

## **Principal Apportionment Data Collection Web Application 2021–22 Known Issues and Tips (Updated 12/1/2021)**

Beginning with fiscal year 2021–22, local educational agencies, Special Education Local Plan Areas (SELPAs), and county auditors will report pupil attendance, tax, and other data in the Principal Apportionment Data Collection (PADC) Web Application.

Below is a list of known issues and tips for the PADC Web Application as of the December 1, release. The California Department of Education (CDE) recognizes that the system is new and will require continued refinement to improve the performance. As with any transition to a new software, the initial user experience may present some challenges navigating the new system and the speed of the app may be slow. The CDE has prepared the following list to help users report accurate data through the PADC Web-based application.

- User Management
  - Administrators and Managers may experience the User Management section is slow to load. Users should try one of the following work arounds:
    - Logoff of the system and then log back in (especially if it's your first logging into the system).
    - To assign a user, select "Assign Users" from the menu on the left side of the Home page instead of choosing "view details" from the blue User Management Box.
- Data must be manually entered, validated and certified by the applicable entities. There are no additional data export or uploading steps required. The system will transfer all completed and fully certified data entry screens to CDE on the data due date.
- Data Entry
  - Upon every opening or refreshing of the data entry screen, the system processes multiple tables, filters and rules, which need time to load. Some data may load with a slight lag. Users should be mindful of not rushing the system by entering data too quickly or selecting multiple buttons without pausing between each one.
  - Users should make sure to carefully review and verify data is entered and saved correctly before validating/certifying data.
  - Users may want to print the DES to view the data entered. Refer to the User Manual, Printing section for instructions.
  - Users who enter data for charter schools, should take additional time for review as the data entry screens have changed significantly from the 2019-20 version.

- Saving
  - Users must save data on each screen before navigating away from the page.
  - For multi-record screens: Upon saving, the system refreshes to the first record of the first tab. Users will need to navigate back to the applicable record to verify data was saved before validating the data.
  - Upon selecting *Save* or *Validation*, the system may display spinning processing dots for an extended period of time, while, but the browser tab does not indicate processing in the top left corner of the screen. In that case, the user should refresh the page by using the browser refresh button.
  
- The following features will not be available with the December 1 release, but will be available shortly to the appropriate user roles.
  - Export Feature – County Office of Education Users

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