

This toolkit consists of strategies for validating data for the Student Demographic (SD), Student School Association (SSA) and other submission files required for the October Count data collection.

The first section contains the **Validations Strategies Checklist** that provides a list of items to check for when reviewing your school’s data. The second section walks through how to use the **Record Checker** tool, which must be used by schools prior to submitting their initial files to CSI.

Each CSI school is **strongly encouraged** to use *both* validation tools provided here as part of its internal process for ensuring the completeness and accuracy of the October Count collection. It is best to use this document in tandem with the file layouts for each collection (available on the collection webpages of the CSI website).

If you have any questions or would like to share your data validation strategies that can be added to this document, please email the CSI Data Submissions Team at [submissions\\_csi@csi.state.co.us](mailto:submissions_csi@csi.state.co.us).

## PART I: Validation Strategies Checklist

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## Student Count (Enrollment, Attendance, Scheduling)

- Confirm that the correct count date is being used (**October 2<sup>nd</sup> for 2023**) unless your school has been approved for an alternative count date—alternate Count Day requests are due to CSI by **September 7, 2023**.
- Confirm that your school is using the appropriate count **window** (period) using the table below (unless your school has been approved for an alternative count window—request is due to CSI by **September 7, 2023**).

### October Count 2023-24

Pupil Count Grades	October Count Date	11-Day Count Window
PK-12	Monday, October 2 <sup>nd</sup>	Monday, Sept 25th – Monday, Oct 9th

- Confirm that all students are under the age of 21 as of the count date unless they are receiving services under an IEP and reach the age of 21 during the semester of the count date.
- Confirm that students have *not* met the minimum school graduation requirements as of the count date.

- Confirm that students are enrolled with the school with an accurate entry date and entry type in the SIS.
- Compare list of students with teacher rosters/seating charts.
- Confirm all grade levels (preschool-12<sup>th</sup> grade, as applicable) are reported.
- Confirm that all student schedules completely and accurately represent the classes each student is enrolled in and attending as of the count date.
- Confirm that all students have the minimum courses necessary to qualify for part- or full-time funding

Confirm that all students being counted for funding were:

- In attendance on Count Day (For quick way to check absences on Count Day, for PowerSchool: Go to Attendance → Absentee Report; for Infinite Campus: Go to Daily Attendance)
- If absent on Count Day, were in attendance prior to Count Day and resumed attendance within 30 calendar days following Count Day *Provide extended proof of attendance to CSI!*

## Funding Status

**By default, both PowerSchool and Infinite Campus identify students as eligible for full-time funding. It is the school's responsibility to adjust funding codes for each student. See "Student Funding Eligibility – SIS Search" for directions on searching for students who do not meet full-time funding criteria at:**

<https://resources.csi.state.co.us/october-count/> - October Count Audit/CSI Audit Guide/CSI October Count Audit Handbook/Appendix III

Confirm that all students have the correct funding code based on the number of courses/student-teacher contact time necessary to qualify for part- or full-time funding. If a student does not have enough time on the schedule or has exited out prior to count day, then confirm that the funding code has been changed to '**not eligible** to receive funding' in your SIS.

**Full-Time Funding:** the student must have a schedule as of the count date which provides at least 360 hours of teacher-pupil instruction and teacher-pupil contact time in the semester of the count date.

**Part-Time Funding:** the student must have a schedule as of the count date which provides at least 90 hours of teacher-pupil instruction and teacher-pupil contact time in the semester of the count date.

Confirm that only a maximum of \*part-time funding is being claimed for:

- Kindergarten students attending a half day program
- Homeschool students (even if enrolled in concurrent enrollment courses)
- Students with a class schedule between 90 and 359 hours of instructional time (in the semester of the count date)

*\*Please know that these are the most obvious reasons for part-time funding, but there are more scenarios that occur.*

## Home Based (Home School) Education

Students who are home-based and ARE receiving educational services from the school should be coded in the SSA file with Home-based education = 1 AND funding code = 85.

Be sure you have created a home-based education school year calendar and individual student's schedule and provided those to CSI.

Students who are home-based and NOT receiving educational services from the school should not be included in your files to CSI. (Direct parents to complete an Intent to Homeschool form with the geographic district of residence. Your school may need to provide guidance to the family on completing the form)

## Early College

- Confirm that your school has not flagged students as Early College for the Postsecondary Program Enrollment field of the SSA file if they are not actually enrolled in concurrent enrollment courses. In other words, do not just code all students as early college because your school is a designated Early College.
- Verify whether your school has students enrolled in a post-secondary program or completed an advanced placement course during the school year.
  - If a student completed an AP course(s) in either semester during the school year, ensure that you are coding all course categories taken from the Advance Placement Course List.
  - If the student is ASCENT, Concurrent Enrollment, Early College, or Dropout Recovery, ensure your school has entered into a legal agreement with an institution of higher education (MOU) and that you submit that documentation to CSI along with tuition invoices showing each student, number of credit hours enrolled, and tuition charged. (See the [CSI October Count Audit Handbook](#) for more details on required supporting documentation for post-secondary options.

## Free and Reduced Lunch Status

- For the October Count, be sure to complete the separate **Free and Reduced Lunch Eligibility Checklist** in the [CSI October Count Audit Handbook](#), located on the October Count Resources website. The rules around FRL and At-Risk funding are very complex so it's very important that you complete that checklist.
- Students who are homeless (you have a signed McKinney Vento form from CSI), foster, and migrant students should all be marked as free lunch eligible in your SIS.

## Program Data

**Work with the program specific coordinators/liaisons at your school for each of these areas!**

- Compare Gifted/Talent with number of ALPs.
- Compare Primary Disability with number of IEPs.
- Compare 504 with number of 504s.
- Compare Language Proficiency values for EL students.
- Compare Homeless with number of McKinney Vento forms signed and approved by CSI (please do not mark a student as homeless until you have the signed form from CSI). **McKinney Vento forms are due to CSI by September 30<sup>th</sup> annually (or the prior Friday if the 30<sup>th</sup> falls on a weekend) in order to allow enough time for CSI to process them prior to count day.**
- Confirm that all students enrolled in post-secondary programs (i.e., concurrent enrollment, ASCENT, etc.) have been reported.

## English Learner

- Confirm that English Learner students are coded properly to reflect the re-designation from the prior spring assessment for returning students or new designation for newly enrolled students (if not using the designation from the prior school). There are 3 fields in the SD file tied to EL status: Language Proficiency; Language Background; and Language Instructional Program.
- Check that all students coded as EL have a Language Background of something other than English.
- Verify that all EL students also have both a Language Proficiency and Language Instruction Program that are non-zero filled and that they follow the logical EL progression based on how they were coded in the prior year unless there is strong evidence to not follow the progression.

Please see EL Coding Toolkit under the 'Field-Specific Resources' section of the October Count Resource page: <https://resources.csi.state.co.us/october-count/>

## Foreign Exchange and Military Connected

- Confirm that Country of Parent's Residence is not zero-filled.
- For October Count, proof of a J-1 visa is required to prove that the student is not paying tuition to attend your school and is therefore eligible for funding. Submit a copy of the J-1 visa or a copy of the passport if the visa type is listed to CSI.

- Ensure that only students who have a parent or guardian who is an active-duty member of the Armed Forces or full-time National Guard are coded with a “1” for military connected.

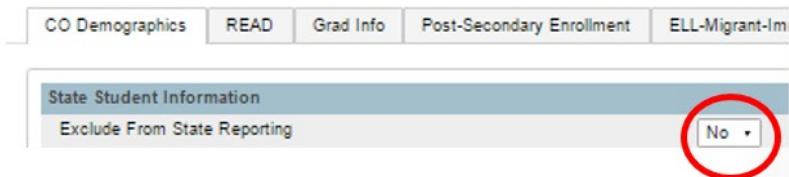
## Retention

- For October Count, verify that retention codes did not roll over from the previous year. This is a common issue in the October Count and is problematic! Simply run a check at the beginning of each school year and remove the retention codes that were assigned the prior year. Retention codes always indicate what will take place the next year (not the current year).

## File Submissions (SD, SSA, Title I)

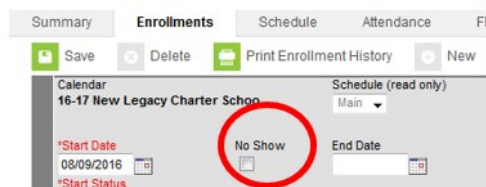
- Confirm that inaccurate duplicate enrollment records have been removed from your SIS. (Mid-year grade reassignments and transfers in/out with an extended time between will require more than one record).
- Confirm that your school has reviewed all “Warnings” in your error reports (not just “Errors”). Warnings can often mean incorrect data in your SIS and many times will result in errors later in a collection or the next year. So, please take the time to review warnings!
- Confirm that all student enrollments are valid and all no-shows have been excluded (students who DID NOT complete the **22-23 school year** with you AND who have NOT attended in the **23-24 school year**). This will lead to more accurate data in the **23-24 End of Year** (EOY) collection (mobility rates will be incorrect if this type of no-show records are not excluded).
- You can also use ‘No Show’ and ‘Exclude State Reporting’ flags for a newly enrolled student who did not attend last year and did not end up attending in the current year. However, a student who attended for even half a day should be included in most state reports.

**PowerSchool-** select the student, select the State/Province – CO tab, choose **No** for the **Exclude from State Reporting** dropdown, then Save/Submit.



The screenshot shows a navigation bar with tabs: CO Demographics, READ, Grad Info, Post-Secondary Enrollment, and ELL-Migrant-Im. Below this is a 'State Student Information' section with a dropdown menu for 'Exclude From State Reporting' set to 'No'. A red circle highlights the 'No' option.

**Infinite Campus-** select the student, click on the Enrollment tab, click the current line of enrollment, check the **No Show** checkbox, click Save.



The screenshot shows the 'Enrollments' tab selected. Below the navigation bar are buttons for Save, Delete, Print Enrollment History, and New. A table shows enrollment details for '16-17 New Legacy Charter School' with a 'No Show' checkbox checked. A red circle highlights the 'No Show' checkbox.

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## PART II: Record Checker Tool

The Record Check Tool has been updated for the 23-24 October Count. If you had downloaded the Record Checker Template for the EOY collection, you will need to download the updated Record Checker Template in order for the results to be accurate.

**Use this tool at least once prior to the October Count Initial Submission deadline. Detailed instructions follow below and you can also view a recorded training at <https://resources.csi.state.co.us/record-checker-walk-through/>**

- Download Record Checker Tool template from the October Count website, under the Validations heading.
- Extract an SD and SSA file from your SIS. (Include legal name and attendance dates)
- Copy and Paste data into the corresponding tabs.
- Highlighted cells indicate potential errors. Review this data in your SIS and update if needed.
- Repeat this process until errors are clear.