



Dear District Leaders,

Last Friday, the legislature passed [HB24-1389](#), which provides up to \$24 million in one-time funding to help offset the cost for districts that have had an increase in the number of newly arrived English learners since the 2023-2024 Student October Count. Per statute, the district distributions must be finalized no later than May 1, so I am writing to make sure you have the information you need to share with your teams and the next steps for how the funding will be implemented.

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### **Virtual Town Hall**

The CDE team will be hosting a **virtual town hall including information on school funding for newcomer students on Thursday, April 11 at 9am**. You can [find log-in information and a recording of the meeting](#) on our website. I apologize for the short notice, but there will be a recording in the event that you cannot participate live. I have also included information below about the timeline and process for data collection and funding distribution.

*Given that we are all working within a tight timeline and want to keep you updated, please know that our Chief School Operations Officer Jennifer Okes may send out additional emails to you over the next few weeks.*

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### **How will school district distributions for newcomer funding be calculated?**

Our CDE team [worked to prepare this set of Google slides](#) providing an overview of how the bill will work.

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### **How will eligible districts access the funding provided by the bill?**

All school systems must submit two items to receive funding:

1. Districts must complete the intent to participate form **no later than April 15**. This form should take less than two minutes to complete and will allow CDE to generate the DocuSign for your district with the data we have about your newcomer students.
2. Once you have completed the form, your district designee must complete a data submission/verification form (the HB24-1389 Superintendent Attestation) via DocuSign no later than April 23. The DocuSign will be generated on April 16.

- a. The DocuSign will certify agreement with the summary data report – or allows designees to attest to corrected ACCESS student counts. This verification form will be sent via email to the designee and will be accessible through a DocuSign link.
- b. The summary data includes the 2023 K-12 Student October Total Membership, the CDE calculated eligible 2024 ACCESS student count, the district provided 2024 Feb 10 to Feb 29 newcomer student count, and the district provided Feb 29 2024 K-12 students in membership.
- c. **All districts must submit this document to receive funding pursuant to HB 24-1389.**

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### **What is the timeline?**

The timeline for data collection and distribution runs from Monday, April 15 - Friday, May 31.

- **Monday, April 15:** deadline for submission of the intent to participate form (2 minute form)
- **Tuesday, April 16:** CDE generates DocuSign email for each district
- **Wednesday, April 23:** deadline for districts to complete DocuSign
- **Wednesday, May 1:** CDE provides notification to districts of funding allocation
- **Friday, May 31:** latest date by which CDE distributes funding to districts

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### **What are my next steps as a school system leader?**

1. Complete the intent to participate no later than Monday, April 15.
2. Prepare your district's data (the attached documents provide directions and a sample of what a district's DocuSign will look like).
3. Review and complete the DocuSign from CDE no later than Wednesday, April 23.

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### **Who is eligible to apply? What about charter schools or BOCES?**

HB24-1389 specifies that this funding is to be distributed to school districts and institute charter schools. Consistent with Total Program payments, payments to districts will reflect student enrollment counts at district schools, district charter schools, as well as student enrollment in BOCES schools, consistent with Student October Count submissions.

The payment to the Charter School Institute (CSI) will include enrollment counts at CSI charter schools.

Funding for charter schools should be distributed in alignment with Section 2-30.5-112(3)(a)(III), C.R.S. Funding for BOCES schools should be distributed in alignment with their contracts.

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### **Who should I contact if I have questions?**

If you have questions regarding the data calculations or submissions, please contact Reagan Ward at ward\_r@cde.state.co.us.

If you have questions regarding the financial calculations, please contact Tim Kahle at [kahle\\_t@cde.state.co.us](mailto:kahle_t@cde.state.co.us).

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Thank you for all that you do,

***Susana***

Susana Córdova  
Commissioner of Education