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 for Special Education Infant Program (Ages 0-2), Fiscal Year 2021-22

Second Period (P-2) Reports for the Special Education Infant Program (Ages 0-2) for Fiscal Year 2021-22 are due to the Los Angeles County Office of Education (LACOE) by Monday, April 18, 2022.

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 a PADC web application guide for use by SELPAs. This guide may be used in addition to the resources provided by the CDE. To access the LACOE guide, 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 SELPA has been granted access to the web based system. SELPA Administrators are responsible for granting access to other SELPA users. 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@lacoe.edu

CONSOLIDATED SELPA DATA

The SELPA Administrative Unit must collect and combine data from each of its participating school districts, and submit a single report through the PADC web based application.

SUBMISSION

Submission of 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, data will be routed to LACOE for review and 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.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