



March 23, 2021

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

FROM: Alyssa Martinez, Manager  
Business Advisory Services

SUBJECT: Second Period (P-2) 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>

**Second Period (P-2) Principal Apportionment data reports for FY 2020-21, if applicable, are due to the Los Angeles County Office of Education (LACOE) by Friday, April 16, 2021.**

- **School Districts will submit the following reports, if applicable: Adults in Correctional Facilities (AICF), Class Size Penalties, Necessary Small Schools.**
- **No reports of attendance are due.**
- **No reports are due from Charter Schools.**

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

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

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

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

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

## SUBMISSION OF P-2 DATA COLLECTION REPORTS

The electronic certified export file and the signed certification pages must be received by April 16, 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.

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

Los Angeles County Office of Education  
Business Advisory Services  
Attention: Alyssa Martinez

Alternatively, 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@lacoedu](mailto:LACOE-pase@lacoedu)

**The submission is not considered complete until LACOE has both the electronic certified export file and the signed certification pages.** Districts should consider holiday schedules, and complete the electronic certified export file several days ahead of the April 16 deadline to obtain signatures and deliver to LACOE.

## SOFTWARE

Reports must be submitted using the 2020-21 Principal Apportionment Data Collection (PADC) Software version 20.00, available 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, Known Problems and Fixes, User Guide, and the Data Reporting Instruction Manual.

## ENTRY SCREENS

Los Angeles County school districts and charter schools will use these entry screens for the 2020-21 P-2 reporting period, if applicable:

Districts	Charter Schools
<ul style="list-style-type: none"><li>Adults in Correctional Facilities</li><li>Class Size Penalties</li><li>Necessary Small School</li></ul>	None, no reports due from charter schools for 2020-21 P-2.

## **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 **Friday, April 16, 2021**. Please send an e-mail to [LACOE-pase@lcoe.edu](mailto:LACOE-pase@lcoe.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 [LACOE-pase@lcoe.edu](mailto:LACOE-pase@lcoe.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.

## **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 via e-mail at [Martinez\\_Alyssa@lacoe.edu](mailto:Martinez_Alyssa@lacoe.edu).

Approved:

Octavio Castelo, Director

Business Advisory Services

AM:vb