



June 21, 2022

Bulletin No. 22-048

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

**SUBJECT: 2021-22 ANNUAL PERIOD REPORT OF ATTENDANCE
DUE TO THE COUNTY OFFICE ON Monday, July 11, 2022**

The Annual Period Report of Attendance for your District is due in our office **no later than Monday, July 11, 2022**. All members of your staff who are directly involved in the attendance accounting function should carefully examine this letter and the instructions for completing the forms.

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/>.

The following list describes the Annual Attendance Reports:

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| <u>Attendance - School District</u> | ANNUAL REPORT OF ATTENDANCE FOR STUDENTS RESIDING IN THE DISTRICT |
| <u>Necessary Small School</u> | ONLY APPLICABLE AT ANNUAL IF THE SCHOOL DISTRICT HAS EXTENDED YEAR SPECIAL EDUCATION ADA IN THE ATTENDANCE SCHOOL DISTRICT SCREEN |
| <u>Infant Funding- SELPA</u> | ANNUAL REPORT FOR SELPA INFANT FUNDING
<i>*Applies to San Bernardino City and Morongo USD only</i> |

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

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| <u>Attendance Charter School</u> | ANNUAL REPORT OF ATTENDANCE FOR CHARTER SCHOOLS |
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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 – ANNUAL 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, July 11, 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 Ginger Sanchez at (909) 386-9683.

Sincerely,

Thomas G. Cassida, Jr.

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

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