



October 5, 2020

TO: Special Education Local Plan Area (SELPA) Directors
Los Angeles County SELPAs

FROM: Alyssa Martinez, Business Advisory Services Manager
Business Advisory Services

SUBJECT: Annual Reports for the Special Education Infant Program,
Fiscal Year 2019-20

Special Education Reports for the Infant Program, Ages 0-2, for the 2019-20 Annual Reporting Period are due to the Los Angeles County Office of Education (LACOE) by Friday, **October 16, 2020.**

PRINCIPAL APPORTIONMENT DATA COLLECTION (PADC) SOFTWARE

The California Department of Education (CDE) requires the most recent version (v19.00) of the PADC Software be used for new data submissions. A current version of the software is available for download at:

<https://www.cde.ca.gov/fg/sf/pa/padcs19-20.asp>

The website also provides access to these resources and documents to help with the submission of data:

- What's New
- Known Problems, Fixes, and Workarounds
- Installation Guide
- User Guide
- Data Reporting Instruction Manual
- Due Dates
- CDE Contacts
- 2019-20 Principal Apportionment Certifications

Once the software is downloaded and installed, you can access the SELPA data entry screen by clicking on “Period” from the menu bar, and selecting “Annual.” Next, click “LEA” from the menu bar, and select “SELPA.”

CONSOLIDATED SELPA DATA

The SELPA Administrative Unit must collect and combine data from each of its participating school districts, and submit a single electronic certified export file and signed certification page(s) to LACOE.

SUBMISSION OF REPORTS

LACOE needs the electronic certified export file and the original signed certification page(s) by **October 16, 2020**. Please plan sufficient lead-time to complete the electronic file, print the certification page(s) and obtain the required signatures. Also, consider the mailing and delivery time needed for the document to arrive at LACOE by the **October 16** deadline. Meeting this deadline will provide LACOE with the necessary time to review, certify, and forward the reports to the CDE.

Electronic Certified Export File

The electronic certified export file should be submitted to LACOE via the Reports and Data (RAD) System. The system can accommodate up to two users per district, and requires an individual account to ensure a secure environment for all. New users will be notified by email when the account has been created.

Please contact Jeanne Vargas immediately at (562) 922-6136, or by e-mail at Vargas_Jeanne@lacoe.edu, if your LEA’s users do not have access to RAD, or to Module 18 BAS – SET (Special Education Transfer) in the RAD System.

Signed Certification Page(s)

When preparing the certification page(s) for submission, verify that the “Certificate Number” matches the number assigned to the electronic certified export file sent to LACOE. The number assigned by the software is displayed on the lower half of the Main menu, in the “Entry Screens” section. If the numbers do not match, provide a new signed certification page(s) that matches the export file.

Please send the signed certification page(s) to:

Los Angeles County Office of Education
Business Advisory Services
Attention: Debbie Bedran

Please mail the signed certification page(s) before the deadline to ensure it reaches LACOE by October 16, 2020.

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.

Please contact Alyssa Martinez, Business Advisory Services Manager at (562) 922-6137, or by e-mail at Martinez_Alyssa@lacoe.edu.

Approved:
Jeff Young, Interim Director
Business Advisory Services

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