San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

March 18, 2021 Bulletin No. 21-033

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

SUBJECT: **2020-21 P-2 PRINCIPAL APPORTIONMENT DATA COLLECTION DUE TO THE COUNTY OFFICE ON Monday, April 26, 2021**

The P-2 Period Data Collection for all Districts is due to BAS **no later than Monday, April 26, 2021.** There are no reporting requirements for Charter Schools for this period. 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 2020-21 Principal Apportionment Data Collection Software, the Data Reporting Instruction Manual (DRIM), and the Software User Guide are available on the California Department of Education website at http://www.cde.ca.gov/fg/sf/pa/padcsw2021.asp. We recommend that you view/download the DRIM and the Software User Guide for assistance with the reporting process. In them, you will find instructions on how to use the software, latest changes, help with data entry screens, and what data should be reported.

The following list describes the P-2 Data being collected:

Necessary Small School	P-2 REPORT OF ATTENDANCE FOR NECESSARY SMALL ELEMENTARY & HIGH SCHOOL
Adults in Correctional Facilities	P-2 REPORT OF ADULTS IN CORRECTIONAL FACILITIES PROGRAM
Class Size Penalties	P-2 REPORT FOR CLASS SIZE PENALTIES
Infant Funding	P-2 REPORT FOR INFANT FUNDING

A. STATE GUIDELINES

1. Prior to submitting the forms to BAS, please verify that all appropriate blanks and signatures are completed as required.

2. **Prepare after school month ending on or before April 15.**

B. DATA REVISIONS

1. All revisions to the P-2 or ANNUAL Data must be made by CDE's reporting deadline of March 15th and October 1st to be included in that period's certification. Any P-2 or ANNUAL revisions filed beyond the deadline for that period will be used to determine LCFF adjustments only but will not be used as the period's certified ADA for other funding purposes. ***NOTE: Please allow BAS five workdays to review, certify and forward the revised report(s) to the State.***

2. Any revisions to the P-2 or ANNUAL Data Collection will need to be made in the Data Collection software for that year using PERIOD, CORRECTED P-2 or ANNUAL.

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.**
For Fiscal Year 2019-20, any revisions to P-2 or Annual, with an increase in total ADA, must be supported with a letter of concurrence from your auditor.

3. Revisions to a district's certified P-1, First Period 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.

C. GENERAL GUIDELINES – P-2 Data Collection, FY 2020-21

1. All signed certifications must be submitted to the **Attention of Erica Tennyson, Business Advisory Services, 760 E. Brier Dr. San Bernardino, CA 92408.** Please address properly to avoid any delay in processing. **Please e-mail the export file to erica.tennyson@sbcss.net as an email attachment.**

2. The originals of all applicable forms are to be returned to this office by the established due date.

Data and signed certifications must be returned to BAS no later than Monday, April 26, 2021 in order to meet the state's submission deadline and avoid unnecessary fiscal penalties. Should you require special assistance in completing these forms, please call Erica Tennyson (909)386-9686.

Sincerely,

Ted Alejandre
County Superintendent of Schools

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

J:\bulletin\20-21\21-033 P-2 Principal Apportionment Data Collection