School Level Pupil Count Questionnaire 2025-2026 School Year

In alignment with CDE’s new Annual Audit Review process (new in the 2024-2025 school year), the Charter School Institute requires each school to complete this pupil audit questionnaire **no later than 9/8/2025** to ensure accurate information is included in CSI’s submission to CDE.

### School Information

|  |  |
| --- | --- |
| **School Name (code)** |  |
| **School Leader** (reviewing this completed document) |  |
| **School Leader email** |  |
| **Data Submission Contact** for October Count |  |

### Questionnaire Completer Information

|  |  |
| --- | --- |
| **Name** |  |
| **Position Title** |  |
| **Email Address** |  |
| **Phone Number** |  |

### Primary Pupil Count Audit Contact Information

|  |  |
| --- | --- |
| **Same as the Questionnaire Completer? (Yes/No)** |  |

Provide the following information if the primary Pupil Count audit contact for your school is **not** the same as the individual who completed this questionnaire:

|  |  |
| --- | --- |
| **Name** |  |
| **Position Title** |  |
| **Email Address** |  |
| **Phone Number** |  |

For definitions of terms used in this document, follow the hyperlink to the current [2025-2026 Student October Count Audit Resource Guide](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide). The Table of Contents will guide you to the appropriate section.

This questionnaire, together with the CDE Audit Guide, may also serve as a checklist to help schools collect required Audit Documentation as early as possible.

## Contractual Education Providers

List any [contractors](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=53) your school uses for educational services, including:

* Any colleges your organization uses for [Concurrent Enrollment](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=40) or other qualifying postsecondary courses
* Contractors your organization pays to offer [home school enrichment programs](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=62) or [Transition programs](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=94) (including BOCES)
* Any other third-party entities that provide student instruction that would be included in instructional time calculations for funding purposes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **New this year?** | **Link to the contractor’s website** | **Briefly describe the educational services provided** (10 words or so) | **In person or online?** |
|  |  |  |  |  |
|  |  |  |  |  |

## Home-school students

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No | Yes | If **Yes**, list grade levels | If **Yes**, briefly describe |
| **Does your school enroll** [home-school students](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=86)? | [ ]  | [ ]  |  | If **No**, skip to next section. |
| **Do any home-school students come to your school to participate in regular classes with brick-and-mortar students?** | [ ]  | [ ]  |  |  |
| **Do any home-school students enroll in your online school or program for regular online courses?**  | [ ]  | [ ]  |  |  |
| **Does your school offer a separate homeschool enrichment program (that is not available to regular students)?**  | [ ]  | [ ]  |  |  |

## Online School or Program

The questions in this section apply only to Colorado public Online Schools or Programs as described in 1 CCR 301-71 (whose student funding codes are 91, 92, 94, or 95).

|  |  |
| --- | --- |
| **Is your school an online school?** | [ ]  No [ ]  Yes |
| **Does your school offer an online program?** | [ ]  No [ ]  YesIf **No** to both questions, skip to next section. |
| **Name of the Colorado Public Online School or Program** |  |
| **What was the date of the school or program’s most recent Authorizer Assurances?** |  |
| **Name the person in your organization is responsible for making sure the Assurances get updated if operations, attendance documentation, etc. were to change?** |  |
| **Name the person with the online school/program who communicates with the authorizer regarding instructional time.** |  |
| **If YES to Online School, which brick and mortar school does your online school use to determine the bell schedule equivalency?** |  |
| **Please submit the equivalent instructional time statement for your online school/program.** | [ ]  Equivalency statement submitted with questionnaire[ ]  Equivalency statement will be sent later, but no later than 9/15/2025 |
| **Provide a link to the school/program’s** [**online course catalog**](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=25) **or submit a copy with this questionnaire.** |  |

## Alternative Instruction Courses for Brick-and-Mortar Students

The questions in this section about the [Alternative Teacher-Pupil Instruction Courses](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=25) only apply to brick-and-mortar students with a funding code of 80, 82, or 85. Colorado public online schools and programs are addressed in the previous section.

Alternative Instruction courses are only available for students in grades 6-12 and students in any grade who are receiving homebound or expelled services.

#### Supplemental Online Courses

Read more about [Supplemental Online Courses](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=31) in the 2025 Student October Count Audit Resource Guide.

|  |  |
| --- | --- |
| **Does your school offer Supplemental online courses to any of your brick-and-mortar students?**  | [ ]  No[ ]  YesIf **No**, go to the next section |
| **Link to the** [**Alternative Instruction Course Catalog**](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=25) **containing Supplemental Online courses.** Alternatively submit a PDF of the catalog with this questionnaire. |  |
| **How does your school collect logins for Supplemental Online course attendance?** |  |
| **Are any students enrolled at a brick-and-mortar school taking ONLY Supplemental Online courses?** | [ ]  No[ ]  Yes, expelled or homebound[ ]  Yes, other than expelled or homebound. *These students will not qualify for funding* |

#### Blended Learning Courses

Read more about [Blended Learning Courses](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=27) in the 2025 Student October Count Audit Resource Guide.

|  |  |
| --- | --- |
| **Does your school offer Blended Learning courses to any of your brick-and-mortar students?**  | [ ]  No[ ]  YesIf **No**, go to the next section |
| **Link to the** [**Alternative Instruction Course Catalog**](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=25) **containing Blended Learning courses, if different from the link above.** Alternatively submit a PDF of the catalog with this questionnaire. |  |
| **How does your school document the specific days and times students are expected to attend on-site for each course?** |  |
| **How is attendance taken for the direct instruction portion of the course?** |  |
| **How does your school collect logins for asynchronous online attendance?** |  |
| **Are any students enrolled at a brick-and-mortar school taking ONLY Blended Learning courses?** | [ ]  No[ ]  Yes, expelled or homebound[ ]  Yes, other than expelled or homebound. *These students will not qualify for funding* |

#### Work-Based Learning Courses

Read more about [Work-Based Learning Courses](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=33) in the 2025 Student October Count Audit Resource Guide.

|  |  |
| --- | --- |
| **Does your school offer Work-Based Learning to any of your brick-and-mortar students?** | [ ]  No[ ]  YesIf **No**, go to the next section |
| **Link to the** [**Alternative Instruction Course Catalog**](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=25) **containing Work-Based Learning, if different from the link(s) above.** Alternatively submit a PDF of the catalog with this questionnaire. |  |
| **How does your school collect documentation from an employer (e.g., timesheets, paystubs, etc. for WBL attendance?** |  |
| **WBL courses must be documented in a student’s** [**ICAP portfolio**](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=34)**Are you able to provide documentation from an example ICAP portfolio for a student taking a WBL course.** Highlight, comment, or note on the ICAP portfolio where the minimum 5 WBL requirements are documented:1. Student name
2. Term (i.e., Fall 2025)
3. Date the documentation was created/updated
4. The specific work-based learning opportunity the student is pursuing
5. A description of how the work-based learning course connects to the student’s postsecondary workforce or education goals
 | [ ]  Not at this time[ ]  Yes. Submitted with this questionnaire.[ ]  Yes. Will be sent separately by the following date:The example ICAP should use either generic information or redacted information. Do not include student Personally Identifiable Information (PII). |

#### Independent Study Courses

Read more about [Independent Study Courses](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=29) in the 2025 Student October Count Audit Resource Guide.

|  |  |
| --- | --- |
| **Does your school offer Independent Study courses, as describe under Alternative Instruction, to any of your brick-and-mortar students?**  | [ ]  No[ ]  YesIf **No**, go to the next section |
| **Link to the** [**Alternative Instruction Course Catalog**](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=25) **containing Independent Study courses, if different from the link above.** Alternatively submit a PDF of the catalog with this questionnaire. |  |
| **Has your school submitted a request for alternative attendance documentation?** | [ ]  No[ ]  Yes |

## Qualifying Post-Secondary Courses

Based on current plans, indicate whether your school expects to enroll students in any of the following [Qualifying Post-Secondary Courses and Programs](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=35) for the 2025-2026 school year. We recognize that actual enrollment may change by Count Day.

|  |  |  |  |
| --- | --- | --- | --- |
| See [Qualifying Post-Secondary Courses and Programs](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=35) section of Audit Guide | No | Yes | Notes, if needed. |
| **ASCENT** | [ ]  | [ ]  |  |
| **Concurrent Enrollment** | [ ]  | [ ]  |  |
| **Dropout Recovery** | [ ]  | [ ]  |  |
| **Early College** | [ ]  | [ ]  |  |
| **TREP** | [ ]  | [ ]  |  |

## Unique Schools and Programs

Based on current plans, indicate whether your school expects to enroll students in any of the following [Unique Schools and Programs](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=52) for the 2025-2026 school year. We recognize that actual enrollment may change by Count Day.

|  |  |  |  |
| --- | --- | --- | --- |
| See [Unique Schools and Programs](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=52) section of Audit Guide | No | Yes | Notes, if needed. Do not include any PII, including SASID. |
| **Detention Center** | [ ]  | [ ]  |  |
| **High School Equivalency Diploma Program** | [ ]  | [ ]  |  |
| **P-TECH**  | [ ]  | [ ]  |  |

## Unique Student Types

Based on current plans, indicate whether your school expects to enroll any of the following [Unique Student Types](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=78) for the 2025-2026 school year. We recognize that actual enrollment may change by Count Day.

|  |  |  |  |
| --- | --- | --- | --- |
| See [Unique Student Types](https://www.cde.state.co.us/cdefinance/2025_student_october_pupil_count_audit_resource_guide#page=78) section of Audit Guide | No | Yes | Notes, if needed. Do not include any PII, including SASID. |
| **Expelled Students receiving services** | [ ]  | [ ]  |  |
| **Foreign Exchange Students** | [ ]  | [ ]  |  |
| **Home-bound Students**  | [ ]  | [ ]  |  |
| **Private School Students** (part-time) | [ ]  | [ ]  |  |
| **IEP Students on an Abbreviated Schedule** | [ ]  | [ ]  |  |
| **Kindergarten Students under age 5** | [ ]  | [ ]  |  |
| **Secondary Transition Students** (18 to 21-year-old Services) | [ ]  | [ ]  |  |

## Other Unique Situations

Indicate whether any of the following apply for the 2025-2026 school year.

|  |  |  |  |
| --- | --- | --- | --- |
|  | No | Yes | Notes, if needed. Do not include any PII, including SASID. |
| **Did your school request an Alternative Count Day?** | [ ]  | [ ]  |  |
| **Do students in grades 6 or above follow an Elementary style schedule?** | [ ]  | [ ]  | Which grades:  |
| **Are any students enrolled part-time that are NOT reported as one of the following:*** being in kindergarten;
* receiving services under an IEP;
* identified as participating in High School Equivalency Diploma (HSED) program;
* identified as a home-based education student receiving educational services by the district; or
* identified by the Department as being in their fifth year of high school or beyond
 | [ ]  | [ ]  | If **YES**, the [Confirmation of Part-Time Funding Eligibility Form (AUD-109 Form](https://www.cde.state.co.us/cdefinance/school_auditing_part_time_funding_form_aud-109)) will be required for each student, to be submitted with other October Count Audit Documents after Count Day. |

## Non-School Programs (Other Than Online Programs)

List any non-school programs run by your school that use a different calendar, bell schedule, or location than their host school. Include those that serve:

* Expelled students
* Homebound students
* At-risk students
* Transition 18-21 year-old services
* CTE-focused “tracks”
* Etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **New this year?** | **Briefly describe the program** (10 words or so) | **In person or online?** |
|  |  |  |  |
|  |  |  |  |