



District Business and Advisory Services

Bulletin: 23-014

Date: January 4, 2023

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

From: Richard Aldover, District Business Advisor

Re: Fiscal Year 2022-23 Attendance Reporting

The purpose of this bulletin is to announce the availability of the 2022-23 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 website at: <https://www.cde.ca.gov/fg/aa/pa/ataglance2223.asp>. Districts and charters must certify the First Principal Apportionment (P-1) attendance data by **January 6, 2023** (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)

2022-23 Highlights:

1. Assembly Bill 130 (Chapter 44, Statutes of 2021; approved on July 9, 2021) and AB 167 (Chapter 252, Statutes of 2021; approved on September 23, 2021) made substantive changes to independent study and, for the **2021–22 school year only**, required school districts and county offices of education to offer independent study as an educational option. The 2022–23 Governor’s Budget makes additional changes to the requirements of independent study that local educational agencies (LEAs) shall include in their adopted written policies and implement commencing with the 2022–23 school year. The CDE has published detailed description of all changes to the independent study requirements and can be located at <https://www.cde.ca.gov/sp/eo/is/ischanges22.asp>.
2. Assembly Bill (AB) 181 (Chapter 571, Statutes of 2022) and AB 185 (Chapter 52, Statutes of 2022) made significant changes to the Education Code (EC) sections that prescribe school district ADA calculations for the Local Control Funding Formula (LCFF). The following statutory changes impact data collection and funding exhibits for school districts:

- EC 42238.05 changed school district LCFF ADA from the greater of current or prior year reported ADA, to the greater of current, prior, or the average of the three most recent prior years ADA.
- EC 42238.051 was amended, and EC 42238.052 was repealed, which collectively modified the requirements for adjusting prior year ADA for a school district in cases where students transfer between non-charter schools of the district and district sponsored charter schools.
- EC 42238.02(g)(2) - New LCFF add-on funding for Transitional Kindergarten (TK) ADA

*For a detailed explanation of how these changes impact data collection, please refer to **Attachment D – ESSCO December 2022 Publication of School District ADA Changes for 2022–2023** at the bottom of this document.*

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, Richard Aldover (raldover@sccoe.org) at (408) 453- 6594.

Attachment A – PADC Administrators Contact List

Attachment B – FY 2022-23 Attendance Data Submission Deadlines

Attachment C – FY 2022-23 Data Entry Screen (DES) Tables

Attachment D - ESSCO December 2022 Publication of School District ADA Changes for 2022–2023

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@arUSD.org	Administrator	School District	408-928-6913
Berryessa Union Elementary	07	43 69377 0000000	Josh Quitoriano	jquitoriano@busd.net	Administrator	School District	408-923-1862
Berryessa Union Elementary	07	43 69377 0000000	Roxane Fuentes	rfuentes@busd.net	Administrator	School District	408-923-1815
Cambrian	08	43 69385 0000000	Julia Santos	santosj@cambriansd.com	Administrator	School District	408-377-2103 X1133
Campbell Union	09	43 69393 0000000	Shelley Wedel	swedel@campbellUSD.org	Administrator	School District	408-364-4200 X6248
Cupertino Union	10	43 69419 0000000	Chris Jew	jew_chris@cusdk8.org	Administrator	School District	408-252-3000 X61323
Evergreen Elementary	12	43 69435 0000000	Jenina Moreno	jeninamoreno@eesd.org	Administrator	School District	408-270-6800
Evergreen Elementary	12	43 69435 0000000	Victoria Knutson	vknutson@eesd.org	Administrator	School District	408-270-6846
Franklin-McKinley Elementary	13	43 69450 0000000	Jason Vann	jason.vann@fmsd.org	Administrator	School District	408-283-6064
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 X1
Loma Prieta Joint Union Elementary	19	43 69500 0000000	Sandy Fitzpatrick	s.fitzpatrick@loma.k12.ca.us	Administrator	School District	408-353-1101 X 5502
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
Luther Burbank	22	43 69542 0000000	Rodolfo Avalos-Sanchez	ravalos@lbsdk8.org	Administrator	School District	408-295-2450 X7237
Moreland	26	43 69575 0000000	Evangelina Reyes	ereyes@moreland.org	Administrator	School District	408-874-2923
Mount Pleasant Elementary	28	43 69617 0000000	Elida MacArthur	emacarthur@mpesd.org	Administrator	School District	408-223-3710 X70120
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	Nadia Pongo	npongo@mvwsd.org	Administrator	School District	650-526-3574
Mountain View Whisman	29	43 69591 0000000	Nubia Avina	navina@mvwsd.org	Administrator	School District	650-526-3581
Oak Grove Elementary	30	43 69625 0000000	Melina Nguyen	mnguyen@ogsd.net	Administrator	School District	408-227-8300 X100221
Orchard Elementary	31	43 69633 0000000	Han Nguyen	hnguyen@orchardsd.org	Administrator	School District	408-944-0397 X202
Saratoga Union Elementary	36	43 69682 0000000	Jean Aldrete	jaldrete@saratogaUSD.org	Administrator	School District	408-867-3424 X507
Sunnyvale	37	43 69690 0000000	Jeremy Nishihara	jeremy.nishihara@sesd.org	Administrator	School District	408-522-8200 X1010
Union Elementary	39	43 69708 0000000	Anna Leung	leunga@unionsd.org	Administrator	School District	408-377-8010 X44231
Campbell Union High	51	43 69401 0000000	Raissa Cachola	rcachola@cuhsd.org	Administrator	School District	408-558-3011
East Side Union High	52	43 69427 0000000	Nadia Davis	davisn@esuhsd.org	Administrator	School District	408-347-5232
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
Los Gatos-Saratoga Union High	56	43 69534 0000000	Christina Munoz	cmunoz@lgsuhsd.org	Administrator	School District	408-354-2520 X238
Los Gatos-Saratoga Union High	56	43 69534 0000000	DECEMBER CAYABAN	DCAYABAN@LGSUHS.DORG	Administrator	School District	408-354-2520 X302
Mountain View-Los Altos Union High	57	43 69609 0000000	Elvis Lopez	elvis.lopez@mvla.net	Administrator	School District	650-940-4650 X0023
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 X6925
San Jose Unified	82	43 69666 0000000	Grisel Uribe	guribe@sjsud.org	Administrator	School District	408-535-6601 X17716
Gilroy Unified	83	43 69484 0000000	Irma Argueta	irma.argueta@gilroyunified.org	Administrator	School District	669-205-4084
Gilroy Unified	83	43 69484 0000000	Kimberly Smith	Kimberly.Smith@gilroyunified.org	Administrator	School District	669-205-4082 X304082
Morgan Hill Unified	84	43 69583 0000000	Kirsten Perez	perezk@mhusd.org	Administrator	School District	408-201-6052
Milpitas Unified	85	43 73387 0000000	Duc Vu	dvu@musd.org	Administrator	School District	408-635-2600 X6020
Milpitas Unified	85	43 73387 0000000	Shanny Yam	svam@musd.org	Administrator	School District	408-635-2600 X6025
Santa Clara Unified	88	43 69674 0000000	Debbie Jones	diones@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
Santa Clara Co. Office of Education	92	43 10439 0000000	Richard Aldover	raldover@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 2022-23 Attendance Submission Deadlines

	DUE	ITEM	DESCRIPTION	REFERENCE
January 2023	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
	1/17	Attendance	P-1 Attendance due to the CDE by COE	Ed Code 41601
March 2023	3/1	Prior Year ADA Corrections	District will forward to COE prior year attendance corrections	CDE Calendar
	3/1	Audit Adjustments to CALPADS Data	District Certification of CALPADS Data for 2022/23	CDE Calendar
April 2023	4/21	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 2023	5/1	Attendance	P-2 Attendance due to the CDE by COE.	Ed Code 41601
July 2023	7/1	Attendance	Annual ADA/P2 Correction- PADC files due from districts to COE	SCCOE deadline
			Board approved district and charter 2023-24 Attendance Calendars due to COE	SCCOE deadline
	7/17	Attendance	2022-23 Annual/P2 - PADC files from <u>COE to CDE</u>	Ed Code 41601

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

The following tables summarize the data entry screens (DES) for the current FY 2022-23, 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

School District ADA Changes for 2022– 23

Assembly Bill (AB) 181 (Chapter 571, Statutes of 2022) and AB 185 (Chapter 52, Statutes of 2022) made significant changes to the *Education Code (EC)* sections that prescribe school district ADA calculations for the Local Control Funding Formula (LCFF). The following statutory changes impact data collection and funding exhibits for school districts:

- *EC 42238.05* changed school district LCFF ADA from the greater of current or prior year reported ADA, to the greater of current, prior, or the average of the three most recent prior years ADA.
- *EC 42238.051* was amended, and *EC 42238.052* was repealed, which collectively modified the requirements for adjusting prior year ADA for a school district in cases where students transfer between non-charter schools of the district and district sponsored charter schools.
- *EC 42238.02(g)(2)* - New LCFF add-on funding for Transitional Kindergarten (TK) ADA

Data Collection Changes

Changes to the Attendance School District data collection are minimal in 2022–23. Following are descriptions of key changes to the data collection, which are also included in the 2022–23 Principal Apportionment Data Collection (PADC) User Manual.

Transitional Kindergarten

On the new Line A-0, school districts must answer “YES” or “NO” to the following question: “Does the school district have Transitional Kindergarten (TK) ADA to report?” School districts with TK ADA to report will continue to report the TK ADA with TK/K-3 ADA online A-1, and separately online B-5.

Charter Shift Adjustments

AB 181 (Chapter 52, Statutes of 2022) amended *EC* requirements for adjusting prior year school district ADA in cases where students transfer between non-charter schools of the district and district sponsored charter schools. The Attendance School District data entry screen has been revised accordingly, as follows:

- Previously, school districts reported the lesser of the prior year or current year P-2 ADA for each student transferring to or from charter schools sponsored by the district. Effective FY 2022–23, school districts should report just the prior year P-2 ADA for students transferring either to or from charter schools sponsored by the district. Additionally, the net adjustment to a school district’s prior year ADA as a result of these transfers, as calculated by the CDE, may now be positive or negative. Previously the adjustment could only be negative.

- Previous reporting requirements specific to a charter school conversion to a school of the district are retired per EC 42238.052. Therefore, the separate ADA reporting on former lines C-7 through C-9 has been removed. If the school district operates a non-charter school in the current year that operated as a charter school of the district in the prior year, the district should report the prior year P-2 charter school ADA attributed to students attending a non-charter school of the district in the current year in Lines C-4 and C-5.

Charter Shift Reporting Example

Adjustments to the prior year ADA are reported each year. In 2022–23, school districts will report 2021–22 ADA for certain students which will result in adjustments to the district’s prior year ADA for purposes of calculating the greater of current, prior or three prior years’ average ADA. Prior year ADA adjustments reported in 2022–23 will be used in all subsequent years that use 2021–22 ADA in calculating school district’s LCFF ADA, as follows:

Fiscal Year	2022–23	2023-24	2024-25
Current Year	2022–23	2023-24	2024-25
Prior Year	2021–22	2022–23	2023-24
Second Prior Year	2020-21	2021–22	2022–23
Third Prior Year	2019-20	2020-21	2021–22

Following is an example of how a school district will determine prior year charter shift ADA to be reported in the current year.

CY Grade	Students attending charter in CY who attended non-charter in PY	PY Non-Charter P-2 ADA	CY Grade	Students attending non-charter in CY who attended charter in PY	PY Charter P-2 ADA
1	Student A	0.95	2	Student 1	0.99
3	Student B	0.96	5	Student 2	0.94
4	Student C	0.93	9	Student 3	0.92
7	Student D	0.91	10	Student 4	0.89

Report prior year ADA adjustments in PADC, as follows:

Grade Span	PADC Attendance School District Lines C-1 and C-2	ADA Reported	Grade Span	PADC Attendance School District Lines C-4 and C-5	ADA Reported
TK/K-3	Students A, B, C	2.84	TK/K-3	Student 1	0.99
4-6	Student D	0.91	4-6	Student 2	0.94
7-8	none	0	7-8	Student 3	0.92
9-12	none	0	9-12	Student 4	0.89

School District Reorganization Adjustments

Adjustments for Gain or Loss of ADA Due to a Reorganization or Transfer of Territory (Lines C-7 to C-15): This section has been expanded to capture adjustments for the three most recent prior years, in accordance with the new school district ADA calculations in EC 42238.05. **School districts should contact the CDE at PASE@cde.ca.gov for guidance before reporting ADA in this section.**

It is important for the school district and/or the COE to reach out to CDE prior to reporting because some adjustments of this type are reported by the districts, while others, such as in the case of school district lapsation are calculated by the CDE from the data previously reported by affected school districts.

Funding Exhibit Changes

Following are descriptions of key changes to the School District ADA funding exhibit in 2022–23.

Layout

The main changes to the exhibit layout are 1) the addition of new sections for second and third prior year ADA, and 2) the display of four grade spans and ADA totals in columns (Grades TK/K-3, Grades 4-6, Grades 7-8, Grades 9-12).

Necessary Small School (NSS) ADA

NSS ADA is funded under a different model than the LCFF Base Grant. Beginning in 2022–23, there will be a change in how NSS ADA is displayed in the prior year sections.

- 2021–22 and prior: The School District ADA exhibit started with prior year ADA, net of NSS ADA. If any NSS changed status from NSS to base grant or vice versa, a positive or negative adjustment is displayed in the “Adjustment of ADA due to Change in Status of a Necessary Small School” section (previously Lines A-26 to A-30).
- Beginning 2022–23: Each prior year ADA section will begin with total school district ADA including NSS, then subtract NSS ADA, which eliminates the need for NSS Change in Status lines.

Charter Shift Adjustments

As described in the data collection section above, there were changes to charter shift adjustments that will be reflected in the School District ADA exhibit.

The net adjustment to a school district’s prior year ADA as a result of charter shift transfers, as calculated by the CDE, may now be positive or negative. Previously the adjustment could only be negative. These adjustments will be displayed as “Charter School Shift Increase” and “Charter School Shift Decrease” in each prior year section on the exhibit.

- Charter School Shift Increase [EC 42238.051(a)(2)(B)(i)] represents the respective prior year ADA for students attending a non-charter school of the district in the current, prior, or second prior fiscal year, who attended a charter school sponsored by the district in the respective prior year.
- Charter School Shift Decrease [EC 42238.051(a)(2)(B)(ii)] represents the respective prior year ADA for students attending a charter school sponsored by the district in the current, prior, or second prior fiscal year, who attended a non-charter school of the district in the respective prior year.

Note, in 2022–23 there will be no charter shift adjustments to the second and third prior years, and in 2023–24 there will be no charter shift adjustments to the third prior year, as that data was not collected in 2020–21 or 2021–22 [EC 42238.051(a)(2)(B)(v) and 42238.051(a)(2)(B)(vi)].

Previous reporting requirements specific to a charter school conversion to a school of the district are retired per EC 42238.052. These positive charter shift adjustments will now be reflected in the applicable “Charter School Shift Increase” line.

Average ADA of Three Prior Years

There is a new calculation for the average ADA of the three most recent prior years, pursuant to EC 42238.05. This section also includes new calculations for a prior year and second prior year “charter school shift percentage” pursuant to EC 42238.051(a)(2)(B)(vii), which says:

“(vii) Notwithstanding clauses (v) and (vi), if in any fiscal year the adjustments described in clauses (i) and (ii) result in a 50 percent or greater reduction of the school district’s second period attendance for the prior or second prior fiscal year, the school district’s average second period attendance for the three most recent prior fiscal years shall be zero.”

In simple terms, EC 42238.051(a)(2)(B)(vii) says that a school district shall not be funded on the three prior year average ADA if the district had more than 50 percent of their ADA shift from non-charter schools to district sponsored charter schools in the current year or the prior year. New Lines A-22 and A-23 calculate the percentage of net charter shift ADA compared to total ADA (excluding NSS ADA) for both the prior and second prior years. If the percentage calculated is less than -50 percent, then the average ADA for the three prior years will be zero, and the district will be funded on the greater of current or prior year ADA.

All-Charter Districts

The exhibit has updated calculations for all-charter districts to fund resident ADA (regular and extended year special education) on the greater of current, prior, or three prior year average, pursuant to EC 47613.1. Non-resident ADA will continue to be funded on current year ADA only.