Los Angeles County Office of Education

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Debra Duardo, M.S.W., Ed.D., *Superintendent*

INFORMATIONAL BULLETIN # 5159

March 10, 2020

TO: Business Administrators
Los Angeles County School Districts and Community College Districts

FROM: Alyssa L. Martinez, Manager
Business Advisory Services

SUBJECT: Second Period (P-2) Reports of Attendance for Fiscal Year 2019-20

Second Period (P-2) Reports of Attendance for Fiscal Year 2019-20 are due to the Los Angeles County Office of Education (LACOE) by Friday, April 17, 2020. The electronic certified export file and original signed certification pages must be received by that date to allow LACOE time to process the reports and forward the data to the California Department of Education (CDE). Districts must submit the electronic file via the Reports and Data (RAD) system, and send the original signed certification pages to:

Los Angeles County Office of Education
Business Advisory Services
Attention: Jeanne Vargas

The submission is not considered complete until LACOE has both the electronic certified export file and the certification pages with original signatures. Districts and charter schools should consider holiday schedules, and complete the electronic certified export file several days ahead of the April 17 deadline to obtain signatures and allow time for delivery to LACOE.

SOFTWARE

Reports of attendance must be submitted using the 2019-20 Principal Apportionment Data Collection (PADC) Software version 19.00, available on the CDE website at:

https://www.cde.ca.gov/fg/sf/pa/padcsw1920.asp

Please review the Resources and Documentation section for the Download and Installation Guide, Known Problems and Fixes, User Guide, and the Data Reporting Instruction Manual.

If your district is listed, you will need to download the update using the "Get Latest" function from the "Log On" screen of the software. Information on how to perform these steps will be contained in the User Guide, available at the website listed above.

ENTRY SCREENS

Los Angeles County school districts and charter schools will use these entry screens for the 2019-20 P-2 reporting period:

Districts	Charter Schools
• Attendance School District	• Charter Status
• Class Size Penalties	• Attendance Charter Schools

CERTIFICATION PAGES

For each entry screen you complete, you must generate a certification page. The software assigns a unique certificate number to each completed entry screen to ensure the data on the certification page relates to the data in your electronic file. This certificate number appears to the right of the entry screen name on the Main Menu in the software, and in the upper right corner of each certification page.

The certificate numbers must match on all district and charter school submissions. LACOE will verify the certificate numbers when your submission is received. If they do not match, you will be asked to submit a revised electronic certified export file, or a revised original signed certification page.

REPORTS AND DATA (RAD) SYSTEM

Send your electronic certified export file to LACOE via RAD by **Friday, April 17, 2020.** Please contact Jeanne Vargas at (562) 922-6136, to obtain access to RAD, or if your district's additional users require access. You may also attach the electronic certified export file to an email and send it to Vargas_Jeanne@lacoe.edu.

CHARTER SCHOOLS

All attendance data for district authorized charter schools must be routed through the authorizing agency before submission to LACOE. Each district must combine its attendance data with all its charter schools' data, and submit a single combined file to LACOE. Charter school certification pages require signatures from both the charter school administrator, and the superintendent of the authorizing district. Charter schools should contact their authorizing agency, not LACOE, with questions regarding apportionments, timelines, forms, budget assumptions, or other issues.

AUDIT DOCUMENTATION

As in past years, districts must maintain adequate records of the certified and reported attendance data for use during audits.

This bulletin is posted on the LACOE website at:

https://www.lacoe.edu/Bulletins.aspx

Use the "Search" box in the Bulletins section to locate a specific bulletin by number or keyword.

If you have questions, please contact me at (562) 922-6137, or by e-mail at Martinez_Alyssa@lacoe.edu.

Approved:
Jeff Young, Interim Director
Business Advisory Services

ALM:lc