



Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

Judy Lee Kershaw, Director, DBAS: 408-453-6599

Bulletin: 16-014

Date: December 28, 2015

To: District & Charter Fiscal Directors
District & Charter Attendance Staff

From: Judy Kershaw, Director, DBAS
Mark Skvarna, Interim Chief Business Officer

Re: 2015-16 Attendance Reporting

The purpose of this bulletin is to announce the release of the 2015-16 Principal Apportionment Data Collection (PADC) software by the California Department of Education (CDE). Please download the software and review instructions and other resources here: <http://www.cde.ca.gov/fg/sf/pa/padcs1516.asp>. Local Educational Agencies (LEAs) will use this software to report attendance and other data due to the CDE for 2015-16 including any corrections to be made in the future.

Below is a summary of significant changes made to the 2015-16 Principal Apportionment Data Collection software from the prior year. The full list is here: <http://www.cde.ca.gov/fg/sf/pa/padc1516whatsnew.asp>.

Revised Data Entry Screens

Attendance School District

This data entry screen has been updated to collect ADA for Course Based Independent Study, a new independent study option beginning in 2015-16.

Attendance Charter School, Attendance Charter School-All Charter District, Attendance Charter Funded Programs, and Attendance COE Charter School

These data entry screens have been updated to collect ADA for Course Based Independent Study, a new independent study option beginning in 2015-16.

Charter School Physical Location

1. Only available for the P-1 reporting period. Corrections can be only made by submitting a new P-1 file by **April 15th**. LEAs must notify CDE if a new P-1 physical location file is submitted.
2. During data entry a pop-up message reminds users that physical location data will be considered final as of current year P-2.

Charter School Status

This data entry screen has been updated to collect the charter school's site type-site based, independent study, or combination.

Necessary Small School (NSS) Certification Selection

This entry screen has been revised to require the COE to specify whether each school meets the NSS criteria in current or prior year and specify the applicable Education Code Section.

Statutory deadlines are on CDE web site: <http://www.cde.ca.gov/fg/sf/pa/padcdue dates1516.asp>. DBAS staff need time to review reports in advance of CDE due dates. The CDE has stressed the importance of timely data submissions due to the short turn-around time required to certify P-1 and the LCFF calculations. The P1 attendance report is due to your Advisory team by **January 7, 2016**. A complete submission includes the certified data (dat) file and documentation supporting Average Daily Attendance (ADA) reported.

If you have any questions, please contact your Advisory Team.

Please distribute this information within your District as deemed appropriate

The 2015-16 consolidated calendar is listed below:

Dec-15	12/15	First Interim	District 1st interim due to COE	42131(a)(1)
			Charter school 1st interim due to chartering authority and COE	47604.33(a)(2)
	Audit		District prior year audit due to COE, SSPI, and State Controller	41020(h),
			Charter prior year audit due to chartering authority, COE, SSPI, and State Controller	47605(m),41020(h)
24, 25, 31	Winter Holiday	SCCOE Closed		
Jan-16	1/1	New Years Day	SCCOE Closed	
	1/7	Attendance	P1 ADA due to COE. Cumulative ADA starting the first day of school through full attendance month ending by December 31**	SCCOE deadline
	1/14	1st Interim Status Report	COE reports to SSPI and State Controller on all district 1st interim certifications	42131(a) 2 (c)
	1/15	Attendance	P1 Attendance due to the CDE by COE	41601
	1/18	Martin Luther King Day	SCCOE Closed	
Feb-16	TBD	2015-16 First Principal Apportionment (P1)	Certification of the 2015-16 First Principal (P1) Apportionment for school districts, COEs, and continuing charter schools soon to be available on CDE website	CDE Calendar (will be updated by CDE)
	2/15-16	President's Day	SCCOE Closed	
Mar-15	3/16	Second Interim	District 2nd interim due to COE	42131(a)(1) and (2)
			Charter school 2nd Interim due to chartering authority and COE	47604.33(a)(3)
	3/15	Audit	Prior Year Audit - Submit certification of correction of audit findings to COE	41020(j)(2)
3/31	Audit	Current Year Audit - Deadline to submit Auditor Selection form to SCCOE	41020	
Apr-16	4/15	Second Interim	Qualified and Negative 2nd Interims Report- COE reports to SSPI and State Controller on district qualified and negative 2nd interim certifications	42131(a)(2)
			COE reports to SSPI and State Controller on all district 2nd interim certifications	42131(c)
	4/15	2015-16 P-2 Property Tax	2015-16 P-2 Property Tax Report (J-29) due to CDE	
4/22	Attendance	P2 ADA due to COE. Cumulative ADA starting the first day of school through full attendance month ending by April 15**	SCCOE deadline	
May-16	5/1	Attendance	P-2 Attendance due to the CDE by COE.	41601
	5/15	Audit Status Report	COE certifies district audit status to SSPI and State Controller	41020(k)
	5/30	Memorial Day	SCCOE Closed	
Jun-16	6/1	6/30 Projection	June 30 projections for the period ending April 30 due to COE, SSPI, and State Controller if district had a qualified or negative 2nd interim	42131(e)