



June 15, 2020

Bulletin No. 20-049

TO: ATTENDANCE SUPERVISORS (K-12)
San Bernardino County School Districts &
Charter Schools Funded through Block Grants

SUBJECT: 2019-20 Annual Period Report of Attendance
DUE TO THE COUNTY OFFICE ON Wednesday July 8, 2020

The Annual Period Report of Attendance for your District is due in our office **no later than Wednesday July 08, 2020.** 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, 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 Data Reporting Instruction Manual 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 Annual Attendance Reports:

Attendance - School District ANNUAL REPORT OF ATTENDANCE FOR STUDENTS RESIDING IN THE DISTRICT

Necessary Small School ONLY APPLICABLE AT ANNUAL IF THE SCHOOL DISTRICT HAS EXTENDED YEAR SPECIAL EDUCATION ADA IN THE ATTENDANCE SCHOOL DISTRICT SCREEN

Adults in Correctional Facilities ANNUAL REPORT OF ADULTS IN CORRECTIONAL FACILITIES PROGRAM

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

Attendance Charter School ANNUAL REPORT OF ATTENDANCE FOR CHARTER SCHOOLS

Charter Status ANNUAL REPORT OF CHARTER SCHOOL STATUS OF OPERATIONS DATA

A. STATE GUIDELINES

1. Prior to submitting the forms to this office, please verify that all appropriate fields and signatures are completed as required.
2. **Prepare using attendance data through the last full school month that ends on or before February 29, per SB 117.**

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 15 and October 1, respectively, 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 us five workdays 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 First Period Attendance Report (P-1) are not required by the State and, as such, will not be accepted. However, maintaining these revisions for subsequent report filing reference is valuable.

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

1. All signed certifications shall be submitted to the **Attention of Sandi Cazares, Business Advisory Services, 760 E. Brier Drive, San Bernardino, CA 92408**. Please address properly to avoid any delay in processing. **The exported file should be emailed to Sandi.Cazares@sbcss.net as an attachment.**
2. **Attendance data and signed certifications must be submitted no later than Wednesday July 08, 2020 in order to meet the state's required submission deadline and avoid unnecessary fiscal penalties.**

Should you require further assistance, please call Sandi Cazares at (909) 386-9686.

Sincerely,

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

TGC:SC:cg