



October 31, 2023

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

FROM: Janelle de Leon, Manager  
Business Advisory Services

SUBJECT: First Period (P-1) Reports of Attendance for Fiscal Year 2023-24

**First Period (P-1) Reports of Attendance for Fiscal Year 2023-24 are due to the Los Angeles County Office of Education (LACOE) by Wednesday, January 3, 2024.** P-1 attendance reports should include attendance through the last school month ending on or before December 31.

### **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@laoe.edu](mailto:LACOE-PADC@laoe.edu)

## DATA ENTRY SCREENS

Los Angeles County school districts and charter schools will use these data entry screens for the 2023-24 P-1 reporting period:

<i>Districts</i>	<i>Charter Schools</i>
<ul style="list-style-type: none"><li>Attendance School District</li></ul>	<ul style="list-style-type: none"><li>Attendance Charter School (including Charter Status)</li><li>Charter School Physical Location</li></ul>

## 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.**

This bulletin is posted on the LACOE website at:

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

Use the “Search” box in the Bulletins section 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@laoe.edu](mailto:Deleon_Janelle@laoe.edu).

Approved:  
Octavio Castelo, Director  
Business Advisory Services

JY/JD:lm