



Contract Agreement (District/BOCES) Students

Student and Special Education Collections: Impact of Pupil Attendance Information

Overview

Contractual education serves those students for whom a district is paying the entire cost of services used to determine funding eligibility to another district, BOCES or third-party entity to educate one of its students. Further, contracted services may comprise some or all the student's educational services. Examples of educational providers include, but are not limited to another Colorado public school district, BOCES, a private provider, etc.

Contractual agreements can either be made directly through an educational provider's school or program. While both are contract agreements, there are different coding patterns to identify the differences between the two types. This is dependent on the collection that is being reported. For our Student October, Attendance and Student End of Year Collections, the main fields that impact these coding patterns are Pupil Attendance Information and Non-School Program within the Student School Association File. For the Special Education December Count and End of Year Collections, the main fields that impact these coding patterns are the SPED Pupils Attendance Information Code and the Special Education Program Code within the Special Education Participation File.

Data Fields

There are two different Pupil Attendance Information (PAI) data fields that are used by the student collections and special education collections. These PAI codes are used separately and specifically for each group of collections. The two data fields are shown below.

Pupil Attendance Information (Student School Association File)

This data field is used specifically for student data collections. There are two sets of codes, Group A and Group B. Group A records indicate a student is attending the reporting district and receiving educational services from the district. Group B records indicate the student is **NOT** attending the reporting district but resides in the reporting district and is attending another educational setting on a contract basis.

Some student collections include both Group A and Group B PAI code records while others only include Group A PAI code records.

If a resident district remains accountable to a student with a Group B PAI code for graduation rate purposes, they may choose to maintain a Group B PAI record in their student information system, even if the student does not qualify for funding for their specific scenario. This helps the resident remember they should continue to follow up with this student as their anticipated year of graduation cohort reaches the 4th-, 5th-, 6th- or 7th year of high school in case their graduation/completion status needs to be updated. [See the Student End of Year Collection Manual for more information.](#)

See the Student School Association file layout on the [Student Interchange website](#) for a complete detailed description of every Pupil Attendance Information code.

SPED Pupils Attendance Information Code (Special Education Participation File)

The SPED Pupils Attendance Information Code data field is used specifically for special education collections. The SPED PAI code differs from the student PAI code because it is focused on Administrative Unit level data instead of district level. Some Administrative Units (AUs) are made up of multiple school districts



and some reflect a single school district. As with student collections, some collections automatically exclude students with specific SPED PAI codes while others include all records regardless of SPED PAI code.

Like the student PAI code, there are two groups of SPED PAI codes. Group A reflects students attending a school within an AU, Group B reflects students attending an educational program that is **NOT** operated by the AU.

See the Special Education Participation File Layout on the [Special Education IEP Interchange website](#) for a complete detailed description of every SPED Pupils Attendance Information Code.

Student Collections - District Level

The two main fields that are important for our contract students are Pupil Attendance Information and Non-School Program. These two fields are located within the Student School Association File. Using different codes within these fields will have a huge impact on various student collections.

Student October

For the Student October Collection, students with any Pupil Attendance Information code (SSA) are included in the collection. The reason Group A and Group B are included in this collection is due to the contracted funds that go through the home LEA to the educational providing LEA. Both groups of PAI Codes are crucial to include to accurately depict both sides of the contract.

Group A PAI Codes are important for Student October records as they are the main filter for including students in enrollment counts. Students with PAI Codes 01-08 (Group A) are the only students counted in pupil membership.

Group B PAI Codes are important for Student October as they track the contract students who are receiving educational services from another entity. These Group B Codes are crucial for funding purposes.

Attendance

For the Attendance Collection, students with Pupil Attendance Information codes 01-08 (Group A) are included in the collection. Students that lie outside that range are not included in the dataset. For attendance data purposes, CDE only wants the educational provider's record to be included in the dataset for that enrollment record.

Since this collection is focused on student attendance records, students who stop attending a school (Group A PAI) in the current year need a record with a ***school exit date*** to indicate the end of the attendance record.

Student End of Year

The Student End of Year (SEY) collection only includes students with Group A PAI codes (01-08), capturing the school the student is attending. Students with Group B PAI codes are not included in the dataset. The PAI data field is not pulled into the SEY collection but is a dependent variable as to whether the student is included in the snapshot or not.

Since this collection is focused on student enrollment records, including detailed information regarding student entry/exits into LEA/school, students who stop attending a school (Group A PAI) in the current year need a record with a ***school exit type*** to describe where they have transferred.

In the year the transfer to a contracted educational setting takes place, it is common for a LEA to have two enrollment records in their student information system. One enrollment record with a Group A PAI code and



a school exit type indicating the transfer and another with a Group B PAI code capturing the contract situation. The Group B PAI code records are automatically excluded from the SEY collection. In future years, the student will only have the Group B PAI code record for the contract situation that is automatically excluded from the SEY collection. There is no need for a Group A PAI code (SEY) record again until the contract ends, and the student begins attending the district again.

When a student completes their education at another educational setting on a contract, there might be a need for a final Group A record to capture the student as a graduate/completer in some situations. These are specific to some of the educational settings a student may attend on a contract, but not all. See the [Student End of Year collection manual](#) for more information on these rare circumstances.

Student Discipline

The Student Discipline snapshot contains information about students disciplined based on the behavior, and the action taken during the reported school year. The snapshot pulls data from the Discipline Action, Student Demographic and Student School Association Interchange files. LEAs report on all state reportable behaviors and discipline actions taken for those behaviors within their school district during the school year. The student must have an enrollment record in the Student School Association File associated with the school the student is attending during the discipline incident date. This will pull from any Pupil Attendance Code within the Student School Association File.

Special Education Student Collections - Administrative Unit Level

To determine the appropriate PAI Code for students on tuition contracts, an AU should consider the type of school the student attends, whether they are a resident or non-resident of the AU, and whether they are providing educational services for the student or paying another AU to do so. It is important to note that the applicable PAI Code for a student's record in the IEP Interchange is also dependent upon which snapshot is open and the reporting history for the student's record.

Special Education December Count

Records with any SPED Pupils Attendance Information code are included in the December Count Snapshot. Contract students attending a public school or SPED program located in another AU must be reported by the AU of attendance with an A group record and the AU of residence with a corresponding B group record. Students on contracts with private schools or private facilities are reported by the AU of residence only with a B group PAI Code of 27. For more information on Sped PAI coding, please reference the [Sped PAI Code Flow Chart and the December Count Pupils Attendance Information Coding document on the Special Education December Count Website](#).

Special Education Discipline

The SPED Discipline Snapshot contains information about special education students' disciplinary actions. The snapshot pulls data from the Discipline Action, Special Education Participation, Student Demographic, and Student School Association Interchange files for all PAI codes. The student must have a record in the Special Education Participation file and an enrollment record in the Student School Association File associated with the school the student is attending during the discipline incident date. Please note the discipline actions for contract students attending a Sped program located in a different AU are reported by the home district/AU in which they are enrolled.

Special Education End of Year

The Sped PAI Code field is not included in the Special Education End of Year Snapshot, but the code reported in the Special Education Participation File will affect whether the record is pulled into the Sped EOY



Snapshot. When reporting for this snapshot, the PAI code should reflect the student’s current or last attendance in a school or program located within an AU at any point during the school year or attendance at an approved facility school. Records with the Group B PAI Codes of 23, 24, 31, and 32 are excluded from this snapshot, and all other PAI codes are included.

For students on tuition contracts, non-resident student records should be included in the Sped EOY Snapshot for the AU of attendance with the Group A PAI code of 12 (non-resident student attending a school or program within the AU on a tuition contract). For the AU of residence, the Group B PAI code of 31 would result in the record being excluded from the Sped EOY Snapshot. However, it is important to note that students on tuition contracts must first be exited in the resident AU’s Sped EOY Snapshot in the school year in which their attendance circumstances change to the contract situation. In this case, the resident AU must report the student’s last attendance in their AU with the applicable Group A PAI Code. Once the exit has been reported by that AU, the student’s record does not need to pull into the resident AU’s Sped EOY Snapshot in the following years in which the tuition contract with the other AU is in place. If the contract situation exists, the student should only have a record in the Sped EOY Snapshot by the attending AU providing the services.

Scenarios

These are the most common scenarios. If you have questions regarding another type of scenario, or aren’t sure which scenario applies, reach out to the collection leads.

BOCES/District Contract

Student resides in one district (District A) and attends another school district or BOCES school (District B) that has a school code. If the student is also a Special Education student, there is an additional layer to SPED PAI codes because it must be determined if the student is attending a school within the Administrative Unit or is placed in another Administrative Unit.

Student October

- **Resident District:** Group B PAI Code 31 or 33
- **Attending District:** Group A PAI code 02 or 04

Student End of Year

- **Resident District:**
 - Year of Transfer:
 - Group A PAI code 01-08 with *school exit type 13* to reflect the transfer.
 - Group B PAI code 31 or 33 (automatically excluded) to capture contract.
 - Year 2 of Contract until Contract Ends: No Record (Group B PAI code automatically excluded)
- **Attending District:** Group A PAI code 02 or 04
 - Year of Transfer
 - *School entry type 13* to reflect the transfer.
 - Year 2 of Contract until Contract Ends:
 - School entry type 02 or 11. Use an applicable school exit type when the contract ends and student transfers out of the LEA.

Attendance

- **Resident District:** No Record (Group B PAI code automatically excluded)
- **Attending District:** Group A PAI code 02 or 04



Special Education December Count:

- **Resident and Attending Districts are both within the AU:** Group A PAI code
- Resident District and Attending District are in different AUs:
 - **Resident AU:** Group B SPED PAI Code 31
 - **Attending AU:** Group A SPED PAI Code 12

Student Discipline

- Students are included who have been disciplined.
- All PAI codes included.

Special Education Discipline

- Only includes SPED Students who have been disciplined.

Special Education End of Year

- **Resident and Attending Districts are both within the AU:** Group A PAI code
- **Resident District and Attending District are in different AUs:**
 - **Resident AU:**
 - Year of Transfer:
 - Group A SPED PAI code and **SPED Basis of Exit 13** to reflect the transfer.
 - Year 2 of Contract until Contract Ends:
 - Group B SPED PAI code 31 to capture contract (no record - automatically excluded).
 - **Attending AU:** Group A SPED PAI Code 12

Non-School BOCES or SPED Program

Student resides in one district (District A) and **attends a program** run and operated by another District or BOCES **that does not have an affiliated school code**. For student collections, it is crucial to indicate the Non-School Program of 03 for these student records when a student is receiving all their educational services through a program run by a district or BOCES, again, without a school code. Special Education collections include a SPED Program code to indicate the specific non-school program the student is attending.

Student October

- **Resident District:** Group A PAI Code with Non-School Program Code 03

Student End of Year

- **Resident District:** Group A PAI Code with Non-School Program Code 03

Attendance

- **Resident District:** Group A PAI Code with Non-School Program Code 03

SPED December

- **Resident and Attending Districts are both within the AU:** Group A PAI code
- **Resident District and Attending District are in different AUs:**
 - **Resident AU:** Group B SPED PAI Code 31
 - **Attending AU:** Group A SPED PAI Code 12

Student Discipline

- Students are included who have been disciplined.
- All PAI codes included.



SPED Discipline

- Only includes SPED Students

SPED End of Year

- **Resident and Attending Districts are both within the AU:** Group A PAI code
- **Resident District and Attending District are in different AUs:**
 - **Resident AU:**
 - Year of Transfer:
 - Group A SPED PAI code and **SPED Basis of Exit 13** to reflect the transfer.
 - Year 2 of Contract until Contract Ends:
 - Group B SPED PAI code 31 to capture contract (no record - automatically excluded).
 - **Attending AU:** Group A SPED PAI Code 12

Non-School Program (Other)

For other Non-School Program situations, it is crucial to indicate a student is receiving all their educational services through a program run by a district or third-party entity without a school code. This includes single district online programs, district-run programs, and contracted third party programs. Special Education Collections would only have records for these students in the event they are also a SPED student.

Student October

- **Resident District:** Group A PAI Code with Non-School Program Code 01, 02, 04 as applicable

Student End of Year

- **Resident District:** Group A PAI Code with Non-School Program Code 01, 02, 04 as applicable

Attendance

- **Resident District:** Group A PAI Code with Non-School Program Code 01, 02, 04 as applicable

SPED December

- Record required if student is also a SPED student.

Student Discipline

- Students are included who have been disciplined.
- All PAI codes included.

SPED Discipline

- Record required if student is also a SPED student with a discipline incident.

SPED End of Year

- Record required if student is also a SPED student.

Non-Public School Contract

Student resides in a District but attends non-public school on a contractual agreement paid for by that district. If the student is also a Special Education student, there is an additional layer to SPED PAI codes based upon the specific details of the contract with the non-public school and provided SPED services.

Student October

- **Resident District:** Group B PAI Code 27



Student End of Year

- **Resident District:**
 - Year of Transfer:
 - Group A PAI code 01-08 with *school exit type 15* to reflect the transfer.
 - Group B PAI code 27 (automatically excluded) to capture contract.
 - Year 2 of Contract until Contract Ends: No Record (Group B PAI code automatically excluded)

Attendance

- **Resident District:** No Record

SPED December

- Only includes SPED Students
 - **Resident AU:** Group B SPED PAI code 27

Student Discipline

- No Record

SPED Discipline

- Only includes SPED Students

SPED End of Year

- Only includes SPED Students
- **Resident AU:**
 - Year of Transfer:
 - Group A SPED PAI code and *SPED Basis of Exit 15* to reflect the transfer.
 - Year 2 of Contract until Contract Ends:
 - Group B SPED PAI code 27 to capture contract (no record - automatically excluded).

Facility School

Facility schools are residential, day treatment, and hospital programs that are approved by CDE to receive school finance funding, hire their own teachers, and provide educational services to the students placed with them by public agency. The list of CDE-approved facility schools can be found on the [Facility Schools Website](#) or on the [Data Pipeline Frequently Requested Codes site](#).

Facility school funding typically utilizes a billing process in lieu of the per pupil revenue based upon the Student October collection. In most cases, we see that funding is provided monthly and directly to the approved facility schools, so CDE-approved facility schools do not receive any funding from Student October. In rare instances, a student may have a situation where funding is based upon the Student October collection. See the facility school section of the [Audit Resource Guide](#) for information regarding the rare circumstances where a student should be included in your Student October collection.

The funding implications for facility students directly impact the student reporting requirements. Special Education students attending facility schools may be reported in SPED December Count for funding even if they are not included in the Student October collection.

Student October

- **Resident District: No Record (Most Situations)**
 - If the student meets criteria in the Audit Resource Guide to be included in this collection, then the student will have Group B PAI code 30.



Student End of Year

- **Resident District:**
 - Year of Transfer:
 - Group A PAI code 01-08 with *school exit type 19* to reflect the transfer.
 - Many LEAs will have an enrollment record excluded from student reporting used to capture the student’s enrollment at a facility school. This record is only reported for SPED Collections as needed.
 - Year 2 of Scenario until Scenario Ends: No Record
 - Many LEAs will have an enrollment record excluded from student reporting used to capture the student’s enrollment at a facility school. This record is only reported for SPED Collections as needed.
 - Graduating/Completing Education:
 - See the [SEY Collection Manual](#) for situations where a one-day Group A PAI record with school entry type 19 may be needed when a student is graduating/completing their education. Facility students are attributed to their last district of attendance (resident district) for graduation rate purposes but require LEAs to input a record to show this status.

Attendance

- **Resident District:** No Record

Special Education December Count:

- **Resident AU:** Group B SPED PAI Code 22

Student Discipline

- No Record

Special Education Discipline

- No Record

Special Education End of Year

- **Resident AU:** Group B SPED PAI Code 22
- No exit in Sped EOY necessary. AU of residence is responsible for reporting their SPED students in approved facility schools, regardless of where the facility school is located.

Detention Center

Students that attend detention centers either for short-term or Youth Service Center can be included in your district’s Student October data. In most cases, we see that education for these students is most often provided by the district in which the detention center is located. If a student is placed in a detention center outside of their resident (or last known) district, there might be confusion as to which district is eligible to submit the student for funding. The district of residence may claim the pupil for funding if the student was enrolled and attending without a withdrawal prior to the pupil enrollment count date of the current school year and the student is reported in membership for the school they had been attending prior to the pupil enrollment count date placement in detention center. If you aren’t sure if it should be the district in which the student last attended/resides or the district providing the detention center for educational service, please review the [Audit Resource Guide](#), specifically the Detention Center section. This will walk your district through the AUD-101 form and determine funding eligibility. Once funding eligibility (and where) is determined, report the student as such within Student October data. A quick way to tell the difference



between a detention center and a facility school is the “school code” associated with it. If the school code begins with ‘98’, you are looking at a detention center. Visit the [Data Pipeline Frequently Requested Codes site](#) for a complete list of detention centers.

Student October

- **Resident District:**
 - Group B PAI Code 24
 - Funding Code is not funded
- **Detention Center:**
 - Group A PAI Code 05 or 08
 - Funding Code based upon the information outlined in the [Audit Resource Guide](#)

Student End of Year

- **Resident District:**
 - Year of Transfer:
 - Group A PAI code 01-08 with *school exit type 26* to reflect the transfer.
 - Group B PAI code 24 (automatically excluded) to capture student is accountable to their resident LEA.
 - Year 2 of Scenario until Scenario Ends: No Record (Group B PAI code automatically excluded)
 - Graduating/Completing Education:
 - See the [SEY Collection Manual](#) for situations where a one-day Group A PAI record with school entry type 26 may be needed when a student is graduating/completing their education. These students are attributed to their last district of attendance (resident district) for graduation rate purposes but require LEAs to input a record to show this status.
 - **Detention Center:** Group A PAI Code 05 or 08

Attendance

- **Resident District:** No Record (Group B PAI code automatically excluded)
- **Detention Center:** No Record in Attendance since attendance data is not recorded. Exceptions are automatically applied to detention center students.

Special Education December Count:

- **AU with Detention Center:**
 - **Resident of AU:** Group A SPED PAI Code 08
 - No Group B record
 - **Non-resident of AU:** Group A SPED PAI Code 11
 - **Resident AU:** Group B SPED PAI Code 24

Student Discipline

- No Record

Special Education Discipline

- No Record

Special Education End of Year

- **AU with Detention Center:**
 - Resident of AU: Group A PAI code 08
 - Non-resident of AU: Group B PAI code 11



- **Resident AU:**
 - Year of Transfer to detention center in another AU:
 - Group A SPED PAI code and **SPED Basis of Exit 13** to reflect the transfer to the detention center.
 - Year 2 of Contract until Scenario Ends:
 - Group B SPED PAI code 24 (no record - automatically excluded).

Colorado Public Agency: County Jail

With the passage of SB10-054 and pursuant to 22-32-141 C.R.S, if a juvenile is held in a jail or other facility for the detention of adult offenders pending criminal proceedings as an adult, the school district in which the jail or facility is located shall provide educational services for the juvenile upon request of the official in charge of the jail or facility. Further, school districts providing educational services to eligible juveniles pursuant to this statute may be entitled to per pupil and additional funding as applicable.

County jails are required to notify the designated school district contact person that a juvenile awaiting trial as an adult may need educational services. C.R.S. 22-32-141(2)(a).

To be considered for per pupil and additional funding pursuant to this statute, the following criteria of the juvenile must be met.

- Against whom criminal charges are directly filed in district court pursuant to section 10-2.5-801 or for whom criminal charges are transferred to district court pursuant to section 10-2.5.802; and
- Who is under 18 years of age at the time the offense is committed; and
- Who is less than 21 years of age; and
- Who has not yet graduated from high school or received a general education development certificate UNLESS otherwise required by the federal IDEA (Individuals with Disabilities Education) act.

Under federal and state law, youth with disabilities detained in county jails are entitled to special education and related services to meet their needs and prepare them for further education, employment and independent living. 34 C.F.R. § 300.1 School districts share the responsibility for providing educational services to detained youth with local juvenile and adult detention centers, including county jails. 34 C.F.R § 300.2(b).

When a student meets criterial for per pupil funding, then a record is required for the Student October collection. If the student is also receiving special education services, then a record is needed for special education collections.

Student October

- **District Providing Services (Usually Resident):**
 - Group B PAI Code 30
 - School Code 0006
 - Non-School Program 00
 - Funding Code most likely 80, 82, or 86. Funding Code based upon the information outlined in the [Audit Resource Guide](#)

Student End of Year

- **Resident District:**
 - Year of Transfer:
 - Group A PAI code 01-08 with **school exit type 21** to reflect the transfer.



- Group B PAI code 30 (automatically excluded) if also the district providing services
- Year 2 of Scenario until Scenario Ends: No Record (Group B PAI code automatically excluded)
- Graduating/Completing Education:
 - See the [SEY Collection Manual](#) for situations where a one-day Group A PAI record with school entry type 21 may be needed when a student is graduating/completing their education. These students are attributed to their last district of attendance (resident district) for graduation rate purposes but require LEAs to input a record to show this status.

Attendance

- **Resident District:** No Record (Group B PAI code automatically excluded)

Special Education December Count:

- AU with County Jail:
 - **Resident of AU:** Group A SPED PAI Code 08
 - No Group B record
 - **Non-resident of AU:** Group A SPED PAI Code 05
 - **Resident AU:** Group B SPED PAI Code 23
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Student Discipline

- No Record

Special Education Discipline

- No Record

Special Education End of Year

- AU with County Jail:
 - Resident of AU: Group A PAI code 08
 - Non-resident of AU: Group A PAI code 05
- **Resident AU:**
 - Year of Transfer to County Jail in another AU:
 - Group A SPED PAI code and **SPED Basis of Exit 13** to reflect the transfer to the county jail.
 - Year 2 until Scenario Ends:
 - Group B SPED PAI code 23 (no record - automatically excluded).

Outside of Colorado School Contract

Student resides in a Colorado District but attends an education agency (public or private) located outside of Colorado on a contractual agreement.

Student October

- **Resident District:** Group B PAI Code 28 or 29

Student End of Year

- **Resident District:**
 - Year of Transfer:
 - Group A PAI code 01-08 with **school exit type 14** to reflect the transfer.
 - Group B PAI code 28 or 29 (automatically excluded) to capture contract.



- Year 2 of Contract until Contract Ends: No Record (Group B PAI code automatically excluded)

Attendance

- **Resident District:** No Record (Group B PAI code automatically excluded)

Special Education December Count:

- **Resident AU:** Group B SPED PAI Code 28 or 29

Student Discipline

- No Record

Special Education Discipline

- No Record

Special Education End of Year

- **Resident AU:** Group B SPED PAI Code 28 or 29