



February 7, 2023

TO: Business Administrators
Los Angeles County School and Community College Districts

FROM: Janelle de Leon, Manager
Business Advisory Services

SUBJECT: Corrections to Prior Period Reports of Attendance

All prior period corrections to reports of attendance must be submitted to the California Department of Education (CDE) by Wednesday, March 1, 2023 to be included with the Second Principal (P-2) Apportionment. **Since these corrections require certification by the Los Angeles County Superintendent of Schools, the Los Angeles County Office of Education (LACOE) must receive them by Friday, February 17, 2023.** The corrections may not be reflected in the 2021-22 P-2 Apportionment if your district's revised report does not reach LACOE by the due date.

CORRECTIONS TO REPORTS OF ATTENDANCE FOR PRIOR PERIODS

WEB-BASED APPLICATION

Corrections to reports of attendance for prior periods 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@lcoe.edu

INSTRUCTIONS

When reporting data for a corrected period (P-2 or Annual), the user must proceed as follows:

1. Select the fiscal year and period in the top left hand corner of the PADC; The system automatically defaults to the current reporting period 2022-23 P-2. The system will open the *Select Fiscal Year and Reporting Period* window. Select the fiscal year applicable to the data that requires a correction. Select a reporting period. For example, “2021-22 P-2 Correction for Annual”, which means that the P-2 Correction will be processed as part of the 2021-22 Annual Principal Apportionment Certification. Typically, the most recent data collection is listed first, and should be selected.
2. Select *Data Entry* and navigate to the LEA and the DES that requires correction. Note that the system will populate the screen with previously reported data.
3. Prior to correcting any data, navigate to the *Correction Reason* tab, which is the last tab on the right.
4. From the dropdown menu, select one of the following reasons for data correction:
 - Annual Audit
 - CDE Requested Correction
 - Form J-13A
 - LEA Correction
 - Other Audit
 - State Controller’s Office (SCO) Audit
5. In the text box below the dropdown menu, type in information relevant to the correction and the correction reason, such as audit finding reference, J-13A submittal or approval date, specific data that was corrected, etc.
6. Select *Save* below the text box. The system will not allow user to save the data entry screen unless the correction reason is selected and the text box is completed.

If the user enters corrected data before completing *Correction Reason*, and selects *Save*, the system will not proceed to Saving the screen. Instead, the *Correction Reason* tab will open. The user must select *Correction Reason*, enter applicable text, and then select *Save*. Any data entered on the previous tabs will be saved at this time.

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.

EXTERNAL AUDITOR’S DOCUMENTATION REQUIREMENT

All prior year corrections for increases in ADA require a letter from your district’s external auditors, an audit finding, or other official supporting documentation that explains the reason for the change and supports the revision.

Please submit the auditor’s documentation to the email address above.

This bulletin is available on the Los Angeles County Office of Education (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.

If you have questions regarding this bulletin, please contact Janelle de Leon at (562) 940-1645, or by e-mail at deleon_janelle@lacoe.edu.

Approved:

Octavio Castelo, Director

Business Advisory Services

JY/JD:lm