



September 20, 2021

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

FROM: Alyssa Martinez, Manager
Business Advisory Services

SUBJECT: 2021-22 Charter School 20 Day Attendance Report

The California Department of Education (CDE) has announced that access to the Charter School 20 Day Attendance Report and the reporting instructions are now available on the CDE website at:

<https://www.cde.ca.gov/fg/aa/pa/charter20dayinstr21.asp>

Pursuant to Education Code (EC) Section 47652, a charter school that submitted a Pupil Estimates for New or Significantly Expanding Charters (PENSEC) report for state funding must also complete a Charter 20 Day report.

The data in the Charter 20 Day Attendance Report is used to adjust the amount of the Charter School's State Aid Principal Apportionment special advances for Local Control Funding Formula (LCFF) and Education Protection Account (EPA). The adjusted special advance apportionment and EPA usually occurs in late December.

PERSONAL IDENTIFICATION NUMBER (PIN)

A personal identification number (PIN) is required to log on to the Charter 20 Day Attendance Report. Use the same PIN provided for use with the Charter Schools Annual Information Survey and/or the PENSEC report. If you need a PIN, or wish to be added to the list of charters that may access the software, please contact csspecialadvance@cde.ca.gov and include your charter name, number and 14-digit county-district-school (CDS) code.

REQUIRED DOCUMENTATION

Your submission must include the Charter 20 Day Data Report, the signed certification form, a copy of your school calendar and a list of California Longitudinal Pupil Achievement Data System (CALPADS) Statewide Student Identifier (SSID) numbers for your students enrolled for

the first 20 days of instruction. This documentation is a County Office of Education requirement and is necessary to certify the reports.

REQUIRED SIGNATURES

The Charter 20 Day Attendance Report and signed certification must include the:

- Original signature of the responsible charter school official,
- Original signature of the superintendent of the district that authorized the Charter School, and
- Certification by the county superintendent.

Completed forms and required documentation must be submitted to the Los Angeles County Office of Education (LACOE) by Friday, October 15, 2021, to review, certify, and forward to the CDE by the deadline.

Please mail the completed documents to:

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

Please also email completed documents to: Martinez_Alyssa@laoe.edu by Friday, October 15, 2021. The certification should be printed, signed by all parties with original wet signatures, saved as a PDF file and then emailed.

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 at (562) 922-6137, or by email at Martinez_Alyssa@laoe.edu.

Approved:
Octavio Castelo, Director
Business Advisory Services

AM:lm