



December 7, 2021

Bulletin No. 22-019

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

SUBJECT: 2021-22 P-1 REPORTS OF ATTENDANCE
DUE TO THE COUNTY OFFICE ON Monday, January 10, 2022

The P-1 Period Report of Attendance for all Districts and Charter Schools is due to BAS **no later than Monday, January 10, 2022**. The 2021–22 Principal Apportionment Data Collection (PADC) Web Application is now available for reporting on the California Department of Education (CDE) website at <https://pas.cde.ca.gov/>. Beginning with fiscal year 2021–22, LEAs will utilize the PADC web application, which has been designed to replace the PADC desktop software, to report average daily attendance and other data to the CDE for various funding calculations.

To assist LEAs in using the PADC web application, the CDE has posted pertinent resources and information on the PADC web page located 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 is located on the CDE resources page listed above. Once an account has been created, the PADC Administrator for your district will assign users and manage assignments.

The following list describes the P-1 Attendance Reports:

<u>Attendance-School District</u>	P-1 REPORT OF ATTENDANCE FOR STUDENTS RESIDING IN THE DISTRICT
<u>Necessary Small School</u>	P-1 REPORT OF ATTENDANCE FOR NECESSARY SMALL ELEMENTARY & HIGH SCHOOL
<u>Infant Funding-SELPA</u>	This data entry screen is still in process and is not currently available. It is anticipated the data entry screen will become available soon. <i>*Applies to San Bernardino City and Morongo USD only</i>
<u>Transfer of Funds Alternative Rate Option</u>	School districts can select one or more county offices of education (COE) for transfer of funds for ADA served by a COE using the alternative rate reported by the COE. If the school district does not select a COE using this screen, the CDE will transfer funds to the COE at the rate equal to the school district's LCFF base, supplemental and concentration grant per ADA for any ADA served by the COE but reported to the district of residence. All districts in San Bernardino County must select the San Bernardino County Office of Education in this screen and agree to the Alternative Rate of \$0 for District Funded, County Educated ADA. If your district has ADA in other counties, an Alternative Rate may not be available. You are encouraged to check with any other county in which you have ADA to see if there is an Alternate Rate and what that rate is prior to agreeing to it.

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

Attendance Charter School P-1 REPORT OF ATTENDANCE FOR CHARTER SCHOOLS

Charter School Physical Location P-1 CHARTER SCHOOL PHYSICAL LOCATION REPORT PERSUANT TO EC SECTION 42238.02(f)(2)(B)

A. ATTENDANCE REPORT REVISIONS

1. Prior year corrections (FY 2020-21 and prior) should continue to be submitted through the PADC desktop software for each applicable year.

Note: Districts have one year from the original filing date to submit revisions with a letter validating revised figures and an explanation. After the one year from the original filing date, 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, First Period Attendance Report, 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-1 Reports of Attendance, FY 2021-22

1. The certifications of 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.

Attendance data and electronic certifications must be submitted within the application no later than Monday, January 10, 2022, 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 Erica Tennyson at (909) 386-9686.

Sincerely,

Thomas G. Cassida, Jr.

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

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