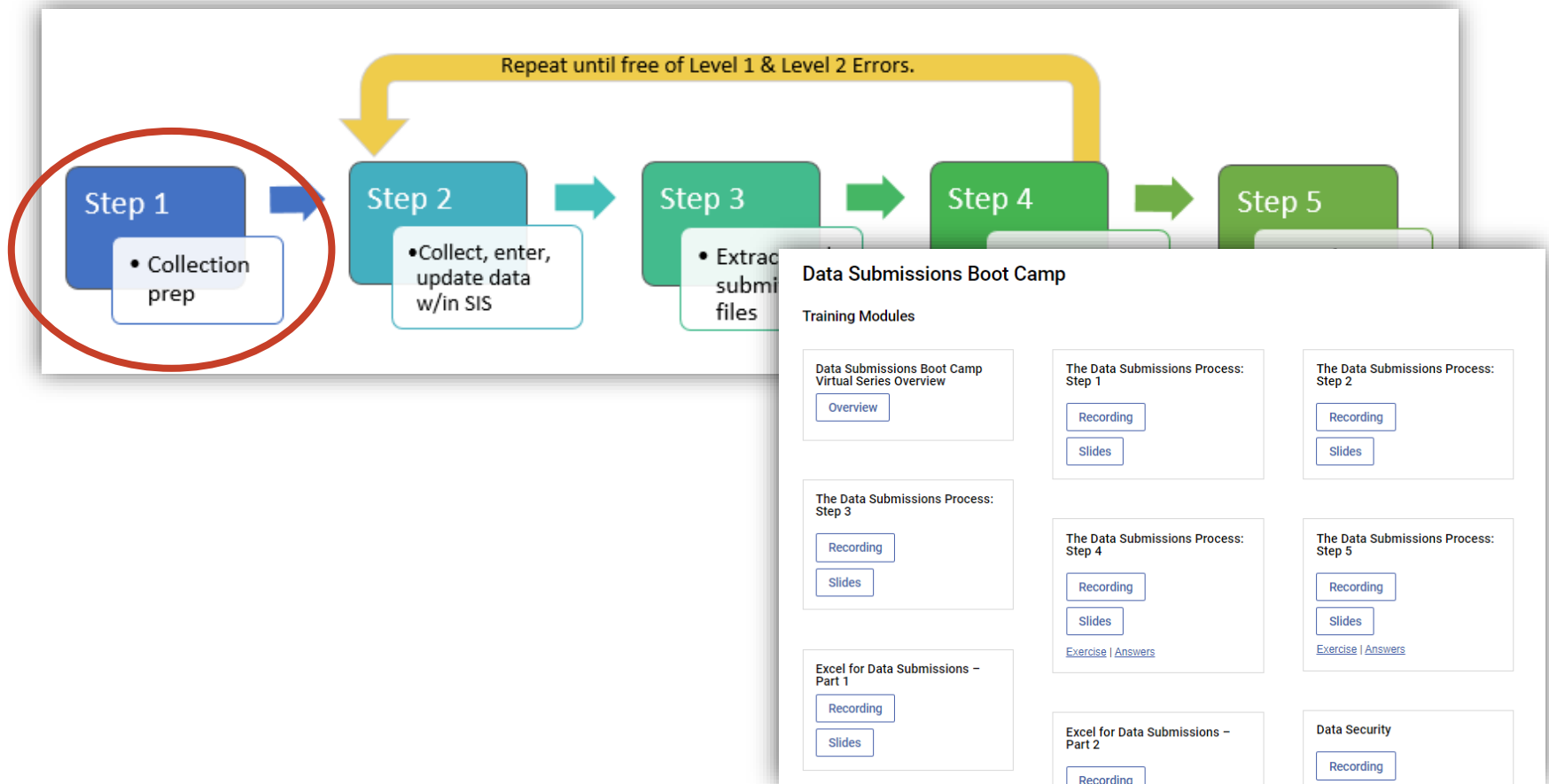


2021 October Count General Overview Training

Recorded August 2021



The Data Submissions Process





Purpose of October Count

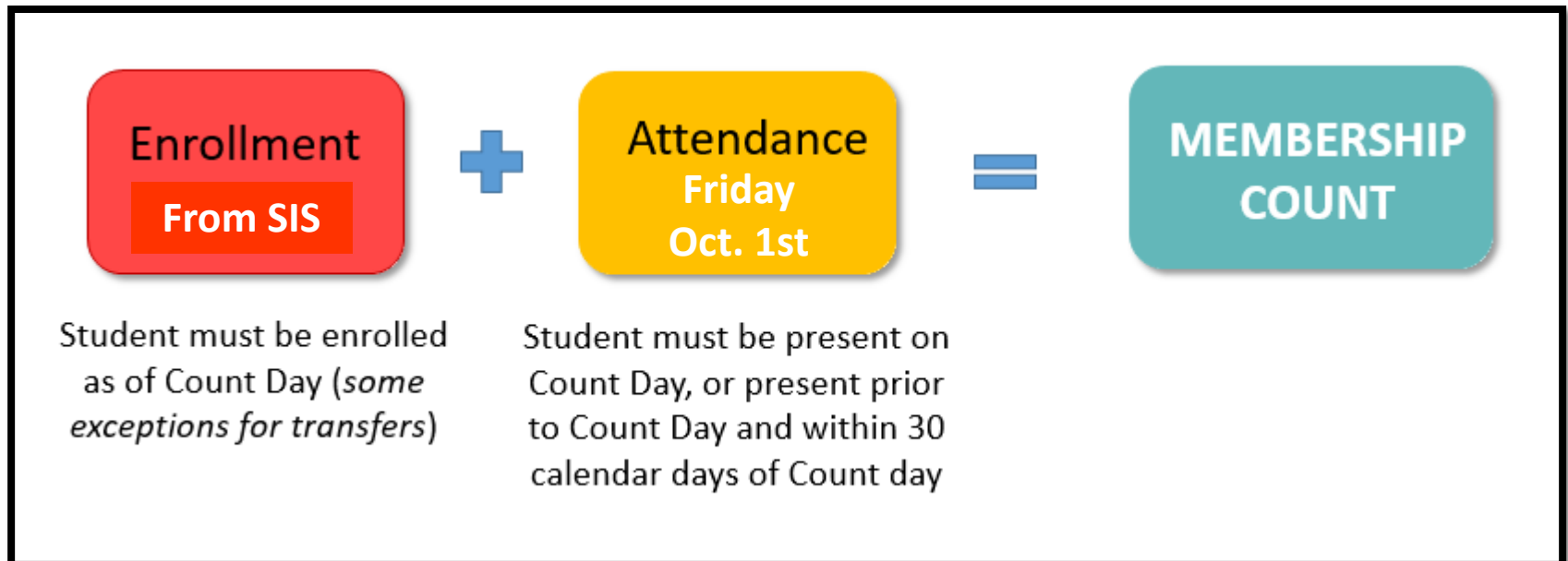
- Collect student data for students in PK-12th grade
- Fulfills state and federal requirements
- Data collected in Student October is used for:
 - Determining funding (PPR, ELPA, GT, etc.)
 - Reports, grants, improvement planning, accountability, etc.





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





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

6 20-21 EOY Initial Summary Report Review Training
 12 OC Training
 13 20-21 SPED Disc Cert Due
 19 HR Training
 23 DC Data Entry Training for SPED Staff
 27 OC Audit Training
 30 20-21 EOY Initial Cert Due

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				29

2 OC Initial Submission
 3 OC Alternative Date Request
 6 Labor Day (CSI Office Closed)
 24 11-Day Count Window Starts
 24 HR Initial Submission
 27 DC Data Submissions Training

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 OC Official Count Date
 4 Frances Xavier Cabrini Day (CSI Office Closed)
 8 11-Day Count Window Ends
 9 OC Level 1 Errors Cleared
 22 OC Level 2 Errors Cleared
 29 DC Initial Submission
 29 30-Day Attendance Return After Count Day

OCTOBER '21						
S	M	T	W	Th	F	S
					☆	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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





Additional OC Deadlines

Deadline	Task
Sept 3 rd	<ul style="list-style-type: none">• Total enrollment count check• Deadline to request alternative count date and/or window
Sept 30 th	<ul style="list-style-type: none">• 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.





October Count Resources

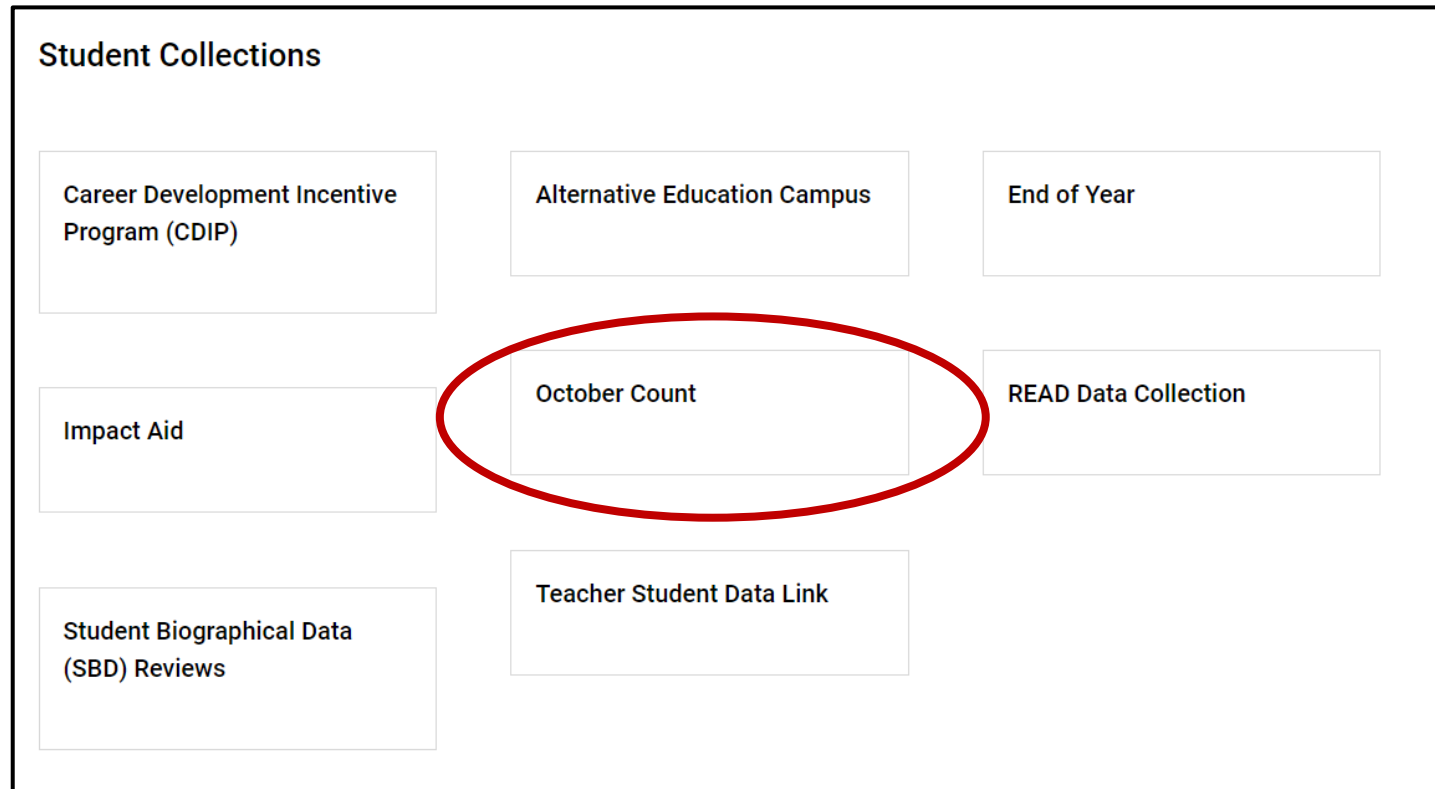


SASIDs and October Count

- 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.



October Count Resources



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



General Submissions Resources



October Count

The Student October (Pupil Enrollment) collection contains student enrollment information as of the pupil enrollment count date. This information is used to determine the school demographics, number of students in instructional programs, free and reduced lunch counts, and distribution of School Finances across the state.

For questions or support, please email submissions_CSI@csi.state.co.us.

2021 October Count Day: Friday, October 1, 2021

Count-down to 2021 Count Day

055 : 13 : 25 : 59

Day Hrs Min Sec

General Submissions Resources

CSI Data Submissions Handbook

[2020-21 Handbook](#)

[2021-22 Handbook](#)

CSI Data Submissions Calendar

[2020-21 Calendar](#)

[2021-22 Calendar](#)

Troubleshooting Errors

[Open](#)

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





File Layouts

File Layouts

Title I File Layout – CSI
Additions

Open

Student School Association
(SSA) File Layout – CSI
Additions

Open

Student Demographic (SD) File
Layout – CSI Additions

Open

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



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



Field-Specific Resources

October Count Field Specific Resources

Migrant Student Survey
[Open](#)

Free and Reduced Lunch Resources
[Open](#)

Military Connected Form
[Open](#)

English Language Instructional Program Options
[Open](#)

English Learner Scenarios
[Open](#)

Free and Reduced Lunch Eligibility
All schools are required to have documentation that supports the free and reduced lunch eligibility for students. Schools are responsible for updating their student information system to include free and reduced lunch eligibility regularly throughout the year, and particularly before required state reporting deadlines. If FRL eligibility status is not being maintained in the SIS, schools or the SFA should communicate with CSI about providing the updated FRL status before required state reporting deadlines, particularly the October Count data collection.
Eligibility status can be determined in two primary ways:

- Schools Participating in a Federal Child Nutrition Program
- For Schools NOT Participating in a Federal Child Nutrition Program

For questions or support, please email submissions_CSI@csi.state.co.us

Family Economic Data Survey Resources

- Flow Chart for Determining FRL Eligibility**
[Open](#)
- FRL Disclosure Agreement**
[Open](#)
- Family Instructions for Completing FEDS – Spanish**
[Open](#)

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



OC Audit Resources

October Count Audit Information

Audit Training

October Count Audit Training – General

Slides

Webinar

October Count Audit Training Basics 4 – Student Types and Scenarios

Slides

Webinar

October Count Audit Training Basics 3 – Supporting Documentation

Slides

Webinar

October Count Audit Training Basics 1 – Introduction

Slides

Webinar

October Count Audit Training Basics 2 – Timeline and Audit Dates

Slides

Webinar



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



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

