



San Bernardino County  
Superintendent of Schools

Ted Alejandre  
County Superintendent

*Transforming lives through education*

July 6, 2023

Bulletin No. 24-001

TO: Charter School Administrators and Sponsoring Districts (K-12) San Bernardino County  
School Districts

Subject: Pupil Estimates for New or Significantly Expanding Charters (PENSEC) Report

Each new charter should have received a notification directly from the California Department of Education (CDE) regarding the need to submit the *Pupil Estimates for New or Significantly Expanding Charters* (PENSEC) Report. This report can be found on the CDE website using the following link: [PENSEC Instructions, FY 2023–24 - Principal Apportionment \(CA Dept of Education\)](#)

Once certification is printed, you are required to obtain necessary signatures from the charter school's representative and the Superintendent or designee of the charter school's authorizing entity. The report containing original signatures of both the Charter and the District officials should then be sent to our office to the attention of:

**Shawn Shane, Business Advisory Services  
San Bernardino County Superintendent of Schools  
760 E. Brier Drive • San Bernardino • California • 92408**

When providing this document to the authorizing district, please allow sufficient time for the report to be received in our office no later than **Tuesday, July 25, 2023**. The information from the CDE email informing the New or Expanding Charters of the deadline for reporting is attached. Please review this information carefully for eligibility and filing deadlines. If you have any questions, please contact Shawn Shane at (909) 386-9686 or [shawn.shane@sbcss.net](mailto:shawn.shane@sbcss.net).

Sincerely,

Ted Alejandre  
County Superintendent of Schools

***Thomas G. Cassida, Jr.***

Thomas G. Cassida, Jr., MBA  
Director, Business Advisory Services

TGC:gs

Attachment: CDE e-mail information

j:\bulletin\2023-24 24-001\PENSEC Report

Business Services • Richard De Nava, Chief Business Officer

Business Advisory Services • Thomas Cassida, Director  
760 East Brier Drive • San Bernardino, CA 92408 • P: 909.386.9676 • F: 909.386.9690 • [www.sbcss.net](http://www.sbcss.net)

## **PUPIL ESTIMATES FOR NEW OR SIGNIFICANTLY EXPANDING CHARTERS (PENSEC)**

The fiscal year (FY) 2023–24 report of PENSEC, managed by the California Department of Education’s (CDE) School Fiscal Services Division, is now available on the Charter School Funding web page in the Special Advance tab at

<https://www.cde.ca.gov/fg/aa/pa/csfunding.asp?tabsection=2#PENSEC>. Charter schools that are new (including new for funding purposes) or significantly expanding in FY 2023–24 may receive special advance funding for the Principal Apportionment (e.g., Local Control Funding Formula state aid, Education Protection Account state aid) and/or allocations of federal categorical programs (e.g., Title I, Title II, Title III) by filing a report.

### **INSTRUCTIONS**

In addition to the following information, detailed PENSEC instructions are available at <https://www.cde.ca.gov/fg/aa/pa/pensecinstr.asp>.

### **WHO MAY SUBMIT**

Charter schools eligible to submit the FY 2023–24 PENSEC report include:

- New charter schools in their first year of operation that will commence instruction by September 30, 2023. A charter is usually also considered new for PENSEC purposes if it is operating under a new charter number.
- Significantly expanding charter schools in FY 2023–24, which includes schools that are adding one or more grade levels and schools that are increasing enrollment by at least 25 percent due to the addition of an educational program in a major curriculum area or other event deemed significant by the CDE.

### **FILING DEADLINES**

The filing deadline for submitting all FY 2023–24 PENSEC data (submitted online) to the CDE (i.e., both state and federal data) is **July 31, 2023**.

In addition to submitting the data online to the CDE, reports that include average daily attendance data also require a printed hard copy certification be signed with wet signatures by all parties, saved as a PDF file and then transmitted to the CDE electronically to [csspecialadvance@cde.ca.gov](mailto:csspecialadvance@cde.ca.gov) no later than **July 31, 2023**.

Be sure to allow time for all levels (e.g., charter school, school district, county office of education) to review the data, sign, and submit the certification to the CDE by the deadline. Data or certifications received by the CDE after **July 31, 2023**, may cause the charter school to wait until a later apportionment to receive state funding or to be ineligible for some federal funding in the current year.

## **PINs**

A personal identification number (PIN) is required to logon to the PENSEC. Use the same PIN as was provided the charter school for the FY 2023–24 Charter Schools Annual Information Survey.

## **QUESTIONS**

Please send questions about the PENSEC report, including if you need a PIN, to [csspecialadvance@cde.ca.gov](mailto:csspecialadvance@cde.ca.gov) and include the charter name, number, and 14-digit county-district-school (CDS) code.

## **Principal Apportionment Section**

[PASE@cde.ca.gov](mailto:PASE@cde.ca.gov)

**916-324-4541**