



September 21, 2022

TO: Business Administrators  
Los Angeles County School Districts  
Charter Schools

FROM: Janelle de Leon, Manager  
Business Advisory Services

SUBJECT: FY 2022-23 Charter School 20 Day Attendance Report

The California Department of Education (CDE) has announced that access to the Charter School 20 Day Attendance Report and the reporting instructions are now available on the CDE website at:

<https://www.cde.ca.gov/fg/aa/pa/charter20dayinstr22.asp>

Pursuant to *Education Code (EC)* sections 47652 and 43505, a charter school that submitted the Pupil Estimates for New or Significantly Expanding Charters (PENSEC) report, shall report to the CDE its attendance as of the 20th day of student instruction via the Charter 20 Day report web-based application.

This data allows the department to adjust the amount of the charter school's state aid Principal Apportionment special advances for Local Control Funding Formula (LCFF) and Education Protection Account (EPA). Payment of the adjusted LCFF State Aid Charter School Special Advance and second quarter EPA State Aid apportionments usually occurs in late December.

**PERSONAL IDENTIFICATION NUMBER (PIN)**

A personal identification number (PIN) is required to logon to the Charter 20 Day report. Use the same PIN as was provided to your charter school for use with the Charter Schools Annual Information Survey and/or the PENSEC report. If you need a PIN, or wish to be added to the list of charters that may access the software, please contact [csspecialadvance@cde.ca.gov](mailto:csspecialadvance@cde.ca.gov) and include your charter name, number and 14-digit county-district-school (CDS) code.

## REQUIRED DOCUMENTATION

Your submission must include the Charter 20 Day Data Report, the signed certification form, a copy of your school calendar and a list of California Longitudinal Pupil Achievement Data System (CALPADS) Statewide Student Identifier (SSID) numbers for your students enrolled for the first 20 days of instruction. This documentation is a County Office of Education requirement and is necessary to certify the reports.

## REQUIRED SIGNATURES

The Charter 20 Day Attendance Report and signed certification must include the following:

- Original signature of the responsible charter school official
- Original signature of the superintendent of the district that authorized the charter school
- Certification by the county superintendent

**Completed forms and required documentation must be submitted to LACOE by Friday, October 14, 2022,** to review and certify the data prior to forwarding certifications to CDE by the deadline.

Please mail the completed documents to:

Los Angeles County Office of Education  
Business Advisory Services  
Attention: Janelle de Leon  
9300 Imperial Highway  
Downey, CA 90242

Please also email completed documents to: [deleon\\_janelle@lacoed.edu](mailto:deleon_janelle@lacoed.edu) by **Friday, October 14, 2022**. The certification should be printed, signed by all parties with original wet signatures, saved as a PDF and then emailed.

This bulletin is available on the LACOE website at:

<https://www.lacoed.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 at [deLeon\\_Janelle@lacoed.edu](mailto:deLeon_Janelle@lacoed.edu).

Approved:  
Octavio Castelo, Director  
Business Advisory Services

JD:lm