



Santa Clara County Office of Education

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

## Informational Bulletin

*For Santa Clara County Districts*

District Business & Advisory Services

Memorandum: 22-009

Date: October 22, 2021

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

From: Susan Ady, Director III, District Business Services

**Re: Action Required: Principal Apportionment Data Collection (PADC) Web-Based Software  
- Assignment of District Administrator**

---

**Beginning with the P1 reporting for this fiscal year (2021-2022), you MUST use the new Web-Based PADC Software. This software requires assigned users for each LEA.**

Each LEA that reports data in the PADC software requires at least one assigned user to act as its administrator. The administrator is the only role that allows the user to certify data and assign other users. The CDE does not require pen and paper certifications for data reported in the PADC web application.

Each COE assigns PADC Administrators for school districts and charter schools under COE oversight.

Each school district assigns PADC Administrators for charter schools under district oversight.

Please review the attached material and visit the CDE Website for more information. [PADC Web page](#)

Once you have determined who should be the administrator for your LEA, please complete the attached application form and return it to Susan Ady [sady@sccoe.org](mailto:sady@sccoe.org) or Lauren Nguyen at [LaNguyen@sccoe.org](mailto:LaNguyen@sccoe.org) for school districts administrators. For Santa Clara County authorized charters, please submit your form to Angela Uyeda [auyeda@sccoe.org](mailto:auyeda@sccoe.org).

In order to complete the application, you must have a user Id. Please use your CAS username. If you do not have a CAS Username, create a username and set up a password in the Centralized Authentication System (CAS). The CAS username and password serves as an authentication system for PADC and other applications used by the CDE.

In order to be ready when the reporting window opens on December 1, 2021, please ensure your form is returned to the COE at your earliest convenience and prior to November 19, 2021.

*Please distribute this memo within your District as deemed appropriate.*

# PADC Access

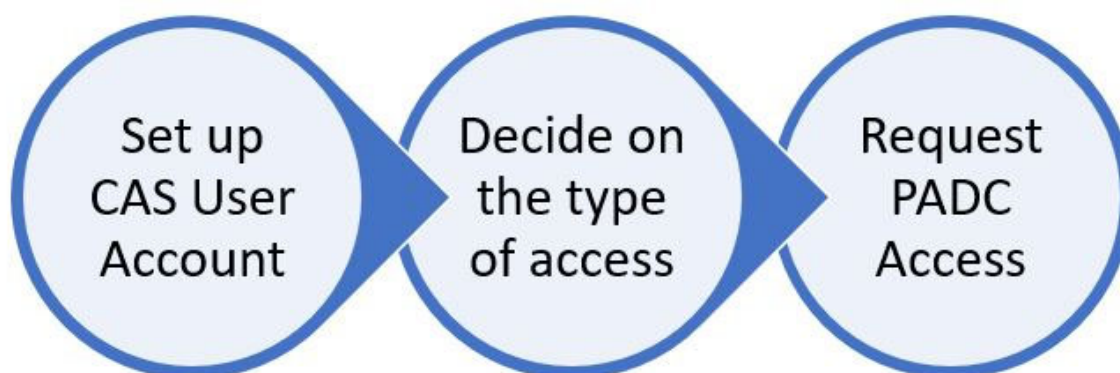
## Overview

The PADC web application requires individual user access. Users should not share their credentials with other staff within or outside their organization. Each user, regardless of the access level requires an approval to access the system.

PADC web application does not assign usernames and passwords. Instead, users create a username and set up a password in the Centralized Authentication System (CAS). The CAS username and password serves as an authentication system for PADC and other applications used by the CDE.

Once a CAS account is set up, any individual wishing to access the PADC for data reporting, certification, or viewing certified records must first be authorized to access the PADC. To be authorized for PADC, the following must be determined:

- The level of access required, and
- The entity to request access from.



## PADC User Management

The structure of data reporting for Principal Apportionment requires that the COE act as an oversight entity by reviewing, certifying and transmitting data to the School Fiscal Services Division (SFSD) of the CDE. Additionally, school districts have certain oversight responsibilities over some charter schools, which includes data collection and certification. To enable COEs and school districts to fulfill their oversight responsibilities, the PADC web application allows them to manage users for the respective reporting entities.

At a minimum, each entity that reports data in the PADC requires at least one user that acts as its Administrator. This is necessary because the Administrator is the only role that allows the user to certify data. Data must be electronically certified in order for the records to be transferred to the CDE to be included in Principal Apportionment calculations. Pen and paper certifications are not required by the CDE for data reported in the PADC web application.

Therefore, each COE must assign PADC Administrators for the reporting entities in a manner that would result in the appropriate persons certifying data in the PADC. The CDE does not require PADC data to be certified by the main official of each LEA, such as a superintendent. Instead, the CDE requires that each county superintendent designates a person to serve as a PADC Administrator, who in turn manages the user assignment and data collection for the rest of the county. Each COE may exercise discretion and do any of the following:

- require specific individuals to serve as Administrators for the reporting entities (such as school district superintendent or chief business official), or,
- allow any individual to serve as an Administrator for the reporting entity, as long as they are designated by the lead official ((such as school district superintendent or chief business official).

Some counties may decide to maintain an alternative data approval process, such as pen and paper certifications, in addition to electronic data certification in the PADC. In that case, the PADC Administrators are still required but may be assigned to staff that report data on behalf of the staff that certify the data via the pen and paper process.

The assignment of the PADC Administrator must be done by an oversight entity, in the following order:

1. SFSD assigns a PADC Administrator to each COE;
2. Each COE assigns PADC Administrators for school districts, charter schools under COE oversight, county auditors, and SELPAs; each COE may assign additional Administrators for the COE itself;
3. Each school district assigns PADC Administrators for charter schools under district oversight.

Charter schools under the oversight of the State Board of Education (SBE) are the exception to the procedures listed above. Instead, the PADC Administrator assignment for those entities is made as follows:

1. SFSD assigns a PADC Administrator to the staff of the Charter Schools Division of CDE, which appear in the PADC web application as SBE Charter School Oversight.
2. Charter Schools Division staff then assigns a PADC Administrator to each of the charter schools under the SBE oversight. The COE of the county does not have access to user assignment or data reporting for these schools.

Once the initial assignments have been made, the oversight entity may edit or remove user assignments as circumstances require.

## CAS User Account

The CAS system allows LEAs and other entities to use the same username and password for multiple applications operated by the CDE. Each new user must have a username and password created in CAS. The following hyperlink provides access to creating a new CAS username:

<https://www3.cde.ca.gov/cdeauthentication/registration.aspx?programabbr=PAS>.

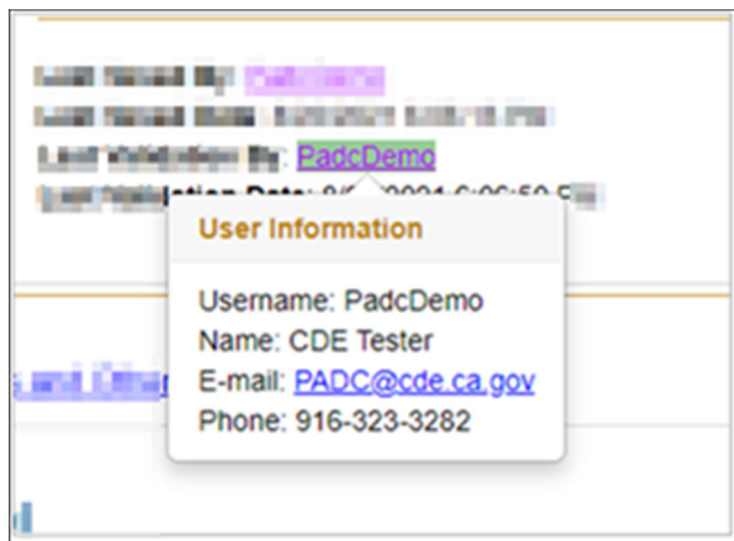
Should an individual need to update their CA username, they can log on to CAS using the following link:

<https://www3.cde.ca.gov/cdeauthentication/logon.aspx?programabbr=PAS>.

Each user should note their CAS password, security questions and answers; CAS passwords have an expiration term and must be updated periodically. To reset the password, security questions and answers must be used. If a user had any recent changes in employment, they should verify that their district or charter assignment in CAS is current, and, most importantly, that the email address is current. The PADC web application will send the user automated notifications to the email address associated with the CAS account.

The CAS username will appear in the PADC whenever the user saves data, runs validation, certifies data, or assigns users. The system will also provide a user's contact information based on CAS account data when the user places the cursor over the CAS username.

For example:



PADC users should direct any questions related to their CAS account to PADC@cde.ca.gov.

## User Assignment Decisions

Each user's access to the PADC is determined based on the user's level of responsibility and the entity that is under the user's scope of responsibility. In the PADC, these decisions are captured in the user assignment process.

Each user assignment must include all of the following:

1. User Role
2. User Group
3. LEA Assignment

Each user must be assigned one of the following User Roles:

- Administrator
- Manager
- Data Entry
- View Only

Each user must be assigned to one of the following User Groups:

- COE
- School District
- Charter School -COE Oversight
- Charter School - District Oversight
- Charter School - State Board of Education (SBE) Oversight
- SELPA
- County Auditor

Each user must be assigned to one or more LEAs, as follows:

- Select one or more LEA applicable to the User Group
- When selecting an LEA, consider that the assignment will include the LEA itself and any reporting entities.

### User Role

For each reporting entity, there are four user roles available with predetermined permissions arranged in an overlapping order. The predetermined permissions are summarized in the following table.

User Role	Certify Data	Manage Users	Edit Data	View Data
<b>Administrator</b>	Yes	Yes	Yes	Yes
<b>Manager</b>	No	Yes	Yes	Yes

User Role	Certify Data	Manage Users	Edit Data	View Data
Data Entry	No	No	Yes	Yes
View Only	No	No	No	Yes

At a minimum, each LEA requires at least one user that acts as its Administrator. This is necessary because the Administrator is the only role that allows the user to certify data. Data must be certified in order for the records to be transferred to the CDE to be included in Principal Apportionment calculations.

Additional user roles are optional. The following are suggestions for utilizing the additional user roles:

- A Manager role for a large COE can be useful in coordinating the assignment of users at the school districts within the county, charter schools under COE oversight, SELPA AUs and SELPA members, and the county auditor.
- A Data Entry role may be assigned for an individual to enter data or the option to have multiple Data Entry roles to distribute across multiple people when keying in large amounts of data.
- A View Only role may be used to grant access to an auditor conducting an annual audit and needing access to view data reported by the LEA to the CDE.

The access to data is under the exclusive control of the LEA and its oversight entity. The CDE access to the data will be limited to View Only assignments so that the CDE staff can assist LEA users with data submissions and resolve any issues that may arise. SFSD staff are available to assist entities with user assignments in the PADC but will not alter any assignments.

## User Group

Each user may have only one role and one user group per county. Assignment should be made at the highest level of access required. The following describes the scope of access associated with each user group.

- **County Office of Education** provides access to COE, school districts and SELPAs within the county, charter schools under the oversight of the COE and school districts in the county, and Local Revenue data collection.
- **School District** provides access to the school district and charter schools under district oversight.
- **Charter School – COE Oversight** provides access to charter schools under direct oversight of the COE.
- **Charter School – District Oversight** provides access to charter schools under the oversight of a school district and charter schools in an all-charter district.

- **SBE Charter School Oversight** provides access to CDE's Charter School Division to manage charter schools under the oversight of the SBE.
- **Charter School – SBE Oversight** provides access to charters schools under the oversight of the SBE.
- **SELPA** provides access to data collection for SELPA AUs and SELPA members.
- **County Auditor** provides access to Taxes and Excess ERAF DES.

If the same individual requires two different roles for the same county, the individual must use two different CAS accounts to access the PADC. This may be necessary to accommodate SELPA reporting for cases where a school district is a SELPA AU. For example:

1. Jack London as *JackLondonSD* is assigned by the COE as the School District Administrator. This username can access school district data but not SELPA data.
2. *JackLondonSELPA* is assigned by the COE as the SELPA Administrator. This username can access SELPA data but not the school district data.

If the same individual requires access to two different counties, each assignment must be done separately. For example,

1. Mark Twain as *MarkTwainOrange* is assigned COE Administrator role for Orange County because Mark Twain is the person designated to certify some or all of the data for Orange County.
2. Mark Twain as *MarkTwainLA* is assigned COE View Only role for Los Angeles County because they were given permission to view data for Los Angeles County.

### **Charter School User Groups**

Charter schools are separated into the following user groups to accommodate varying certification requirements.

The **Charter School – COE Oversight** group includes charter schools authorized pursuant to one of the following:

- *EC* Section 47605 (COE approved after school district denied)
- *EC* Section 47605.5 (county program)
- *EC* Section 47605.6 (countywide charter)
- Approved by the SBE with the COE designated by the SBE as the chartering authority pursuant to *EC* Section 47605 or 47605.9.

Each record must be certified by the charter school and the COE.

The **Charter School – District Oversight** group includes charter schools for which a particular school district has either

- Approved the charter petition; or,
- Approved by the SBE with the school district designated by the SBE as the chartering authority pursuant to *EC* Section 47605 or 47605.9.

For these schools, each data record must be certified by the charter school, school district and the COE.

All charter school districts, established pursuant to *EC* Section 47606, are part of the Charter School – District Oversight group for purposes of PADC only.

The **Charter School – SBE Oversight** group includes charter schools for which the State Board approved a charter petition pursuant to *EC* Section 47605(k)(2) or 47605.8, as that section read on January 1, 2019. For these schools, each data record must be certified by the charter school and SBE, represented by the Charter Schools Division of the CDE.

### **SELPA User Group**

COEs and school districts that are SELPA AUs report Infant Funding. COEs and school districts that are SELPA members typically report Extraordinary Cost Pool (ECP) data.

Each SELPA will decide how to manage ECP reporting.

- If the SELPA AU wishes to certify ECP data, it may assign the reporting LEA a Data Entry role so that cost information can be reported by the LEA and certified by SELPA AU.
- If SELPA wants to completely delegate the ECP reporting and certification to the SELPA member, it may assign that LEA a SELPA Administrator role and allow the LEA to certify as the SELPA. Note that the SELPA AU will not be included in the certification process with this option.

### **LEA Assignment**

A selection of user role and user group is followed by a decision on user assignment. For some user groups, there may only be a single LEA to select. For example, COE Administrators and County Auditor Administrators may only be assigned to the specific COE. Other user group selections may allow the user to be assigned to more than one LEA.

Users assigned to an LEA may access data entry screens for that LEA and any LEAs under its jurisdiction, including authorized charter schools. For example, a user assigned as a School District Administrator will have Administrator permissions for school district data and charter schools under district oversight (if any).

LEA assignment is fiscal year specific. For continuing LEAs, the assignment does not need to be renewed every year. However, if there are any LEA changes, such as changes in the oversight entity for a charter schools or a district reorganization for school districts, the users must be re-assigned to the appropriate LEA. Any prior year



data corrections must be certified by a former oversight entity. Any new FY data must be certified by the new oversight entity. Other LEA changes that may require new or revised user assignments include but are not limited to the following:

- school district reorganizations (lapses, unifications, etc.),
- charter school closures,
- new charter school approvals.

## Request PADC Access

When the LEA, SELPA, or county auditor has no authorized PADC users, the entity must designate a staff person to serve as PADC Administrator in accordance with the policies and procedures adopted by the oversight entity. The designated individual shall request the oversight entity to grant access. The request shall be made to the oversight entity using the template request form provided by the CDE (available at <https://www.cde.ca.gov/fg/sf/pa/>) or a local equivalent provided by the oversight entity.

To determine which entity must grant access to an Administrator role, please refer to the following table. Note that certain documents are set up as forms while others are templates for local use.

<b>If the Prospective Administrator Is at:</b>	<b>Applicable Document</b>	<b>Submit the document to:</b>
COE	<i>PADC Web Application Access: COE Administrator Assignment</i>	CDE/SFSD/Principal Apportionment Section at <a href="mailto:PADC@cde.ca.gov">PADC@cde.ca.gov</a>
School District	<i>PADC Web Application Access Administrator Assignment TEMPLATE</i> , or local equivalent	PADC Administrator for the COE
Charter School – COE Oversight	<i>PADC Web Application Access Administrator Assignment TEMPLATE</i> , or local equivalent	PADC Administrator for the COE
Charter School – District Oversight	<i>PADC Web Application Access Administrator Assignment TEMPLATE</i> , or local equivalent	PADC Administrator for the School District
SBE Charter School Oversight	<i>PADC Web Application Access SBE Oversight Administrator Assignment</i>	CDE/SFSD/Principal Apportionment Section at <a href="mailto:PADC@cde.ca.gov">PADC@cde.ca.gov</a>
Charter School – SBE Oversight	<i>PADC Web Application Access Administrator Assignment</i>	PADC Administrator for the SBE (Charter Schools Division of the CDE)

If the Prospective Administrator Is at:	Applicable Document	Submit the document to:
SELPA AU	<i>PADC Web Application Access Administrator Assignment TEMPLATE</i> , or local equivalent	PADC Administrator for the COE
County Auditor	<i>PADC Web Application Access County Auditor Administrator Assignment</i>	PADC Administrator for the COE

Note that a PADC Administrator may designate a PADC Manager to handle user assignments.

The communication between each COE and entities under its oversight, as well as any school district and charter schools under its oversight must occur outside the PADC web application. For example, the COE would inform its school districts by email about the process of setting up each School District PADC Administrator and the COE Administrator or Manager name to submit the requests to.

Any additional Administrators or other user roles may be assigned by the PADC Administrator for the LEA.

In customizing the CDE templates to local use, the LEAs may do the following:

- add the COE logo and contact information,
- add certification statements and/or checklists for data reporting,
- add specific requirements to the designation section.

The LEAs should not remove the following content from local forms:

- requirement for each user to have an individual CAS Account, and
- any PADC acknowledgements.

### Step-by-Step

1. Each COE Superintendent designates a staff member to serve as a COE Administrator.
2. The COE submits an application to the SFSD at [PADC@cde.ca.gov](mailto:PADC@cde.ca.gov).
3. The SFSD assigns a COE Administrator and sends a confirmation email to COE.
4. Each COE determines local requirements for user assignment to align with data review and certification. The COE disseminates information to all of the reporting entities along with the required form, based on the CDE template. Each reporting entity completes the form and returns it to the COE. The COE Administrator or

Manager assigns an Administrator for each school district, SELPA AU, charter schools under COE oversight, and county auditor.

From the PADC Home page:

- a. Select Assign Users.
  - b. Enter CAS Username in the search box, choose Search.
  - c. Review the user information details and choose Select if the system returned details of the correct user.
  - d. Click Yes when prompted by question “You are about to give PADC access to the following user: [CAS username]. Do you want to continue?”.
  - e. Select the user role as appropriate, select Next.
  - f. Select the user group as appropriate, select Next.
  - g. Select one or more LEAs, as appropriate, select Submit.
  - h. The system will send an email to the user assigned informing them that the PADC user assignment has been made.
5. Each school district with oversight responsibility over one or more charter schools determines local requirements for user assignment to align with data review and certification. The school district disseminates information to all of the charter schools along with the required form, based on the CDE template. Each charter school completes the form and returns it to the district. The School District Administrator or Manager assigns an Administrator for each charter school following steps (a) through (h) in item 4 above.
  6. Each SELPA AU with more than one member determines the requirements for user assignment to align with data review and certification and disseminates the information to all of the SELPA members along with the required form, based on the CDE template. Each SELPA member completes the form and returns it to the AU. The SELPA Administrator or Manager assigns an Administrator for SELPA member following steps (a) through (h) in item 4 above.
  7. Once an Administrator is assigned to the LEA or SELPA, they may assign additional users to manage data reporting and certification. Additional Administrator assignments should be accompanied by the PADC Web Application Access Administrator Assignment TEMPLATE or local equivalent. Other user role assignments should be accompanied by the PADC Web Application Access User Assignment TEMPLATE or local equivalent.

## Things to Remember

- Application must be accessed via Google Chrome.
- When assigning a user, the assignor must use the exact spelling of the CAS username. The system will not search for a match on part of the CAS username or first and last name.
- CAS user accounts are not filtered by county or LEA; it is important to be careful with CAS usernames to avoid assigning of the wrong individual to PADC.
- Once created, access to PADC remains until a user's assignment is removed. There is no annual requirement for re-assignment or validation of users.
- Each entity must communicate within its organization and to the reporting entities so that prospective PADC users know what documentation to complete and which staff member to submit the documentation to.
- The only document for PADC user assignment that needs to be submitted to the SFSD is the *PADC Web Application Access COE Administrator Assignment*. The remaining documents should not be submitted to the CDE. These documents should be retained at the oversight entity, or the reporting entity, at the discretion of each organization.

## User Management Module

User Management module is located on the PADC web application home page. If it is not available to a user, that means the user has not been assigned as an Administrator or Manager. The application shows the assigned role in the top right-hand corner of each page.

When the Administrator or Manager user selects User Management, the system will generate a list of users that are active for the entity, as follows:

- The COE Administrator/Manager will see all users in the county.
- The School District Administrator/Manager will see all users in the district and charter schools under district oversight.
- The SELPA Administrator/Manager will see all users assigned to the SELPA AU or SELPA members, including cross-county member districts.

From this list, the Administrator/Manager may do any of the following:

- View user assignment by selecting the "i" symbol
- Edit user assignment by selecting the pen symbol. When editing user assignment, the system will require the user to reset all assigned entities.
- Remove user assignment by selecting the trash can symbol.

The Administrator and Manager users may not alter their own assignments. The Administrator or Manager of the oversight entity, or another Administrator or Manager of their own entity can alter their assignments if needed.

## **Principal Apportionment Data Collection Web Application Access Administrator Assignment**

Effective fiscal year 2021-22, local educational agencies (LEAs) should have a PADC Administrator responsible for certifying Principal Apportionment data for the LEA and all entities under its jurisdiction.

- The Santa Clara County Office of Education (COE) is responsible to assign administrators for Santa Clara County school districts and charter schools under COE oversight. Each LEA should designate an administrator and that person should fill out this application and return it to the COE. Once the LEA has an assigned administrator, that administrator can assign other users for their district.
- Each school district assigns administrators for charter schools under district oversight, and may assign additional administrators for the district.

**During October and November of 2021 all users must be assigned. On December 1, 2021 the P-1 data entry screens will be available in the web based Principal Apportionment Data Collection Web Application. All principal apportionment data for 2021-2022 will be reported using the new web based application.**

Reminder: Districts should submit their P1 data for review by the COE no later than January 4, 2022.

### **STEP 1: Review PADC Instructions**

A new PADC Web application user should review the PADC User Manual, available at <https://www.cde.ca.gov/fg/sf/pa/>, to become familiar with user access, data entry screens and certification process.

### **STEP 2: Obtain CAS Username and Password**

In order to access the PADC Web application, each user must have a unique Centralized Authentication System (CAS) username and password. If you currently have a CAS username, there is no need to create a new account. If you have not created a CAS username, navigate to the CAS Logon web page and complete "New User Registration" at <https://www3.cde.ca.gov/cdeauthentication/registration.aspx?programabbr=PAS>.

### **STEP 3: Submit Request to Oversight Entity (districts submit to COE not CDE)**

The request for Administrator Assignment must be submitted to the Administrator or Manager of the oversight LEA as follows:

Application for PADC Administrator of:	Submit a request for PADC assignment to:
School district	COE with jurisdiction over the school district  Susan Ady <a href="mailto:sady@sccoe.org">sady@sccoe.org</a> or  Lauren Nguyen <a href="mailto:LaNguyen@sccoe.org">LaNguyen@sccoe.org</a>
Charter school – COE Oversight	COE, if the charter is authorized pursuant to any of the following:  <i>Education Code (EC) Section 47605.6</i> (countywide charter)  <i>EC Section 47605.5</i> (county program)  <i>EC Section 47605</i> (COE approved after district denied)  Approved by the State Board of Education (SBE) with the COE designated by the SBE as the chartering authority pursuant to <i>EC Section 47605</i> or <i>47605.9</i> .  Angela Uyeda <a href="mailto:auyeda@sccoe.org">auyeda@sccoe.org</a>
Charter school – District Oversight	School district that approved the charter petition, or that has been designated by the State Board of Education (SBE) as the chartering authority pursuant to <i>EC Section 47605</i> or <i>47605.9</i> .

At the discretion of the oversight LEA, the application can be made by the individual seeking Administrator access with or without designation by the responsible charter school official, school district superintendent, SELPA director, or County Superintendent of Schools. See optional Section F.

**STEP 4. User Assignment and Confirmation**

The Administrator/Manager making the assignment logs in to the PADC, selects Assign User function, locates the user by the CAS username and makes the applicable assignment. The system will generate an automatic email notification to the requestor confirming the user assignment made.

Detailed instructions for the User Management module are available in the PADC User Manual available at <https://www.cde.ca.gov/fg/sf/pa/>.

**REQUEST TYPE**

- New Assignment
- Additional Assignment (within the same county)
- Removal of Assignment

**A. APPLICANT INFORMATION**

First and Last Name	Job Title	Work Phone and Email
[Insert First and Last Name here]	[Insert Job Title here]	[Insert Phone and Email here]

LEA/SELPA	CAS Username
[Insert LEA/SELPA name here]	[Insert CAS Username here]

**B. PADC USER GROUP**

The PADC user group determines access to user management, data entry and certification for the LEA and any entities under its oversight. Therefore, the assignment should be made at the highest level of access required.

Select user group for the applicant:

- **County Office of Education (COE)** [with access to COE; school districts and SELPAs in the county; charter schools under COE and school district oversight; and, tax data reported by county auditor]
- **School District** [with access to the district and charter schools under district oversight]
- **Charter School – COE Oversight** [with access to charter schools under COE oversight]
- **Charter School – District Oversight** [with access to charter schools under district oversight]
- **SELPA** [with access to SELPA Administrative Unit and SELPA members]

PADC User Group
[Insert PADC User Group here]

**C. LEA/SELPA Assignment**

I am requesting PADC Assignment as Administrator for the following:

LEA/SELPA Name	LEA/SELPA CDS Code
[Insert LEA/SELPA name here]	[Insert CDS Code here]

**D. PADC USER RESPONSIBILITIES**

By requesting PADC Administrator access, I acknowledge the following:

- *Education Code (EC)* requires LEAs and SELPAs to report specified data to the CDE, on forms prescribed by the CDE, for the purpose of making apportionments and certifying various reports. *EC* also imposes oversight responsibilities on certain LEAs, such as school districts (for certain charter schools) and the COEs (for LEAs under their jurisdiction).
- The PADC application accessible via a secure Internet connection is used by the LEAs to report the data to CDE, and attest to its accuracy and compliance with applicable statutes and

regulations. The PADC incorporates oversight responsibilities by allowing the oversight LEA to manage PADC users for LEAs and SELPAs under its jurisdiction, and to electronically certify data for its own LEA/SELPA and any LEAs under its oversight.

- Electronic certification by the PADC Administrator is used in lieu of pen and paper certifications. Upon electronic certification of the data in the PADC by all applicable entities and the COE, the application will transfer data to CDE for calculating Principal Apportionment funding.
- All information concerning my access to the PADC, including but not limited to any information entered, stored or retrieved by me, may be monitored, retrieved, and/or disclosed by authorized personnel, including authorized network administrators and CDE personnel Per CDE’s Web policy available at: <https://www.cde.ca.gov/re/di/ws/webpolicy.asp>
- The duties and responsibilities of the Administrator designated by this application include:
  - Keep credentials to access the PADC confidential by protecting your password at all times, never share your username and password with others or allow others to access the PADC using your credentials.
  - Review and electronically certify data for LEA/entity listed in Section C and any LEAs under its jurisdiction for compliance with all applicable laws and regulations included in the Principal Apportionment Statutes and Regulations.
  - Manage all PADC users (assign, remove, update) for the LEA, including the roles of Manager, Data Entry and View Only, and Administrators for any reporting LEAs. The Administrator may assign a Manager for this function.
  - Ensure only authorized users access the system, and that the access is limited to the business need of each user.
  - Alert the CDE by emailing [PADC@cde.ca.gov](mailto:PADC@cde.ca.gov) if a PADC user in the LEA suspects or detects a security or privacy violation.
  - Submit a request for removal of PADC assignment to the appropriate PADC Administrator/Manager when PADC access is no longer needed due to work assignment changes, termination, etc.

**E. APPLICANT AGREEMENT**

I certify by my signature that the information in Sections A, B, and C is accurate and complete. I will adhere to the responsibilities outlined in Section D of this application.

<b>Applicant Signature:</b>	<b>Date:</b>
[Sign here after printing out form]	[Insert date here]

**F. ATTESTATION OF THE RESPONSIBLE OFFICIAL**

At the discretion of the LEA/SELPA, the responsible charter school official, school district superintendent, SELPA director, or county superintendent of schools, or designee, may use this section to designate the person identified in Section A to serve as a PADC Administrator for the LEA/SELPA.

<b>First and Last Name</b>	<b>Work Phone and Email</b>
[Insert First and Last Name here]	[Insert Phone and Email here]



Job Title	LEA/SELPA
[Insert Job Title here]	[Insert LEA/SELPA name here]

I certify by my signature on this form that the individual listed in Section A is authorized to use the PADC application to manage users and certify Principal Apportionment data for the LEA/SELPA listed in Section C and any LEAs/entities under its jurisdiction, in accordance with applicable laws and regulations.

Responsible Official Signature:	Date:
[Sign here after printing out form]	[Insert date here]

**G. PADC ADMINISTRATOR/MANAGER ATTESTATION**

Approval of this request by the PADC Administrator or Manager for the LEA.

First and Last Name	CAS Username	Work Phone and Email
[Insert First and Last Name here]	[Insert CAS Username here]	[Insert Phone and Email here]

PADC Role	PADC User Group	PADC Assigned LEA/SELPA
[Insert PADC Role here]	[Insert PADC User Group here]	[Insert PADC Assigned LEA/SELPA here]

Circle one:

- I certify by my signature on this form that the individual listed in Section A is authorized to use the PADC; I completed the assignment in PADC application on the date below.
- I agree to the removal of the individual listed in Section A from the PADC application; I unassigned the user in PADC on the date below.

Approver Signature:	Date:
[Sign here after printing out form]	[Insert date here]