The purpose of this questionnaire is to collect relevant information helpful in conducting the district’s compliance audit related to the pupil count data submitted in the corresponding Student October Count data submission Snapshot.

* It is recommended that this questionnaire be completed annually by appropriate district staff prior to the close of the data submission window (usually on or about Nov. 10th) and kept with all corresponding audit documentation. In the event the questionnaire is not completed during the submission window, district staff will be asked to complete this questionnaire at the time of audit.
* For questions, please contact the School Auditing Office (audit@cde.state.co.us).

|  |  |
| --- | --- |
| Student October Count Year |  |
| District Number |  |
| District Name |  |
| District Audit Contact Name |  |
| Date |  |

Questions

Pupil Count

Audit Questionnaire

School Auditing Office

1. Are there any schools that do not use the district SIS? If so, which schools and what do they use instead?

Please answer the following questions as they pertain to the Student October Count data collection year indicated above.

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes** | **No** |
| Did the district have any known data reporting issues (e.g., miscoding students, not coding students, not funding students, etc.)? |  |  |
| Will the district be requesting funding consideration for any students that were not included in its funded pupil count for the year indicated above? |  |  |
| Did the district conduct an internal review or audit of documentation to ensure compliance prior to submitting and accepting their Student October Count data snapshot?  |  |  |
| **Calendar**: Does the adopted district calendar provide for 5 school days per week? |  |  |
| **Calendar**: Does the district have any schools or programs that do not follow the adopted district calendar? |  |  |
| **Bell Schedules**: Did the district conduct its own bell schedule calculations for each secondary school in order to determine the number of classes needed in order to meet the minimum full- or part-time funding thresholds?  |  |  |
| **Bell Schedules**: Does the district include passing periods when conducting its bell schedule calculations? |  |  |

Program Types

Does the district have any of the following special district programs in which students might be reported at their “home” school, but may not attend classes at that school location or follow the bell schedule for the rest of the school?

|  |  |  |
| --- | --- | --- |
| **Program Type** | **Yes** | **No** |
| Credit Recovery Program |  |  |
| Dropout Recovery Program |  |  |
| Homebound Services |  |  |
| Home School Program |  |  |
| HSED Program |  |  |
| Night School Program |  |  |
| Online Program |  |  |

**District Comments:**

Student Types and Courses

Does the district offer any of the following types of courses?

|  |  |  |
| --- | --- | --- |
| **Course Type** | **Yes** | **No** |
| Apprenticeship or Internships |  |  |
| Blended Learning Courses  |  |  |
| Concurrent Enrollment- CE (on-site at a district location) |  |  |
| Concurrent Enrollment- CE (off-site at the Institution of Higher Education) |  |  |
| Contractual Education Courses (district paying tuition for non-CE courses) |  |  |
| Supplemental Online Courses |  |  |
| Work Study/ Work Experience |  |  |

**District Comments:**