

December 5, 2019

Bulletin No. 20-024

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

SUBJECT: 2019-20 P-1 REPORTS OF ATTENDANCE
DUE TO THE COUNTY OFFICE ON Wednesday, January 8, 2020

The P-1 Period Report of Attendance for all Districts and Charter Schools is due to BAS **no later than Wednesday, January 8, 2020**. Charter Schools must submit their reports to their authorizing district, who will then submit the reports to BAS. 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 2019-20 Principal Apportionment Data Collection Software, the Data Reporting Instruction Manual (DRIM), and the Software User Guide are available on the California Department of Education Web site <http://www.cde.ca.gov/fg/sf/pa/padcsw1920.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-1 Attendance Reports:

<u>Attendance- School District</u>	P-1 REPORT OF ATTENDANCE FOR STUDENTS RESIDING IN THE DISTRICT **Please note this has an additional tab for Prior year adjustments (charter schools)
<u>Necessary Small School</u>	P-1 REPORT OF ATTENDANCE FOR NECESSARY SMALL ELEMENTARY & HIGH SCHOOL
<u>Adults in Correctional Facilities</u>	P-1 REPORT OF ADULTS IN CORRECTIONAL FACILITIES PROGRAM
<u>Transfer of Funds Alternative Rate Option</u>	School districts can select one or more county offices of education (COE) for transfer of funds for ADA served by a COE using the alternative rate reported by the COE. If the school district does not select a COE using this screen, the CDE will transfer funds to the COE at the rate equal to the school district's LCFF base, supplemental and concentration grant per ADA for any ADA served by the COE but reported to the district of residence. All districts in San Bernardino County must select the San Bernardino County Office of Education in this screen and agree to the Alternative Rate of \$0 for District Funded, County Educated ADA. If your district has ADA in other counties, an Alternative Rate may not be available. You are encouraged to check with any other county in which you have ADA to see if there is an Alternate Rate and what that rate is prior to agreeing to it.

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

<u>Attendance Charter School</u>	P-1 REPORT OF ATTENDANCE FOR CHARTER SCHOOLS
<u>Charter School Physical Location</u>	P-1 CHARTER SCHOOL PHYSICAL LOCATION REPORT PERSUANT TO EC SECTION 42238.02(f)(2)(B)
<u>Charter Status</u>	P-1 REPORT OF CHARTER SCHOOL STATUS OF OPERATIONS DATA

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 December 31.**
3. The Instruction Manual and Software user guide on how to complete the forms can be downloaded from the following website: <http://www.cde.ca.gov/fg/sf/pa/>

B. ATTENDANCE REPORT REVISIONS

1. All revisions to the P-2 or ANNUAL Attendance Reports 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 revenue limit adjustments only but will not be used as the period's certified ADA for other funding purposes. **NOTE: Please allow BAS five work days to review, certify and forward the revised report(s) to the State.**
2. Any revisions to the P-2 or ANNUAL Attendance report will need to be made in the Attendance 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.

3. 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.

C. GENERAL GUIDELINES – P-1 Reports of Attendance, FY 2019-20

1. All signed certifications must be submitted to the **Attention of Sandi Cazares, 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 Sandi.Cazares@sbcss.net as an email attachment.**
2. The original of all applicable forms are to be returned to this office by the established due date.
3. Charter School DAT files must be submitted through the authorizing district.

Attendance data and signed certifications must be returned to this office no later than Tuesday, January 8, 2020 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 call Sandi Cazares (909)386-9686.

Sincerely,

Thomas G. Cassida, Jr.

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

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