San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

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TO: **ATTENDANCE SUPERVISOR (K-12)**
San Bernardino County School Districts & Charter Schools

SUBJECT: **2023-24 P-2 PRINCIPAL APPORTIONMENT DATA COLLECTION DUE TO THE COUNTY OFFICE ON Wednesday, April 24, 2024**

The Second Period (P-2) Principal Apportionment Data Collection (PADC) for all Districts and Charter Schools is due to BAS **no later than Wednesday, April 24, 2024.** The 2023–24 PADC Web Application is now available for reporting on the California Department of Education (CDE) website at https://pas.cde.ca.gov/.

To assist LEAs in using the PADC web application, the CDE has posted pertinent resources and information on their website at https://www.cde.ca.gov/fg/sf/pa/. In order to access the PADC web application, each user must have an account username and password created in the Centralized Authentication System (CAS). Instructions to create or update a CAS account username and password are located on the CDE resources page listed above. Once an account has been created, the PADC Administrator for your district can assign users and manage assignments.

The following list describes the P-2 Attendance Reports:

- **Attendance-School District** P-2 REPORT OF ATTENDANCE FOR STUDENTS RESIDING IN THE DISTRICT
- **Necessary Small School** P-2 REPORT OF ATTENDANCE FOR NECESSARY SMALL ELEMENTARY & HIGH SCHOOL
- **Infant Funding - SELPA** P-2 REPORT FOR SELPA INFANT FUNDING
  **Applies to San Bernardino City and Morongo USD only*
- **Class Size Penalties** P-2 REPORT FOR CLASS SIZE PENALTIES

For those districts with Charter Schools, also include the following:

- **Attendance Charter School** P-2 REPORT OF ATTENDANCE FOR CHARTER SCHOOLS

A. ATTENDANCE REPORT REVISIONS

1. Prior year corrections for FY 2019-20 and 2020-21 should continue to be submitted through the PADC desktop software for each applicable year. Prior year corrections for 2021-22 and beyond should be submitted in the PADC web application.

   Note: Districts have one year from the original filing date to submit revisions with a letter validating revised figures and an explanation. After that one year, revisions must be submitted with a letter validating the revised figures, along with a letter from your auditor.

2. Revisions to a district's certified P-1 Principal Apportionment data are not required by the State and, as such, they will not be accepted. However, the benefits are immeasurable in maintaining these revisions for subsequent report filing reference. Exceptions include changes to Charter School Physical Location and Transfer of Funds Alternative Rate Option. Please contact us if these changes are necessary.

B. GENERAL GUIDELINES – P-2 Reports of Attendance, FY 2023-24

1. All applicable forms are to be certified and submitted electronically through the PADC web application by the established due date.

2. Charter School reports must be certified through their authorizing district.

Principal Apportionment data and electronic certifications must be submitted within the application no later than Wednesday, April 24, 2024, in order to meet the state's required submission deadline and avoid unnecessary fiscal penalties. Should you require special assistance in completing these forms, please contact Shawn Shane at (909) 386-9686.

Sincerely,

Thomas G. Cassida, Jr.

Thomas G. Cassida, Jr., MBA
Director, Business Advisory Services
(909) 386-9676

TC:gs:bp

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