Appendix B: Duplicate Count

Overview of Process

The purpose of the Duplicate Count process is 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 have completed the initial Student October Count data collection process (on or about November 10).

The Duplicate Count process is run by the Data Services unit immediately following the closing of the collection process, and generates the "Audit Exception Report." This COGNOS report lists, for each district, which of their funded students are also being submitted for funding by another district AND for whom the total funding (by both districts) exceeds the allowable state amount. Districts will receive an email after this process is run instructing them to access their report from COGNOS if they have students who appear on their report. For students appearing on this report as funding duplicates, districts will be required to provide all required audit documentation supporting funding eligibility to the School Auditing Office within 2-3 business days. This documentation must be uploaded to the district's audit Syncplicity folder during the Duplicate Count period.

The School Auditing Office will then review all documentation provided for each student to determine which district is entitled to submit the student for funding, and at what level. The School Auditing Office will notify each district as to the Duplicate Count findings (decisions will be uploaded to the district's audit Syncplicity "Duplicate Count" subfolder). The Data Services unit will then unlock the Student October Count data for any district needing to make changes per the School Auditing Office's Duplicate Count decisions.

Districts will then need to:

- Make the appropriate adjustments to their interchange files; **AND**
- Regenerate their Student October Count Snapshot; **AND**
- Re-submit their Snapshot.

Audit Exception Report

The Audit Exception Report has two sections:

1) Summary of Pupils Being Reported by Another District: **Funding Duplicates**
- **Do** submit documentation to the School Auditing Office for these students. If you do not submit documentation, your district will likely lose funding.

2) Summary of Pupils Being Reported by Another District: **PAI Duplicates**
- **Do not** submit documentation to the School Auditing Office for these students.
- Student has been reported by a BOCES with Pupil Attendance Information (PAI) code 01-08 and by a district with a code of 01-08. District PAI code of 31 or 33 may be appropriate.

Total Funding Allotment

In general, the following rules apply UNLESS a given student meets specific exception criteria which would allow for more/less funding:

- Students in grades K-12 cannot exceed a total of 1.0 FTE statewide
- Δ Homeschool students (regardless of grade level) cannot exceed a total of 0.5 FTE statewide

Below is a summary of funding codes associated with each funding level as reported in the Student October Count data submission:

- Full-time funding (1.0 FTE)
  - 80, 91, and 92
- Part-time funding (0.5 FTE)
  - 82, 85, 94, and 95
- No funding (0.0 FTE)
  - 86, 87, 96

Data Pipeline edit checks are in place to ensure that a given district does not submit an individual student for a funding level that is not allowed, per statute.

Edit Checks

In order to ensure that the allowable funding is not exceeded when a given student is submitted for funding by multiple districts, the following Duplicate Count criteria/edit checks will result in a student being included in the Duplicate Count process:

- Students in any grade level who are submitted for funding by more than one district resulting in a total of 1.0 FTE or more
- Home-school students who are submitted for more than a total of 0.5 FTE (as identified by any district who has reported the student with a Home-Based Education Flag value of “1”)

Preparation

Because the turnaround time for providing Duplicate Count documentation is very short (typically 2-3 business days), during the weeks leading up to Duplicate Count districts are encouraged to monitor the “Summary of Pupils Being Reported by Another District” COGNOS report throughout the Student October Count data collection. Initial preparation for Duplicate Count may include contacting the other district (if appropriate) to discuss specific students and beginning to gather electronic documentation evidencing funding eligibility.

- The “Summary of Pupils Being Reported by Another District” report provides a list of students who are being reported by another district and another district or BOCES.
- As a reminder, this report is limited, as it only includes students reported by districts that have generated a Snapshot, and will only include students who are “error free” and meet the criteria to be included in the Student October Snapshot.

Audit Syncplicity Folders

All Duplicate Count documentation must be provided to the School Auditing Office securely via Syncplicity. Duplicate Count audit documentation must be uploaded to the "Duplicate Count" subfolder found within the district's audit Syncplicity folder.

- **The deadline to upload documentation is Friday, November 13, 2026 at 5pm (Data Services will send out an email if this deadline is adjusted for any reason).**

If you do not already have access to your district's audit Syncplicity folder, email the School Auditing Office at audit@cde.state.co.us.

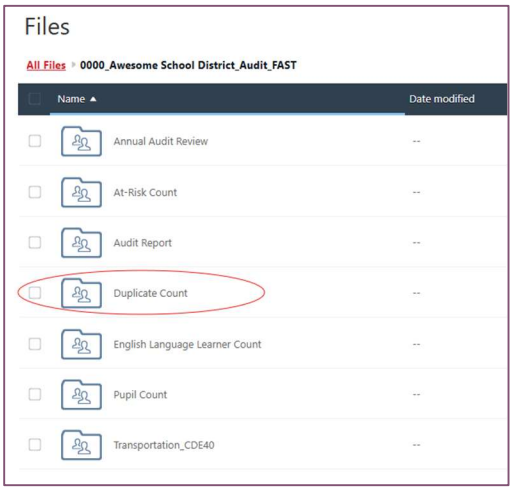
- In the subject line of the email, include your district number, district name, and "Duplicate Count Contact."
    - For example: "0010_Mapleton 1_Duplicate Count Contact"

An audit Syncplicity folder has been created for each district. The naming convention for these Syncplicity folders is as follows:

- District Number_District Name_Audit_FAST
    - For example: 0010_Mapleton 1_Audit_FAST

The audit Syncplicity folder contains several subfolders:

- Annual Audit Review
- At-Risk Count
- Audit Report
- **Duplicate Count**
- English Language Learner Count
- Pupil Count
- Transportation_CDE40



Duplicate Count Documentation

Because all Duplicate Count decisions are final, districts should upload all required audit documentation to the "Duplicate Count" subfolder to support funding eligibility for all

students included on the "Audit Exception Report." **Districts are further encouraged to submit additional information or documentation related to a given student in support of funding consideration.** In addition, Online Schools and Programs should provide **course-level** attendance documentation (beyond the normal Online School or Program participation) for all courses used in the determination of funding.

Whenever possible, districts should try to resolve Duplicate Count issues related to count date/enrollment prior to the Duplicate Count process.

If districts are unable to come to a resolution regarding who is eligible to submit the student for funding, then both districts are encouraged to submit documentation during the Duplicate Count process for funding consideration.

Required documentation for every Duplicate Count student includes, but is not limited to:

- District/school/program calendar
- School/program bell schedule
- Household demographic printout (from SIS)
- Enrollment history
- Attendance verification (example: detailed period attendance)
- Student schedule
- Additional documentation as applicable (i.e., corresponding unique student/course/school/program type documentation outlined in the Student October Count Audit Resource Guide)

For each student, upload **one** document (when possible), 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



- This document can be blank.

Considerations and Scenarios

In the event a student meets the funding criteria at multiple districts, and each district is using a different count date, the following is the general count date "hierarchy" that is used to determine which district is eligible to submit the student for funding:

1) District using the pupil enrollment count date
2) District using an approved alternative count date (either before or after the pupil enrollment count date)

Pupil Enrollment Count Date Takes Precedence

Districts using the pupil enrollment count date (10/1) will always have precedence over those that are using an alternative count date (whether the alternative count date comes before or after the pupil enrollment count date).

Example:

- Student meets all funding requirements at District A (who used the pupil enrollment count date).
- Student also meets all funding requirements at District B (who used an alternative count date).
- In this instance, District A is allowed to count the student for funding.

Transferring on the Pupil Enrollment Count Date

If a transferring student meets the attendance criteria on the count date at multiple districts (assuming they are both using the same count date), the "receiving" district is eligible to submit the student for funding.

Example:

- Student was enrolled and attended at District A in the morning on the pupil enrollment count date
- The student then transfers to District B and attended in the afternoon on the pupil enrollment count date
- Even though the student met all funding criteria at both schools on the pupil enrollment count date, District B (the receiving district) is allowed to count the student for funding.

Two Districts with Approved Alternative Count Dates

If a student meets all funding requirements at two different districts who each had an approved alternative count date, the receiving district is eligible to include the student for funding.

Example:

- District A had an approved alternative count date of 9/23
- District B had an approved alternative count date of 10/6
- Student was enrolled at District A until 9/27 (and so met the funding requirement at District A). The student then enrolled in District B prior to the alternate count date for District B, and so met the funding requirement at District B as well.
- Even though funding criteria were met at both districts, District B (the receiving district) is allowed to submit the student for funding.

Homeschool School Students Enrolled Simultaneously in Multiple Districts

Δ If a homeschool school student is receiving education services simultaneously through two different districts (who have the same count date), AND meets the part-time funding criteria at both, the district of primary residence is allowed to submit the student for funding.

In the event neither district is the district of primary residence, then both districts should submit documentation for consideration during the Duplicate Count process as additional information (such as length of enrollment) will be considered.

Students Enrolled Part-Time at Two Brick-and-Mortar Schools (with neither reporting the student as homeschool or online)

If a student is reported for part-time funding at multiple districts, a review of documentation will be conducted to confirm split funding eligibility (i.e., the student cannot be considered a homeschool student).

Students Enrolled Full-Time at a Colorado public Online School/Program and Part-Time at a Brick-and-Mortar School

If a student is enrolled full-time in a Colorado public Online School or Program, the district of residence is not obligated to provide supplemental educational opportunities to that student. Such decisions are left up to each individual district.

Therefore, in a situation in which a student is enrolled in both districts prior to the count date and continues to be enrolled in both beyond the count date:

- If the Online School or Program is providing a full-time educational program, AND
- The brick-and-mortar is providing a part-time educational program, THEN
- It is likely the Online School or Program would retain full-time funding for the student.

When in doubt, both districts are encouraged to submit audit documentation during the Duplicate Count.