



March 23, 2022

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

**FROM:** Janelle de Leon, Manager  
Business Advisory Services

**SUBJECT:** Second Period (P-2) Reports of Attendance for Fiscal Year 2021-22

**Second Period (P-2) Reports of Attendance for Fiscal Year 2021-22 are due to the Los Angeles County Office of Education (LACOE) by Monday, April 18, 2022.** P-2 attendance reports should include attendance through the seventh school month ending on or before April 15th.

### **WEB BASED APPLICATION**

Beginning fiscal year 2021-22, the Principal Apportionment Data Collection (PADC) software has transitioned from desktop software to a web based application. Reports of attendance must be submitted using the PADC web based application available on the California Department of Education (CDE) website at:

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

Please review the Web Application Resources section of the website linked above for the user manual, known issues and tips document and video guides. LACOE has also prepared PADC web application guides for use by districts and charter schools. These guides may be used in addition to the resources provided by the CDE. To access the LACOE guides, navigate to the website below and enter 'PADC' in the search box:

<https://www.lacoe.edu/Business-Services/Documents-Forms>

### **ACCESS TO WEB BASED PADC**

An Administrator at each district and LACOE authorized charter school has been granted access to the web based system. District Administrators are responsible for granting access to other users within the district and one Administrator at each charter school authorized by the district. Please review the CDE and LACOE prepared user guides for instructions on new user set up.

Questions regarding the PADC web based application should be emailed to:

[LACOE-PADC@lacoedu](mailto:LACOE-PADC@lacoedu)

### DATA ENTRY SCREENS

Los Angeles County school districts and charter schools will use these data entry screens for the 2021-22 P-2 reporting period:

<i>Districts</i>	<i>Charter Schools</i>
<ul style="list-style-type: none"><li>• Attendance School District</li><li>• Class Size Penalties</li><li>• Adults in Correctional Facilities (AICF)</li></ul>	<ul style="list-style-type: none"><li>• Attendance Charter School (including Charter Status)</li></ul>

### SUBMISSION

Submission of attendance reports using the new PADC web based application requires the following steps:

1. Data is entered - completed by Data Entry role, Manager, or Administrator
2. Data is verified - completed by Data Entry role, Manager or Administrator
3. Data is certified - **must** be completed by an Administrator
  - a. Once certified, district and LACOE authorized charter data will be routed to LACOE for review and certification.
  - b. Once certified, district authorized charter data will be routed to the authorizing district for certification and then routed within the system to LACOE for certification.

**Electronic certification within the PADC web based application will be completed in lieu of signing paper certification forms. Paper certification forms are no longer required.**

This bulletin is posted on the LACOE website at:

<https://www.lacoedu/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@lacoedu](mailto:deleon_janelle@lacoedu)

Approved:  
Octavio Castelo, Director  
Business Advisory Services

JD:lm