



## Informational Bulletin

*For Santa Clara County Districts*

### District Business & Advisory Services

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

Bulletin: 17-014

Date: December 12, 2016

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

From: Judy Lee Kershaw, Director, DBAS  
Ann Jones, Interim Chief Business Officer

Re: 2016-17 Attendance Reporting

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The purpose of this bulletin is to announce the release of the 2016-17 Principal Apportionment Data Collection (PADC) software by the California Department of Education (CDE). Please download the software and review the instructions and other resources here: <http://www.cde.ca.gov/fg/sf/pa/padcs1617.asp>. Local Educational Agencies (LEAs) are to use this software to report attendance and other data that are due to the CDE for Fiscal Year 2016-17, including any corrections to be made in the future.

The CDE has made very few changes to the Principal Apportionment Data Collection Software for the current fiscal year. Two changes are summarized below:

1. Starting in 2016-17, Audit Adjustments to CALPADS Data cannot be exported with any other program (s) (e.g. Attendance, Taxes, etc.). When a user attempts to export an Audit Adjustment to CALPADS Data file with other program(s), a screen will appear to advise the user that Audit Adjustments to CALPADS Data must be exported separately.
2. The multi-record screens have been updated to make the last modified date and the last edit check date match after deleting a record and closing the screen, which allows data to be exported.

Statutory deadlines are listed on the CDE web site at: <http://www.cde.ca.gov/fg/sf/pa/padcdue1617.asp>. Please provide DBAS staff with your attendance files in advance of the 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 6, 2017**. A complete submission includes the certified data (.dat) file and the documentation supporting the 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*

For quick reference, the Fiscal Year 2016-17 consolidated calendar for the balance of the year is provided below:

Dec-16	12/15	First Interim	District 1st interim due to COE	42131(a)(1)(2)
			Charter school 1st interim due to chartering authority and COE	47604.33(a)(3)
	Audit		District prior year audit due to COE, SSPI, and State Controller	41020(h)
			Charter school prior year audit due to chartering authority, COE, SSPI, and State Controller	47605(m),41020(h)
<b>23, 26, 30</b>	<b>Winter Holiday</b>	<b>SCCOE Closed</b>		
Jan-17	<b>1/2</b>	<b>New Year's Day</b>	<b>SCCOE Closed</b>	
	1/6	Attendance	P1 ADA due to COE. Cumulative ADA starting the first day of school through full attendance month ending by December 31**	SCCOE deadline
	<b>1/16</b>	<b>Martin Luther King Day</b>	<b>SCCOE Closed</b>	
	1/17	First 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 1st interim certifications	42131(c)
	<b>1/17</b>	<b>Attendance</b>	<b>P1 Attendance due to the CDE by COE</b>	
1/31	Audit Report	District holds public hearing/reviews audit report	41020.3	
Feb-17	TBD	2016-17 First Principal Apportionment (P1)	<a href="#">Certification of the 2016-17 First Principal (P1) Apportionment for school districts, COEs, and continuing charter schools soon to be available on CDE website</a>	CDE Calendar (will be updated by CDE)
	<b>2/20-21</b>	<b>President's Day</b>	<b>SCCOE Closed</b>	
	3/15	Charter School Second Interim	Charter school second interim due to chartering authority and COE	47604.33(a)(4)
Mar-16	3/15	Audit	Prior Year Audit - Submit certification of correction of audit findings to COE	41020(j)(2)
	3/17	Second Interim	District 2nd interim due to COE	42131(a)(1) and (2)
	3/31	Audit	Current Year Audit - Deadline to submit Auditor Selection form to SCCOE	41020
Apr-17	4/14	2016-17 P-2 Property Tax	2016-17 P-2 Property Tax Report (J-29) due to CDE	
	4/17	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)
4/21	Attendance	P2 ADA due to COE. Cumulative ADA starting the first day of school through full attendance month ending by April 15**		
May-17	<b>5/1</b>	<b>Attendance</b>	<b>P-2 Attendance due to the CDE by COE.</b>	
	<b>5/15</b>	<b>Audit Status Report</b>	<b>COE certifies district audit status to SSPI and State Controller</b>	
	<b>5/29</b>	<b>Memorial Day</b>	<b>SCCOE Closed</b>	
Jun-17	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)