San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

July 6, 2026 Bulletin No. 27-004

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

Subject: Pupil Estimates for New or Significantly Expanding Charters (PENSEC) Report

Each new charter should have received a notification directly from the CDE regarding the need to submit the ***Pupil Estimates for New or Significantly Expanding Charters*** (PENSEC) Report. This report can be found on the CDE website using the following link: Charter School Funding - Principal Apportionment (CA Dept of Education)

Once certification is printed, you are required to obtain necessary signatures from the charter school's representative and the Superintendent or designee of the charter school's authorizing entity. The report containing original signatures of both the Charter and the District officials should then be sent to our office to the attention of:

Shawn Shane, Business Advisory Services
San Bernardino County Superintendent of Schools
760 E. Brier Drive • San Bernardino • California • 92408

When providing this document to the authorizing district, please allow sufficient time for the report to be received in our office no later than **Monday, July 27, 2026**. The information from the CDE email informing the New or Expanding Charters of the deadline for reporting is attached. Please review this information carefully for eligibility and filing deadlines. If you have any questions, please contact Shawn Shane at (909) 386-9686 or shawn.shane@sbcss.net.

Sincerely,

Ted Alejandre
County Superintendent of Schools

Thomas G. Cassida, Jr.
Thomas G. Cassida, Jr., MBA
Director, Business Advisory Services

TGC:gs:ms

Attachment: CDE e-mail information

j:\bulletin\2026-27 27-004\PENSEC Report

PUPIL ESTIMATES FOR NEW OR SIGNIFICANTLY EXPANDING CHARTERS (PENSEC)

The fiscal year (FY) 2026–27 report of PENSEC, managed by the California Department of Education (CDE) School Fiscal Services Division, is now available on the Charter School Funding web page in the Special Advance tab at https://www.cde.ca.gov/fg/aa/pa/csfunding.asp?tabsection=2#PENSEC. Charter schools that are new (including new for funding purposes) or significantly expanding in FY 2026–27 may receive special advance funding for the Principal Apportionment (e.g., Local Control Funding Formula state aid, Education Protection Account state aid) and/or allocations of federal categorical programs (e.g., Title I, Title II, Title III) by filing a report.

INSTRUCTIONS

In addition to the following information, detailed PENSEC instructions are available at https://www.cde.ca.gov/fg/aa/pa/pensecinstr.asp.

WHO MAY SUBMIT

Charter schools eligible to submit the FY 2026–27 PENSEC report include:

- New charter schools in their first year of operation that will commence instruction by September 30, 2026. A charter is usually also considered new for PENSEC purposes if it is operating under a new charter number.
- Significantly expanding charter schools in FY 2026–27, which includes schools that are adding one or more grade levels and schools that are increasing enrollment by at least 25 percent due to the addition of an educational program in a major curriculum area or other event deemed significant by the CDE.

FILING DEADLINES

The filing deadline for submitting all FY 2026–27 PENSEC data (submitted online) to the CDE (both state and federal data) is **July 31, 2026**.

In addition to submitting the data online to the CDE, reports that include average daily attendance data also require that a printed hard copy certification be signed with wet signatures by all parties, saved as a PDF file, and then transmitted to the CDE electronically to csspecialadvance@cde.ca.gov no later than **July 31, 2026**.

Be sure to allow time for all levels (i.e. charter school, school district, county office of education) to review the data, sign, and submit the certification to the CDE by the deadline. Data or certifications received by the CDE after **July 31, 2026** may cause the charter school to wait until a later apportionment to receive state funding or to be ineligible for some federal funding in the current year.

PINs

A personal identification number (PIN) is required to logon to the PENSEC. Use the same PIN as was provided to the charter school for the FY 2026–27 Charter School Certification of Information.

QUESTIONS

Please send questions about the PENSEC report, including if you need a PIN, to csspecialadvance@cde.ca.gov and include the charter name, number, and 14-digit county-district-school (CDS) code.

Principal Apportionment Section
PASE@cde.ca.gov
916-324-4541