District Business and Advisory Services

Bulletin: 24-015

Date: December 21, 2023

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

From: Richard Aldover, District Business Advisor

Re: Fiscal Year 2023-24 Attendance Reporting

The purpose of this bulletin is to announce the availability of the 2023-24 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/ataglance2324.asp. However, Santa Clara County districts and charters must certify the First Principal Apportionment (P-1) attendance data by **January 5, 2024,** to allow for county Office of Education review. (For a comprehensive list of deadlines, please see 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
- Average daily attendance calculators provided by SCCOE
- Additional supporting documents (e.g. summarized reports from attendance software)

2023-24 Highlights:

1. An optional data entry screen for Optional data entry screen for Proposition 28: Arts and Music in Schools Certification will be available in P-1.
2. Transitional Kindergarten (TK) statute has been updated and amended as follows:
   a. EC Section 48000(g)(2) 2023-24 maintains 1:12 adult-to-student ratio requirement.
   b. EC Section 48000(g)(4) extends the deadline for credentialed teachers to obtain TK certification to August 1, 2025.
   c. EC Section 48000.15 allows school districts and charter schools to enroll children who will turn 4 between June 3rd and September 1st preceding the school year under specific conditions. These types of students are defined as "early enrollment children."

County Board of Education: Victoria Chon, Joseph Di Salvo, Rosemary Kamei, Grace H. Mah, Peter Ortiz, Claudia Rossi, Tara Sreekrishnan
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In an effort to reduce an increasing number of audit exceptions, we are requesting all districts and charters to complete the COE provided daily attendance calculators with all attendance submissions.

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 2023-24 Attendance Data Submission Deadlines
Attachment C – FY 2023-24 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@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	Gita Ramanathan	ramanathang@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	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	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@lgusd.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	Evangeline 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	Luis Gonzales	lgonzales@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@fuhsd.org	Administrator	School District	408-522-2219
Fremont Union High	53	43 69468 0000000	Rick Magana	rick_magana@fuhsd.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@LGSUHSD.ORG	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@sjusd.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	syam@musd.org	Administrator	School District	408-635-2600 X6025
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
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

Santa Clara County Office of Education

Fiscal Year 2023-24 Attendance Submission Deadlines

	DUE	ITEM	DESCRIPTION	REFERENCE
July 2023	7/17	Attendance	2022-23 Annual /P2 - PADC files from COE to California Department of Education (CDE)	**Ed Code 41601**
October 2023	10/2	Prior Year ADA Corrections	District will forward to COE prior year attendance corrections	CDE Calendar
January 2024	**1/5**	**Attendance**	**P1 ADA due to COE. Cumulative ADA starting the first day of school through full attendance month ending by December 31****	**SCCOE deadline**
January 2024	1/16	Attendance	P-1 Attendance due to the CDE by COE	Ed Code 41601
March 2024	3/1	Prior Year ADA Corrections	District will forward to COE prior year attendance corrections	CDE Calendar
March 2024	3/1	Audit Adjustments to CALPADS Data	District Certification of CALPADS Data for 2022/23	CDE Calendar
April 2024	**4/19**	**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 2024	5/1	Attendance	P-2 Attendance due to the CDE by COE.	**Ed Code 41601**
June 2024	**6/26**	**Attendance**	**Annual ADA/P2 Correction- PADC files due from districts to COE**	**SCCOE deadline**
June 2024			**Board approved district and charter 2023-24 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

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