



October 21, 2021

TO: Business Administrators
Los Angeles County School Districts
Special Education Local Planning Areas and
LACOE Authorized Charter Schools

FROM: Alyssa Martinez, Manager
Business Advisory Services

SUBJECT: 2021-22 Principal Apportionment Data Collection Administrator Setup

Commencing with fiscal year 2021-22 the Principal Apportionment Data Collection (PADC) is transitioning to a web-based application. The PADC is used by local educational agencies (LEAs) to report average daily attendance (ADA) and other data to the CDE for various funding calculations. The link to the PADC web-based application, user manual and other pertinent information is available on the CDE website at:

<https://www.cde.ca.gov/fg/sf/pa/>

PADC ACCESS

School Districts, LACOE authorized charter schools and Special Education Local Planning Areas (SELPAs) must designate one PADC Administrator. The PADC Administrator is responsible for the following:

- Electronically certifying principal apportionment data for the LEA and charters under its oversight; and
- Assigning and managing access to the PADC web-based application for LEA users, and PADC Administrators for charters under its oversight

Once one PADC Administrator has access to the web-based application, they may assign other Administrators and additional users to manage access to the PADC, enter data, view records, and/or electronically certify.

Attached is Form 504-081, PADC Web-Application LEA Administrator Assignment. This form is necessary to enable LACOE to authorize access to the web-based application. We request that each LEA submit **Form 504-081 to LACOE by Friday, October 29, 2021.**

The form should be signed electronically, or printed, physically signed and scanned to PDF, and sent via email to LACOE-PADC@laoe.edu

DATA REPORTING

The data reporting screens for 2021–22 P-1 will be available in the PADC web-based application on or about December 1, 2021 with data due to LACOE on January 3, 2022. The CDE will provide additional training through the use of webinars and training videos in early November 2021.

NEXT STEPS

LEAs and SELPAs should review current practices for data entry, review, and certification to determine which employees need access to the PADC and in what role. The PADC user manual and user assignment templates are available on the CDE website, linked above, and should be used to determine the appropriate role and to authorize access to the PADC web-based application for LEA users and the PADC Administrators for charters under district oversight. The goal is to have all necessary users set up for data entry and certification by December 1, 2021.

This bulletin and its attachments are 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
Attachment



**Principal Apportionment Data Collection (PADC)
Web Application LEA Administrator Assignment**

Starting in fiscal year 2021-22, the Principal Apportionment Data Collection (PADC) software is transitioning from desktop software to a web-based application. Local educational agencies (LEAs) and Special Education Local Planning Areas (SELPA) must designate a PADC Administrator. This form is required to be used by districts, SELPAs, and LACOE authorized charter schools to assign one PADC Administrator within the web-based application. Each school district assigns Administrators for charter schools under district oversight, and may assign additional users (including Administrators) for the district.

SECTION 1: Create Username and Password via Centralized Authentication System (CAS)

To access the PADC Web Application, each user must have a unique CAS username and password. If you already have a CAS username, there is no need to create a new account. If you do not have a CAS username, complete the registration online at:

<https://www3.cde.ca.gov/cdeauthentication/registration.aspx?programabbr=PAS>

Note: The CAS Username is created by the user. LEAs may require users to use a standard format such as the employee's email prefix or last name_first name.

SECTION 2: Administrator Information

REQUEST TYPE		
<input type="checkbox"/> New Assignment	<input type="checkbox"/> Additional Assignment (within the same county)	<input type="checkbox"/> Removal of Assignment
FIRST AND LAST NAME		DATE SUBMITTED
JOB TITLE	EMAIL ADDRESS	
CAS USERNAME (CREATED IN SECTION 1)		PHONE NUMBER

SECTION 3: Administrator Access

PADC User Group:	
<input type="checkbox"/> School District [with access to the district and charter schools under district oversight]	<input type="checkbox"/> SELPA [with access to SELPA Administrative Unit and SELPA members]
<input type="checkbox"/> Charter School – COE Oversight [with access to charter schools under COE oversight]	
LEA/SELPA Assignment:	
LEA/SELPA NAME	LEA/SELPA CDS CODE

SECTION 4: PADC User Responsibilities

By requesting user access to the PADC, I acknowledge the following:

- Education Code (EC) requires LEAs, SELPAs and county auditors to report specified data to the CDE, on forms prescribed by CDE, for the purpose of making apportionments and certifying various reports. EC also imposes oversight responsibilities on certain LEAs, such as school districts (for certain charter schools) and the COEs (for LEAs under their jurisdiction).
- The PADC application accessible via a secure internet connection is used by the LEAs and SELPAs to report the data to CDE, and attest to its accuracy and compliance with applicable statutes and regulations. The PADC incorporates oversight responsibilities by allowing the oversight LEA to manage PADC users for LEAs/SELPA under its jurisdiction, and to electronically certify their data.
- All information concerning my access to the PADC, including but not limited to any information entered, stored or retrieved by me, may be monitored, retrieved, and/or disclosed by authorized personnel, including authorized network administrators and CDE personnel per CDE's Web Policy available at: <https://www.cde.ca.gov/re/di/ws/webpolicy.asp>.

- The duties and responsibilities of the PADC user designated by this application include:
 - Keep credentials to access the PADC confidential by protecting your password at all times, never share your username and password with others or allow others to access the PADC using your credentials.
 - Manager Users Only: Manage PADC users (assign, remove, update) for the LEA, including the roles of Manager, Data Entry and View Only, and Administrators for any reporting LEAs.
 - Alert the LEA Administrator if a security or privacy violation is suspected or detected.
 - Submit a request for removal of PADC assignment to the appropriate PADC Administrator/Manager when PADC access is no longer needed due to work assignment changes, termination, etc.

A. Applicant Agreement

I certify by my signature that the information in section 2 and 3 is accurate and complete. I will adhere to the responsibilities outlined in section 4 of this application.

APPLICANT SIGNATURE	DATE
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B. Attestation of SELPA Director, LEA Superintendent, or Designee

I certify by my signature on this form that the individual listed in section 2 is authorized to use the PADC application to manage users and certify Principal Apportionment data for the LEA/SELPA listed in section 3 and any LEAs/entities under its jurisdiction, in accordance with applicable laws and regulations.

DIRECTOR/SUPERINTENDENT OR DESIGNEE NAME	
DIRECTOR/SUPERINTENDENT OR DESIGNEE SIGNATURE	DATE

SECTION 5: Submit completed form to the LACOE PADC Administrator

Email completed form to lcoe-padc@lcoe.edu

The LACOE PADC Administrator will complete the user assignment. The system will generate an automatic email notification to the user confirming the assignment.