



July 11, 2023

TO: Business Administrators
Los Angeles County School Districts
Charter Schools

FROM: Janelle de Leon, Manager
Business Advisory Services

SUBJECT: 2023-24 Pupil Estimates for New or Significantly Expanding Charter Schools (PENSEC)

A personal identification number (PIN) is required to log on to PENSEC and access the online report. Charter schools should use the same PIN provided for the 2022-23 Charter Schools Annual Information Survey. The online portal and instructions for reporting can be found on the CDE's website at:

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

A charter school representative, the superintendent of the authorizing district, and the Los Angeles County Superintendent of Schools (County Superintendent) are required to certify the pupil estimates.

New Charter School for FY 2023-24

A charter school is considered new for the purpose of the PENSEC report if it is in its first year of operation, will begin instructing students between July 1 and September 30 pursuant to [Education Code 47652](#), and meets any of the following conditions:

- Is instructing students for the first in FY 2023-24 and did not receive state funds for general operations in FY 2022-23 as a charter school. This also includes new charter schools that received a startup or implementation grant in FY 2022-23 under the Public Charter Schools Grant Program as long as they did not also receive LCFF State Aid funds.
- Converted to a charter school from a traditional public school in FY 2022-23.
- Instructed students as a charter school in FY 2022-23 and is instructing students in FY 2023-24 under a new charter number, typically due to a change in its funding status.

*Exception: AB 1505 and AB 1507 Treat as Continuing Charter provision does not apply to federal programs for the restructured portion of a divided charter school as defined in [Education Code Section 47654](#).

Significantly Expanding Charter School for FY 2023-24

A charter school is considered significantly expanding for the purpose of the PENSEC report if the charter school meets the following condition(s):

- For state funding, the charter school does not meet the criteria above to be deemed a new charter school and is adding at least one grade level pursuant to [Education Code Section 47652\(b\)](#).
- For federal funding, the charter school is direct funded and has an increase in enrollment of at least 25 percent compared to the prior year and the increase is due to a significant event that is unlikely to occur on a regular basis, such as the addition of one or more grade levels or education programs in major curriculum areas, or any other event deemed to be significant by the CDE ([Title 34 of the Code of Federal Regulations, Section 76.787](#))

If a charter school does not meet the 2023-24 criteria of either a new charter school or a significantly expanding charter school, the PENSEC report is not applicable or required to be submitted.

Education Code Section 47652 requires authorizing agencies and the County Superintendent to approve the estimated Average Daily Attendance (ADA) for new schools to receive advance funding. The authorizing agency and the County Superintendent have the option of either certifying to the truth and correctness of the data, or acknowledging the receipt of the data, but not certifying to the data. Districts are encouraged to base pupil estimates on factual documentation. Examples of documents that would serve as a reasonable basis for estimating ADA are:

- Pupil demographic data.
- Confirmed enrollment on the date the PENSEC report is prepared.
- Other documented methods used to establish interest in enrollment (polls, surveys, etc.).

A narrative of the assumptions used to estimate the ADA in the report, including the unduplicated pupil count which includes low income, English learners, and foster youth, should be provided to the Los Angeles County Office of Education (LACOE). This information will aid the County Superintendent's decision to certify to the truth and correctness of the data, or to acknowledge receipt of the data. To meet the CDE's deadline for submission, all charter schools should coordinate an approval schedule with their authorizing agency. **Please submit all**

documents, reports, forms with both the charter school and authorizing agency certifications, and a narrative of assumptions by July 21, 2023, to the:

Los Angeles County Office of Education
Business Advisory Services
Attention: Ms. Janelle de Leon

IMPORTANT: If the CDE does not receive a complete report with appropriate signatures by August 1, 2023, it may not fund the charter school in the Special Advance Apportionment. Data or certifications received after the deadline may be included in subsequent apportionments and/or allocations. Charter schools should contact their authorizing agency, not LACOE, with questions regarding apportionments, timelines, budget assumptions, or other issues.

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.

Please contact me at (562) 940-1645, or by e-mail at deleon_janelle@lacoe.edu.

Approved:
Octavio Castelo, Director
Business Advisory Services

JD:lm