

2000 - 2001

cde Automated Data Exchange Documentation

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## Student Data Elements and Definitions

### October 1 Official one Day Pupil Count

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## Student Data Element Definitions

\* **Record Number**-- A fourteen digit number will be assigned to each record by the school district/BOCES. The first four digits for each record will contain the district/BOCES code followed by a **unique** ten digit random number. This will help districts to identify records in error that must be corrected.

\* **Background Information**

### RACE/ETHNICITY

#### CURRENT RACE/ETHNICITY CATEGORIES (One code per record)

<b>Race/Ethnicity</b> --The general racial/ethnic heritage category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	
<b>01</b>	<b>American Indian or Alaskan Native</b> -- A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

02	<b>Asian or Pacific Islander</b> -- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
03	<b>Black (not Hispanic)</b> -- A person having origins in any of the black racial groups of Africa.
04	<b>Hispanic</b> -- A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
05	<b>White (not Hispanic)</b> -- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

## PROPOSED RACE/ETHNICITY CATEGORIES (Report multiple responses)

Beginning Fall 2002 all schools must report ethnicity and race using the new standards. <b>Schools will need to revise their registration forms to enable students to choose more than one racial code and to indicate whether or not they are Hispanic.</b>	
<p><b>Race/Ethnicity</b>-- In the <u>Federal Register</u> dated October 1997, The United States Office of Management and Budget announced the five categories for data collection on race: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. There are two categories for data on ethnicity: "Hispanic or Latino", and "Not Hispanic or Latino".</p> <p>The minimum categories for data on race and ethnicity for Federal/State general statistics; program administrative reporting, and <b>civil rights compliance</b> reporting are defined as follows:</p>	
<b>FUTURE RACIAL CATEGORIES</b>	
01	<b>American Indian or Alaskan Native (Racial Category)</b> -- A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
02	<b>Asian (Racial Category)</b> -- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
03	<b>Black or African American (Racial Category)</b> -- A person having origins in any of the black racial groups of Africa.
05	<b>White (Racial Category)</b> -- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
06	<b>Native Hawaiian or Other Pacific Islander (Racial Category)</b> -- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<b>FUTURE ETHNIC CATEGORY</b>	
04	<b>Hispanic or Latino (Ethnic Category)</b> -- A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. The term, "Spanish origin", can be used in addition to "Hispanic or Latino". <b>Note: If an individual designates themselves as "Hispanic" they must also indicate a racial category or</b>

categories.
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**English Language Learner--** English Language Learner is the student whose primary or home language is other than English. This student is in the process of acquiring English language communication skills (listening comprehension, reading comprehension, speaking ability and writing ability), with special emphasis on high quality use of language in all skill and content areas. For purposes of reporting, identify only those ELL students whose academic proficiency in the English language is below the proficient level, grade level, etc. as determined by the student's local school district.

01	Yes
02	No

**Section 504 Handicapped--** The student is identified as handicapped under regulations implementing Section 504 of the Rehabilitation Act of 1973, but is not eligible for special education placement under the Individuals with Disabilities Education Act.

01	Yes
02	No

### Gender


01	Female
02	Male

**Birth Date--** The month, day, and year on which an individual was born (i.e. 09091989).

**Grade Level--** The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given school year. Please refer to Student October Valid Code Combinations table for the valid combinations with Public School Finance Act Funding Status Code regarding the Prekindergarten grade level.

002	Infant (Not Valid for October Count)
004	Prekindergarten (Preschool)
006	Kindergarten

010	Grade 1
020	Grade 2
030	Grade 3
040	Grade 4
050	Grade 5
060	Grade 6
070	Grade 7
080	Grade 8
090	Grade 9
100	Grade 10
110	Grade 11
120	Grade 12
130	Post Graduate (Grade 13)

 **Attendance/Residence Information**-- For each record submitted provide a code from either the "A" or "B" grouping depending on whether the student is currently attending a district program (A) or is a resident student attending an educational program not operated by the reporting district (B). Refer to Student October Valid Code Combinations table for valid combinations with Public School Finance Act Funding Status Code.

**A. Pupils Attending an Educational Program Operated by the Reporting District**-- Use one of the codes 01 - 05 for students attending an educational program operated by the reporting district.

01	<b>Resident, Designated School</b> -- The student's legal residence is within the school district and the student attends the district school within his or her attendance area. This also includes pupils attending programs in district schools designated as center based programs, or district alternative programs.
02	<b>Resident, School of Choice</b> -- The student's legal residence is within the school district and the student has chosen to attend a district school outside of his or her attendance area.
03	<b>Resident, Non-District Site</b> -- The student's legal residence is within the school district and the student attends a program providing educational services from the staff of the reporting district at a non-district site. (E.g. Teachers providing services to home bound, expelled, on-line, special education pupils, etc. at a non-school site.)
04	<b>Non-Resident, Choice</b> -- The student's legal residence is outside the school district and the student attends a district school, or a program providing educational services from the staff of the reporting district at a non-district site, under the Public Schools of Choice law (CRS 22-36-101 et. seq.). Also include students residing in another state or country who are attending a Colorado public school.

<b>05</b>	<b>Non-Resident, Non-Choice</b> -- The student's legal residence is outside the school district and the student attends a district school, or a program providing educational services from the staff of the reporting district at a non-district site (E.g. Students placed by another school district or Board of Cooperative Educational Services, and students publicly placed in licensed residential child care facilities or group homes.)
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**B. Resident Pupils Attending an Educational Program Not Operated by the Reporting District--** Use one of the codes 21 - 27 for students attending an educational program not operated by the reporting district. Report here only resident pupils of the reporting district based on where such a student is receiving his/her education.

<b>21</b>	<b>Public Education Agency</b> -- The student is attending an educational program operated by a school district, a Board of Cooperative Educational Services (BOCES), or other public agency based on a contractual agreement. Do not include a student publicly placed in a licensed facility - see codes 22 and 23 below.
<b>22</b>	<b>Licensed Eligible Facility or State-Operated Program, Attending On-Grounds School--</b> Student is publicly placed in <b>and</b> is attending the on-grounds educational program in a licensed facility (E.g. Residential Child Care Facility - RCCF, hospital), or in a state-operated program (E.g. Colorado School for Deaf and Blind, Pueblo Mental Health or Ft. Logan Mental Health). (Note: The required seven fields for this record are the record number, birth date, grade level, this pupil attendance information code of "22", county code of residence for joint school districts, facility code and public school finance funding status.)
<b>23</b>	<b>Licensed Facility, Attending Public School</b> -- Student is publicly placed in a licensed facility (E.g. Residential Child Care Facility - RCCF, Day Treatment, Group Home) <b>and</b> is attending a public school's educational program. (Note: The required seven fields for this record are the record number, birth date, grade level, this pupil attendance information code of "23", county code of residence for joint school districts, facility code and public school finance funding status.)
<b>24</b>	<b>Court-Mandated Juvenile Detention</b> -- The student is detained in a short-term juvenile system to fulfill a court mandate. (Note: Youth committed to long-term facilities are not eligible for funding under the Public School Finance Act.)
<b>25</b>	<b>Post Secondary</b> -- The student is receiving <b>all</b> of his or her educational instruction at a post secondary institution (C.R.S 22-35-101 et. seq.).
<b>26</b>	<b>Home Schooling</b> -- The student is receiving <b>all</b> of his or her educational instruction in a home environment, as regulated by state law (C.R.S-22-33-104.5), for reasons other than health. (Note: This data element will be phased in by school districts during school years 2001-02 and 2002-03. It will be required by Fall 2003. The required four fields for this record are the record number, grade level, this pupil attendance information code of "26", and the public school finance funding status code of "88".)
<b>27</b>	<b>Non-Public School</b> -- The student is attending an educational program administered by a non-public school. (E.g. Students attending private or parochial schools, PK students receiving educational services in a Colorado Preschool Project-CPP or Special Education program in a non-public school.) <b>NOTE: This is only for those students for which the local school district is contracting or providing educational services.</b>

**District Code/State of Parents Residence for Non-resident Students**-- School district or state code where the parent/guardian resides, if the student attends a district other than the school district of residence. This code is required for records having an Attendance/Residence code of "**04 - Non-Resident, Choice**" or "**05 - Non-Resident, Non-Choice**". Refer to the ADEP website for tables listing the District/BOCES or state codes.

**County Code of Residence for Joint School Districts** -- The county of residence for students who live in a district with boundaries that cross more than one county. This data element is **required** by only those districts whose attendance boundaries cross county lines. This information is required by 22-54-113 C.R.S. County Public School Fund. The Department of Education shall determine the proportionate part of the County Public School fund to be paid during the budget year to each district in the county and, on or before the first day of each budget year, shall certify such determination to the county treasurer.

Refer to Appendix A.2 (Districts with Boundaries that Cross Multiple Counties)



**School/District/Facility Information**

**School Code**-- A unique number assigned to a school by CDE. Refer to School Building Code Table.

**Facility Code**-- A unique code assigned by CDE to a facility providing services to elementary/secondary students. Zero-fill this field for the 2000-2001 Collection. (This is in the process of being developed and a Facility Code Table will be ready and used for the 2001-2002 Collection.)



**Public School Finance Act Funding Status**

**Public School Finance Act Funding Status**-- For specific guidelines in meeting the criteria for establishing full-time and part-time membership, refer to the procedures manual and the Rules for the Administration of the Public School Finance Act. Refer to Student October Valid Code Combinations table for valid combinations with Attendance/Residence Information. Use one of the following codes for each record being submitted by the reporting district:

80	<b>Full-Time, Nonspecific</b> -- Pupil meets the criteria for full-time funding.
81	<b>Full-Time, CPP (Colorado Preschool Project)</b> -- Pupil meets the criteria for full-time funding for CPP, based on an approved waiver.
82	<b>Part-Time, Nonspecific</b> -- Pupil meets the criteria for part-time funding.

83	<b>Part-Time, CPP (Colorado Preschool Project)--</b> Pupil meets the criteria for part-time funding for CPP.
84	<b>Part-Time, PK-Special Education--</b> Pupil meets the criteria for part-time funding for a 3- or 4-year old child with disabilities.
85	<b>Part-Time, Home Schooling--</b> Home schooled pupil meets the criteria for part-time funding.
86	<b>Not Eligible, Nonspecific--</b> Pupil does not meet the criteria for funding. (E.g. Hours of instruction are less than 90 hours, pupil is over age 21, PK pupil is being served in Headstart or Title 1 program).
87	<b>Not Eligible, Tuition--</b> Pupil does not meet the criteria for funding since the reporting district is being reimbursed for educational costs. (E.g. Tuition received from another district or state, BOCES program, or Colorado Department of Education for an out-of-district placed pupil).
88	<b>Not Eligible, Home Schooling--</b> Home schooled pupil does not meet the criteria for funding.

**Free Lunch or Reduced Lunch Eligible** -- Student meets the eligibility criteria for free or reduced lunch pursuant to the provisions of the "Federal National School Lunch Act". For specific guidelines in meeting the criteria for free/reduced lunch, refer to the procedures manual and the Rules for the Administration of the Public School Finance Act.

01	<b>Free Lunch Eligible</b>
02	<b>Reduced Lunch Eligible</b>
03	<b>Not Eligible</b>



### **Special Program and Student Support Service Participation**

**Instructional Program Service Type--** Special, modified educational services provided for students who are identified as needing such services. Each record may have up to five instructional program service codes.

01	<b>General Education--</b> This code indicates that a student does not participate in any of the educational programs listed below. This code is intended to confirm that instructional program service types were not omitted. The only valid code series for general education is 0199999999.
02	<b>Gifted and Talented--</b> Students who have been formally identified as being endowed with a high degree of mental ability or who demonstrate unusual physical coordination, creativity, interest, or talent (often in the visual or performing arts). Students may or may not be served in programs that provide special educational opportunities including accelerated promotion through grades and classes and an enriched curriculum.
03	<b>Vocational Education--</b> Organized educational programs focusing on the preparation of individuals for paid or unpaid employment, or for a career requiring training other than a

	baccalaureate or advanced degree. Districts using this Student October count for audit purposes of the Colorado Vocational Act should record those vocational education students who are participating in vocational education programs funded by the Colorado Vocational Act which leads to graduation.
05	<b>Fast Track--</b> A program by which a school district may negotiate a written agreement with an accredited state institution of higher education in Colorado whereby any pupil in the district who fulfills the requirements for graduation from high school may take one or more higher education courses during the student's twelfth grade year.
06	<b>Five-year High School Program--</b> A program initiated as part of the Postsecondary Enrollment Options Act which enables some students to receive dual degrees (high school diploma and a college two year degree) within a five year high school program.
07	<b>Special Education--</b> Specially designed programs, at no cost to the parent/guardian, that meet the needs of a child with disabilities including classroom instruction, instruction in physical education, home instruction, and instruction in hospitals and institutions. The student must have an annual individualized educational program (IEP) in effect on the count date. This does not include students with a 504 plan.
11	<b>Independent Study--</b> A program established by the school district under the supervision of a certificated or licensed teacher and included in the student's academic schedule.
12	<b>On-Line Educational Program--</b> A program established to enable students to use technology in meeting the school district's requirements for a high school diploma. The student is receiving <b>all</b> of his or her education instruction through on-line coursework.
13	<b>Homeless--</b> According to the McKinney Act, a homeless individual is one who: 1.) lacks a fixed, regular, and adequate residence, <b>OR</b> 2.) has a primary nighttime residence that is: a. in a supervised shelter for temporary accommodations which is publicly - or privately - operated (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), <b>OR</b> b. an institution providing temporary residence for individuals intended to be institutionalized, <b>OR</b> c. a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

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