COLORADO
Department of Education

2026 Student October Pupil Count Audit Documentation List

July 2026

School Auditing Office
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2026 Audit Documentation

The following is a summarized list of audit documentation as outlined in the **Student October Count Audit Resource Guide**.

All relevant documentation is subject to review for any, and all, students submitted for funding in the district's Student October Count data submission. **This list is not exhaustive, and additional documentation may be requested during the course of the audit.**

The following audit documents must be provided to the School Auditing Office via Syncplicity no later than **September 15, 2026.**

Annual Audit Review Documentation Checklist

Organization-Level (district/CSI/BOCES) and School-Level (if applicable) documents:

- Pupil Count Questionnaire
- District/BOCES Calendar
- Secondary High Schools and Programs
  - Handbooks (if available)
  - Calendars and Bell Schedules (with accompanying calculations, preferably in Excel format)
- District-Run Programs
  - Handbooks (if available)
  - Calendars and Bell Schedules (with accompanying calculations, preferably in Excel format)
- Part-Time Programs for Homeschool Students
  - Handbooks (if available)
  - Calendars and Bell Schedules (and accompanying calculations, preferrable in Excel format)

Expanded Audit Review Documentation Checklist

During an expanded audit, additional documentation may also be requested for individual students, or for specific school, program, course, or student types. For further information about any of the documentation listed below, contact the School Auditing Office at audit@cde.state.co.us.

Student-Level documentation*:*

- Attendance reports (covering a minimum of the attendance documentation date range)
- Enrollment reports including entry and exit dates for students (if enrollment is not included on attendance reports)
- Individual student schedules
  - Brick-and-mortar students in grades 6-12
  - All online students

    - Contractual education students (including those attending part-time programs for homeschool students)
- Individual Education Program (IEP) documentation
- Notices of Intent to Homeschool (must be provided for all homeschool students reported for funding)
- Proof of Colorado residency (for any student whose schedule does not require regular on-site attendance)
- Tuition payment verification and contracts/MOUs/cooperative agreements

Additional school, program, course, or student type documentation (as applicable):

- Detention Center Notification (AUD-101) forms
- Compliance Assurances for Contracted Services (AUD-108) forms
- Confirmation of Part-Time Funding Eligibility (AUD-109) forms
- Alternative Instruction Course documentation
    - Blended Learning courses
    - Independent Study courses
    - Supplemental Online courses
    - Work-Based Learning courses
    - Catalog of Courses Using Alternative Instruction
- Postsecondary course and program documentation
    - Concurrent Enrollment
    - Dropout Recovery
    - Early College
    - TREP
- Alternative Education Campus (AEC)
- Contractual Education
- Detention Centers
- Expelled students
- Facility Schools
- Foreign Exchange students
- High School Equivalency Diploma (HSED) students and programs
- Homeschool Students and Part-Time Programs for Homeschool Students
- Home-bound students
- Individual Education Program (IEP) students
- Kindergarten students
- Online Schools and Programs
- P-TECH
- Secondary Transition students
- Truant students