



June 6, 2023

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

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

**SUBJECT:** Annual Reports of Attendance for Fiscal Year 2022-23

**Annual Reports of Attendance for FY 2022-23 are due to the Los Angeles County Office of Education (LACOE) by Thursday, July 6, 2023.** The Annual Attendance Reports should include all attendance from July 1, 2022 through June 30, 2023.

### **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)

## ENTRY SCREENS

Los Angeles County school districts and charter schools will use the following entry screens for the 2022-23 Annual reporting period:

Districts	Charter Schools
Attendance School District	Charter Status
	Attendance Charter School

## 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.**

## SCHOOL CALENDARS

Per Education Code (EC) 37618, the governing board of any school district must establish a school calendar whereby the teaching sessions and vacation period during the school year are on a rotating basis. EC 37200 – 37201, and 41601 describe a school year, a school month, and how to calculate average daily attendance (ADA). It is important school calendars are set-up according to EC so ADA is calculated correctly for each attendance reporting period. School districts and charter schools should ensure their school calendars are accessible on their websites. **Please send a copy of the school calendar(s) if they are not available online.**

## CHARTER SCHOOLS

At the annual report period, each charter school must report the number of days it operated from July 1 to June 30. Fields for reporting this data are found in the Charter Status Entry Screen. For the Days of Operation field in the PADC Software, charter schools should report the actual days of instruction offered in FY 2022-23. It should not include any adjustments for approved J-13A waivers or days when school was closed due to COVID-19 and offering distance learning. For purposes of attendance accounting to claim apportionment, days school is closed are considered non-instructional days. Therefore, non-instructional days should not be included in the Days of Operation field.

All attendance data for district authorized charter schools must be routed through the authorizing agency before submission to LACOE.

## CORRECTIONS TO REPORTS OF ATTENDANCE

**Corrections for prior year data can now be made on the PADC System. Since these corrections require certification by the Los Angeles County Superintendent of Schools, LACOE must receive them by Friday, June 23, 2023.** Corrections to attendance reports require documentation from the district's independent external auditor, quantifying and confirming the revision.

For questions regarding corrections, please contact Jeanne Vargas at (562) 922-6136 or by e-mail at [vargas\\_jeanne@lacoed.edu](mailto:vargas_jeanne@lacoed.edu).

## AUDIT DOCUMENTATION

As in past years, districts must maintain adequate records of the certified and reported attendance data for use during audits. This bulletin is posted on the LACOE website at:

[www.lacoed.edu/Bulletins.aspx](http://www.lacoed.edu/Bulletins.aspx)

Use the "Search" function in the Bulletins section to locate a specific bulletin by number or keyword.

For questions regarding this bulletin, please contact me at (562) 940-1645 or by email at [deleon\\_janelle@lacoed.edu](mailto:deleon_janelle@lacoed.edu).

Approved:

Octavio Castelo, Director  
Business Advisory Services

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