



*For Santa Clara County Districts*  
**District Business & Advisory Services**

Bulletin: 25-023

Date: April 1, 2026

To: District Chief Business Officers  
District Fiscal Directors

From: Susan Ady, Director, District Business Services

Re: Publication of Public Hearings for 2026-27 Budget and LCAP

---

Pursuant to Education Code (EC) 52062(b)(1), school districts are required to hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed in the Local Control and Accountability Plan (LCAP). The public hearing shall be held at the same meeting as the public hearing for the Budget to be adopted as required by EC 42127(a)(1).

The agenda for the public hearings for the LCAP and the Budget shall be posted at least 72 hours prior to the public hearing, while the "Notification of the dates and location or locations at which the proposed budget may be inspected by the public, and the date, time, and location of the public hearing on the proposed budget, shall be published by the school district or the county superintendent of schools on behalf of the school district, in a newspaper of general circulation in the school district or, if there is no newspaper of general circulation in the school district, in any newspaper of general circulation in the county, at least three days before the availability of the proposed budget for public inspection." EC 42103(d)(1)(A).

"The publication of the dates and locations pursuant to subparagraph (A) shall occur no earlier than 45 days before the final date for the hearing as specified in subdivision (a) of, or paragraph (3) of subdivision (d) of, Section 42127, but not less than 10 days before the date set for hearing. The cost of the publication shall be a legal and proper charge against the school district for which the publication is made." EC 42103(d)(1)(B).

Attached is a form requesting the information necessary for our office to publish the required notice of public hearing in the newspaper of your choice. The public hearing is required to be held at least one day before the final adoption of both the LCAP and the Budget.

Please remember to submit your information as early as possible, especially if your district requests the posting be published in a local newspaper with a smaller circulation and staffing. These newspapers usually need the information at least two weeks in advance as they do not publish their newspapers every day.

Please complete the attached form and return it to Annie Romero at [aromero@sccoe.org](mailto:aromero@sccoe.org) no later than **Friday, April 24, 2026**. A soft copy of the form in Word format is also available at the link below:

<https://www.sccoe.org/depts/bizserv/DBAS/Pages/bulletins.aspx>

If you have any questions, please contact Annie Romero at (408) 453-6813.

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

**Instructions:** Add the necessary information noted in (red) in the text below and email your completed electronic document to us. Please submit your completed form by April 24, 2026.

Email electronic documents to [aromero@sccoe.org](mailto:aromero@sccoe.org)  
For inquiries, call Annie Romero at (408) 453-6813

**NOTICE OF PUBLIC HEARING FOR 2026-2027  
Local Control and Accountability Plan and Budget**

The governing board of (District Name) will conduct a public hearing on the Local Control and Accountability Plan (LCAP) and the Proposed Budget for the Fiscal Year 2026-2027, in accordance with Education Code Sections 42103, 42127, 52061, and 52062, before final adoption. Any interested party may inspect the LCAP and budget before final adoption and speak at the public hearing.

The public hearing will be held on (month & day) 2026,  
Between the hours of (time)  
Location: (name of location)  
Address: (street address)  
(city), CA (zip)

The public is advised to participate virtually at: \_\_\_\_\_(website, optional).

Any interested party may inspect the Local Control and Accountability Plan and Budget before the public hearing:

(Date) 2026, during the hours of (date must be no less than 3 working days before the hearing date)  
(Hour) AM and PM at:

Location: (name of location)  
Address: (street address)  
(city), CA (zip)

Inspection is also available at: \_\_\_\_\_(website, optional).

Our district would like this notice published in the following newspaper(s):

- (1)
- (2)

Account String to transfer the cost of the public notice paid by the SCCOE back to the District:  
(Please provide the full 35 digits)

Authorized District Signature: (Chief Business Officer)  
Date: