



October Count New This Year Training

Recorded August 2023



OC Submissions Deadlines

- 8/10 –Recorded Training
- 9/6 – Initial Submission
- **9/25-10/9 – Count Window**
- **10/2 – Count Day**
- 10/12 – Level 1 Cleared
- 10/24 – Level 2 Cleared
- 11/2 – Certification Due
- 11/6 – Signed Audit Checklist

Access the OC Audit Training details on OC Audit dates

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

- 1-2 CSI Staff PD (CSI Closed)
- 3 22-23 EOY Initial Summary Report Review Training
- 4 22-23 SPED Disc Cert Due
- 10 OC Training
- 17 HR Training
- 22 DC Data Entry Training
- 24 OC Audit Training
- 29 22-23 EOY Assurance Due

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3		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

- 4 Labor Day (CSI Closed)
- 6 OC Initial Submission
- 7 OC Alternative Date Request
- 21 HR Initial Submission
- 25 11-Day Count Window Starts

OCTOBER '23						
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				

- 2 OC Official Count Date
- 9 11-Day Count Window Ends
- 12 OC Level 1 Errors Cleared
- 17 DC Data Submissions Training
- 24 OC Level 2 Errors Cleared



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



Additional OC Deadlines

August 29th

- Recommended date to complete the Record Checker data

September 7th

- Total enrollment count check
- Deadline to request alternative count date and/or window

September 19th

Deadline to submit McKinney-Vento (homeless forms) for approval prior to count day

September 29th

- 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





Updates to the SD File Layout

- **New** – Gender - (03-Nobinary)
- **New** - Additional FRL Field - (FRL Eligibility Identification)
- **Change**- Postsecondary Program Enrollment has moved to the SSA file
- **Removed** - SPED - (Code 12)





FRL Eligibility Identification (SD File)

- Creates a new At-Risk measure in the school finance formula
 - Schools should plan to record Free Lunch Eligibility Identification eligibility criteria in their SIS for 23-24

0	Not Identified as Free Lunch Eligible
1	Direct Certification (Medicaid, SNAP, TANF FDPIR)- including extension to other household members
2	Other Source Categorical (Migrant, Homeless, Runaway, Foster, Head Start documented participation)- district lists, student specific eligibility
3	Application (Application for Free and Reduced-Price Meals, Family Economic Data Survey Form, or Combination form)

- Reminder:
 - Do not identify students as **homeless** in your SIS without CSI approval
 - Do not identify students as **migrant** in your SIS without CSI approval



Updates to the SSA File Layout

- **New** - Gender (03-Nobinary)
- **New** - Exit Code (28 - Previously counted as graduate and completed special education 18-21 transition services)
- **New** - Postsecondary Codes for TREP 18, 19, 20
- **Change** - Postsecondary Program Enrollment has moved from the SD file
- **Removed** - ASCENT carryforward codes 09, 10
- **Removed** - CPP/ECARE Preschool funding codes have been removed from the SSA file.





Universal Preschool (UPK)

Student October

- Regardless of UPK funding status, required to include all PK students receiving educational services by the reporting entity
- All PK students will be indicated with a Public-School Finance Funding Status of '86' or '96' (not eligible) due to enrollment purposes.
- CPP/ECARE Preschool funding codes removed





Reminders for 2023-24





Data Validation Resources

Data Validation Resources

Data validation resources should be utilized prior to submitting initial files to CSI and throughout the collection to ensure data is comprehensive and accurate. Regularly using the data validation resources will reduce the number of updates needed at the end of the collection after receiving the Summary Report.

- [October Count Record Checker Tool \[instructions\] \[tool\]](#)
- [October Count Validations Toolkit \[pdf\]](#)
- [Finding District of Residence \[pdf\]](#)

Data Collection Contacts - Recommended date to complete the Record Checker August 29th, 2023



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



SSA File Layout – Attendance Reminder

Student Interchange – Student School Association

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Gifted Musical*	1	161	161	36	AJ2	0,1	
Gifted Dance*	1	162	162	37	AK2	0,1	
Gifted Psychomotor*	1	163	163	38	AL2	0,1	
Non-School Program*	2	164	165	39	AM2	00	
Total Days Attended*	5	166	170	40	AN2	252.5	Include Decimal
Total Days Excused*	5	171	175	41	AO2	10.0	Include Decimal
Total Days Unexcused*	5	176	180	42	AP2	3.0	Include Decimal
Total Possible Attendance Days*	5	181	185	43	AQ2	265.0	Include Decimal
Habitually Truant Status*	1	186	186	44	AR2	0	
Total Days Missed Due to Out of School Suspensions***	5	187	191	45	AS2	5.5	Optional for CRDC; Include Decimal

Attendance data is required by CSI for October Count & EOY

- All attendance fields should be populated accurately
- This helps to ensure your SIS is set up correctly at the beginning of the year.





SIS Audit

- Data Submission Team has begun auditing
- See email from Janet Dinnen on July 31st about 'Reminders and Updates' for your SIS (PowerSchool or Infinite Campus)
- Please see the [Data Management Systems](#) page on the Data Submission Library website
 - [IC System Set Up Audit](#)
 - [Colorado's PowerSchool State Reporting Setup](#)





Thank you for
Reviewing this training.

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