

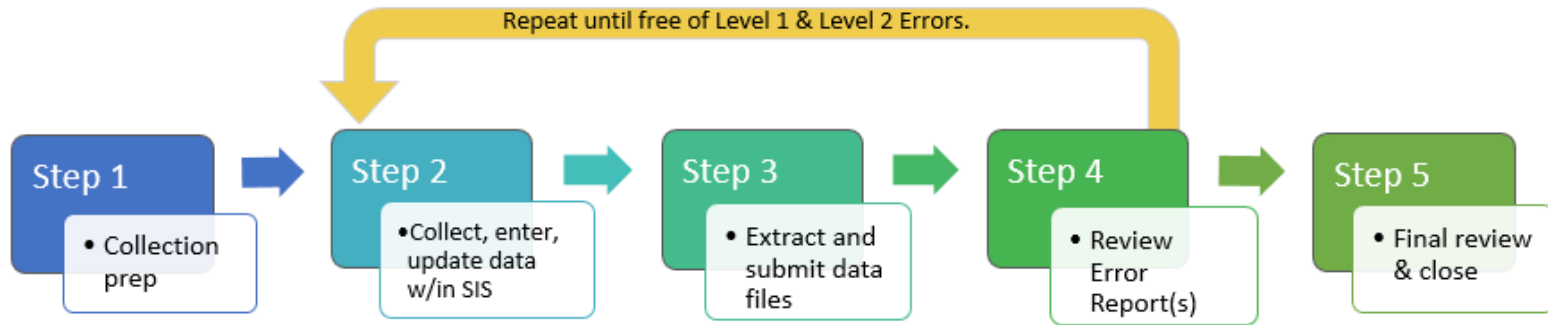


# October Count General Overview Training

Recorded August 2023



# The Data Submissions Process



<https://resources.csi.state.co.us/general-submissions/>

## Training Modules

All school-level data submissions contacts should review the following training modules prior to participating in a data collection for the first time. Schools should also plan to review the collection-specific training modules posted on the applicable collection webpage.

### Data Submissions Process

The following training modules walk through the five steps of CSI's data collection process.

- Step 1: Preparing for the Collection [slides] [recording]
- Step 2: Collecting and Entering the Data [slides] [recording]
- Step 3: Extracting the Files and Submitting to CSI [slides] [recording]
- Step 4: Reviewing and Resolving Errors [slides] [recording] [exercise] [answers]
- Step 5: Review Data for Accuracy [slides] [recording] [exercise] [answers]

### Additional Trainings

- **File Layout Resource Overview** [slides] [recording]: This provides an overview of the File Layout and Definition resource, what you can find within the resource, and how to use it to support data entry and error resolution.
- **Data Security** [slides] [recording] [G-Drive Instructions]: This outlines what personally identifiable information is and how to securely share it using G-Drive. A separate G-Drive instructions document is also posted here.
- **Excel**: This training provides an overview of the following features in Excel: importing a csv to Excel, freezing the top row of a spreadsheet, sorting, filtering, and wrapping text. Many of these skills come in handy as schools review files and error reports.

### Requesting SASIDs and EDIDs

Most data collections require the use of unique student IDs (known as SASIDs) and/or unique staff IDs (known as EDIDs). Provided training modules walk through how to identify whether a SASID/EDID is needed as well as how to request new SASIDs/EDIDs or updates to existing SASIDs/EDIDs. Visit the [SASID/EDID Request webpage](#) for these trainings and more information.





# Purpose of October Count

- Collect student data for students in PK-12<sup>th</sup> grade
- Fulfills state and federal requirements
- Data collected in Student October is used for:
  - Determining funding (PPR, ELL Count, At-Risk Count, 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.

## 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

- 8/10 –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	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

- 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/](https://resources.csi.state.co.us/data-submissions-calendar/)

Online Calendar: [www.csi.state.co.us/calendar/](https://www.csi.state.co.us/calendar/)



# Additional OC Deadlines

## **August 29<sup>th</sup>**

- Recommended date to complete the Record Checker data

## **September 7<sup>th</sup>**

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

## **September 19<sup>th</sup>**

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

## **September 29<sup>th</sup>**

- 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](mailto:submissions_csi@csi.state.co.us) no later than **September 7th, 2023.**

*Include desired alternative count date and/or window and rationale*







# Timeline Considerations

- Is your SIS up to date?  
New fields/codes should show up in your SIS
- Do the SD and SSA files successfully extract from your system?  
File extracts should 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

## Student Collections

Alternative Education Campus

End of Year

October Count

READ Data Collections

Student Biographical Data  
(SBD) Reviews

Teacher Student Data Link



<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.

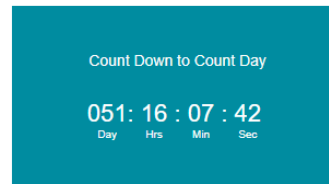
This page includes resources for both the **October Count Data Collection** and the **October Count Audit**.

For questions or support, please email [submissions\\_CSI@csi.state.co.us](mailto:submissions_CSI@csi.state.co.us).

### General Resources

- [Data Submissions Handbook](#)
- [Data Submissions Calendar](#)
- [Troubleshooting Errors](#)

2023 October Count Day: Monday, October 2, 2023



---

## October Count Data Collection

[File Layouts](#)

[Submissions Training](#)



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

# File Layouts

## October Count Data Collection

### File Layouts

File layouts provide guidance on the valid coding and definitions for each data element being collected and includes notes specific to CSI schools.

- [Student Demographic File Layout](#) [pdf] 2023-24
- [Student School Association File Layout](#) [pdf] 2023-24
- [Title I File Layout](#) [pdf] *only for identified schools*

### Submissions Training

All school submissions contacts should review relevant training prior to starting the data collection. The New This Year training is optional but encouraged for returning data contacts.

- October Count – General Overview [slides] [webinar]
- October Count – New This Year [slides] [webinar]

#### **Field-Specific Trainings**

- English Learning Coding for State Reporting [slides] [webinar]
- Homeless Coding for State Reporting [slides] [webinar]

### 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]

### Field-Specific Resources

- [English Learner Coding Toolkit](#) [xls]
- [Free- and Reduced-Price Lunch](#)
- Migrant Education [Survey]
- [Military Connected Sample Form](#) [pdf]
- SIS Field-Specific Data Mapping [Infinite Campus] [PowerSchool]
- [SPED Transition Services Coding](#)

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

**General Data Submissions Resources:**

<https://resources.csi.state.co.us/general-submissions/>





# Trainings



## October Count Data Collection

### File Layouts

File layouts provide guidance on the valid coding and definitions for each data element being collected and includes notes specific to CSI schools.

- [Student Demographic File Layout](#) [pdf] 2023-24
- [Student School Association File Layout](#) [pdf] 2023-24
- [Title I File Layout](#) [pdf] *only for identified schools*

### 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]

### Submissions Training

All school submissions contacts should review relevant training prior to starting the data collection. The New This Year training is optional but encouraged for returning data contacts.

- [October Count – General Overview](#) [slides] [webinar]
- [October Count – New This Year](#) [slides] [webinar]

#### **Field-Specific Trainings**

- [English Learning Coding for State Reporting](#) [slides] [webinar]
- [Homeless Coding for State Reporting](#) [slides] [webinar]

### Field-Specific Resources

- [English Learner Coding Toolkit](#) [xls]
- [Free- and Reduced-Price Lunch](#)
- [Migrant Education](#) [Survey]
- [Military Connected Sample Form](#) [pdf]
- [SIS Field-Specific Data Mapping](#) [[Infinite Campus](#)] [[PowerSchool](#)]
- [SPED Transition Services Coding](#)



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



# Data Validation Resources

## October Count Data Collection

### File Layouts

File layouts provide guidance on the valid coding and definitions for each data element being collected and includes notes specific to CSI schools.

- [Student Demographic File Layout](#) [pdf] 2023-24
- [Student School Association File Layout](#) [pdf] 2023-24
- [Title I File Layout](#) [pdf] *only for identified schools*

### 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]

### Submissions Training

All school submissions contacts should review relevant training prior to starting the data collection. The New This Year training is optional but encouraged for returning data contacts.

- [October Count – General Overview](#) [slides] [webinar]
- [October Count – New This Year](#) [slides] [webinar]

#### **Field-Specific Trainings**

- [English Learning Coding for State Reporting](#) [slides] [webinar]
- [Homeless Coding for State Reporting](#) [slides] [webinar]

### Field-Specific Resources

- [English Learner Coding Toolkit](#) [xls]
- [Free- and Reduced-Price Lunch](#)
- [Migrant Education](#) [Survey]
- [Military Connected Sample Form](#) [pdf]
- [SIS Field-Specific Data Mapping](#) [Infinite Campus] [PowerSchool]
- [SPED Transition Services Coding](#)





# October Count Record Checker Tool

## October Count Data Collection

### File Layouts

File layouts provide guidance on the valid coding and definitions for each data element being collected and includes notes specific to CSI schools.

- [Student Demographic File Layout \[pdf\]](#) 2023-24
- [Student School Association File Layout \[pdf\]](#) 2023-24
- [Title I File Layout \[pdf\]](#) *only for identified schools*

### 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 \[pdf\]](#)

### Submissions Training

All school submissions contacts should review relevant training prior to starting the data collection. The New This Year training is optional but encouraged for returning data contacts.

- October Count – General Overview [[slides](#)] [[webinar](#)]
- October Count – New This Year [[slides](#)] [[webinar](#)]

#### **Field-Specific Trainings**

- English Learning Coding for State Reporting [[slides](#)] [[webinar](#)]
- Homeless Coding for State Reporting [[slides](#)] [[webinar](#)]

### Field-Specific Resources

- [English Learner Coding Toolkit \[xls\]](#)
- [Free- and Reduced-Price Lunch](#)
- Migrant Education [[Survey](#)]
- [Military Connected Sample Form \[pdf\]](#)
- SIS Field-Specific Data Mapping [[Infinite Campus](#)] [[PowerSchool](#)]
- [SPED Transition Services Coding](#)

Recommended date to complete a check is August 29th, 2023



# Field-Specific Resources

## October Count Data Collection

### File Layouts

File layouts provide guidance on the valid coding and definitions for each data element being collected and includes notes specific to CSI schools.

- [Student Demographic File Layout](#) [pdf] 2023-24
- [Student School Association File Layout](#) [pdf] 2023-24
- [Title I File Layout](#) [pdf] *only for identified schools*

### 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]

### Submissions Training

All school submissions contacts should review relevant training prior to starting the data collection. The New This Year training is optional but encouraged for returning data contacts.

- [October Count – General Overview](#) [slides] [webinar]
- [October Count – New This Year](#) [slides] [webinar]

#### **Field-Specific Trainings**

- [English Learning Coding for State Reporting](#) [slides] [webinar]
- [Homeless Coding for State Reporting](#) [slides] [webinar]

### Field-Specific Resources

- [English Learner Coding Toolkit](#) [xls]
- [Free- and Reduced-Price Lunch](#)
- [Migrant Education](#) [Survey]
- [Military Connected Sample Form](#) [pdf]
- [SIS Field-Specific Data Mapping](#) [Infinite Campus] [PowerSchool]
- [SPED Transition Services Coding](#)





# OC Audit Resources

## October Count Audit

### Audit Training

All school submissions contacts should review relevant training prior to starting the data collection. The New This Year training is optional but encouraged for returning data contacts.

- October Count Audit – General Overview [[slides](#)] [[webinar](#)]
- October Count Audit – New This Year [[slides](#)] [[webinar](#)]

### CDE Audit Resources

The following links take you to CDE's audit guides for the respective topic listed below.

- [CDE At-Risk Audit Guide](#)
- [CDE ELL Count Audit Guide](#)
- [CDE October Count Audit Resource Guide](#)
- [CDE Calendar and Instructional Hour Guidance](#)

### CSI Audit Guides

- [CSI October Count Audit Handbook](#) [pdf]
- [CSI October Count Audit Checklist](#) [doc]

### Additional Audit Resources

- [Sample Colorado Residency Affidavit with Instructions](#) [pdf] – for use by schools with online students
- [CDE Online Signature Guidance](#) [pdf] – for Residency Affidavits and FEDS Forms



# 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 2023-24





# 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 29<sup>th</sup>, 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 31<sup>st</sup> 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](#)





# 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.

[Submissions\\_CSI@csi.state.co.us](mailto:Submissions_CSI@csi.state.co.us)

