



District Business and Advisory Services

Bulletin: 22-013

Date: December 6, 2021

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

From: Lauren Nguyen, District Business Advisor

Re: Fiscal Year 2021-22 Attendance Reporting

The purpose of this bulletin is to announce the availability of the 2021-22 Principal Apportionment Data Collection (PADC) Web application for reporting on the California Department of Education (CDE) website at <https://pas.cde.ca.gov/>. To assist local educational agencies (LEA) in using the PADC web application, the CDE has posted pertinent resources and information on the PADC web page located at <https://www.cde.ca.gov/fg/sf/pa/>.

Statutory deadlines are listed on the CDE web site at: <https://www.cde.ca.gov/fg/aa/pa/ataglance2122.asp>. Districts and charters must certify the First Principal Apportionment (P-1) attendance data by **January 7, 2022** (Attachment B). A complete submission includes:

- Certified Data in the PADC Web application
- The data entry screen and the Certification Detail pages completely signed and dated by the School District Superintendent and/or Responsible Charter School Official
- Supporting documents (e.g., average daily attendance calculators)

2021-22 Highlights:

1. Independent study program requirements, that are conditions of apportionment, have changed for the 2021–22 fiscal year (FY) pursuant to Assembly Bill (AB) 130 (Chapter 44, Statutes of 2021) and AB 167 (Chapter 252, Statutes of 2021). The CDE has published Frequently Asked Questions about the independent study requirements at <https://www.cde.ca.gov/fg/aa/pa/independentstudy.asp>.
2. Attendance School District: The new Expanded Learning Opportunities (ELO) Program funding is based on prior year (PY) reported classroom-based Average Daily Attendance (ADA) in grades TK/K–6. School districts should ensure accurate reporting of independent study ADA in Section B, as it will impact ELO Program funding in the 2022–23 FY.
3. Attendance Charter School: The Attendance Charter School Data Entry Screen (DES) was redesigned to fit the web application format. The main changes from the 2020–21 version are:
 - Charter Status DES has been retired with the contents merged into the Attendance Charter School screen.
 - Previous reporting consisted of total ADA and classroom-based ADA. The 2021–22 version requires reporting of classroom-based ADA and nonclassroom-based ADA (if any), with the application calculating totals upon saving the screen.

- The second tab is pre-populated with instructional tracks to enable multi-track reporting.
- A Summary tab calculates total ADA for all tracks and total ADA for all district of residence records (if applicable).

Pursuant to communication made to school districts' Chief Business Officers and Fiscal Directors on May 17, 2019 (Attachment C), the Santa Clara County Office of Education (SCCOE) elects not to transfer funds through the Principal Apportionment for all types of ADA reported for District Funded County Programs, which includes county community schools ADA and special education under the AB 2235.

At 2021-22 P-1 attendance reporting, the SCCOE will report an alternative per ADA rate of \$0 for all types of ADA reported for the district of residence. The figure below illustrates SCCOE PADC data entry screen:

ADA and Transfer Rates

Multi-Records:

Data ID:
 County of Residence:
 District of Residence:

TRANSFER OF FUNDS

ADA reported on this screen is credited to the school district of residence. EC Section 2576 requires CDE to transfer funds from the district of residence to the COE at the rate equal to the district's LCFF base, supplemental and concentration grant per ADA. To transfer funds at a different rate, the COE must report the alternative rate by grade span and check the Alternative Rate box(es) on this screen, and, the district of residence must select the COE in the Transfer of Funds Alternative Rate Option screen

	TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total	Alternative Rate
Alternative Per-ADA Rate for District Funded County Programs	A-0 <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

AVERAGE DAILY ATTENDANCE

Report below ADA that is not eligible for funding through the COE's Alternative Education Grant pursuant to EC 2574(c)(4)(A) and (B).

County Community Schools (Divisor 70/135/175)	A-1 <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
Special Education - Special Day Class	A-2 <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
Special Education - Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Childrens Institutions	A-3 <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
Extended Year Special Education - Special Education [EC 56345(b)(3)], Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Childrens Institutions (Divisor 175)	A-4 <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
Other County Operated Programs	A-5 <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
Opportunity Schools and Full-Day Opportunity Classes [EC 48640-48641]	<input type="checkbox"/>					
Specialized Secondary Schools [EC 58801]	<input type="checkbox"/>					
Other	<input type="checkbox"/>					
County School Tuition Fund (Out-of-State Tuition) [EC 2000 and 46380]	A-6 <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
ADA Totals (Sum of A-1 through A-6)	A-7 <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

School districts must concur with the transfer of fund at \$0 rate (i.e., no transfer through the Principal Apportionment) by completing the Transfer of Funds Alternative Rate Option data entry screen. If the district does not submit the selection, the CDE will transfer funds at the rate equal to the district's base, supplemental and concentration grant per ADA. The screenshots below illustrate district PADC data entry screen:

Home | Data Entry | Help

Home / Data Entry / School District / Berryessa Union Elementary

Berryessa Union Elementary

CDS Code: 43 69377 0000000

Show records Search:

Showing 1 to 3 of 3 records

DES Name	Data ID	Number of Records	Last Saved By	Passed Data Validation	LEA/Entity Certified	CDE Certified Apportionment
Attendance School District	N/A	0	N/A	No	None	N/A
Necessary Small School	N/A	0	N/A	No	None	N/A
Transfer of Funds Alternative Rate Option	N/A	0	N/A	No	None	N/A

Showing 1 to 3 of 3 records 1

Transfer of Funds Alternative Rate Option

Record Information

Entity Information

County: Santa Clara
 District: Berryessa Union Elementary
 CDS Code: 43 69377 0000000
 Data ID: N/A

Details

Last Saved By: N/A
 Last Saved Date: N/A
 Last Validation By: N/A
 Last Validation Date: N/A

Validation Information

Number of Records: 0
 Number of Errors: N/A
 Number of Warnings: N/A
 Passed Data Validation: No

Certification Information

School District: None
 County Office of Education: None

COE Selection Notes

COE Selection

Multi-Records: First Previous Next Last Add New Delete

Data ID:

EC Section 2576 requires transfer of funds from the school district of residence to the COE for ADA served by the COE but credited to the district of residence. The transfer shall occur at the rate equal to the school district's LCFF base, supplemental and concentration grant per ADA, unless the COE reports an alternative rate to CDE and selects the types of ADA for transfer at the alternative rate.

To enable the transfer of funds at the alternative rate, the district of residence must select the COE on this screen. To determine if the COE reported an alternative rate, contact the COE.

If the school district does not select the COE on this screen, funds will be transferred to the COE at the school district's LCFF base, supplemental and concentration grant per ADA.

School district agrees to transfer funds at the alternative per-ADA rate, as reported by the COE:

Save Cancel Delete

District Business Advisory Services (DBAS) will review the above screen in the PADC certified data to ensure that the SCCOE is selected during P-1 attendance submission.

Each entity reporting data must certify the record in order for it to move forward to an oversight entity certification, and subsequent transfer to the CDE. A PADC Administrator is the only user role with permission to certify data records. Certification acts as the seal on the record; therefore, data cannot be edited after the reporting entity certified the record. Please contact the oversight entity Administrator (Attachment A) to remove the original certification if you would like to make edits after certification.

The following table summarizes the levels of certification required for each type of entity.

First Level	Second Level	Third Level
County Office of Education (COE)	n/a	n/a
School District	COE	n/a
Charter School – District Oversight	School District	COE
Charter School – COE Oversight	COE	n/a
Charter School - SBE Oversight	SBE Charter School Oversight	n/a
SELPA	COE	n/a
County Auditor	COE	n/a

If you have any further questions about this process, please contact me (LaNguyen@sccoe.org) at (408) 453-6594.

- Attachment A – PADC Administrators Contact List
- Attachment B – FY 2021-22 Attendance Data Submission Deadlines
- Attachment C – 2019-20 Budget Advisory Snapshot
- Attachment D – FY 2021-22 Data Entry Screen (DES) Tables

Please distribute this bulletin within your District as deemed appropriate.

Santa Clara County  Office of Education

Santa Clara COE & Districts PADC Administrators

District Name	District #	CDS Code	Name	Email	User Role	User Group	Work Phone
Alum Rock Union Elementary	04	43 69369 0000000	Douglas Durham	douglas.durham@arused.org	Administrator	School District	(408) 928-6913
Berryessa Union Elementary	07	43 69377 0000000	Josh Quitariano	jquitariano@busd.net	Administrator	School District	(408) 923-1862
Cambrian	08	43 69385 0000000	Julia Santos	santosj@cambriansd.com	Administrator	School District	(408) 377-2103 x 1133
Campbell Union	09	43 69393 0000000	Shelley Wedel	swedel@campbellusd.org	Administrator	School District	(408) 364-4200 x 6248
Campbell Union High	51	43 69401 0000000	Raissa Cachola	rcachola@cuhisd.org	Administrator	School District	(408) 558-3011
Cupertino Union	10	43 69419 0000000	Chris Jew	Jew_Chris@cusdk8.org	Administrator	School District	(408) 252-3000 x 61323
East Side Union High	52	43 69427 0000000	Nadia Davis	davisn@esuhsd.org	Administrator	School District	(408) 347-5232
Evergreen Elementary	12	43 69435 0000000	Jenina Moreno	jeninamoreno@eesd.org	Administrator	School District	(408) 270-6800
Franklin-McKinley Elementary	13	43 69450 0000000	Jason Vann	jason.vann@fmsd.org	Administrator	School District	(408) 283-6064
Fremont Union High	53	43 69468 0000000	Caroline Perez	caroline_perez@fuhisd.org	Administrator	School District	(408) 522-2219
Fremont Union High	53	43 69468 0000000	Rick Magana	rick_magana@fuhisd.org	Administrator	School District	(408) 522-2217
Gilroy Unified	83	43 69484 0000000	Kimberly Smith	Kimberly.Smith@gilroyunified.org	Administrator	School District	(669) 205-4082 x 304082
Gilroy Unified	83	43 69484 0000000	Irma Argueta	irma.argueta@gilroyunified.org	Administrator	School District	(669) 205-4084
Lakeside Joint	17	43 69492 0000000	Nancy Heymann	nheymann@lakesidelosgatos.org	Administrator	School District	(408) 354-2372
Loma Prieta Joint Union Elementary	19	43 69500 0000000	Cathy Vance	c.vance@loma.k12.ca.us	Administrator	School District	(408) 353-1101 x 1
Los Altos Elementary	20	43 69518 0000000	Sandra Bush	sbush@lasdschools.org	Administrator	School District	(650) 947-1164
Los Gatos Union Elementary	21	43 69526 0000000	Trinh Tran	ttran@lgsud.org	Administrator	School District	(408) 335-2060
Los Gatos-Saratoga Union High	56	43 69534 0000000	Christina Munoz	cmunoz@lgsuhisd.org	Administrator	School District	(408) 354-2520 x 238
Los Gatos-Saratoga Union High	56	43 69534 0000000	DECEMBER CAYABAN	DCAYABAN@LGSUHSD.ORG	Administrator	School District	(408) 354-2520 x 302
Luther Burbank	22	43 69542 0000000	Rodolfo Avalos-Sanchez	ravalos@lbsdk8.org	Administrator	School District	(408) 295-2450 x 7237
Milpitas Unified	85	43 73387 0000000	Duc Vu	dvu@musd.org	Administrator	School District	(408) 635-2600 x 6020
Milpitas Unified	85	43 73387 0000000	Shanny Yam	syam@musd.org	Administrator	School District	(408) 635-2600 x 6025
Moreland	26	43 69575 0000000	Evangeline Reyes	ereyes@moreland.org	Administrator	School District	(408) 874-2923
Morgan Hill Unified	84	43 69583 0000000	Kirsten Perez	perezk@mhUSD.org	Administrator	School District	(408) 201-6052
Mount Pleasant Elementary	28	43 69617 0000000	Tracy Huynh	thuynh@mpesd.org	Administrator	School District	(408) 223-3719
Mountain View Whisman	29	43 69591 0000000	Nubia Avina	navina@mwwsd.org	Administrator	School District	(650) 526-3581
Mountain View-Los Altos Union High	57	43 69609 0000000	Elvis Lopez	elvis.lopez@mvla.net	Administrator	School District	(650) 940-4650 x 0023
Oak Grove Elementary	30	43 69625 0000000	Melina Nguyen	mnguyen@ogsd.net	Administrator	School District	(408) 227-8300 x 100221
Orchard Elementary	31	43 69633 0000000	Han Nguyen	hnguyen@orchardsd.org	Administrator	School District	(408) 944-0397 x 202
Palo Alto Unified	81	43 69641 0000000	Charen Yu	cyu@paUSD.org	Administrator	School District	(650) 329-3969
Palo Alto Unified	81	43 69641 0000000	Rachelle Guillen	rguillen@paUSD.org	Administrator	School District	(650) 849-7967 x 6925
San Jose Unified	82	43 69666 0000000	Grisel Uribe	guribe@sjsud.org	Administrator	School District	(408) 535-6601 x 17716
Santa Clara Unified	88	43 69674 0000000	Debbie Jones	djones@scusd.net	Administrator	School District	(408) 423-2257
Santa Clara Unified	88	43 69674 0000000	Kim Nguyen	knguyen@scusd.net	Administrator	School District	(408) 423-2071
Saratoga Union Elementary	36	43 69682 0000000	Jean Aldrete	jaldrere@saratogausd.org	Administrator	School District	(408) 867-3424 x 507
Sunnyvale	37	43 69690 0000000	Jeremy Nishihara	jeremy_nishihara@seseD.org	Administrator	School District	(408) 522-8200 x 1010
Union Elementary	39	43 69708 0000000	Anna Leung	leunga@unionsd.org	Administrator	School District	(408) 377-8010 x 44231
Santa Clara Co. Office of Education	90	43 10439 0000000	Angela Uyeda	auyeda@sccoe.org	Manager	County Office of Education	(408) 453-6997
Santa Clara Co. Office of Education	92	43 10439 0000000	Lauren Nguyen	languyen@sccoe.org	Administrator	County Office of Education	(408) 453-6594
Santa Clara Co. Office of Education	92	43 10439 0000000	Susan Ady	sady@sccoe.org	Administrator	County Office of Education	(408) 453-6883

Fiscal Year 2021-22 Attendance Submission Deadlines

	DUE	ITEM	DESCRIPTION	REFERENCE
Jan-22	1/7	Attendance	P1 ADA due to COE. Cumulative ADA starting the first day of school through full attendance month ending by December 31** Note: All 2021–22 data reporting must be completed via the new PADC Web Application	SCCOE deadline
	1/18	Attendance	P1 Attendance due to the CDE by COE	Ed Code 41601
Mar-22	3/1	Audit Adjustments to CALPADS Data	District Certification of CALPADS Data for 2020/21	CDE Calendar
		Prior Year ADA Corrections	District will forward to COE Prior year Attendance Corrections	CDE Calendar
Apr-22	4/22	Attendance	P2 ADA due to COE. Cumulative ADA starting the first day of school through full attendance month ending by April 15** Note: All 2021–22 data reporting must be completed via the new PADC Web Application	SCCOE deadline
May-22	5/2	Attendance	P-2 Attendance due to the CDE by COE.	Ed Code 41601
Jul-22	7/1	Attendance	Annual ADA - Principal Apportionment Data Collection files due from districts and charters to COE	SCCOE deadline
			Board approved district and charter 2022-23 Attendance Calendars due to COE	SCCOE deadline

Legend

**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.

EC = Education Code, GC = Government Code



Date: May 17, 2019
To: Chief Business Officers/Fiscal Directors
From: Megan Reilly, Chief Business Officer
Subject: **2019-20 Budget Advisory Snapshot**

This advisory snapshot is intended to provide preliminary guidance to assist local educational agencies (LEAs) in preparing the 2019-20 Budget Report. This one-page document contains our approved multi-year planning factors and a list of required documents for your Budget report submission.

Multi-Year Planning Factors

We recommend that school districts consider the following multi-year planning factors when developing the 2019-20 Budget report. Districts should also have alternate plans in place in case the May revise proposals are not adopted.

Planning Factors	2019-20	2020-21	2021-22
Statutory COLA for LCFF	3.26%	3.00%	2.80%
Classified School Employee Summer Assistance Program - An increase in one-time Proposition 98 General Fund to provide an additional year of funding, which provides a state match for classified employee savings used to provide income during summer months.		\$ 36 m	
Ongoing Proposition 98 General Fund for special education	\$ 696.2 m		
CalSTRS Statutory Employer Rates *	16.70%	18.10%	18.10%
CalPERS Projected Employer Rates	20.733%	23.60%	24.90%
AB2235 (Proposed rate subject to discussions with Internal Business Services)	0%		
<i>*Please use with caution until the Governor's Budget is approved.</i>			

2019-20 Budget Submission

In accordance with Education Code section 42131, your 2019-20 Budget report is due to our office no later than Monday, July 1, 2019. When submitting the report, please include the following items:

- Hard copy of the Budget report that includes all required SACS software forms. *Please be sure to include the signed certification form, Form CI.*
- Multi-year assumptions, narrative, and/or PowerPoint presentation
- Electronic copy of the SACS DAT file
- Electronic copy of the LCFF calculation
- Fiscal Stabilization plans, if required reserves may not be met

Please deliver hard copies to the Santa Clara County Office of Education, District Business and Advisory Services and send the electronic DAT files to your Advisors.

More information on the Common Message will be distributed as soon as it becomes available. Should you have any questions, please feel free to contact me at (408) 453-6519.

cc: District Business Advisors

County Board of Education: Joseph Di Salvo, Rosemary Kamei, Kathleen M. King, Grace H. Mah, Peter Ortiz, Claudia Rossi, Anna Song
1290 Ridder Park Drive, San Jose, CA 95131-2304 (408) 453-6500 www.sccoe.org

ATTACHMENT D

The following tables summarize the data entry screens (DES) for the current FY 2021-22, the types of entities that are able to access the screens, whether or not access is filtered by participation list, and the reporting periods in which the users may access the screens to report data.

COE Data Entry Screen Group

DES Name	Entities with Access	Participation List	Available Reporting Period(s)	Corrected Period(s)
Adults in Correctional Facilities	COE	Yes	P-1, P-2, Annual	P-2, Annual
Attendance COE	COE	No	P-1, P-2, Annual	P-2, Annual
Attendance District Funded County Programs	COE	No	P-1, P-2, Annual	P-2, Annual
COE Audit Adjustments to CALPADS Data	COE	No	Annual	Annual
SELPA ADA Allocation	COE	Yes	P-1, P-2, Annual	P-2, Annual

School District Data Entry Screen Group

DES Name	Entities with Access	Participation List	Available Reporting Period(s)	Corrected Period(s)
Adults in Correctional Facilities	School District, COE	Yes	P-1, P-2, Annual	P-2, Annual
Annual Migrant ADA Increase	School District, COE	No	Annual	Annual
Attendance School District	School District, COE	No	P-1, P-2, Annual	P-2, Annual
Attendance Supplement School District	School District, COE	Yes	P-1, P-2, Annual	P-2, Annual
Attendance Basic Aid Choice/Court-Ordered Voluntary Pupils Transfer	School District, COE	Yes	P-1, P-2, Annual	P-2, Annual
Attendance Basic Aid Open Enrollment	School District, COE	Yes	P-1, P-2, Annual	P-2, Annual
Transfer of Funds Alternative Rate Option	School District, COE	No	P-1, P-2	P-2
Class Size Penalties	School District, COE	Yes	P-2	P-2
Necessary Small School	School District, COE	No	P-1, P-2, Annual	P-2, Annual

DES Name	Entities with Access	Participation List	Available Reporting Period(s)	Corrected Period(s)
School District Audit Adjustments to CALPADS Data	School District, COE	No	Annual	Annual

Charter School Data Entry Screen Group

DES Name	Entities with Access	Participation List	Available Reporting Period(s)	Corrected Period(s)
Charter School Physical Location	Charter School, School District, COE	No	P-1, P-2	none
Attendance Charter School	Charter School, School District, COE	by charter type	P-1, P-2, Annual	P-2, Annual
Attendance Charter School – All Charter District	Charter School, School District, COE	by charter type	P-1, P-2, Annual	P-2, Annual
Attendance County Program Charter School	Charter School, COE	by charter type	P-1, P-2, Annual	P-2, Annual
Basic Aid Supplement Charter School	Charter School, School District, COE	by charter type	P-1, P-2, Annual	P-2, Annual
Charter School Audit Adjustments to CALPADS Data	Charter School, School District, COE	No	Annual	Annual

SELPA Data Entry Screen Group

DES Name	Entities with Access	Participation List	Available Reporting Period(s)	Corrected Period(s)
ECP Claim	SELPA AU, COE	No	Annual	Annual
Infant Funding	SELPA AU, COE	Yes	P-1, P-2, Annual	Annual
Necessary Small SELPAs ECP for Mental Health Services	SELPA AU, COE	Yes	Annual	Annual