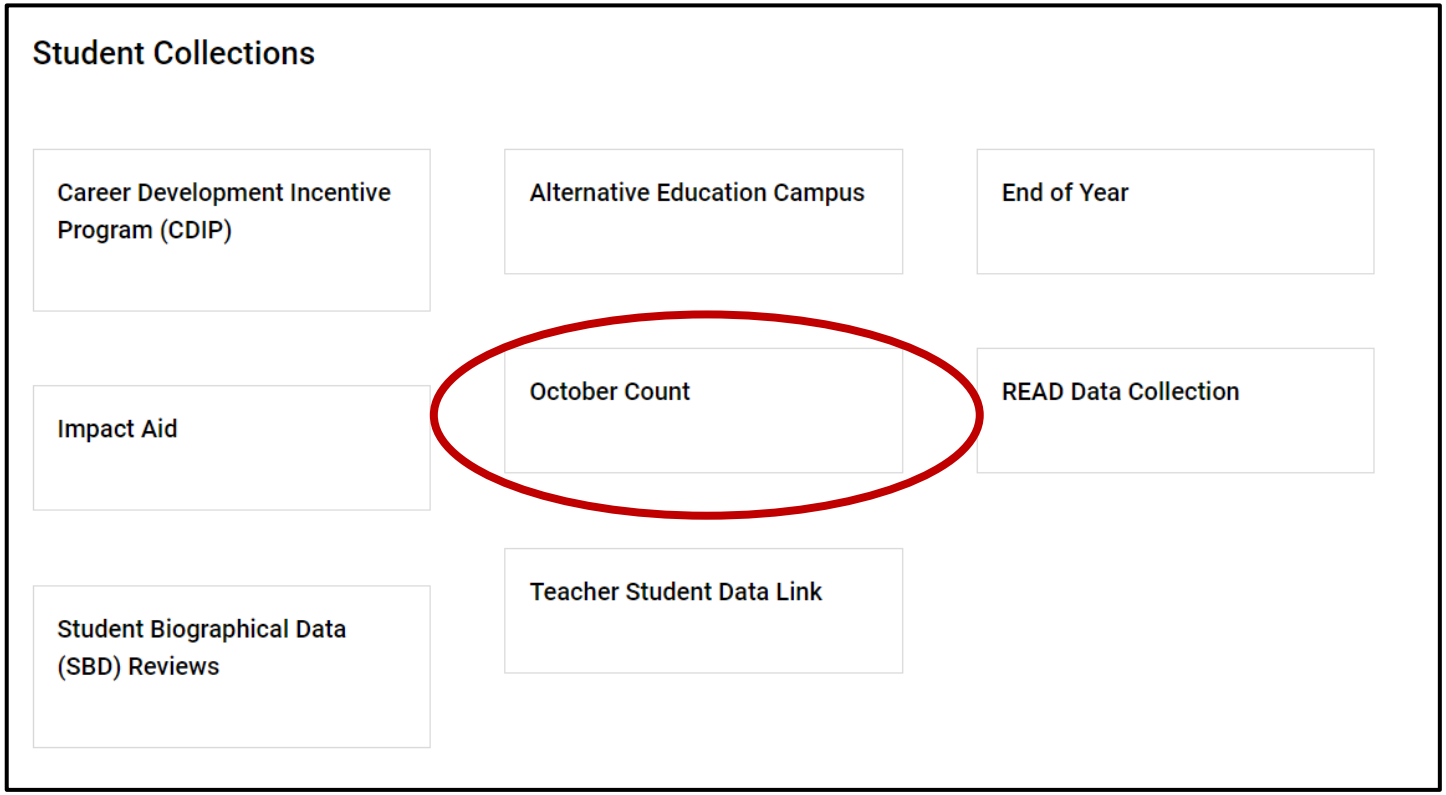
October Count Resources

SASIDs and October Count

- Every student needs a SASID.
- Follow CSI's SASID training for information on requesting and updating SASIDs.
- Request SASIDs and SASID updates as needed and as soon as possible.

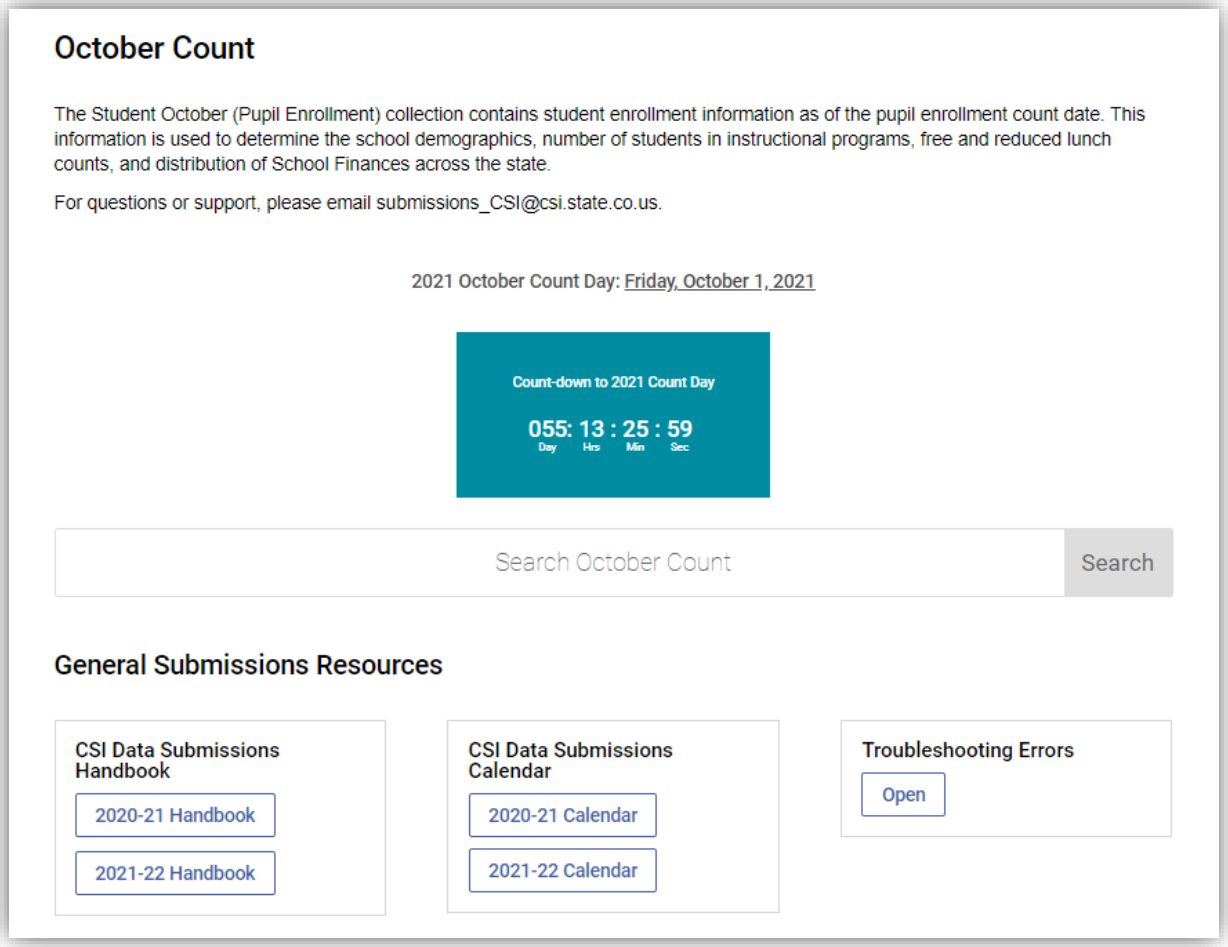
https://resources.csi.state.co.us/sasid-edid-requests/

October Count Resources



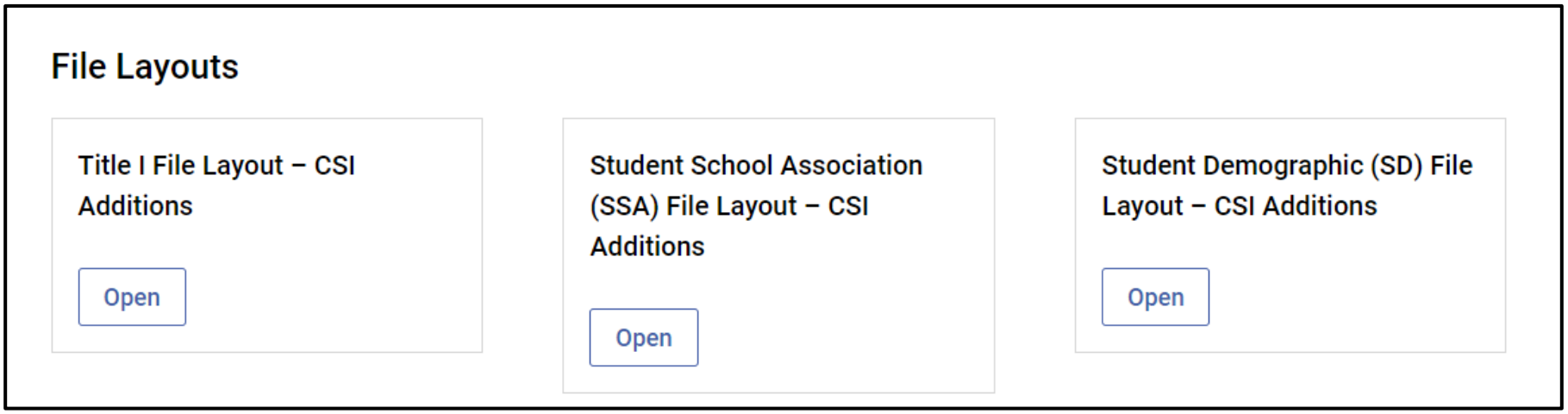
https://resources.csi.state.co.us/october-count/

General Submissions Resources



https://resources.csi.state.co.us/october-count/

File Layouts



October Count: https://resources.csi.state.co.us/october-count/
Boot Camp: https://resources.csi.state.co.us/data-submissions-bootcamp/

Trainings

Training

October Count Submissions: Homeless Coding in State Collections

Slides

Webinar

October Count Submissions: English Learner Coding

Slides

Webinar

October Count Submissions: Introduction & Overview

Slides

Webinar

October Count Submissions: New This Year

Slides

Webinar

https://resources.csi.state.co.us/october-count/

Data Validation Resources

Data Validation Resources

The Record Checker Tool: October Count

Download

October Count Validations Toolkit

Open

Student Funding Eligibility – SIS Search

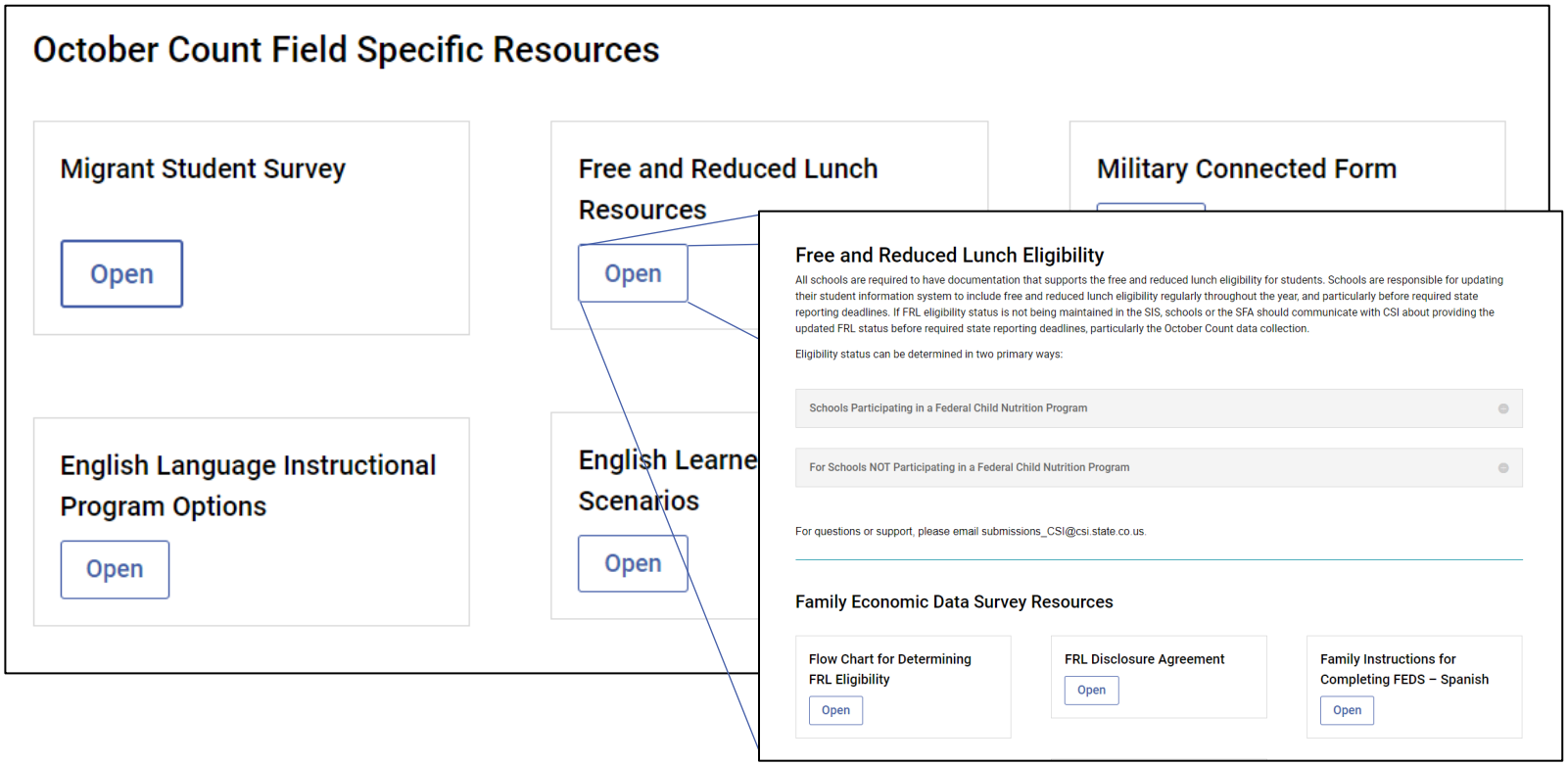
Open

Finding District of Residence

Open

https://resources.csi.state.co.us/october-count/

Field-Specific Resources



https://resources.csi.state.co.us/october-count/

OC Audit Resources

https://resources.csi.state.co.us/october-count/

Collaboration is Key

IV: School Collaboration by Data Collection Worksheet

SCHOOL CONTACT LIST FOR EACH COLLECTION
Use this table to record the name of the staff person at your school that fulfills each of these roles. The Data Submissions Contact will be responsible for working with these content experts on the completion of each of these data collections.

Collection	Contacts	Suggested Fields to Review
October Count	ELL Coordinator:	Language Background, Language Proficiency, Language Proficiency Program
	GT Coordinator:	Gifted Fields (there are 14 of them)
	SPED Coordinator:	Primary Disability, Special Education Transition, Alternate Assessment Participation
	504 Coordinator:	Section 504 Handicapped
	Homeless Coordinator:	Homeless, Primary Nighttime Residence, Free/Reduced Price Lunch Eligible
	School Food Authority Contact:	Free/Reduced Price Lunch Eligible
	Postsecondary Counselor/Advisors:	Postsecondary Program Enrollment
	Business Manager:	Public School Finance Funding Status
	Registrar:	Entry Date, Entry Type, Exit Withdraw Date, Exit Withdraw Type # of students per grade in data report vs. # on class rosters
	Dean/Discipline Contact:	Expelled Education

Available in Appendix of the CSI Data Submissions Handbook

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Changes for 2021-22

Updates to the SD File Layout

- No new fields
- Added field code options:
  - **Cause of Housing Crisis/ Additional Cause of Housing Crisis**
    - 03- Seasonal Employee added to description
    - 98- Prefer not to answer/Decline

Updates to the SSA File Layout

- No new fields
- Added field code options:
  - **New Exit Code:** 27- Previous Graduate receiving transition services
  - **New Retention Code:** 3- Yes, 12th grader with an IEP who is being retained for transition services
  - **Non-School Program:** 05- 100% Remote Learning Option (due to COVID)
- Removed field:
  - **Extended Evidence Outcome Status**

Best Practices & Helpful Hints

Collaborate with colleagues

- Contact the subject area experts of your school
- “Heads up OC is kicking off”
- Verify data and resolve issues

Keep up with SASID requests and updates

- Search RITS for existing SASIDs
- Request new SASIDs or Updates a.s.a.p.
- No reason SASIDs should be zero-filled past initial submission

Add OC dates to your work calendar

- Add all October Count deadlines
- Work calendar
- Shared school calendars
- Set dates earlier

Thank you for reviewing this training!

Contact the Submissions Inbox with Questions:
Submissions_CSI@csi.state.co.us