San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

September 11, 2026 Bulletin No. 27-010

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

Subject: 20-Day Attendance Report for New Charters/New Grade Levels for Continuing Charters
Due to the County Office no later than Tuesday, October 27, 2026

Each new charter and continuing charter adding a new grade level should have received a notification directly from the CDE regarding the need to submit the charter's average daily attendance for the first 20 days of the school year. This report is used to calculate first year funding. The report can be found at https://www.cde.ca.gov/fg/aa/pa/csfunding.asp?tabsection=2

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, please contact csspecialadvance@cde.ca.gov. Once completed, you are required to print the report and certification and send them to your authorizing 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:**

Shawn Shane, 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 authorizing district to get the report to BAS as soon as possible after the 20th school day, ***but no later than Tuesday, October 27, 2026.*** Click the following link to reach CDE's website for instructions at https://www.cde.ca.gov/fg/aa/pa/csfunding.asp#charter20day. It is the authorizing 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 Shawn Shane at (909) 386-9686.

Sincerely,

Ted Alejandre
County Superintendent of Schools

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

TC:gs:rv

Attachment: Charter 20 Day Report Guidelines

j:\bulletins\27-010\2026-27 Charter School 20 Day Attendance Report