



July 8, 2021

TO: Business Administrators
Los Angeles County School Districts
Charter Schools

FROM: Alyssa Martinez, Manager
Business Advisory Services

SUBJECT: 2021-22 Pupil Estimates for New or Significantly Expanding Charters (PENSEC)

The instructions and online reporting capability for 2021-22 PENSEC are now available on the California Department of Education's (CDE) website. 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 2020-21 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/pensecinstr21.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. Pupil estimates should be completed by charter schools that are adding one or more grade levels, and that are increasing enrollment by at least 25 percent. **A charter school is also considered new, for purposes of the PENSEC report, if its charter number changed, typically due to a change in its funding status.** If a charter school does not meet the 2021-22 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 the authorizing agencies and the County Superintendent to approve the estimated Average Daily Attendance (ADA) in order 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, 2021, to the:**

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

IMPORTANT: If the CDE does not receive a complete report with appropriate signatures by August 2, 2021 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) 922-6137, or by e-mail at Martinez_Alyssa@lacoe.edu.

Approved:
Octavio Castelo, Director
Business Advisory Services

AM:lm