



Santa Clara County Office of Education

Charles Weis, Ph.D.
County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 12-046

Date: September 15, 2011

To: District Fiscal Directors

From: Cathy McKim

Re: Prior Year Attendance Corrections - Deadline September 23, 2011

Per the Calendar of Key Deadlines for 2011-12 Apportionments issued by the California Department of Education (CDE), all corrections to reports of attendance must be submitted to the CDE by October 3, 2011, to be included with the 2011-12 First Principal Apportionment. Corrections for 2009-10 and any prior years require either a letter from your district's external auditors or an audit finding explaining the reason for the change and supporting the amount of the revision. Since these corrections also require certification by the Santa Clara County Superintendent of Schools, they must be submitted to the Santa Clara County Office of Education (SCCOE) on or before **Friday, September 23rd**.

To make a correction using the attendance software, select "Corrected" from the "Period" drop-down menu and select either "P-2" or "Annual." After making the changes, use the "Check/Save" feature to identify any errors. Closing the screen will cause the "Correction Reason" window to appear. Enter the code corresponding to the reason and provide a brief explanation of the change. You will want to create the certified export file and the certification page. Submit the electronic files to this office via e-mail to your Advisor.

Feel free to contact your Advisor with any questions:

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Please share this information as deemed appropriate.