

PUPIL COUNT MANUAL

Pupil Count Specialist: x5927

Pupil Count website – <http://bvsd.org/Enrollment/Pages/PupilCount.aspx>

TABLE OF CONTENTS

| | |
|--|----|
| CRITICAL DATES | 1 |
| DOCUMENTS TO SEND TO STUDENT ENROLLMENT CENTER | 2 |
| SPECIAL PROGRAM COORDINATORS/CONTACTS | 3 |
| INTRODUCTION | 4 |
| REQUIREMENTS OF MEMBERSHIP..... | 5 |
| REQUIREMENTS OF ATTENDANCE..... | 5 |
| SPECIAL CATEGORIES..... | 8 |
| PUPIL COUNT RECORDS TO BE RETAINED BY SCHOOLS | 12 |
| EACH DAY OF COUNT PERIOD | 13 |
| REPORTS FOR COUNT DAY..... | 14 |
| REPORTS FOR DAY AFTER COUNT WINDOW..... | 21 |
| ATTENDANCE WORKSHEET | 28 |
| CDE SUMMARY OF PUPIL COUNTS REPORT | 31 |

2010 CRITICAL DATES

| | |
|---|--|
| September | Refer to Preparation for October Count instructions and procedures (on Pupil Count website). |
| Wednesday, September 8 | October Count training. |
| Friday, September 24 | Schools should ensure all data in IC is accurate by this date. At this point, the funding status code should be the only element which will need to be adjusted. |
| Friday, September 24 through Friday, October 8 | October Count Period. |
| Friday, OCTOBER 1 | PUPIL COUNT DAY-refer to Count Day Reports. |
| Monday, October 4 | New Enrollment/Withdrawal Lists due to the Student Enrollment Center. |
| Monday, October 11 | Refer to Day After 11 Day Count Period instructions. |
| Wednesday, October 13 | Optional Help Session for preparing CDE Summary Report . Ed Center by appointment |
| Monday, October 11 through Friday, October 15 | Schools prepare CDE Summary of Pupil Counts Report . |
| Monday, October 18 | To the Student Enrollment Center by 4:00 p.m.: CDE Summary of Pupil Counts Report <i>with back-up reports, signed by Principal.</i> |
| Monday, November 1 | Individual Student Period Attendance Register validating student return if after the window – due to the Student Enrollment Center. PK Count Day |
| Please Note: | Monday, October 18 is the FINAL day to turn in the CDE Summary of Pupil Count Reports and supporting forms. If you complete these reports prior to October 18, forward to the Student Enrollment Center. |

SCHOOL NAME _____ Contact Person _____

DOCUMENTS TO SEND to the Student Enrollment Center

| | Form Name | Page Number |
|-------|---|--------------------|
| | DUE Monday, OCTOBER 4, 2010 | |
| _____ | 1. New Enrollments Listing – Attach copy of IC Enrollment Status report – if not applicable, indicate NONE and return | Page 16 |
| _____ | 2. Withdrawal List - Attach copy of IC Enrollment Status report – if not applicable, indicate NONE and return | Page 18 |
| | Due Monday, October 18th | |
| _____ | 3. Enrollment Summary | Page 15 |
| _____ | 4. List of Foreign Exchange Students – if not applicable, indicate NONE and return | Page 15 |
| _____ | 5. Students that are not full time – IC Query - if not applicable, indicate NONE and return | Page 19 |
| _____ | 6. Concurrent School is Home School – if not applicable, indicate NONE and return | Page 20 |
| _____ | 7. Enrollment Status Report – for 11 days – ADD | Page 22 |
| _____ | 8. Enrollment Status Report – for 11 days – DROP | Page 23 |
| _____ | 9. Attendance Report for October Count – (Period Count) | Page 24 |
| _____ | 10. Attendance Period Detail Reports | Page 26 |
| _____ | 11. Family Economic Data Survey – copies of applications | Page 27 |
| _____ | 12. Attendance Worksheets for each grade level | Page 28 |
| _____ | 13. CDE Summary of Pupil Counts – signed by Principal | Page 31 |
| | DUE Friday, OCTOBER 29, 2010 | |
| _____ | 14. Individual Attendance Period Detail Reports - to verify students' return to school | Page 29 |

Special Program Coordinators/Contacts

| Department | Contact Name | Extension |
|-------------------------------|----------------------------------|----------------|
| Nutrition Services | Becky Delaney | x5042 |
| Advanced Academic Services | Becky Whittenburg | x5067 |
| 504 Students | Ruth Anderson | x5835 |
| Special Education | Pat Nugent | x5243 |
| Early Childhood Education | Lucia Cisneros-Avila | x5075 |
| Mc Kinney-Vento District Team | Wendy Gaylord Catalina Mendez | x5932 x5925 |

INTRODUCTION PUPIL COUNT

Each district in the State of Colorado is required to count pupils who are in membership as of the school day nearest the Count Day. The October 1 Pupil Count is used to determine the level of funding that the district will receive from taxes, state funding and other sources. The count is also used for reporting student-teacher ratios, for enrollment projections, and for various state government, federal government, and national publications.

The Pupil Count is a head count of pupils by school and grade who are in membership in an educational program provided by the Boulder Valley School District. This is a one-day membership or enrollment count established by the recording of attendance for 11 days.

Funding is based on the number of Full-Time Equivalent students in the district. Each school run their own reports for their students; the Student Enrollment Center compiles, audits, and transmits the data to Colorado Department of Education for a total FTE of the district.

Special cases, and the many exceptions, especially at the high school level, make the October Pupil Count a complex process. Many students must be looked at on an individual basis to decide whether and how to count them. And, if a student is attending school at more than one location, the circumstances are analyzed to decide which school is to count the student. Only one location can count a student.

Funding is not taken away for students who are absent on the Count Day or any of the other days during the eleven-day count. However, it creates more work to verify attendance in these cases.

REQUIREMENTS OF MEMBERSHIP/ATTENDANCE/FUNDING

MEMBERSHIP

Membership in a public school district is established on the first day the student is enrolled and is in attendance.

- When a student withdraws from a district, membership ends at the last day of attendance.
- When a student enters a school district, membership begins at the first day of attendance.

ATTENDANCE

A pupil must establish membership by attendance to be included in the membership count. A pupil shall be in attendance if one of the following apply:

- The student attends school for all or any portion of the official Count Day.
- The student is absent on the official count day, has attended school in the five school days prior to the official Count Day, has not withdrawn or transferred to another school district as of the start of school on the Count Day, and resumes attendance within 30 calendar days of the Count Day.
- The student is absent on the Count Day, was in attendance prior to the beginning of the 11 day count window, and is not in attendance at any time during the five school days immediately prior to the official Count Day, but has resumed attendance at some time during the five school days immediately following the official Count Day.
- The student is absent during the entire 11 day Count window, including Count Day, has attended school during the current school year, but returns to school within 30 calendar days after the official Count Day. The district must have the student's **Attendance Period Detail** on file, proving that attendance resumed within the allotted time.

| Attendance | Can Count IF: | Additional Documentation |
|--|---|---------------------------------|
| All or Portion Of Count Day | Count | None |
| Absent on Count Day | <ul style="list-style-type: none"> • Attended during 5 day period prior to Count Day • Not withdrawn or transferred to another district • Resumes attendance within 30 calendar days | Period Detail Report |
| Absent on Count Day | <ul style="list-style-type: none"> • Attended during 11 day period prior to Count Day • Resumed attendance during the 5 days after the Count Day | Period Detail Report |
| Absent during entire 11-Day Count Period | <ul style="list-style-type: none"> • Resumes attendance within 30 calendar days | Period Detail Report |

FUNDING

Students are counted as part time or full time, depending on the number of teacher-pupil contact hours in the first half of the school year – at least 90 hours but less than 360 clock hours for part-time, 360 clock hours or more for full-time.

The amount of teacher-pupil instruction or contact time to be considered:

| Status | Number of Hours of Contact Time, FTE | Funding Status |
|---------------------|---|-----------------------|
| Full-Time | 360 Clock hours or more in the first half of the school year, 1.0 | 80 |
| Part-Time | 90 thru 359 Clock hours in the first half of the school year, 0.5 | 82,83,84,85 |
| Less than Part-Time | Less than 90 Clock hours in the first half of the school year, 0.0 | 86,87,88,89 |

Optional attendance periods and lunch periods cannot be used in calculation of teacher-pupil contact time.

Formula for computing hours in the first half of the school year:

Example calculation #1:

In this example, the school has the same number of periods everyday:

| | |
|---|--------|
| Five first-semester classes @ 55 minutes per day (55 x 5) | 275 |
| Divide by: 60 minutes | 60 |
| Number of hours per day | 4.58 |
| Multiply by number of days in school year * | 175 |
| Number of hours per year | 801.5 |
| Divide by two | 2 |
| Number of scheduled hours per semester | 400.75 |

* Includes the equivalent of 24 hours of teacher in-service and parent-teacher conference days

Example calculation #2:

In this example, the school has a block schedule where each class period is taken every other day. In this situation, the auditor will calculate an average number of scheduled hours per day over a two-week period:

| | Monday | Tuesday | Wednesday | Thursday | Friday | Total |
|--|--------|---------|-----------|----------|--------|--------|
| Week 1: | | | | | | |
| Period 1 | | 110 | | 110 | | |
| Period 2 | 110 | | 110 | | 110 | |
| Period 3 | | 110 | | 110 | | |
| Period 4 | 110 | | 110 | | 110 | |
| Period 5 | | 110 | | 110 | | |
| | 220 | 330 | 220 | 330 | 220 | 1320 |
| Week 2: | | | | | | |
| Period 1 | 110 | | 110 | | 110 | |
| Period 2 | | 110 | | 110 | | |
| Period 3 | 110 | | 110 | | 110 | |
| Period 4 | | 110 | | 110 | | |
| Period 5 | 110 | | 110 | | 110 | |
| | 330 | 220 | 330 | 220 | 330 | 1430 |
| Total number of minutes in a two-week period | | | | | | 2750 |
| Divide by: Number of days in a two-week period | | | | | | 10 |
| Average minutes per day | | | | | | 275 |
| Divide by: 60 minutes | | | | | | 60 |
| Number of hours per day | | | | | | 4.58 |
| Multiply by number of days in school year * | | | | | | 175 |
| Number of hours per year | | | | | | 801.5 |
| Divide by two | | | | | | 2 |
| Number of scheduled hours per semester | | | | | | 400.75 |

* Includes the equivalent of 24 hours of teacher in-service and parent-teacher conference days

Example calculation #3:

If a student's first semester class schedule includes quarter or trimester classes, the total time for these classes must be averaged for the semester (i.e. one class is equal to 1/2 the total time of a semester class):

| | |
|--|-----------|
| Number of hours per day in first quarter/trimester | 5.5 |
| Number of hours per day in second quarter/trimester | 3.3 |
| | <hr/> 8.8 |
| Divide by: Two quarters/trimesters | 2 |
| Average number of hours per day in the first semester | <hr/> 4.4 |
| Multiply by number of days in school year * | 175 |
| Number of hours per year | <hr/> 770 |
| Divide by two | 2 |
| Number of scheduled hours per semester | <hr/> 385 |
| * Includes the equivalent of 24 hours of teacher in-service and parent-teacher conference days | |

Reference: CSBOE Rule 2254-R-1.06

SPECIAL CATEGORIES

Students who fit into one or more of the following categories may be counted, subject to any applicable attendance rules given on the prior page:

Students who are under **21 years** of age as of the official count date may be included in the funded pupil count. CRS 5.05 (2)

A **homeless** student is defined by CDE and the McKinney-Vento Act. Contact Wendy Gaylord or Catalina Mendez with questions.

A **Special Education** student receives educational services under an Individualized Educational Plan (IEP) as of the official Count Day, and is enrolled in any grade, Preschool through 12. CDE505.3

A student is **under suspension** from school attendance during the Count Period and resumes attendance within thirty (30) calendar days after the official Count Day. The Attendance Period Detail Report for this student must be provided to the Student Enrollment Center for the CDE audit. CDE5.03(7)

A student is **expelled** from school prior to the official Count Day, and the district is continuing to provide an educational program, then the pupil is eligible to be counted. An Attendance Period Detail Report must be provided to the Student Enrollment Center. CDE5.03(8)

A student is **truant**, and the district takes legal action to compel attendance no later than 10 days after the official Count Day. A truant student is defined as one who is under the age of 17 as of October 1, and who:

- has no school attendance during the 11-day count window (including the official Count Day), and
- has not transferred or withdrawn prior to the official Count Day. CDE5.03(10)

A district may include **foreign exchange students** in the membership count if they meet the membership requirements. Pupils for whom the district is receiving tuition (ex. Pupils with F-1 visa) shall not be included in the membership count.

A **Home-Bound** Student receives instruction from district teachers on a regular basis. A Home-Bound student is unable to receive instruction in a school setting due to a temporary or permanent condition or status. The Home-Bound Student is counted as full-time or half-time based upon the number of hours of pupil-teacher contact scheduled prior to becoming Home-Bound

CDE5.1

A **Home School** student who receives instruction under an established system of home study cannot be counted in membership. If a home study student is also enrolled in and attending a school district educational program, they may be counted for half-time funding if the teacher-pupil instruction and contact equals or exceeds 90 clock hours in the first half of the school year in which the Count Day occurs. Funding code status is 85. CDE5.14

A student is enrolled in one or two classes at an institution of higher education under a cooperative agreement between the district and the institution which meets the requirements of the **Post-Secondary Enrollment Options** Act, and the District pays tuition for these classes. The student must be enrolled and attending by the Count Day. If the student is not enrolled in any classes at his home high school, they must take at least three (3) credit hours at the institution of higher education to be considered half-time, or at least seven (7) credit hours to be considered full-time. CDE 5.14

A student enrolled in an **on-line education program** sponsored by the Boulder Valley Schools must be enrolled and in attendance pursuant to the Rules for the Administration of the Public School Finance Act of 1994. Refer to the Online Programs: Required Documentation section for some important points to remember when counting pupils in this type of program. CDE Fall Report 8/29/99 Pg.12

Identify to the Student Enrollment Center any student who is in a **Juvenile Detention Center** during the count period. The student must be enrolled in the school on October 1 and must have been in attendance at the school in the month preceding the Count Day in order to be counted. CDE Manual Pg. 5

Private school students attending classes at district schools must be part time and enrolled in the district between 90 and 360 clock hours in the first half of the school year. The funding status code for these students should be 82. CRS 5.06 (3)

For purposes of determining the total number of hours of teacher-pupil instruction and contact for students with **independent study classes**, schools shall include only the time of actual teacher-pupil instruction. CRS 5.04 (3)

Students who are in the **Health Room** on Count Day can be counted in attendance. CRS 5.03

Secondary **student schedules** that are in effect on the Count Day for one half of the school year will be used for verifying half-time or full-time status. Be sure that schedules are correct prior to running the Schedules Report CRS 5.04

For purposes of determining the number of hours of teacher-pupil instruction and contact, a school shall include only the time of instruction and contact in a **work study program** provided under the supervision of a certified or licensed teacher. Include only those instructional hours required to work to earn credit hours as defined in the student's schedule. CRS 5.04 (3)

Concurrent Students- the concurrent school is responsible for all attendance records and attendance reports for students attending their courses. If a student is absent on the Count Day, or during the Count Window, the Concurrent School should report to the Home School the attendance history.

STEP-BY-STEP COUNT PROCESS

This is a brief step-by-step overview of the count procedure. Refer to the Critical Dates calendar for due dates.

1. Attendance:
 - Teachers should take attendance in a timely manner.
 - If a class has a substitute teacher, collect Classroom Blank Spreadsheet and have attendance staff input into IC – keep as backup.
 - Print out Classroom Monitor daily to track which teachers have not taken attendance. Follow up by re-printing the report once all attendance has been taken. If the class has had their attendance taken, but is still showing up on the report, please note on Classroom Monitor report that there is backup.
2. Track new enrollments and withdrawals for the first six days of the Count Period.
3. Run “Count Day” reports.
4. Compare Count Day reports to numbers in “October Count [your school].xls hereto referred to as “the Excel document”
5. Run reports listed in the “After 11 Day Count Period” section of your manual.
6. Complete the **Attendance Worksheet** tab in the Excel document for students by grade level.
7. Upload the completed Excel document to SharePoint.
8. 30 calendar days after Count Day, run an **Attendance Period Detail_Report**, report for students listed on the **Attendance Worksheet** that returned after the count window to prove that each listed student resumed attendance and can be counted.

PUPIL COUNT RECORDS RETAINED BY SCHOOLS

State Auditors will audit each school pupil by pupil. To provide a clear audit trail, **EACH SCHOOL SHOULD RETAIN THE FOLLOWING DOCUMENTATION**. A copy of some of the items are also to be sent to the Student Enrollment Center (refer to "Documents to Send to the Student Enrollment Center").

This sheet is a check-off list for items to be kept by the school.

- _____ 1. The Student Enrollment packets completed by the student/parents at time of enrollment.
- _____ 2. School office logs showing entries and withdrawals of students during the Count Period.
- _____ 4. Classroom Blank Spreadsheets from substitutes.
- _____ 5. Class Roll lists.
- _____ 6. Attendance documentation and reports.

Each day of the Count

Remember that the withdrawal date is the last date that the student attended school. Do not process a withdrawal until any necessary IC reports have been run for that day. The AD Hoc filters created in IC named 'Preparation for October Count' will not show any student that has an end date entered, so it is important to run the reports before processing a withdrawal for a student that should be included in the Count.

Teachers should be taking accurate attendance in IC. Run the Classroom Monitor every day and verify that all attendance has been entered. There should only be a few instances that it is appropriate for the Classroom Monitor to list courses and teachers:

1. The teacher was absent and the attendance office has a signed Classroom Blank Spreadsheet on file as backup from the substitute teacher.
2. The course is optional (therefore is not eligible for October Count).
3. The listed course is held at the concurrent school and therefore the attendance is being recorded at the concurrent school (ie. a 5th grade student taking a course at a Middle School).
4. The course is an approved Post Secondary Option class. A student attending courses offered by a district and an institution of higher learning can meet the attendance requirements at either location.
5. The course is Bridges or Pathways Program.

Reports to run on Count Day

Before you run any of the following reports, verify that you have made all necessary updates to the student records. These reports will reflect the status of your school's membership on this one day with regard to new enrollments, withdrawals, and ethnic distribution. In order for IC to report accurately, you must enter in any corrections before running the reports.

In addition – do not process any entry or withdraws into the system until you have run this report. For instance, if you had a student withdraw on the day after the Count Day, they will NOT show up on the reports if you run them after you process the withdrawal. You should run these reports first, and then process any changes.


1. Enrollment Summary
2. List of Foreign Exchange Students
3. New Enrollments & Withdrawals for first six days of Count period
4. Report of Students that are not full time
5. Student Schedules
6. Concurrent Student Query

ENROLLMENT SUMMARY REPORT:

Run the Enrollment Summary report with an effective date of the Count Day. This is the total number of students that are enrolled in your school. This enrollment will be adjusted by any concurrent, part time, or non-eligible students.

Enrollment Summary Report

This report will list a district-wide breakdown of enrollments summary grouped by sch

Effective Date*  **Enter in Count date**

Which schools would you like to include in the report?

- All Schools
- Alicia Sanchez Elementary School
- Angevine Middle School
- Arapahoe Ridge High School
- Aspen Creek K-8
- BCSIS
- Bear Creek
- Birch Elementary
- Boulder High School
- Boulder Preparatory High School

Observe State Exclude (Don't include enrollments marked as state exclude)

FOREIGN EXCHANGE STUDENTS:

A foreign exchange student may be included in the membership if they meet the requirements. Please provide a list of Foreign Exchange students, along with their country of origin; do not include tuition paying students.

NEW ENROLLMENTS/WITHDRAWALS:

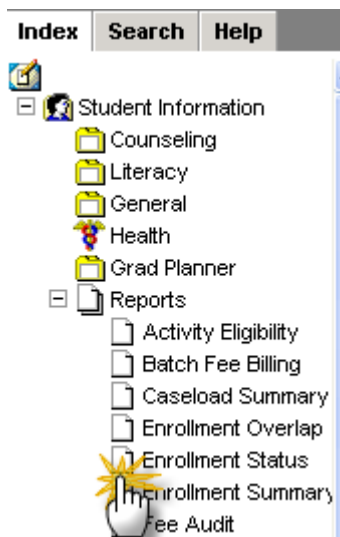
By State law, it is necessary for school districts to monitor new enrollments into district schools from the first day of the Count period through the Official Count Day (six days). School Districts must establish a listing in their central office of students that have transferred between schools within the State during the first six days of the count. For the Student Enrollment Center to create the list for the District, schools need to prepare the New Enrollment Listing & Withdrawal Listings.

New Enrollments Listing:

When a student enters a school district, membership begins at the first day of attendance. Each school should compile a listing of the new students who enroll during the period covering the first day of the counting period through the official Count Day. Any student coming to your school from another Colorado school district must be on this form, along with the name of the previous school district.

****A blank New Enrollment Listing is located on the Pupil Count website under Forms and Tools as a writeable PDF document****

In IC, you may run the Enrollment Status report to help provide information for filling out the New Enrollment Listing report.



Student Enrollment Status

This report lists students' enrollment start/end status and mailing address. The default calendar year is the current selected calendar.

Which students would you like to include in the report?

Grade Ad Hoc Filter

Grade: 02, 03, 04, 05, 06

Enter in the first day of the count window and the Count Day in the Enrollment Add Date fields

Enrollment Add Date: From 09/24/20## To 10/01/20##

Enrollment Drop Date: From To

Display Options: Start Date End Date

How would you like the report sorted?
 Alpha Grade Student Number

Which calendar(s) would you like to include in the report?
 active year list by school list by year

10-11
 10-11 Alicia Sanchez Elem
 10-11 Angevine Middle School
 10-11 Arapahoe Ridge High
 10-11 ARHS 18-21
 10-11 Aspen Creek K-8
 10-11 BCSIS
 10-11 Bear Creek Elementary
 10-11 Birch Elementary
 10-11 Boulder High School
 10-11 Boulder Preparatory High
 10-11 Boulder Tech High School
 10-11 Boulder Universal
 10-11 Broomfield High School
 10-11 Broomfield Hts Middle
 10-11 Casey Middle Bilingual

CTRL-click or SHIFT-click to select multiple

Which enrollment status would you like to include in the report?

Start Status: All, 00:No/Not Applicable-summer dropouts only, 01:New to educational system, 02:Continuous in same school with no interruption, 03:Cont.in school that closed or grade range changed, 06:Re-entry from an unknown educational status (K-6)

End Status: All, 00:Not Applicable/Did not Exit, 01:Reached maximum age for services, 02:Death, 06:Unknown Education Status (K-6 only), 10:Grade placement in same school

From date: 09/24/2010 To Date: 10/01/2010

Generate Report

Using the Enrollment Status report, fill out each student's information on the New Enrollments Listing as completely as possible including date of birth, grade, date enrolled at your school, their FORMER school AND school district name.

The "Date Withdrawn" column is critical if a pupil enrolls in your school on the Count Day and has come from another school district within Colorado. You must inquire whether that student attended any class time at their previous school on the Count Day. If they did attend your school on the Count Day and have not withdrawn, then you can count them.

1. Column A – Student is new to the educational system
2. Column B – Student enters from a school district outside Colorado
3. Column C – Student is a returning dropout from this district
4. Column D – Student is entering from another school within the district
5. Column E – Student is entering from another Colorado School District

Withdrawals Listing:

When a student withdraws from a district, membership ends at the last day of attendance.

The above rule does not apply to pupils who are absent the entire 11 days and returns within thirty calendar days of the Count Day. It also does not apply to a pupil who attends on the Count Day, then withdraws or transfers on the Official Count Day, who is still eligible to be included in the Count.

**** A blank Withdrawals Listing is located on the Pupil Count website under Forms and Tools as a writeable PDF document ****

Again, run the Enrollment Status report for the first six days of the count period, (From date: 09/24/2010 To Date: 10/01/2010). Use this report to help fill out the Withdrawals Listing.

Student Enrollment Status

This report lists students' enrollment start/end status and mailing address. The default calendar year is the current selected calendar.

Which students would you like to include in the report?

Grade Ad Hoc Filter

02
03
04
05
06

Please enter the first day of the count window and the Count Day in the Enrollment Drop Date fields.

Enrollment Add Date: From [] To []

Enrollment Drop Date: From [09/24/20##] To [10/01/20##]

Display Options: Start Date End Date

How would you like the report sorted?

Alpha Grade Student Number

Which calendar(s) would you like to include in the report?

active year list by school list by year

10-11
10-11 Alicia Sanchez Elem
10-11 Angevine Middle School
10-11 Arapahoe Ridge High
10-11 ARHS 18-21
10-11 Aspen Creek K-8
10-11 BCSIS
10-11 Bear Creek Elementary
10-11 Birch Elementary
10-11 Boulder High School
10-11 Boulder Preparatory High
10-11 Boulder Tech High School
10-11 Boulder Universal
10-11 Broomfield High School
10-11 Broomfield Hts Middle
10-11 Casey Middle Bilingual

CTRL-click or SHIFT-click to select multiple

Which enrollment status would you like to include in the report?

Start Status

All
00:No/Not Applicable-summer dropouts only
01:New to educational system
02:Continuous in same school with no interruption
03:Cont.in school that closed or grade range changed
06:Re-entry from an unknown educational status (K-6)

End Status

All
00:Not Applicable/Did not Exit
01:Reached maximum age for services
02:Death
06:Unknown Education Status (K-6 only)
10:Grade reassignment in same school

Generate Report

Return the New Enrollments and Withdrawals forms to the Student Enrollment Center by the due date (see Critical Dates calendar). If there are no new enrollments or withdrawals, return the forms marked "NONE".

STUDENTS THAT ARE NOT FULL TIME:

- Export the saved October Count Students not Full Time Ad Hoc Query (see 'Preparation for October Count')
- Choose CSV file and Prompt to save file
- In Excel - sort the list by GRADE, FUNDING CODE, and then LAST NAME
- Make sure that all column widths are wide enough to read the contents (last name, DOB etc.)
- Add a column to the right labeled "Reason." Include the reason the student is considered part-time, i.e. part-time home schooled, transition student, part-time schedule, etc.
- Next – preview the spreadsheet and format:
 - Click on File/Page Setup
 - Click on Sheet
 - Click on Gridlines to display
 - Click on Row and Column headings to display
- Print Preview – Adjust size and print area until the spreadsheet is printable
- Print report
- **If you do not have any part time or non-eligible students – indicate N/A on the check off sheet so I know this was verified**
- Your finished product should look like this:

| Last Name | First Name | Grade | Number | Enrollment | State Funding Code | Reason |
|-----------|------------|-------|--------|------------|--------------------|-------------------------|
| Timer | Part | 5 | 123456 | 8/1/2010 | 85 | Part Time, Homeschooled |
| FullTime | Not | 4 | 234567 | 8/1/2010 | 82 | Part Time Schedule |

STUDENT SCHEDULES:

A pupil is considered to have full-time or part-time membership if the pupil has a schedule as of the official Count Day which provides at least 90 hours (part time), or 360 hours (full time) of pupil-teacher contact and instruction in the first half of the school year.

All schedules should be reviewed by the school, and part time or full time status should be indicated by the Funding Code (in the State Reporting section of the students Enrollment tab). In your review of this report you must look at each student and identify special circumstances surrounding the student that might affect how or if they are counted. The Student Enrollment Center is not always aware of these special circumstances and might count a student as half-time when they should be considered full-time.

When Verifying Your Schedules:

1. For full-time students, make sure membership has been verified.
2. For half-time students, verify that the student is on the "Student's that are not full time" query.
3. For students enrolled less than half-time, verify that the student is on the "Student's that are not full time" query.

CONCURRENT STUDENTS:

Concurrent students should appear on your reports, however, they will be subtracted out in the **Attendance Worksheet** to determine total students eligible to be funded for your school.

- Export the saved October Count Concurrent Student Ad Hoc Query (see 'Preparation for October Count')
- Choose CSV file and Prompt to save file
- In Excel - sort the list by GRADE, and then LAST NAME
- Make sure that all column widths are wide enough to read the contents (last name, DOB etc.)
- Next – preview the spreadsheet and format:
 - Click on File/Page Setup
 - Click on Sheet
 - Click on Gridlines to display
 - Click on Row and Column headings to display
- Print Preview – Adjust size and print area until the spreadsheet is printable
- Print report
- **If you do not have any concurrent students – indicate N/A on the check off sheet so we know that you ran the query and verified**

Reports to be run on the Day After the 11-Day Count Period

These reports are to be run the day after the October Count period. Before you run the reports, verify that the enrollment and attendance data in IC has been updated.

1. Enrollment Status Report for Date Range of the 11-day October Count Period
2. Withdrawal Status Report for Date Range of the 11-day October Count Period
3. Attendance Report for Count Day – Period Count
4. Attendance Period Detail for students absent Count Day
5. Food Service report (for schools using the Family Economic Data Survey)

ENROLLMENT STATUS – ENROLLMENT ADD - 11 DAYS:

Similar to the report that was run on Count Day, a second Enrollment Status report is needed, however, this one includes all 11 days of the Count window. Please make sure that all enrollments and withdrawals have been processed before running the reports.

Run Enrollment Status Report (see Reports to Run on County Day) for 11 days:

Student Enrollment Status

This report lists students' enrollment start/end status and mailing address. The default calendar year is the current selected calendar.

Which students would you like to include in the report?

Grades: 01 02 03

OR

Ad Hoc Filter:

Enrollment Add Date: From To

Enrollment Drop Date: From To

Display Options: Start Date End Date

How would you like the report sorted?
 Alpha StudentNumber Grade

Which enrollment status would you like to include in the report?

Start Status: 01:New to educational svstem

End Status: 01:Reached maximum age for services

Which calendar year(s) would you like to include in the report?
 All Schools Current School

98-99 Manhattan Middle
99-00 Manhattan Middle
00-01 Manhattan Middle
01-02 Manhattan Middle
02-03 Manhattan Middle
03-04 Manhattan Middle
04-05 Manhattan Middle
05-06 Manhattan Middle
06-07 Manhattan Middle

CTRL-click or SHIFT-click to select multiple

Enter in first day of window and last day of window

From date: 09/24/2010 To Date: 10/08/2010

Generate Report

ENROLLMENT STATUS – ENROLLMENT DROP - 11 DAYS:

Run Enrollment Status Report (see Reports to Run on County Day) for 11 days:

Student Enrollment Status

This report lists students' enrollment start/end status and mailing address. The default calendar year is the current selected calendar.

Which students would you like to include in the report?

Grades: 01, 02, 03

OR

Ad Hoc Filter:

Enrollment Add Date: From To

Enrollment Drop Date: From To

Which calendar year(s) would you like to include in the report?

All Schools Current School

98-99 Manhattan Middle
99-00 Manhattan Middle
00-01 Manhattan Middle
01-02 Manhattan Middle
02-03 Manhattan Middle
03-04 Manhattan Middle
04-05 Manhattan Middle
05-06 Manhattan Middle
06-07 Manhattan Middle

CTRL-click or SHIFT-click to select multiple

Display Options: Start Date End Date

How would you like the report sorted?

Alpha StudentNumber Grade

Which enrollment status would you like to include in the report?

Start Status: 01:New to educational system

End Status: 01:Reached maximum age for services

Enter in first day of window and last day of window

From date: 09/24/2010 To Date: 10/08/2010

Generate Report

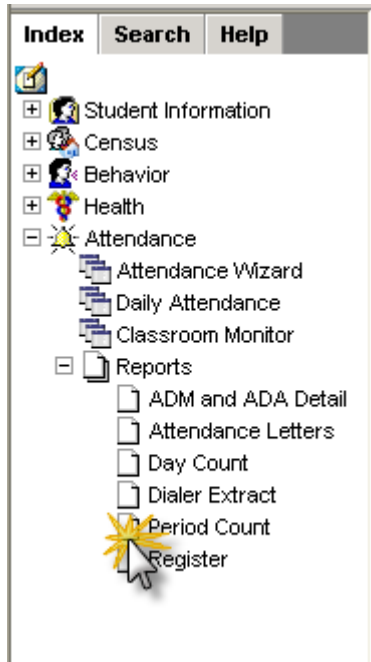
ATTENDANCE REPORT FOR COUNT DAY – PERIOD COUNT:

A pupil must establish membership by attendance to be included in the membership count. Classroom Monitor should have been run for every day of the October Count window. All classes that will be used towards student's pupil-teacher contact time have to have attendance recorded in IC.

The first report for attendance to run should be a list of attendance for all students on the Count Day. **The total number of students on this report should match the total number of students that were on your Enrollment Summary report run on Count Day.**

Period Count:

- Under Attendance, open up the Period Count Report:



Attendance Period Count Report

This report counts attendance marks that meet the filter criteria by period. Excuse codes let you count specific values, but if you want a count of generalized attendance, use the Status & Excuse values. The report will filter to the INTERSECTION between the fields (Status, Excuse, and Excuse Code), but UNION within a single category.

Which students would you like to include in the report?

Grade

03
04
05
06
07

Repeat for each grade of your school

Ad Hoc Filter

Enrollment Effective Date 10/01/20##

Start Date

10/01/20##

End Date

10/01/20##

Effective Date, start date, and end date will all be October 1

Having at least periods of Absence

Having at most periods of Absence

Group Options Period Period Schedule

Sort Options alpha Grade/alpha

Status All

Absent

Tardy

Early Release

Excuse All

Unknown

Excused

Unexcused

Exempt

Excuse Code All (excuses count: 0)

Generate Report

Generate Report and repeat for **all grade levels (including concurrent 5H, 8H, etc.)**

- If the student is full time and was absent only part of the day, write next to the students information that they are FULL TIME.
- **Highlight** the students who are absent all of their scheduled day.
- Using the concurrent student list, review the absent list for any concurrent students. **If any of the concurrent students are absent, contact the primary school of attendance.**

Attendance Verification for students absent on Count Day:

For all students that were absent on Count Day – you must verify attendance before and after the Count Day to know if the student is eligible to be counted.

For each student highlighted as absent on Count Day – print out the Period Detail report from their student record.

01 [redacted] Miguel . #418123 [04/07/1998]

Assessment Behavior Transportation Fees Lockers PSED Read to Achieve
ILP Programs LLSS Programs Other Programs BVSD Info LLSS Demographics
Summary Enrollments Schedule Attendance Programs Grades Transcript Credits

New Period Detail Daily Detail

Unknown Excused Unexcused Exempt

| Term1 | AM | PM | T | Date | AM | PM |
|---------------|----|----|---|----------------|-----|-----|
| Absent | 2 | 2 | 4 | 05/26/2005 Thu | EXC | EXC |
| Early Release | 0 | 0 | 0 | 01/11/2005 Tue | EXC | EXC |
| Tardy | 0 | 0 | 0 | 11/29/2004 Mon | ETD | |
| | | | | 10/15/2004 Fri | ILL | ILL |
| | | | | 10/05/2004 Tue | EXC | EXC |

| Term2 | AM | PM | T |
|---------------|----|----|---|
| Absent | 1 | 1 | 2 |
| Early Release | 0 | 0 | 0 |
| Tardy | 1 | 0 | 1 |

Verify that the student has attended school after the Count Day.

**FOOD SERVICE REPORT FOR SCHOOLS USING FAMILY
ECONOMIC DATA SURVEY:**

If your school offers hot lunch you do not need to complete this step

Enter in Free and Reduced Status information in IC State Reporting based on student's survey information. Include a copy of the student's application in the October Count reports that are submitted to the Student Enrollment Center. Using an Ad Hoc filter, run a list of all Free and Reduced students, sort by grade level.

Ad-Hoc Query Wizard

Query Name:

| Field | Operator | Value | Da O |
|------------------------------|----------------------|----------------------|---------|
| student.studentNumber | <input type="text"/> | <input type="text"/> | |
| student.lastName | <input type="text"/> | <input type="text"/> | |
| student.firstName | <input type="text"/> | <input type="text"/> | |
| student.grade | <input type="text"/> | <input type="text"/> | |
| activeEnrollment.startDate | <= | 10/01/20## | |
| activeEnrollment.endDate | IS NULL | <input type="text"/> | |
| activeEnrollment.mealStatus | <> | 03 | |
| activeEnrollment.startStatus | <> | 95 | |

Organized To:

ATTENDANCE WORKSHEET

The **Attendance Worksheet** is the link between the student directory reports, attendance reports, and the **CDE Summary of Pupil Counts** report.

Students to be counted for Membership on the **CDE Summary of Pupil Counts** report are those students that are ENROLLED on the Count Day and who have supporting ATTENDANCE. The exception is for any student who attends in the five days prior to the Count Day, does not attend on the Count Day and has no further attendance, shall not be counted.

To complete the **Attendance Worksheet**:

1. Confirm the membership numbers by grade from the Period Count report (should be the same number as from the Enrollment Summary Report)
2. List by name and student id, those students who:
 - a. Resumed attendance during the last 5 days of the Count.
 - b. Were absent the last 5 days of the Count.
 - c. Were absent the entire 11-day Count Window.
 - d. Cannot be counted
3. Total the number of students listed in Column 5 – Not eligible to be counted. **Remember: Any adjustments of students such as full time to half time or students that cannot be counted at all are to be made in IC with the use of the State Funding Code. Please email these changes to [the enrollment helpdesk](#).**
4. Confirm the total number of concurrent students by grade level from the Concurrent Student Query.
5. Confirm the Total on the Attendance Worksheet tab to the appropriate grade level on the CDE Summary Tab.
6. For any Attendance Worksheets that have students absent all 11 days or students absent on the Count Day, and the last five days of the window, make a copy of the **Attendance Worksheet**, and print out Period Detail attendance report within 30 days for proof of student returning.

Date _____

1. Membership on Count Day

| |
|---|
| 0 |
|---|
2. Total Absences on Count Day

| |
|---|
| 0 |
|---|
3. List Absences below, by name, with each name checked only once. If more than 12 names, attach additional pages and total all pages together in "Totals" on first page.

| List By Name Column 1 | Student Number Column 1 | Returned Last 5 Days Column 2 | | Absent Count Day & Last 5 Days of Count Window Column 3 | | Absent Entire 11 Day Count Window Column 4 | | Can not be counted Column 5 | Half Time Column 6 |
|--------------------------|----------------------------|----------------------------------|-----------------------|--|-----------------------|---|-----------------------|--------------------------------|-----------------------|
| | | Check Here | Period Detail Printed | Check Here | Period Detail Printed | Check Here | Period Detail Printed | Check Here | |
| 1. | | | | | | | | | No |
| 2. | | | | | | | | | No |
| 3. | | | | | | | | | No |
| 4. | | | | | | | | | No |
| 5. | | | | | | | | | No |
| 6. | | | | | | | | | No |
| 7. | | | | | | | | | No |
| 8. | | | | | | | | | No |
| 9. | | | | | | | | | No |
| 10. | | | | | | | | | No |
| 11. | | | | | | | | | No |
| 12. | | | | | | | | | No |
| TOTALS | | | | | | | | | |

4. Total Number of Students Checked in Column 5 (Not Eligible for Funding)

| | |
|---|---|
| 0 | 0 |
|---|---|

5. Total Number of Concurrent Students (Not Eligible for Funding)

| |
|---|
| 0 |
|---|

6. Count to be reported on CDE Summary (Line 1 minus Line 4 minus Line 5)

| |
|---|
| 0 |
|---|

CDE SUMMARY OF PUPIL COUNTS REPORT

The CDE Summary of Pupil Counts reports is now filled in based on your student population as of October 1 by the Excel Document and your inputs on the Attendance Worksheet. This report gives the breakdown of each school's enrolled (in membership) students, by grade level, by FTE. The Student Enrollment Center uses the report, along with back-up documentation, to determine the number of full-time-equivalent students in the District.

Column 1 – is updated from Line 6 of each **Attendance Worksheet** *tab by grade*.

Column 2 – Your excel worksheet has a tab marked "Part Time" this includes all active part time students as of October 1. If the student is not removed on the **Attendance Worksheet**, they will be counted in Column 2.

Column 3 – This column has a formula which calculates the half time FTE generated by the counts in Column 2

Column 4 – This column is left blank. This district does not have a facility.

Column 5 – If a student is not counted for any other reason than attendance they will be counted here.

Column 6 - Leave blank.

Column 7 – This should reflect the total number of student FTE eligible for funding by grade.

Column 8 – If your school uses the Family Economic Survey, enter in Free Lunch Count.

Column 9 - If your school uses the Family Economic Survey, enter in Reduced Lunch Count.

Each Column will be totaled on the bottom to reflect the total school number of Student FTE eligible for funding.

School Name:

| | Record Count (1) | - | Count Half-time (2) | + | FTE Half-time (3) | + | FTE Licensed Facility (4) | - | FTE Not Eligible for Funding (5) | + | FTE Other Eligible (6) | = | Total FTE (7) | "Pink Sheet" Free Lunch Count (8) | Reduced Lunch Count (9) |
|--------------|---------------------|---|---------------------------|---|-------------------------|---|---------------------------------|---|---|---|------------------------------|---|------------------|--|-------------------------------|
| Preschool | | | | | | | | | | | | | | | |
| Kindergarten | | | | | | | | | | | | | | | |
| Grade 1 | | | | | | | | | | | | | | | |
| Grade 2 | | | | | | | | | | | | | | | |
| Grade 3 | | | | | | | | | | | | | | | |
| Grade 4 | | | | | | | | | | | | | | | |
| Grade 5 | | | | | | | | | | | | | | | |
| Grade 6 | | | | | | | | | | | | | | | |
| Grade 7 | | | | | | | | | | | | | | | |
| Grade 8 | | | | | | | | | | | | | | | |
| Grade 9 | | | | | | | | | | | | | | | |
| Grade 10 | | | | | | | | | | | | | | | |
| Grade 11 | | | | | | | | | | | | | | | |
| Grade 12 | | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | | |

Prepared by: _____

Principal's
Signature: _____

November Count and Preschool Students:

Preschool students fall into four categories:

1. Special Education students
2. Colorado Preschool and Kindergarten Program students
3. Peer students
4. Head Start students

Preschool students being schooled in a District building are to receive a funding status code of 83 (CPKP), 84 (SPED), 86 (Non-Eligible), or 87 (Tuition).

- Export the saved October Count Preschool Student Ad Hoc Query (see 'Preparation for October Count')
- Choose CSV file and Prompt to save file
- In Excel - sort the list by FUNDING CODE, and then LAST NAME
- Make sure that all PK students have a funding code of either 83,84,86,87
- Make sure that all column widths are wide enough to read the contents (last name, DOB etc.)
- Next – preview the spreadsheet and format:
 - Click on File/Page Setup
 - Click on Sheet
 - Click on Gridlines to display
 - Click on Row and Column headings to display
- Print Preview – Adjust size and print area until the spreadsheet is printable
- Print report
- **If you do not have any PK students – indicate N/A on the check off sheet**