



March 18, 2021

**TO:** Special Education Local Plan Area (SELPA) Directors  
Los Angeles County SELPAs

**FROM:** Alyssa Martinez, Manager  
Business Advisory Services

**SUBJECT:** Second Period (P-2) Reports for Special Education Infant Program (Ages 0-2),  
Fiscal Year 2020-21

**Second Period (P-2) Reports for the Special Education Infant Program (Ages 0-2) for Fiscal Year 2020-21 are due to the Los Angeles County Office of Education (LACOE) by Friday, April 16, 2021.**

#### **PRINCIPAL APPORTIONMENT DATA COLLECTION (PADC) SOFTWARE**

Reports must be submitted using the 2020-21 Principal Apportionment Data Collection (PADC) Software version 20.00, available for download 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.

Once the software is downloaded and installed, you can access the SELPA data entry screen by clicking on “Period” from the menu bar, and selecting “P-2.” Next, click “LEA” from the menu bar, and select “SELPA.”

#### **CONSOLIDATED SELPA DATA**

The SELPA Administrative Unit must collect and combine data from each of its participating school districts, and submit a single electronic certified export file and the signed certification page to LACOE.

#### **SUBMISSION OF REPORTS**

LACOE needs the electronic certified export file and the signed certification page by April 16, 2021. SELPAs should consider holiday schedules and complete the certified electronic file

several days before **April 16** in order to have enough time to obtain signatures, and deliver to LACOE. Meeting this deadline will provide LACOE with adequate time to review, certify, and forward the reports to the CDE.

### **Electronic Certified Export File**

Send your electronic certified export file to LACOE via the Reports And Data (RAD) system by Friday, April 16, 2021. Please send an e-mail to [LACOE-pase@lacoedu](mailto:LACOE-pase@lacoedu) 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 [Bedran\\_Debbie@lacoedu](mailto:Bedran_Debbie@lacoedu).

### **Signed Certification Page**

When preparing the certification page for submission, verify that the “Certificate Number” matches the number assigned to the electronic certified export file sent to LACOE. The number assigned by the software is displayed on the lower half of the Main Menu in the “Entry Screens” section. If the numbers do not match, you will be asked to submit a revised electronic certified export file, or a revised signed certification page.

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

Los Angeles County Office of Education  
Business Advisory Services  
Attention: Debbie Bedran

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:

[Bedran\\_Debbie@lacoedu](mailto:Bedran_Debbie@lacoedu)

This bulletin is posted on the Los Angeles County Office of Education (LACOE) website at:

[www.lacoedu/Bulletins.aspx](http://www.lacoedu/Bulletins.aspx)

Use the “Search” function to locate a specific bulletin by number or keyword.

Please contact me via e-mail at [Martinez\\_Alyssa@lacoedu](mailto:Martinez_Alyssa@lacoedu).

Approved:  
Octavio Castelo, Director  
Business Advisory Services

AM:vb