San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

September 16, 2019 Bulletin No. 20-012

To: Charter School Administrators and Sponsoring Districts (K-12)
San Bernardino County School Districts

Subject: 20 Day Attendance Report for New Charters/New Grade Levels for Continuing Charters
Due to the county office no later than Monday, October 21, 2019

Each new charter and continuing charter adding a new grade level should have received a notification directly from the California Department of Education (CDE) regarding the need to submit the Charter's average daily attendance for the first 20 days of the Charter's school year. This report is used to calculate first year funding. The report can be found at http://www.cde.ca.gov/fg/aa/pa/specialadvance.asp.

You will need to obtain a PIN from CDE to access the electronic report. The PIN is the same number used in the annual charter school information survey and the Pupil Estimates for New or Significantly Expanding Charters (PENSEC). If you need information regarding your charter's PIN, contact csspecialadvance@cde.ca.gov. Once completed, you are required to print the report and certification and send them to your sponsoring district for review and approval. The report containing the **original signatures of both the Charter and the District officials should then be sent to the attention of:**

Sandi Cazares, Business Advisory Services
San Bernardino County Superintendent of Schools
760 E. Brier Dr., San Bernardino, CA 92408

Please allow enough time when providing this document to the sponsoring District to get the report to our office as soon as possible after the 20th school day, ***but no later than Monday, October 21, 2019***. Click the following link to reach CDE's website for instructions at https://www.cde.ca.gov/fg/aa/pa/charter20dayinstr19.asp. It is the sponsoring district's responsibility to ensure that this report is filed within the above stated deadline. If you have any questions pertaining to our deadline, please contact Sandi Cazares at (909) 386-9686.

Sincerely,

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

TC:lc

Attachment: Charter 20 Day Report Guidelines

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