



October Count Audit

New This Year
2021-2022

Recorded August 2021



Training Content

- Audit Resources
- Important Dates
- At-Risk Count
- English Language Learner Count
- Remote Learning
- Online Signature Guidance





Audit Resources





Audit Resources

- [21-22 CSI Oct Count Audit Handbook](#)
- [21-22 CDE Oct Count Audit Resource Guide](#)
- [CSI Legal and Policy Guidance](#)
- Weekly Update Emails



Audit Supporting Document Checklist



Checklist of supporting documents listed in the **Audit Handbook**

All schools must complete this in tandem with their file submissions

21-22 October Count
Audit Handbook

CONTENTS

GENERAL OVERVIEW

 Goals for CSI Internal Audit

TIMELINE

 October Count Dates

 Alternative Count Date Requests

 General Timeline for CSI Internal Audit

 October Count Submission Deadlines

 October Count Audit Deadlines

SUPPORTING DOCUMENTATION

RESOURCES

APPENDIX

 I: Audit Supporting Documentation Checklist

 II: SIS Attendance, Enrollment, and Schedule Report

 Infinite Campus Report Extracts

 PowerSchool Report Extracts

 III: Crosschecking Funding Eligibility with Student Schedules





Audit Supporting Document Checklist

COVID related information highlighted in orange



DIX

COVID-19 impact information will be highlighted in orange below.

Supporting Documentation Checklist

**Charter School Institute
2021-2022 October Count
Audit Supporting Documentation Checklist**

iew

chools need to follow the instructions provided below regarding the October count supporting





Audit Supporting Document Checklist

When your school is finished check marking items and uploading documents, you will need to sign, date, and upload this entire checklist to FileZilla under **Submissions/October Count/SY 21-22/October Count Audit**.

The deadline date to upload this signed document is November 5, 2021.

School Certification Statement for the 2021-22 October Count Audit—Supporting Documentation

I hereby certify that I have submitted all required supporting documentation and certify that the information provided is accurate, verifiable, and complete to the best of my knowledge.

Signature, Head of School

Date

Signature, Data Submissions Contact

Date

Complete the checklist, then sign (with your school leader), and submit to CSI by **November 5, 2021**





Important Dates



21-22 Count Dates

The 2021 pupil enrollment count date will be:

Friday, October 1, 2021

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
Su	Mo	Tu	We	Th	Fr	Sa
	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				

CSI will check if using the November 1 alternative preschool count date results in more PK students receiving funding.





21-22 Other Audit Dates

Deadline Date	October Count Event
9/3/2021	Deadline to request alternative count date and/or window (see section above)
9/30/2021	<p>Deadline to submit McKinney-Vento (homeless forms) to CSI for approval prior to <i>submit forms as new students are identified past this date</i>)</p> <p>ALP approval deadline for early access students</p>
10/1/2021	Count Day—Deadline to submit student schedules by end of day (see Appendix I)
10/15/2021	Deadline to submit majority of audit supporting documentation (see Appendix I)

Full list of additional dates in the CSI October Count Audit Handbook <https://resources.csi.state.co.us/csi-october-count-audit-handbook/>





At-Risk Count





At-Risk Count Update

- For 21-22, the at-risk count will include both free and reduced eligible students
- No change to the data submissions process
- Be sure to retain FRL documentation for both free and reduced eligibility determinations in for the at-risk audit

CDE At-Risk Guide <https://resources.csi.state.co.us/at-risk-audit-guide/>





English Language Learner Count





English Language Learner Count

- Possible additional funding to schools based on total number of ELL students
- Criteria:
 - Grades K-12
 - Funding codes of 80, 82, 85, 91, 92, 94, 95
 - Proficiency of NEP (code of 1) and LEP (code of 2)
 - Must be within five-year services window defined in ELPA





English Language Learner Count

- This is separate from the categorical funding schools receive under ELPA (English Language Proficiency Act)
- CDE will conduct audits for the new count
 - Parent notification letter
 - WIDA ACCESS for ELLs
 - Body of evidence

More information on ELPA

https://www.cde.state.co.us/cde_english/elpa





Remote Learning





Remote Learning

- Related to COVID-19
 - Guidance available at https://www.cde.state.co.us/cdefinance/100percent_remote_learning_option_k12_covid_2122
- Not Related to COVID-19
 - Guidance embedded in the CDE Audit Resources Guide
 - <https://resources.csi.state.co.us/cde-october-count-audit-resource-guide/>





Online Signature Guidance



Online Signature Guidance

Online Signature Guidance

For use in completing School Auditing Office forms



Introduction

The School Auditing Office provides two sample documents for use by schools and districts to collect information from parents/guardians and students, which can then be submitted at the time of audit to demonstrate a student's eligibility for funding. **The guidance provided in this document pertains only to the two documents described below.**

- The **Affidavit of Residency**, allows parents/guardians and students enrolled in Online Schools and Programs (who do not attend school in a physical location) to affirm that they are residents of Colorado and thus meet the residency requirement for funding.
- The **Family Economic Data Survey (FEDS) form**, allows schools and districts that cannot distribute the Application for Free and Reduced-Price Meals an alternative way in which to collect the information necessary for determining and reporting free and reduced-price meal eligibility status in the Student October Count data collection.

<https://resources.csi.state.co.us/cde-online-signature-guidance-pertaining-to-residency-affidavits-and-feds/>





Thank you for watching this recording!

Send questions to
submissions_csi@csi.state.co.us

