



## District Business and Advisory Services

Bulletin: 26-015

Date: December 11, 2025

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

From: Richard Aldover, District Business Advisor

Re: Fiscal Year 2025-26 Attendance Reporting

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The purpose of this bulletin is to announce the availability of the 2025-26 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/aa/pa/>.

Statutory deadlines are listed on the CDE website at: <https://www.cde.ca.gov/fg/aa/pa/padeadlines2526.asp>.

**However, please be advised that Santa Clara County Districts and Charters must certify the First Principal Apportionment (P-1) attendance data by January 6, 2026.**

(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 (ADA) calculators provided by SCCOE
- Additional supporting documents (e.g. summarized reports from attendance software)

### 2025-26 Highlights:

#### **Attendance Recovery**

Beginning in 2025–26, CDE has formally incorporated Attendance Recovery (AR) reporting into the PADC system. Attendance Recovery programs, authorized pursuant to Education Code section 46211, allow eligible TK–12 students to recover up to 10 days of attendance per fiscal year through additional instructional time outside the regular school day.

While Attendance Recovery ADA continues to be included in regular ADA for funding purposes, new informational reporting lines have been added to identify the portion of ADA attributable to Attendance Recovery.

## 1. New Attendance Recovery Reporting – Districts

- The Attendance School District screen now includes a new informational line on the Other tab, Line B-8.
  - Used separately identify ADA generated through an AR program pursuant to EC 46211.
  - ADA is still reported in the appropriate Section A ADA lines and other applicable district attendance screens (e.g., Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, Attendance Basic Aid Open Enrollment).
  - Line B-8 is informational only and should reflect the portion of ADA already included in your regular ADA totals that was generated through eligible AR sessions.
  - A section has been added to the District ADA calculator provided by SCCOE for Attendance Recovery.

## 2. New Attendance Recovery Reporting – Charter Schools

- The Attendance Charter School screen now includes a new informational line on the ADA tab, Line E-7.
  - Used to separately identify ADA generated through an AR program pursuant to EC 46211.
  - ADA is still reported in the appropriate funded ADA lines on the Attendance Charter School screen and then separately identified on Line E-7.
  - Line E-7 is informational only and should reflect the portion of ADA already included in regular charter ADA totals that was generated through eligible AR sessions.
  - Attendance Recovery ADA may not be reported by:
    - Nonclassroom-based charter schools (EC 47612.5); or
    - Charter schools serving students pursuant to EC 47612.1, as provided by EC 46211(g).
  - A section has been added to the Charter ADA calculator provided by SCCOE for Attendance Recovery.

### ***Expanded Learning Opportunities Program (ELO-P): Screen Title Update***

For 2025–26, CDE renamed the ELO-P certification screens:

- New title: *Expanded Learning Opportunities Program: Operational Intent*  
(Previously titled *Intent to Operate Certification* in 2024–25)

This applies to both school districts and charter schools.

What did *not* change:

- ELO-P reporting remains a certification only, not ADA-based.
- Must be completed by every school included in the participation list.
- Must be completed at P-2 reporting period only.
- LEAs must select one of two options (operate or not operate) and may include explanatory notes.

### **Return of Unspent LCFF Equity Multiplier Funds (School Districts)**

Beginning in 2025–26, CDE added a new PADC data entry screen titled *Return of Unspent LCFF Equity Multiplier Funds* (School District), used to report unspent LCFF Equity Multiplier funds associated with permanently closed school sites.

This screen is available at the Annual reporting period only (no corrected period) and is not related to ADA reporting. Completion of this screen will result in either a reduction to the district's current-year Principal Apportionment or an invoice issued by CDE, as applicable. The screen is made available only upon request by CDE, and districts should retain documentation supporting site closures and the calculation of unspent funds.

In an effort to reduce audit exceptions, we are requesting that all districts and charters 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 certifies 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](mailto:raldover@sccoe.org)) at (408) 453- 6594.

*Attachment A – PADC Administrators Contact List*

*Attachment B – FY 2025-26 Attendance Data Submission Deadlines*

*Attachment C – FY 2025-26 Data Entry Screen (DES) Tables*

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

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 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	<a href="mailto:douglas.durham@arUSD.org">douglas.durham@arUSD.org</a>	Administrator	School District	408-928-6913
Berryessa Union Elementary	07	43 69377 0000000	Josh Quitariano	<a href="mailto:jquitariano@busd.net">jquitariano@busd.net</a>	Administrator	School District	408-923-1862
Berryessa Union Elementary	07	43 69377 0000000	Roxane Fuentes	<a href="mailto:rfuentes@busd.net">rfuentes@busd.net</a>	Administrator	School District	408-923-1815
Cambrian	08	43 69385 0000000	Gita Ramanathan	<a href="mailto:ramanathang@cambriansd.com">ramanathang@cambriansd.com</a>	Administrator	School District	408-377-2103 X1133
Campbell Union	09	43 69393 0000000	Shelley Wedel	<a href="mailto:swedel@campbellUSD.org">swedel@campbellUSD.org</a>	Administrator	School District	408-364-4200 X6248
Cupertino Union	10	44 69419 0000000	Tina Bernal	<a href="mailto:bernal_tina@cUSDk8.org">bernal_tina@cUSDk8.org</a>	Administrator	School District	408-252-3000 X61412
Cupertino Union	10	45 69419 0000000	Chris Jew	<a href="mailto:jew_chris@cUSDk8.org">jew_chris@cUSDk8.org</a>	Administrator	School District	408-252-3000 X61323
Evergreen Elementary	12	43 69435 0000000	Victoria Knutson	<a href="mailto:vkutson@eesd.org">vkutson@eesd.org</a>	Administrator	School District	408-270-6846
Evergreen Elementary	12	43 69435 0000000	Sheetal Mistry	<a href="mailto:smistry@eesd.org">smistry@eesd.org</a>	Administrator	School District	409-270-6809
Franklin-McKinley Elementary	13	43 69450 0000000	Jason Vann	<a href="mailto:jason.vann@fmsd.org">jason.vann@fmsd.org</a>	Administrator	School District	408-283-6064
Franklin-McKinley Elementary	13	44 69450 0000000	Maria Bonilla Ledezma	<a href="mailto:maria.bonillaledezma@fmsd.org">maria.bonillaledezma@fmsd.org</a>	Administrator	School District	408-283-6087
Lakeside Joint	17	43 69492 0000000	Nancy Heymann	<a href="mailto:nheymann@lakesidelosgatos.org">nheymann@lakesidelosgatos.org</a>	Administrator	School District	408-354-2372
Lakeside Joint	17	43 69492 0000000	Wendy Candelaria	<a href="mailto:wcandelaria@lakesidelosgatos.org">wcandelaria@lakesidelosgatos.org</a>	Administrator	School District	408-354-2372
Loma Prieta Joint Union Elementary	19	43 69500 0000000	Sandy Fitzpatrick	<a href="mailto:s.fitzpatrick@loma.k12.ca.us">s.fitzpatrick@loma.k12.ca.us</a>	Administrator	School District	408-353-1101 X 5502
Los Altos Elementary	20	43 69518 0000000	Sandra Bush	<a href="mailto:sbush@lasdschools.org">sbush@lasdschools.org</a>	Administrator	School District	650-947-1164
Los Gatos Union Elementary	21	43 69526 0000000	Trinh Tran	<a href="mailto:ttran@lgsd.org">ttran@lgsd.org</a>	Administrator	School District	408-335-2060
Luther Burbank	22	43 69542 0000000	Rodolfo Avalos-Sanchez	<a href="mailto:ravalos@lbsdK8.org">ravalos@lbsdK8.org</a>	Administrator	School District	408-295-2450 X7237
Moreland	26	43 69575 0000000	Evangeline Reyes	<a href="mailto:ereyes@moreland.org">ereyes@moreland.org</a>	Administrator	School District	408-874-2923
Moreland	26	43 69575 0000000	Chris Barbara	<a href="mailto:cbarbara@moreland.org">cbarbara@moreland.org</a>	Administrator	School District	408-874-2923
Mount Pleasant Elementary	28	43 69617 0000000	Tracy Huynh	<a href="mailto:thuynh@mpesd.org">thuynh@mpesd.org</a>	Administrator	School District	408-223-3719
Mountain View Whisman	29	43 69591 0000000	Nadia Pongo	<a href="mailto:npongo@mvwsd.org">npongo@mvwsd.org</a>	Administrator	School District	650-526-3574
Mountain View Whisman	29	43 69591 0000000	Nubia Avina	<a href="mailto:navina@mvwsd.org">navina@mvwsd.org</a>	Administrator	School District	650-526-3581
Oak Grove Elementary	30	43 69625 0000000	Melina Nguyen	<a href="mailto:mnguyen@ogsd.net">mnguyen@ogsd.net</a>	Administrator	School District	408-227-8300 X100221
Orchard Elementary	31	43 69633 0000000	Luis Gonzales	<a href="mailto:lgonzales@orchardsd.org">lgonzales@orchardsd.org</a>	Administrator	School District	408-944-0397 X202
Saratoga Union Elementary	36	43 69682 0000000	Jean Aldrete	<a href="mailto:jaldrete@saratogaUSD.org">jaldrete@saratogaUSD.org</a>	Administrator	School District	408-867-3424 X507
Sunnyvale	37	43 69690 0000000	Jeremy Nishihara	<a href="mailto:jeremy.nishihara@sesd.org">jeremy.nishihara@sesd.org</a>	Administrator	School District	408-522-8200 X1010
Union Elementary	39	43 69708 0000000	Anna Leung	<a href="mailto:leunga@unionsd.org">leunga@unionsd.org</a>	Administrator	School District	408-377-8010 X44231
Campbell Union High	51	43 69401 0000000	Raissa Cachola	<a href="mailto:rcachola@cuhsd.org">rcachola@cuhsd.org</a>	Administrator	School District	408-558-3011
East Side Union High	52	43 69427 0000000	Nadia Davis	<a href="mailto:davisn@esuhsd.org">davisn@esuhsd.org</a>	Administrator	School District	408-347-5232
Fremont Union High	53	43 69468 0000000	Caroline Perez	<a href="mailto:caroline_perez@fuhSD.org">caroline_perez@fuhSD.org</a>	Administrator	School District	408-522-2219
Fremont Union High	53	43 69468 0000000	Rick Magana	<a href="mailto:rick_magana@fuhSD.org">rick_magana@fuhSD.org</a>	Administrator	School District	408-522-2217
Los Gatos-Saratoga Union High	56	43 69534 0000000	Christina Munoz	<a href="mailto:cmunoz@lgsuhsd.org">cmunoz@lgsuhsd.org</a>	Administrator	School District	408-354-2520 X238
Los Gatos-Saratoga Union High	56	43 69534 0000000	DECEMBER CAYABAN	<a href="mailto:DCAYABAN@LGSUHSd.ORG">DCAYABAN@LGSUHSd.ORG</a>	Administrator	School District	408-354-2520 X302
Mountain View-Los Altos Union High	57	43 69609 0000000	Elvis Lopez	<a href="mailto:elvis.lopez@mvla.net">elvis.lopez@mvla.net</a>	Administrator	School District	650-940-4650 X0023
Palo Alto Unified	81	43 69641 0000000	Charen Yu	<a href="mailto:cyu@paUSD.org">cyu@paUSD.org</a>	Administrator	School District	650-329-3969
Palo Alto Unified	81	43 69641 0000000	Jennifer Guidry	<a href="mailto:jguidry@paUSD.org">jguidry@paUSD.org</a>	Administrator	School District	650-329-3705 x6579
San Jose Unified	82	43 69666 0000000	Grisel Uribe	<a href="mailto:guribe@sjUSD.org">guribe@sjUSD.org</a>	Administrator	School District	408-535-6601 X17716

District Name	District #	CDS Code	Name	Email	User Role	User Group	Work Phone
Gilroy Unified	83	43 69484 0000000	Irma Argueta	<a href="mailto:irma.argueta@gilroyunified.org">irma.argueta@gilroyunified.org</a>	Administrator	School District	669-205-4084
Gilroy Unified	83	43 69484 0000000	Kimberly Smith	<a href="mailto:Kimberly.Smith@gilroyunified.org">Kimberly.Smith@gilroyunified.org</a>	Administrator	School District	669-205-4082 X304082
Morgan Hill Unified	84	43 69583 0000000	Kolvira Chheng	<a href="mailto:chhengk@mhusd.org">chhengk@mhusd.org</a>	Administrator	School District	408-201-6051
Morgan Hill Unified	86	43 69583 0000000	Doris Lopez	<a href="mailto:lopezdo@mhusd.org">lopezdo@mhusd.org</a>	Administrator	School District	408-201-6000 x51053
Milpitas Unified	85	43 73387 0000000	Duc Vu	<a href="mailto:dvu@musd.org">dvu@musd.org</a>	Administrator	School District	408-635-2600 X6020
Milpitas Unified	85	44 73387 0000000	Trang Vo	<a href="mailto:trvo@musd.org">trvo@musd.org</a>	Administrator	School District	408-635-2600 X6025
Santa Clara Unified	88	43 69674 0000000	Kim Nguyen	<a href="mailto:knguyen@scusd.net">knguyen@scusd.net</a>	Administrator	School District	408-423-2071
Santa Clara Unified	88	43 69674 0000000	Shanny Yam	<a href="mailto:syam@scusd.net">syam@scusd.net</a>	Administrator	School District	408-423-2257
Santa Clara Co. Office of Education	92	43 10439 0000000	Richard Aldover	<a href="mailto:raldover@sccoe.org">raldover@sccoe.org</a>	Administrator	County Office of Education	408-453-6594
Santa Clara Co. Office of Education	92	43 10439 0000000	Susan Ady	<a href="mailto:sady@sccoe.org">sady@sccoe.org</a>	Administrator	County Office of Education	408-453-6883

## Fiscal Year 2025-26 Attendance Submission Deadlines

	DUE	ITEM	DESCRIPTION	REFERENCE
July 2025	7/15	Attendance	2025-26 Annual/P2 - PADC files from Santa Clara County Office of Education (SCCOE) to California Department of Education (CDE)	Ed Code 41601
October 2025	10/1	Prior Year ADA Corrections	The district will forward to COE prior year attendance corrections	CDE Calendar
January 2026	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
	1/15	Attendance	P-1 Attendance due to the CDE by SCCOE	Ed Code 41601
March 2026	3/3	Prior Year ADA Corrections	The district will forward to SCCOE prior year attendance corrections	CDE Calendar
	3/3	Audit Adjustments to CALPADS Data	The district Certification of CALPADS Data for 2024/25	CDE Calendar
April 2026	4/22	Attendance	P2 ADA due to SCCOE. Cumulative ADA starting the first day of school through full attendance month ending by April 15**	SCCOE deadline
May 2026	5/1	Attendance	P-2 Attendance due to the CDE by SCCOE	Ed Code 41601
July 2026	7/1	Attendance	Annual ADA/P2 Correction- PADC files due from districts to SCCOE	SCCOE deadline
			Board approved district and charter 2026-27 Attendance Calendars due to SCCOE	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

For a detailed list of Principal Apportionment Deadlines published by the CDE, please visit:

<https://www.cde.ca.gov/fg/aa/pa/padeadlines2526.asp>

The following tables summarize the data entry screens (DES) for the current FY 2025-26, 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

<b>DES Name</b>	<b>Entities with Access</b>	<b>Participation List</b>	<b>Available Reporting Period(s)</b>	<b>Corrected Period(s)</b>
School District Audit Adjustments to CALPADS Data	School District, COE	No	Annual	Annual
Expanded Learning Opportunities Program: Operational Intent	School District, COE	No	P-2	P-2
Return of Unspent LCFF Equity Multiplier Funds	School District, COE	No	Annual	Annual

#### **Charter School Data Entry Screen Group**

<b>DES Name</b>	<b>Entities with Access</b>	<b>Participation List</b>	<b>Available Reporting Period(s)</b>	<b>Corrected Period(s)</b>
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
Expanded Learning Opportunities Program: Operational Intent	Charter School, School District, COE	No	P-2	P-2

**SELPA Data Entry Screen Group**

<b>DES Name</b>	<b>Entities with Access</b>	<b>Participation List</b>	<b>Available Reporting Period(s)</b>	<b>Corrected Period(s)</b>
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