



February 4, 2021

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

FROM: Alyssa Martinez, Manager  
Business Advisory Services

SUBJECT: Corrections to Prior Period Reports of Attendance

All prior period corrections to reports of attendance must be submitted to the California Department of Education (CDE) by Monday, March 1, 2021 to be included with the Second Principal (P-2) Apportionment. **Since these corrections require certification by the Los Angeles County Superintendent of Schools, the Los Angeles County Office of Education (LACOE) must receive them by Tuesday, February 16, 2021.** The corrections may not be reflected in the 2020-21 P-2 Apportionment if your district's revised report does not reach LACOE by the due date.

### **CORRECTIONS TO REPORTS OF ATTENDANCE FOR PRIOR PERIODS**

To make corrections to reports of attendance for prior periods, you will need:

1. the version of the Principal Apportionment Data Collection (PADC) Software used to create the reports, and
2. the most recent certified export file you submitted for the period to be corrected.

PADC Software is available on the CDE website at:

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

If you no longer have the data files, you may send a request to:

[LACOE-PASE@lcoe.edu](mailto:LACOE-PASE@lcoe.edu)

To make a correction using the PADC Software, click "Period" from the menu bar. Next, click "Corrected" and select either "P-2" or "Annual." After making the changes, use the

“Check/Save” feature to identify any errors. Closing the screen will cause the “Correction Reason” window to appear. Enter the code corresponding to the reason and explain the change.

You may then create the electronic certified export file and the certification page. Submit the electronic file via the Reports And Data (RAD) system or through email. Also send the signed certification page with the district superintendent’s signature.

The certification page with original signature can be sent via Jet Mail to:

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

OR

The certification page can be certified by signing and scanning the signed document, by electronically signing a PDF document, or through a signature application such as DocuSign and can be emailed to:

[LACOE-PASE@laoe.edu](mailto:LACOE-PASE@laoe.edu)

**The submission is not considered complete until LACOE has both the electronic certified export file and the signed certification page(s).**

#### **EXTERNAL AUDITOR’S DOCUMENTATION REQUIREMENT**

All prior year corrections for increases in ADA require a letter from your district’s external auditors, an audit finding, or other official supporting documentation that explains the reason for the change and supports the revision. ADA corrections for fiscal years prior to 2018–19 must be greater than +/- 1 ADA in order to be processed.

Please submit the auditor’s documentation to the email address above.

This bulletin is posted on the LACOE website at:

<https://www.laoe.edu/Bulletins.aspx>

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

Please contact me by email at [Martinez\\_Alyssa@laoe.edu](mailto:Martinez_Alyssa@laoe.edu).

Approved:  
Octavio Castelo, Director  
Business Advisory Services

AM:vb