COLORADO
Department of Education

Applying for an Alternative Count Date

School Auditing Office
201 E. Colfax Ave., Room 206, Denver, CO 80203
audit@cde.state.co.us

The Pupil Enrollment Count Date

The pupil enrollment count date is October 1 of each year, unless that date falls on a Saturday, Sunday, or major religious holiday. If the pupil enrollment count date falls on a Saturday, Sunday, or major religious holiday, the pupil enrollment count date will be the following weekday. Determination of the pupil enrollment count date will not be affected by a district's decision not to have school on the pupil enrollment count date, including districts with a four-day week calendar.

Applying for an Alternative Count Date

A district may request an alternative count date for the entire district or individual schools to allow maximum flexibility in the operation and scheduling of alternative program school calendars and year-round calendars, or for other reasons as authorized in statute. For example, if the pupil enrollment count date happened to fall on a date in which a district is not scheduled to be in session, all of that district's students would be considered absent on the count date. While these students could still meet the attendance requirement by establishing attendance before the count date and within 30 days following, this district might choose to apply for an alternative count date on which schools are in session. **Note: The requested alternative count date cannot be more than 45 school days after the first school day of the applicable school year.**

To apply for an Alternative Count Date:

- A district official must email their request to the School Auditing Office at audit@cde.state.co.us. To be considered, the email **must** include the following:
  - The requested alternative count date
  - An indication of whether the request applies to the entire district or certain identified schools
    - For individual schools, please include the school name and CDE school code.
  - Confirmation that the requested alternative count date falls within 45 school days after the first school day of the applicable school year
  - A copy of the district and/or school's applicable calendar
- The deadline for requesting an alternative count date is September 15.

Considerations for an Alternative Count Date

- During the Duplicate Count process, if a student is submitted by more than one district for funding, a district using the pupil enrollment count date will take precedence over a district using an alternative count date. See Appendix B of the Student October Audit Resource Guide for more information regarding the Duplicate Count process.

- The deadline for submitting the Student October data is November 10 (unless that date falls on a weekend, in which case the preceding Friday is used). If a district or school is granted an alternative count date after the pupil enrollment count date, the deadline remains November 10. Therefore, districts must have processes in place to ensure the deadline is met.
- In the event a school or district is granted an alternative count date, that same date will be used for all Student October counts used in the calculation for Total Program funding (i.e., pupil, at-risk, ELL, and SPED), as well as for their official mileage count date as described in the Rules for the Administration of the Public School Transportation Fund (1 CCR 301-14).

For general concerns or questions about applying for an alternative count date, please contact the School Auditing Office at audit@cde.state.co.us.