



November 19, 2020

TO: Business Administrators
Los Angeles County School Districts and Charter Schools

FROM: Alyssa Martinez, Manager
Business Advisory Services

SUBJECT: First Period (P-1) Principal Apportionment Data Reports for Fiscal Year 2020-21

In response to the changes implemented by Senate Bill (SB) 98 and SB 820, Local Education Agencies (LEAs) will not have to report Average Daily Attendance (ADA) for the purpose of apportionment in Fiscal Year (FY) 2020–21. LEAs will be funded based on ADA reported in the 2019–20 P-2 and Annual apportionment periods. All other data used to calculate 2020–21 apportionments, such as California Longitudinal Pupil Achievement Data System (CALPADS) enrollment and unduplicated pupil counts for the Unduplicated Pupil Percentage calculation, class size penalties, and local revenue will be based on 2020–21 data.

Although LEAs will not be reporting ADA in FY 2020–21, LEAs are required to record and track student attendance and participation for the purpose of compulsory education, reporting student attendance in CALPADS for chronic absence reporting and avoiding audit penalties.

The California Department of Education (CDE) frequently asked questions about the principal apportionment, instructional time, attendance accounting, attendance reporting and the Form J-13A for FY 2020-21 can be found at:

<https://www.cde.ca.gov/fg/aa/pa/pafaqs.asp#aareporting>

First Period (P-1) Principal Apportionment data reports for FY 2020-21, if applicable, are due to the Los Angeles County Office of Education (LACOE) by Monday, January 4, 2021.

The Principal Apportionment data collection is modified for FY 2020-21 as described below:

Entity Reporting	Data Collection Required	Data Collection Suspended
School District	<ul style="list-style-type: none"> • AICF • Class Size Penalties • Necessary Small School • School District Audit Adjustments to CALPADS Data • Transfer of Funds Alternative Rate Option 	<ul style="list-style-type: none"> • Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer • Attendance Basic Aid Open Enrollment • Attendance School District • Attendance Supplement School District • Migrant ADA Increase
Charter School	<ul style="list-style-type: none"> • Charter School Audit Adjustments to CALPADS Data • Charter School Physical Location 	<ul style="list-style-type: none"> • Attendance Charter Funded County Programs • Attendance Charter School • Attendance Charter School – All Charter District • Attendance COE Charter School • Basic Aid Supplement Charter School • Charter Status

The expected reporting calendar for fiscal year 2020-21 is as follows:

Entity Reporting	2020-21 P-1	2020-21 P-2	2020-21 Annual
School District	<ul style="list-style-type: none"> • AICF • Necessary Small School • Transfer of Funds Alternative Rate Option 	<ul style="list-style-type: none"> • AICF • Class Size Penalties • Necessary Small School 	<ul style="list-style-type: none"> • AICF • School District Audit Adjustments to CALPADS Data
Charter School	<ul style="list-style-type: none"> • Charter School Physical Location 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Charter School Audit Adjustments to CALPADS Data

Legend: AICF = Adults in Correctional Facilities; ADA = Average Daily Attendance;
CALPADS = California Longitudinal Pupil Achievement Data System

SUBMISSION OF P-1 DATA COLLECTION REPORTS

The electronic certified export file and the original signed certification pages must be received by January 4, 2021 to allow LACOE time to process the reports and forward the data to the 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 January 4 deadline to obtain signatures and allow time for delivery to LACOE.

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.

Districts should visit the CDE website to check for revisions or updates before entering any data into the software. Updates will include a list of school districts affected by the changes.

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 2020-21 P-1 reporting period, if applicable:

Districts	Charter Schools
<ul style="list-style-type: none">Adults in Correctional Facilities	<ul style="list-style-type: none">Charter School Physical Location

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 date 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 numbers must match on all district and charter school submissions. LACOE will review the two 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.

RAD SYSTEM

Send your electronic certified export file to LACOE via RAD by **Monday, January 4, 2021**. 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@laoe.edu.

SCHOOL CALENDARS

Per Education Code 37618, the governing board of any school district must establish a school calendar whereby the teaching sessions and vacation period during the school year are on a rotating basis. School districts and charter schools should ensure their school calendars are accessible on their websites. **If not, you must include a copy of the school calendar with the attendance reports.**

CHARTER SCHOOLS

All data reports for district authorized charter schools must be routed through the authorizing agency before submission 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

EC Section 43504(i) assigns an audit penalty calculation for school districts, county offices of education, classroom-based charter schools, and all newly operational charter schools that do not meet the following requirements as of September 1, 2020:

- Offer the required number of instructional days per *EC* Section 43504(c).
- Document daily participation for each student, for each school day, on which distance learning is provided as required by *EC* Section 43504(d).
- Complete a weekly engagement record for each student documenting synchronous or asynchronous instruction for each whole or partial day of distance learning that verifies participation and tracks assignments as required by *EC* Section 43504(e). To the extent synchronous or asynchronous instruction is assigned to a student in distance learning, that instruction should be included in the assignments listed.
- Document absences as required by *EC* Section 43504(d)(1) and (f) for the purposes of chronic absenteeism tracking.
- Develop written procedures for tiered reengagement strategies for students that are absent from distance learning for more than 3 schooldays or 60 percent of the instructional days in a school week as required by *EC* Section 43504(f)(2).

See CDE's FAQs for additional information, the website is listed on the first page of this bulletin.

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 via e-mail at Martinez_Alyssa@lacoe.edu.

Approved:
Octavio Castelo, Director
Business Advisory Services

ALM:vb