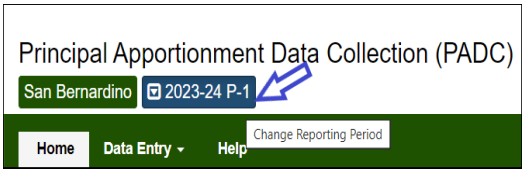
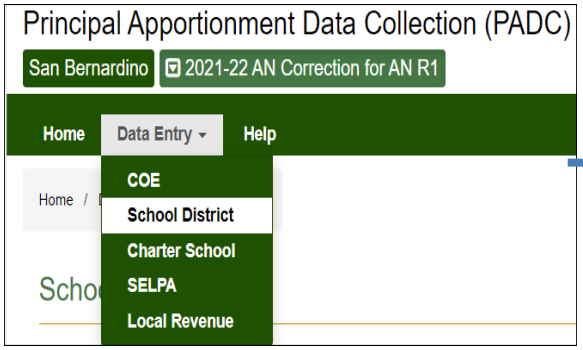
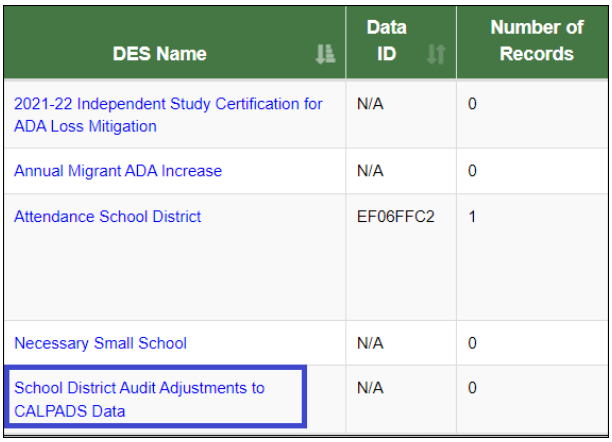
REPORTING UNDUPLICATED PUPIL COUNT & ENROLLMENT AUDIT FINDINGS

1. In the PADC software, click on the 2nd tab and select the Reporting Period for the Revision. For a 2022-23 Audit Finding select **2022-23 AN Correction for AN R1** from the drop-down list and click Submit.



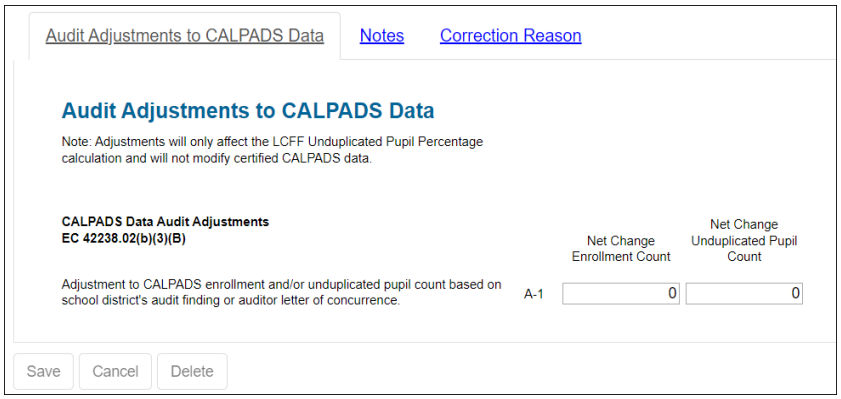
2. From the Data Entry tab, select **School District,** then your District, and **School District Audit Adjustment to CALPADS Data**





DES Name	Data ID	Number of Records
2021-22 Independent Study Certification for ADA Loss Mitigation	N/A	0
Annual Migrant ADA Increase	N/A	0
Attendance School District	EF06FFC2	1
Necessary Small School	N/A	0
School District Audit Adjustments to CALPADS Data	N/A	0

3. Input the change/variance as indicated in the Audit Report in the appropriate section.



4. Click the **Correction Reason** tab, select the Correction Reason from the drop-down and type information regarding the change. Click **Save**

5. Once you click the Save button, the **Validate** button is enabled. Once the data validation is complete without errors the record can be **Certified**. Once certified, COE is notified.