COLORADO
Department of Education

2026-2027

Duplicate Count Documentation Quick Reference

School Auditing Office

October 2026

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

Overview

Each year, Colorado public school districts and CSI participate in the Student October Count data collection ("Snapshot"). Information submitted by districts during this data collection is used to determine each district's Total Program (pupil and at-risk) funding.

In order to ensure that funding for a given student does not exceed the maximum state-allowable level, the Duplicate Count process is run after all districts and CSI have submitted their error-free Student October Snapshots to CDE (on or about November 11).

Districts will receive an email instructing them to access their report from Cognos if they have students who appear on the "Audit Exception Report." Districts will then need to provide all required audit documentation for these students to the School Auditing Office by uploading it to the district's audit Syncplicity folder during the duplicate count period.

Audit Documentation

Because all duplicate count decisions are final, districts should upload all required audit documentation to the "Duplicate Count" subfolder found in the district's audit Syncplicity folder to support funding eligibility for all students included on the "Audit Exception Report."

Documentation includes, but is not limited to:

Student-level documents

- Household demographic printout (from SIS)
- Enrollment history
- Attendance verification
    - Must include attendance for September AND October (not just the count window)
    - Attendance reports generated out of SI systems can be used to verify in-person learning; however, these alone will not be sufficient to evidence attendance during online learning.
        - Online learning refers to students who are enrolled in approved Online Schools and Programs.
- Districts with students participating in online learning of any kind should provide documentation evidencing actual off-site participation/attendance per district, school, or program policies and/or Online Assurances and should include course-level attendance.
    - Students participating in online learning include:
        - Online students
        - Students enrolled in Blended Learning or Supplemental Online courses
    - Examples of documentation may include, but are not limited to: log-ins into courses; gradebooks (showing which days assignments/tests were completed); dated progress reports; dated assignments, etc.
- Student schedule
    - **NEW:** Student schedules should indicate both the location and teacher for each course (this is not required for Colorado public colleges).

- Additional documentation as applicable (i.e., corresponding unique student/course/school/program type documentation outlined in the Student October Count Audit Resource Guide)
- If necessary, a narrative which may provide context or clarity regarding unique student circumstances.

School- or district-level documents

- Adopted local policies (for students on the list who are participating in remote learning, as applicable)
- District/school/program calendar
- School or program handbook
- School/program bell schedule

New This Year!

For homeschool students, additional documentation is required:

- The applicable Form AUD-111a (Part-Time Homeschool Programming Location Grid) for the LEP serving the student
- Notice of Intent to Homeschool

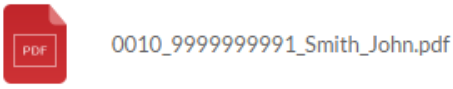
For contractual education students, additional documentation is required:

- Form AUD-108 (Compliance Assurances for Contracted Services)

Audit Documentation Formatting

For each student included in the duplicate count, the district must upload one document, using the following naming convention:

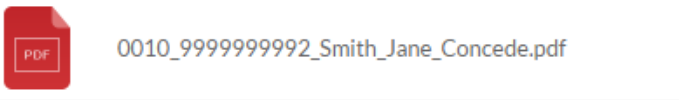
- District Number_SASID_StudentLastName_StudentFirstName
- For example: 0010_9999999991_Smith_John



- Each document should contain all required audit documents necessary to support funding.

If your district is conceding funding for a student (i.e., your district submitted the student for funding in error), you must still upload a document for the student with the following naming convention:

- District Number_SASID_StudentLastName_StudentFirstName_Concede
- For example: 0010_9999999991_Smith_John_Concede



- This document can be blank.

Syncplicity Instructions

Please upload all appropriate documentation for every student listed on your "Audit Exception Report" into the "Duplicate Count" subfolder located within your district's Syncplicity folder. If you do not have access to Syncplicity or need help using the site, please contact the School Auditing Office at audit@cde.state.co.us.