



October 31, 2023

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

FROM: Janelle de Leon, Manager
Business Advisory Services

SUBJECT: First Period (P-1) Reports for Special Education Infant Program (Ages 0-2),
Fiscal Year 2023-24

First Period (P-1) for the Special Education Infant Program (Ages 0-2) for Fiscal Year 2023-24 are due to the Los Angeles County Office of Education (LACOE) by Wednesday, January 3, 2024.

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/services/business/bas>

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@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 at the Los Angeles County Office of Education website at:

<https://classic.lacoe.edu/Bulletins>

Use the “Search” function to locate a specific bulletin by number or keyword.

If you have questions, 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