**October Count Audit Questionnaire**

**2024-25 School Year**

**Information**

Beginning with the 2024-25 school year, each CSI school has been asked by the CDE Audit Team to complete this questionnaire. (This questionnaire will replace the CSI Audit Checklist schools historically completed.) This questionnaire must be submitted to CSI via G-Drive (October Count\24-25\OC Audit Documents) no later than October 16.

When responding to the questions below, please refer to [CDE’s 2024 October Count Audit Resource Guide](https://www.cde.state.co.us/cdefinance/2024_student_october_pupil_count_audit_resource_guide).

* For several questions, CSI has provided a template response based on the activities CSI staff completes. Schools have the **option** to provide additional school-level narrative below CSI’s response.
* Some questions are **required** to be answered and are marked with an asterisk (\*). Please provide as much narrative information as is necessary.
* Finally, some questions may not be applicable. Schools should indicate this with an N/A.

## Question Completer Information

* **School Name:**
* **Completer Name:**
* **Position:**
* **Email Address:**

## Trainings

Please list the staff member(s) who were responsible for reviewing CSI’s October Count Audit Training and CDE’s 2024 October Count Resource Guide, both found on the [CSI Audit webpage](https://resources.csi.state.co.us/data-submissions/audits/).

* **Name:**
* **Email Address:**
* **If a school contact attended any** [**CDE audit trainings**](https://www.cde.state.co.us/cdefinance/auditunit_trainings) **(optional), please list which trainings were viewed:**

## Audit Questions

Does your school **conduct internal training sessions** for staff members in preparation for Student October? If so, provide a brief overview/description of these trainings and who is required to attend.

CSI conducts submissions and audit trainings that school data contacts are required to attend. Additionally, CSI provides ongoing communications throughout the collection process and various resources to support the timely completion of the collection and related audit.

Submissions trainings and resources can be accessed on the [CSI October Count webpage](https://resources.csi.state.co.us/data-submissions/october-count/). Training includes the purpose of the collection, CSI timelines, where to access and how to use various resources to ensure timely and accurate submission for the data collection. There are several field-specific training resources (free and reduced-price lunch, English Learners, Migrant, McKinney Vento) as well as several data validation resources to support with data accuracy prior to submission to CSI and throughout the data collection process.

Audit trainings and resources can be accessed on the [CSI Audits webpage](https://resources.csi.state.co.us/data-submissions/audits/) and include information about the purpose of CSI’s internal audit process, where to access resources on the CSI webpage, key audit dates, special student and instruction types, membership requirements, and documentation requirements.

[OPTIONAL SCHOOL ADDITIONAL SENTENCES]

Describe your process for conducting and validating **calendar and bell schedule calculations** for all programs and secondary schools. When and who at the school establishes the calendar and bell schedule and confirms compliance with [CDE’s Calendar and Instructional Hour Guidance](https://www.cde.state.co.us/cdefinance/school_calendar_instructional_hours_guidance), including that the school is meeting minimum instructional hours (see page 5) and calculating instructional hours (beginning on page 7).

CSI collects board approved calendars and bell schedules in the May prior to the school year. This includes completion of a Calendar Bell Summary Sheet, which summarizes the first and last days of school, school breaks, and the total number of contact days per month. CSI compares the summary sheet with the provided calendar to confirm alignment before completing its calculations.

CSI staff aim to ensure that each grade level meets the minimum instructional hour requirements, determine the number of courses needed for part-time and full-time funding, and provide supporting documentation for the October Count Audit. More information can be found on [CSI’s School Calendar & Instructional Hours webpage](https://resources.csi.state.co.us/data-submissions/calendar-hours/).

Describe the process (if any) your school uses to validate the **public school funding status code** (found on the SSA file) for each individual student submitted in the October Count data collection.

CSI conducts a weekly review of SSA file data across its portfolio of schools, specifically reviewing the public school funding status code. For example, CSI confirms that only schools with approved online programs or homeschool enrichment programs are using the applicable funding codes.

SCHOOL TO ADD DETAILS

As part of the CSI October Count data collection process, each school is required to certify the accuracy of their data through completion of a summary and certification report that is signed by the school leader, business manager, and data submissions contact.

Describe the process your school uses to determine which students are reported as each of the following. If any student types do not apply, specify that in the appropriate column. For any student types that do apply, please add details in the last column

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Type** | **File** | **Field/Value** | **Do You Have This Student Type This Year?** | **If Yes, please describe the process for identifying and reporting this value for students in the October Count data collection (SD, SSA files)** |
| Ascent | SD File | Postsecondary Program = 01 |  |  |
| Concurrent Enrollment | SD File | Postsecondary Program = 02 |  |  |
| Dropout Recovery | SD File | Postsecondary Program = 08 |  |  |
| Expelled | SSA File | Expelled Education = 1 |  |  |
| Foreign Exchange | SSA File | Count of Parent’s Residence for Non-Residence Students ≠ 000 |  |  |
| ILOP | SSA File | Innovative Learning Opportunities Pilot = 1 or 2 |  |  |
| TREP | SD File | Postsecondary Program = 17, 18, 19, or 20 |  |  |
| Transition Students | SD File | Special Education Transition = 1, 2, 3, or 4 |  |  |

IV. Courses Using Alternative Instruction **(IF APPLICABLE. IF NOT, SKIP)**

Schools may offer courses using alternative instruction if they comply with the requirements set forth in the CDE 2024 October Count Audit Guide.

* **Please provide a link (or links, if applicable) to your school’s posted Catalog of Courses Using Alternative Instruction pursuant to 1 CCR 301-39, rule 2.05(1)(a)(I).**
* **For brick-and-mortar students enrolled in work-based learning courses using alternative instruction, describe how your school documented that the student ‘reflected on the connection between their work-based learning course and their post-secondary workforce or education goals’.**

V. Homeschool Students **(IF APPLICABLE. IF NOT, SKIP)**

Respond to the items below regarding homeschool programming for the 2024-25 school year. For more guidance on supporting documentation schools are required to collect for homeschool students, please review [CDE’s 2024 October Count Audit Resource Guide](https://www.cde.state.co.us/cdefinance/2024_student_october_pupil_count_audit_resource_guide).

|  |  |
| --- | --- |
| Programming Option | If yes, please describe |
| Educational services offered in the same learning environment as full-time public school students (example: homeschool student is taking 2 courses at your school) |  |
| Is the homeschool enrichment program run by your school or a third-party contracted by your school? |  |
| Are concurrent enrollment courses offered at/through a college or institution of higher education (IHE)? |  |
| Other (describe) |  |

VI. Contractual Education Providers **(IF APPLICABLE. IF NOT, SKIP)**

List any entities with which your school is contracting for education services for the 2024-25 school year. For more guidance on supporting documentation schools are required to collect for contractual education providers, please review [CDE’s 2024 October Count Audit Resource Guide](https://www.cde.state.co.us/cdefinance/2024_student_october_pupil_count_audit_resource_guide).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contract Entity/Vendor | Type of Educational Services being Provided | Grade Level of Students Receiving Services | Provide primarily full- or part-day services? | New vendor starting in 2024-25? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please provide the individual at your school who is responsible for collecting all contracts, MOUs, cooperative agreements, and Annual Assurances of Statutory Compliance.

* **Name:**
* **Email Address:**
* **Is this individual responsible for collecting all required student-level audit documentation for students receiving contractual education services?**

VII. Non-School Programs **(IF APPLICABLE. IF NOT, SKIP)**

List all “non-school” programs run by your school, the primary student population they serve, and indicate if they are starting new this year. For more guidance on supporting documentation schools are required to collect for non-school programs, please review [CDE’s 2024 October Count Audit Resource Guide](https://www.cde.state.co.us/cdefinance/2024_student_october_pupil_count_audit_resource_guide).

|  |  |  |
| --- | --- | --- |
| Program Name | Student Population Being Served | New for 2024-25? |
|  |  |  |
|  |  |  |
|  |  |  |

## Initial Documentation Upload

In addition to completing this questionnaire, audit documents must be provided to CSI via G-Drive by the dates specified in the CSI October Count Audit Handbook found on the [CSI Audits webpage](https://resources.csi.state.co.us/data-submissions/audits/). Please note there are separate deadlines for submitting attendance reports and secondary student schedules to allow CSI staff time to spot check for compliance. Additionally, there is an additional deadline for schools to provide documentation to support specific student or instructional types as identified in the CDE October Count Audit Guide.

## Disclaimer

During the CDE Annual Audit Review, the CDE School Auditing Office will review and evaluate the completed questionnaire, along with additional CSI responses provided, the initial documentation upload (both school- and student-level). No later than April 1, 2025, the School Auditing Office will contact CSI with a list of additional required audit documentation listed in the CDE 2024 October Count Audit Resource Guide. Should additional documentation be requested by CDE, CSI will work with your school to collect and upload the necessary documentation for CDE.

## Attestation

**I do certify, to the best of my knowledge and belief, that the information provided in this questionnaire and in all required documentation is true and correct.**

* **Completer Signature:**
* **Completer Date:**