San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

October 28, 2021 Bulletin No. 22-014

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

Subject: Principial Apportionment Data Collection (PADC) Web Application - Administrator Assignment; Due to the county office no later than Friday, November 12, 2021

All Districts, Charters, and SELPAs should have received a notification directly from the California Department of Education (CDE) regarding the new PADC Web Application that will replace the former desktop software version that has been used in prior years. The PADC web-based application must be used for reporting data to CDE for FY 2021–22 and after.

Each reporting entity is required to assign at least one PADC administrator as this role is responsible for data certification. The district administrator must hold a director-level or higher position in the district. District administrator roles will be assigned by the COE administrator according to districts' requests made on the *Administrator Assignment Form*.

Before an assignment can be made, you must first create a *CAS Username*. You can complete this at https://www.cde.ca.gov/fg/sf/pa/, where there is also a link to update an existing CAS Username.

Once completed, please submit your form to COE administrator, Erica Tennyson at erica.tennyson@sbcss.net no later than **Friday, November 12, 2021.** Once the user assignment has been made, the system will generate an automatic email notification to the requestor to confirm the assignment. If necessary, the district administrators will then be responsible for assigning additional users for their Districts and Charters.

The CDE will provide additional training through the use of webinars and training videos in early November. The first webinar to introduce the new application will take place on **Tuesday, November 9, 2021.** You can register for this webinar at https://us02web.zoom.us/j/87583154054. Resources such as the User Manual, will continue to be updated, which will be announced by email via PASE listserv. In the meantime, please review the resources available at https://www.cde.ca.gov/fg/sf/pa/.

If you have any questions pertaining to our deadline, please contact Erica Tennyson at (909) 386-9686.

Sincerely,

Ted Alejandre
County Superintendent of Schools
Thomas G. Cassida, Jr.
Thomas G. Cassida, Jr., Director
Business Advisory Services

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Attachment: Administrator Assignment Form
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