



Santa Clara County Office of Education

Mary Ann Dewan, Ph.D.
Interim County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

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

Bulletin: 18-015

Date: December 21, 2017

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

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: Fiscal Year 2017-18 Attendance Reporting

The purpose of this bulletin is to announce the release of the 2017-18 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/padcs1718.asp>. Local Educational Agencies (LEAs) will use this software to report attendance and other data due to the CDE for fiscal year 2017-18 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. Three changes to the 2017-18 software are summarized below:

1. The Necessary Small Elementary School, Necessary Small High School, Necessary Small School Funding Selection and the Necessary Small School Certification Selection entry screens have been consolidated into a single district-level entry screen. The new Necessary Small School entry screen allows school districts with necessary small school sites to report *Education Code* section for eligibility, staff counts and ADA.
2. The COE LCFF Adjustments entry screen has been removed because the data previously collected on the screen are no longer applicable for the county offices of education.
3. A pop-up message box was added to alert a user that the data in Lines A-1 and A-2 must be reported at 100 percent of the amount received. The message box will pop-up when a user opens the Miscellaneous Funds screen for the first time.

Statutory deadlines are listed on the CDE web site at: <http://www.cde.ca.gov/fg/sf/pa/padcdue1718.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 5, 2018**. A complete submission includes the certified data (.dat) file and the documentation supporting the Average Daily Attendance (ADA) reported. If you have any further questions about this process, please contact me at (408) 453-6593 or contact your Advisor.

County Board of Education: Michael Chang, Joseph Di Salvo, Darcie Green, Grace H. Mah, Claudia Rossi, Anna Song
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Month	Due Date	Item	Description	Reference
December 2017	12/15	First Interim	District 1st interim due to COE	42131(a)(1)(2)
	12/15	First Interim - Charters	Charter school 1st interim due to chartering authority and COE	47604.33(a)(3)
	12/15	Annual Financial Audit	District prior year audit due to COE, SSPI, and State Controller	41020(h)
	12/15	Annual Financial Audit - Charters	Charter school prior year audit due to chartering authority, COE, SSPI, and State Controller	47605(m),41020(h)
	12/22, 25, 29	Winter Holiday	SCCOE Closed	
January 2018	1/1	New Year's Day	SCCOE Closed	
	1/5	Attendance	P1 ADA due to COE. Cumulative ADA starting the first day of school through full attendance month ending by December 31**	SCCOE deadline
	1/15	Martin Luther King Day	SCCOE Closed	
	1/16	First Interim	Qualified and Negative 1st Interims Report- COE reports to SSPI and State Controller on district qualified and negative 1st interim certifications	42131(a)(2)
	1/16	First Interim	COE reports to SSPI and State Controller on all district 1st interim certifications	42131(c)
	1/16	Attendance	P1 Attendance due to the CDE by COE	41601
	1/31	Audit Report Public Hearing	District holds public hearing/reviews audit report no later than the last day of January	41020.3
February 2018	By 2/20	2017-18 First Principal Apportionment (P1)	Certification of the 2017-18 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)
	2/19 to 20	President's Day	SCCOE Closed	
March 2018	3/15	Charter School Second Interim	Charter school second interim due to chartering authority and COE	47604.33(a)(4)
	3/15	Audit	Prior Year Audit - Submit certification of correction of audit findings to COE	41020(j)(2)
	3/19	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
April 2018	4/16	2017-18 P-2 Property Tax	2017-18 P-2 Property Tax Report (J-29) due to CDE	
	4/16	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)
	4/16	Second Interim	COE reports to SSPI and State Controller on all district 2nd interim certifications	42131(c)
	4/20	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 2018	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)
	5/28	Memorial Day	SCCOE Closed	
June 2018	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)