November 18, 2020

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

FROM: Alyssa Martinez, Manager
Business Advisory Services

SUBJECT: First Period (P-1) Reports for Special Education Infant Program (Ages 0-2), Fiscal Year 2020-21

First Period (P-1) Reports for the Special Education Infant Program (Ages 0-2) for Fiscal Year 2020-21 are due to the Los Angeles County Office of Education (LACOE) by Monday, January 4, 2021.

PRINCIPAL APPORTIONMENT DATA COLLECTION (PADC) SOFTWARE

Reports must be submitted using the 2020-21 Principal Apportionment Data Collection (PADC) Software version 20.00, expected to be available mid-December on the CDE website at:

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

Please review the Resources and Documentation section for the Download and Installation Guide, information on the modifications to this year's software, Known Problems and Fixes, User Guide, and the Data Reporting Instruction Manual.

Local Educational Agencies (LEA) should visit the CDE website to check for revisions or updates before entering any data into the software. Updates will include a list of LEAs affected by the changes. If your LEA 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.

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 "P-1." 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 the original signed certification page to LACOE.

SUBMISSION OF REPORTS

LACOE needs the electronic certified export file and the original signed certification page by January 4, 2021. SELPAs should consider holiday schedules and complete the certified electronic file several days before January 4 in order to have enough time to obtain signatures, and allow time for delivery to LACOE. Meeting this deadline will provide LACOE with adequate time to review, certify, and forward the reports to the CDE.

Electronic Certified Export File

Send your electronic certified export file to LACOE via the Reports And Data (RAD) system by Monday, January 4, 2021. Please send an e-mail to Lacoe-PASE@lacoe.edu to obtain access to RAD, or if your district users require access. You may also attach the electronic certified export file to an e-mail and send it to Bedran_Debbie@lacoe.edu.

Signed Certification Page

When preparing the certification page 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, you will be asked to submit a revised electronic certified export file, or a revised original signed certification page. Send the signed certification page via JET mail to:

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

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The signed certification page should be mailed before the deadline to ensure it reaches LACOE by January 4, 2021.

This bulletin is posted on the Los Angeles County Office of Education (LACOE) website at:

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www.lacoe.edu/Bulletins.aspx

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Use the "Search" function to locate a specific bulletin by number or keyword.

Please contact me at (562) 922-6137 via e-mail at Martinez_Alyssa@lacoe.edu.

Approved:
Octavio Castelo, Director
Business Advisory Services

ALM:vb