



Santa Clara County Office of Education

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County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

Bulletin: 21-011

Date: August 24, 2020

To: District Chief Business Officers
District Fiscal Directors
Charter School Administrators

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: 2020-21 Consolidated Calendar

Provided below is a consolidated calendar of important deadlines for Fiscal Year 2020-21. Please distribute this information within your District as deemed appropriate.



Fiscal Year 2020-21 Consolidated Calendar

| | DUE | ITEM | DESCRIPTION | REFERENCE |
|----------------|--------|--|--|----------------------------------|
| July 2020 | 7/1 | Budget | District adopts budget and submits to COE for review | Ed Code 42127(a)(2) |
| | | | Charter adopts budget and files with chartering authority and COE | Ed Code 47604.33(a)(1) |
| | | COVID-19 Operations Written Report | COVID-19 Operations Written Report must be adopted with each LEA's Budget | Executive Order N-56-20 |
| | | | Charter School submits their adopted COVID-19 Operations Written Report consistent with its annual reporting requirements | Executive Order N-56-20 |
| | | Attendance | Annual ADA - Principal Apportionment Data Collection files due from districts to COE | SCCOE deadline |
| | | | Board approved district and charter 2020-21 Attendance Calendars due to COE | SCCOE deadline |
| | 7/3 | Independence Day | SCCOE Closed | |
| | 7/9 | Last Interfund Cash Transfers for 2019-20 | 9:00 PM - Last day 2019-20 transactions will be sent to County Treasurer. All cash movement between funds after 9:00 PM must be processed via journal entries using due to - due from transactions. | SC County deadline |
| | 7/15 | Attendance | 2019-20 Annual ADA - Principal Apportionment Data Collection files from COE to CDE | Ed Code 41601 |
| | 7/20 | 2020-21 Advance Apportionment | Certification of the 2020-21 Advance Apportionment for school districts, COEs, and continuing charter schools available on CDE website | CDE Calendar |
| 7/31 | PENSEC | 2020-21 PENSEC for New or Significantly Expanding Charter Schools (adding a grade level or some other qualifying event) data and signed certifications due to CDE by LEA | CDE Calendar | |
| August 2020 | 8/10 | DBAS Posting Deadline | Last Day for DBAS to post to Districts 2019-20 GL. Exceptions after this date will be clearly communicated to District Fiscal Directors/CBO's | SCCOE deadline |
| | 8/17 | Property Tax | 2019-20 Annual Property Tax Report (J-29) due from COE to CDE | CDE Calendar |
| September 2020 | 9/4 | 2019-20 Cutoff | Cutoff for 2019-20 transactions in QCC | SCCOE deadline |
| | 9/7 | Labor Day | SCCOE Closed | |
| | 9/15 | Unaudited Actuals including Form Gann, to COE | Charter school unaudited actual data due to chartering authority and COE | Ed Code 47604.33(a)(5), 42100(b) |
| | 9/15 | Unaudited Actuals including Form Gann, to COE | District unaudited actual data file, including Gann Resolution, due to COE | Ed Code 42100(a), GC 7906(f) |
| | 9/15 | Budget | COE approves, conditionally approves or disapproves district budgets | Ed Code 42127(d) |
| | TBD | 2020-21 Special Advance Apportionment | Certification of the 2020-21 Special Advance Apportionment, based on PENSEC for newly operational and continuing charter schools adding grade levels, available on CDE website | CDE Calendar |
| | 9/30 | Adopt Learning Continuity and Attendance Plan | LEA's will adopt a Learning Continuity and Attendance Plan (LCP) and submit to the COE | Senate Bill 98 |
| October 2020 | 10/7 | CALPADS | CALPADS Census Day | |
| | 10/8 | District Governing Board Reviews County's Recommendations and Responds | If the school district's budget is conditionally approved or disapproved by the county superintendent of schools, the school district governing board, in conjunction with the county superintendent will review the county superintendent's recommendations at a regular meeting of the board and respond to those recommendations, including any revisions to the adopted budget and other proposed actions to be taken, if any. | Ed Code 42127(d)(3) |
| | 10/15 | Unaudited Actuals including Form Gann, to SSPI | COE transmits LEAs Unaudited Actuals data files, including Gann, to SSPI | Ed Code 42100(a), GC 7906(f) |

Fiscal Year 2020-21 Consolidated Calendar

| | DUE | ITEM | DESCRIPTION | REFERENCE |
|---|---------------|---|--|-----------------------------|
| | 10/22 | Tentative Disapproved Budgets | COE notifies SSPI of district budgets which may be disapproved | Ed Code 42127(e) |
| | 10/30 | Learning Continuity and Attendance Plans | The COE may submit recommendations for amendments for Learning Continuity and Attendance Plans | Senate Bill 98 |
| November 2020 | 11/9 | Disapproved Budgets | COE Notifies SSPI of district budgets which have been disapproved or budget committee waived | Ed Code 42127(g) |
| | 11/11 | Veterans Day | SCCOE Closed | |
| | 11/16 | Property Tax | 2020-21 P1 Property Tax Report (J-29) due from COE to CDE | CDE Calendar |
| | 11/20 | CALPADS | Fall 1 Submission; Certification Deadline 12/18/2020; Amendment Window deadline 1/29/2021 | CDE Calendar |
| | 11/26-27 | Thanksgiving Holiday | SCCOE Closed | |
| December 2020 | 12/15 | First Interim | Charter school 1st interim due to chartering authority and COE | Ed Code 47604.33(a)(3) |
| | 12/15 | Budget Overview for Parents | LEA's will adopt a Budget Overview for Parents at the meeting with the 1st Interim Report and submit it with the 1st interim Report to COE | Senate Bill 98 |
| | 12/15 | First Interim | District 1st interim due to COE | Ed Code 42131(a)(1) and (2) |
| | 12/24, 25, 31 | Winter Holiday | SCCOE Closed | |
| January 2021 | 1/1 | New Years Day | SCCOE Closed | |
| | 1/14 | First Interim | Qualified and Negative 1st Interims Report- COE reports to SSPI and State Controller on district qualified and negative 1st interim certifications | Ed Code 42131(a)(2) |
| | | | COE reports to SSPI and State Controller on all district 1st interim certifications | Ed Code 42131(c) |
| February 2021 | 1/18 | Martin Luther King Day | SCCOE Closed | |
| | 2/12, 15 | President's Day | SCCOE Closed | |
| | 2/19 | 2020-21 First Principal Apportionment (P1) | Certification of the 2020-21 First Principal (P1) Apportionment for school districts, COEs, and continuing charter schools soon to be available on CDE website | CDE Calendar |
| March 2021 | 3/5 | CALPADS | Amendment Window Deadline for Fall 2 Submission | CDE Calendar |
| | 3/15 | Charter School Second Interim | Charter school 2nd interim due to chartering authority and COE | Ed Code 47604.33(a)(4) |
| | 3/17 | Second Interim | District 2nd interim due to COE | Ed Code 42131(a)(1) and (2) |
| | 3/31 | Audit | District prior year audit (2019-20) due to COE, SSPI, and State Controller | Ed Code 41020.9[b] |
| | | | Charter school prior year audit (2019-20) due to chartering authority, COE, SSPI, and State Controller | Ed Code 41020.9[b] |
| 3/31 | Audit | Current Year Audit - Deadline to submit Auditor Selection form to SCCOE | Ed Code 41020 | |
| April 2021 | 4/15 | 2020-21 P-2 Property Tax | 2020-21 P-2 Property Tax Report (J-29) due to CDE | CDE Calendar |
| | 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 | Ed Code 42131(a)(2) |
| COE reports to SSPI and State Controller on all district 2nd interim certifications | | | Ed Code 42131(c) | |
| May 2021 | 5/3 | Audit | Current Year Audit - COE to notify State Controller on district's auditor selection | Ed Code 41020(b)(1) |
| | 5/31 | Memorial Day | SCCOE Closed | |

Fiscal Year 2020-21 Consolidated Calendar

| | DUE | ITEM | DESCRIPTION | REFERENCE |
|----------------|------------|---|---|---|
| June 2021 | 6/1 | 6/30 Projection | June 30 (aka 3rd Interim) projections for the period ending April 30 due to COE, SSPI, and State Controller if district had a qualified or negative 2nd interim | Ed Code 42131(e) |
| | 6/25 | 2020-21 Second Principal Apportionment (P2) | Certification of the 2020-21 Second Principal (P2) Apportionment for school districts, COEs, and continuing charter schools soon to be available on CDE website | CDE Calendar |
| | TBD | Lottery | 3rd quarter lottery expected from Treasurer | |
| July 2021 | 7/1 | Local Control and Accountability Plan (LCAP) | District adopts LCAP and submits to COE for review | Ed Code 52062(b)(2) |
| | | | Charter adopts LCAP and files with chartering authority and COE | Ed Code 47606.5 |
| | | Budget | District adopts budget and submits to COE for review | Ed Code 42127(a)(2) |
| | | | Charter adopts budget and files with chartering authority and COE | Ed Code 47604.33(a)(1) |
| | Attendance | Board approved district and charter 2020-21 Attendance Calendars due to COE | SCCOE deadline | |
| | 7/5 | Independence Day | SCCOE Closed | |
| | 7/15 | Audit Status Report | COE certifies district audit status (2019-20) to SSPI and State Controller | Ed Code 41020.9 (b) |
| 7/16 | CALPADS | Submission of EOY 3,4; Certification 7/30/21; Amendment Window Deadline 8/27/21 | CDE Calendar | |
| August 2021 | 8/16 | Property Tax | 2020-21 Annual Property Tax Report (J-29) due from COE to CDE | CDE Calendar |
| | 8/27 | CALPADS | Amendment Window Deadline for EOY 1, 2 Submission | CDE Calendar |
| September 2021 | 9/6 | Labor Day | SCCOE Closed | |
| | 9/15 | Unaudited Actual Data, including Form Gann, to COE | Charter school unaudited actual data due to chartering authority and COE | Ed Code 47604.33(a)(5), 42100(b) |
| | 9/15 | Unaudited Actual Data, including Form Gann, to COE | District unaudited actual data, including Gann Resolution***, due to COE | Ed Code 42100(a), GC 7906(f) |
| | 9/15 | Budget | COE approves, conditionally approves or disapproves district budgets | Ed Code 42127(d) |

Legend

* Due dates are established in law unless otherwise noted. In accordance with GC 6700, GC 6707 and GC 6803, If the due date falls on a Saturday, Sunday, or holiday, the reporting date shall be the following workday. Unless stated otherwise, "days" means calendar days.

**EC 37201 defines an attendance month as four weeks (Monday through Friday) totaling 20 days - including holidays, other non-service days, pupil free days such as staff development, and orientation days. Full weeks off for winter break may be excluded from the attendance month.

*** Gann filing date administratively determined by CDE

**** EC 42100 reporting will satisfy the EX 47604.33 requirement

CDE = California Department of Education, SSPI = State Superintendent of Public Instruction, COE = County Office of Education

EC = Education Code, GC = Government Code