Principal Apportionment Data Collection Web Application

User Manual

Version 2022-4.50

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Overview

The Principal Apportionment Data Collection (PADC) is a web-based application designed to collect data needed to calculate the Principal Apportionment for county offices of education (COE), school districts, and charter schools. The PADC is maintained by the School Fiscal Services Division of the California Department of Education (CDE). The link to the application and pertinent information is available on the PADC web page located at https://www.cde.ca.gov/fg/sf/pa/.

The application must be accessed via the Google Chrome web browser. The application has not been tested using other web browsers as of August 2021; future releases may accommodate additional web browser options. The PADC is a dynamic web application; performance and loading speed depend on the quality of the user's internet connection. As of the December 2021 release, the system has intermittent slow loading speed, specifically on the User Management and Status pages, and on the first time loading. The CDE continues to develop the application to improve loading and response times.

The PADC web application must be used for data reporting for fiscal year (FY) 2021–22 and after. Data reporting for FY 2020–21 and prior must be done using the PADC desktop software, available for download on the PADC web page located at https://www.cde.ca.gov/fg/sf/pa/.

PADC Features

Data Reporting

The PADC is used by local educational agencies (LEAs) and county auditors to report attendance and other data to the CDE. For purposes of the Principal Apportionment, LEAs include COEs, school districts, charter schools, and Special Education Local Plan Area (SELPA) Administrative Units (AUs). Data reported through the PADC is used to calculate the Principal Apportionment, which includes funding for the Local Control Funding Formula (LCFF), Special Education [Assembly Bill (AB) 602], and other funding. Attendance data collected through the PADC is also used for calculating Lottery apportionments and funding for other programs. See Reporting Requirements for more information.

Each set of data must be certified to its accuracy and compliance with laws and regulations by the PADC Administrator for each LEA and county auditor. Additionally, an oversight entity must certify data, where applicable. The COEs certify data for LEAs under its jurisdiction. School districts that authorize charter schools also act as oversight entities for those charter schools by certifying charter school data. See Data Certification for more information.

Role-Based Workflow

The PADC allows multiple users with various roles to access data collection without the need to upload or send files electronically. While data may be reported by one PADC user, the application allows another user to review and certify data.

The application also provides for certifications in sequential order. Once a reporting entity certifies data, the record becomes eligible for certification by an oversight entity. The oversight entity may certify data or remove all certifications to allow for data revisions by a reporting entity. The oversight entity also has the option to report and/or revise data on behalf of the entity under its jurisdiction in the same manner as past data collection methods.

Certified Records Access

The PADC allows limited (View Only) access for organizations and individuals to view data collection records in the PADC, including records that have been certified and used for Principal Apportionment certifications. To learn more about assigning View Only permissions to a user, such as an auditor conducting an annual audit pursuant to *Education Code* (*EC*) Section 14500 et seq., refer to the PADC Access section of this manual. Instructions on viewing data that is used for a particular certification will be referenced in a future version of the User Manual.

Reporting Requirements

Who Must Report Data

The following table provides an overview of the categories of data reported by each LEA and county auditors.

Entities that Report Data in the PADC	Types of Data Reported
COE	- Attendance data for county schools and programs - Audit Adjustments to California Longitudinal Pupil Achievement Data System (CALPADS) Data - Special Education tax and average daily attendance (ADA) allocations
School districts	- Attendance data - Class size data - Audit Adjustments to CALPADS Data
Charter schools	- Attendance data - Charter School Physical Location - Audit Adjustments to CALPADS Data

Entities that Report Data in the PADC	Types of Data Reported
SELPAs	• Special education Infant Funding, Extraordinary Cost Pool (ECP), and Necessary Small SELPAs ECP for Mental Health Services data.
County Auditors	• District and county tax data • Excess Educational Revenue Augmentation Fund (ERAF)

For specific requirements, please refer to the [Data Entry Screen Details](#) section.

When to Report Data

The Principal Apportionment is a series of apportionment calculations that adjust the flow of state funds to LEAs throughout the FY as information becomes known. There are two apportionment cycles in each fiscal year:

1. The First Principal (P-1) Apportionment, certified on or before February 20, includes:
   • P-1 funding for the current FY;
   • Updated funding for the prior year Annual Apportionment;
   • Second Annual Recertification of funding for the second prior year; and,
   • Adjustments to other prior year apportionments, as necessary.
2. The Second Principal (P-2) Apportionment, certified on or before June 25, includes:
   • P-2 funding for the current FY;
   • First Annual Recertification of funding for the prior year;
   • Third Annual Recertification of funding for the second prior year; and,
   • Adjustments to other prior year apportionments, as necessary.

Each Principal Apportionment calculation uses period specific data reported by the LEAs in the PADC. The period designations, P-1, P-2 and Annual, in PADC refer to the time interval that corresponds to the data. The following reporting periods apply to the ADA collected through various data entry screens (DES) in the PADC:

• The First Principal attendance period, designated P-1, is the attendance count for all full school months during the period from July 1 through the last school month that ends on or before December 31 of the FY, and is used by the CDE to compute the P-1 Apportionment.

• The Second Principal attendance period, designated P-2, is the attendance count for all full school months during the period from July 1 through the last school month that ends on or before April 15 of the FY, and is used by the CDE to compute the P-2 Apportionment.

- The Annual attendance period, designated Annual, is the attendance count for all full school months during the period from July 1 through June 30 of the FY, and is used by the CDE in combination with P-2 data to compute the Annual Apportionment certified at the P-1 Apportionment in the subsequent FY.

Non-ADA data reporting follows a similar reporting period structure and data collection schedules. While ADA is reported at every reporting period, other data may be required to be reported only at certain periods.

In order to meet the statutory deadlines for Principal Apportionment certifications and ensure timely cash disbursements to the LEAs, the CDE establishes data reporting due dates for each fiscal year. The due dates vary by type of data and reporting periods. The CDE publishes detailed calendars for each fiscal year as follows:
- Principal Apportionment Data Due Dates for each data entry screen and reporting period can be accessed from the PADC web page located at https://www.cde.ca.gov/fg/sf/pa/.
- Principal Apportionment Deadlines including due dates for prior year data corrections are available on the Fiscal Calendars web page at https://www.cde.ca.gov/re/ca/fc/.

How Data Will Be Used

Overview

The largest component of PADC is ADA, which is used for various program calculations and described in detail below. Other data components collected in the PADC are described for each DES in the Data Entry Screen Details section.

Program funding is based on ADA reported as of the specific reporting period in accordance with applicable provisions of statute and the Budget Act. Below is a brief description of each program and the period of ADA used to determine final funding for the FY.

The following table summarizes data used for programs contained in the Principal Apportionment.

PRINCIPAL APPORTIONMENT	Period Used for Final Funding
LCFF Primary source of the LEA's general purpose funding.	Blend of P-2 and Annual ADA
Special Education (AB 602) Funding to SELPAs for special education services.	Blend of P-2 and Annual ADA
Adults in Correctional Facilities (AICF) Funding for classes for adults in county jails, county industrial farms, or county or joint county road camps.	Prior Year (PY) Annual ADA

PRINCIPAL APPORTIONMENT	Period Used for Final Funding
Expanded Learning Opportunities Program School districts' and charter schools' funding for afterschool and summer school enrichment programs for students in transitional Kindergarten through sixth grade.	PY P-2 ADA

Although the primary function of the PADC is to provide data for programs in the Principal Apportionment, various one-time and ongoing State programs use PADC data, such as Lottery and Mandate Block Grant, with each program using specific period data for funding.

LCFF and AB 602 ADA Funding Periods

For LCFF and AB 602, the period of ADA used to determine final funding differs based on the category of ADA. The following tables list the types of ADA, by LEA and PADC DES, and the reporting periods used for program funding calculations.

School District

EC Section 42238.05 requires that LCFF entitlement calculations for school districts be based on the greater of current year (CY) ADA or PY ADA. ADA categories marked with [*> of CY or Prior Year PY] below are included in the calculation of greater of current or PY ADA.

School District DES

Attendance School District, Attendance Supplement School District, Attendance Basic-Aid Choice/Court-Ordered Voluntary Pupil Transfer, Attendance Basic-Aid Open Enrollment ADA Categories	LCFF Funded Period	AB 602 Funded Period
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class (SDC), and Continuation Education), funded as either LCFF Base Grant or Necessary Small School (NSS) [*> of CY or PY]	P-2	P-2
Extended Year Special Education [*EC* 56345(b)(3)] (Divisor 175), funded as either LCFF Base Grant or NSS [*> of CY or PY]	Annual	Annual
Special Education – Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools – Licensed Children's Institutions	Annual	Annual

Attendance School District, Attendance Supplement School District, Attendance Basic-Aid Choice/Court-Ordered Voluntary Pupil Transfer, Attendance Basic-Aid Open Enrollment ADA Categories	LCFF Funded Period	AB 602 Funded Period
Extended Year Special Education – Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools – Licensed Children's Institutions (Divisor 175)	Annual	Annual
Community Day School [*EC* 48660] (Divisor 70/135/180)	Annual	Annual

Attendance Charter School

ADA Categories	LCFF Funded Period	AB 602 Funded Period
Regular ADA	P-2	P-2
Extended Year Special Education [*EC* 56345(b)(3)] (Divisor 175)	Annual	Annual
Special Education – Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools – Licensed Children's Institutions	Annual	Annual
Extended Year Special Education – Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools – Licensed Children's Institutions (Divisor 175)	Annual	Annual

Attendance Charter School – All Charter District

ADA Categories	LCFF Funded Period	AB 602 Funded Period
Regular ADA Resident student ADA is funded on the greater of current or prior year ADA pursuant to *EC* 47613.1.	P-2	P-2
Extended Year Special Education [*EC* 56345(b)(3)] (Divisor 175) Resident student ADA is funded on the greater of current or prior year ADA pursuant to *EC* 47613.1.	Annual	Annual

ADA Categories	LCFF Funded Period	AB 602 Funded Period
Special Education – Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools – Licensed Children's Institutions	Annual	Annual
Extended Year Special Education – Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools – Licensed Children's Institutions (Divisor 175)	Annual	Annual
Community Day School [*EC* 48660] (Divisor 70/135/180)	Annual	Annual

Attendance County Program Charter School

ADA Categories	LCFF Funded Period	AB 602 Funded Period
County Group Home and Institution Pupils [*EC* 42238.18]*	Annual	Annual
Juvenile Halls, Homes and Camps [*EC* 14057(b) and 14058]*	Annual	Annual
Probation Referred, On Probation or Parole, Expelled pursuant to *EC* 48915(a) or (c) [*EC* 2574(c)(4)(A)]*	Annual	Annual
County Community Schools (Divisor 70/135/175)	P-2	P-2
Special Education – Special Day Class	P-2	P-2
Special Education – Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools – Licensed Children's Institutions	Annual	Annual
Extended Year Special Education – Special Education [*EC* 56345(b)(3)], Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools – Licensed Children's Institutions (Divisor 175)	Annual	Annual
Other County Operated Programs ADA (Divisor 70/135/175)	P-2	P-2

* ADA flows through the COE LCFF calculations.

Attendance COE

ADA Categories	LCFF Funded Period	AB 602 Funded Period
County Group Home and Institution Pupils [*EC* 42238.18]	Annual	Annual
Juvenile Halls, Homes and Camps [*EC* 14057(b) and 14058]	Annual	Annual
Probation Referred, On Probation or Parole, Expelled pursuant to *EC* 48915(a) or (c) [*EC* 2574(c)(4)(A)]	Annual	Annual

Attendance District Funded County Programs*

ADA Categories	LCFF Funded Period	AB 602 Funded Period
County Community Schools (Divisor 70/135/175)	P-2	P-2
Special Education – Special Day Class	P-2	P-2
Special Education – Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools – Licensed Children's Institutions	Annual	Annual
Extended Year Special Education – Special Education [*EC* 56345(b)(3)], Nonpublic, Nonsectarian Schools [*EC* Section 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools – Licensed Children's Institutions (Divisor 175)	Annual	Annual
Other County Operated Programs ADA (Divisor 70/135/175)	P-2	P-2
County School Tuition Fund (Out-of-State Tuition) [*EC* 2000 and 46380]	P-2	P-2

* ADA credited to the district of residence.

PADC Access

Overview

The PADC web application requires individual user access. Users should not share their credentials with other staff within or outside their organization. Each user, regardless of the access level requires an approval to access the system.

The PADC web application does not assign usernames and passwords. Instead, users create a username and set up a password in the Centralized Authentication System (CAS). The CAS username and password serves as an authentication system for the PADC and other applications used by the CDE.

Once a CAS account is set up, any individual wishing to access the PADC for data reporting, certification, or viewing certified records must first be authorized to access the PADC. To be authorized for PADC, the following must be determined:

- The level of access required, and
- The entity to request access from.
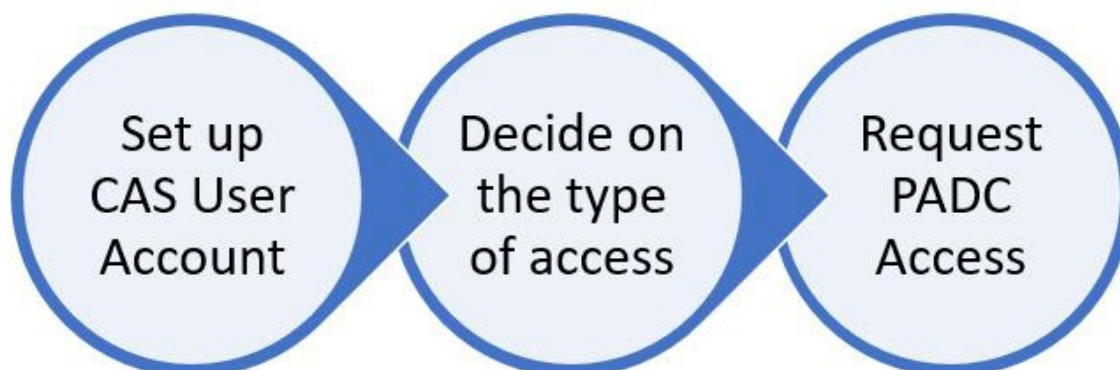
PADC User Management

The structure of data reporting for Principal Apportionment requires that the COE act as an oversight entity by reviewing, certifying, and transmitting data to the School Fiscal Services Division (SFSD) of the CDE. Additionally, school districts have certain oversight responsibilities over some charter schools, which includes data collection and certification. To enable COEs and school districts to fulfill their oversight responsibilities, the PADC web application allows them to manage users for the respective reporting entities.

At a minimum, each entity that reports data in the PADC requires at least one user that acts as its Administrator. This is necessary because the Administrator is the only role that allows the user to certify data. Data must be electronically certified in order for the records to be transferred to the CDE to be included in Principal Apportionment calculations. Pen and paper certifications are not required by the CDE for data reported in the PADC web application.

Therefore, each COE must assign PADC Administrators for the reporting entities in a manner that would result in the appropriate persons certifying data in the PADC. The CDE does not require PADC data to be certified by the main official of each LEA, such as a superintendent. Instead, the CDE requires that each county superintendent designates a person to serve as a PADC Administrator, who in turn manages the user assignment and data collection for the rest of the county. Each COE may exercise discretion and do any of the following:

- require specific individuals to serve as Administrators for the reporting entities (such as school district superintendent or chief business official), or,
- allow any individual to serve as an Administrator for the reporting entity, as long as they are designated by the lead official (such as school district superintendent or chief business official).

Some counties may decide to maintain an alternative data approval process, such as pen and paper certifications, in addition to electronic data certification in the PADC. In that case, the PADC Administrators are still required but may be assigned to staff that report data on behalf of the staff that certify the data via the pen and paper process.

The assignment of the PADC Administrator must be done by an oversight entity, in the following order:

1. SFSD assigns a PADC Administrator to each COE;
2. Each COE assigns PADC Administrators for school districts, charter schools under COE oversight, county auditors, and SELPAs; each COE may assign additional Administrators for the COE itself;
3. Each school district assigns PADC Administrators for charter schools under district oversight.

Charter schools under the oversight of the State Board of Education (SBE) are the exception to the procedures listed above. Instead, the PADC Administrator assignment for those entities is made as follows:

1. SFSD assigns a PADC Administrator to the staff of the Charter Schools Division of CDE, which appear in the PADC web application as SBE Charter School Oversight.
2. Charter Schools Division staff then assigns a PADC Administrator to each of the charter schools under the SBE oversight. The COE of the county does not have access to user assignment or data reporting for these schools.

Once the initial assignments have been made, the oversight entity may edit or remove user assignments as circumstances require.

CAS User Account

The CAS system allows LEAs and other entities to use the same username and password for multiple applications operated by the CDE. Each new user must have a username and password created in CAS. The following hyperlink provides access to creating a new CAS username: https://www3.cde.ca.gov/cdeauthentication/registration.aspx?programabbr=PAS.

Should an individual need to update their CAS username, they can log on to CAS using the following link: https://www3.cde.ca.gov/cdeauthentication/logon.aspx?programabbr=PAS.

Each user should note their CAS password, security questions and answers; CAS passwords have an expiration term and must be updated periodically. To reset the password, security questions and answers must be used. If a user had any recent changes in employment, they should verify that their district or charter assignment in CAS is current, and, most importantly, that the email address is current. The PADC web application will send the user automated notifications to the email address associated with the CAS account.

The CAS username will appear in the PADC whenever the user saves data, runs validation, certifies data, or assigns users. The system will also provide a user's contact information based on CAS account data when the user places the cursor over the CAS username.

For example:
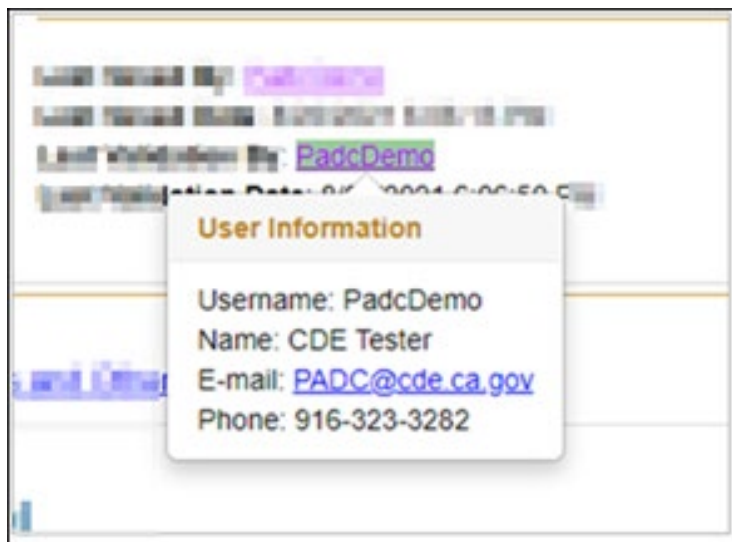
PADC users should direct any questions related to their CAS account to PADC@cde.ca.gov.

User Assignment Decisions

Each user's access to the PADC is determined based on the user's level of responsibility and the entity that is under the user's scope of responsibility. In the PADC, these decisions are captured in the user assignment process.

Each user assignment must include all of the following:

1. User Role
2. User Group
3. LEA Assignment

Each user must be assigned one of the following User Roles:

- Administrator
- Manager
- Data Entry
- View Only

Each user must be assigned to one of the following User Groups:

- COE
- School District
- Charter School - COE Oversight
- Charter School - District Oversight
- Charter School - SBE Oversight
- SELPA
- County Auditor

Each user must be assigned to one or more LEAs, as follows:

- Select one or more LEA applicable to the User Group
- When selecting an LEA, consider that the assignment will include the LEA itself and any reporting entities.

User Role

For each reporting entity, there are four user roles available with predetermined permissions arranged in an overlapping order. The predetermined permissions are summarized in the following table.

User Role	Certify Data	Manage Users	Edit Data	View Data
Administrator	Yes	Yes	Yes	Yes
Manager	No	Yes	Yes	Yes
Data Entry	No	No	Yes	Yes
View Only	No	No	No	Yes

At a minimum, each LEA requires at least one user that acts as its Administrator. This is necessary because the Administrator is the only role that allows the user to certify data. Data must be certified in order for the records to be transferred to the CDE to be included in Principal Apportionment calculations.

Additional user roles are optional. The following are suggestions for utilizing the additional user roles:

- A Manager role for a large COE can be useful in coordinating the assignment of users at the school districts within the county, charter schools under COE oversight, SELPA AUs and SELPA members, and the county auditor.

- A Data Entry role may be assigned for an individual to enter data or the option to have multiple Data Entry roles to distribute across multiple people when keying in large amounts of data.

- A View Only role may be used to grant access to an auditor conducting an annual audit and needing access to view data reported by the LEA to the CDE.

The access to data is under the exclusive control of the LEA and its oversight entity. The CDE access to the data will be limited to View Only assignments so that the CDE staff can assist LEA users with data submissions and resolve any issues that may arise. SFSD staff are available to assist entities with user assignments in the PADC but will not alter any assignments.

User Group

Each user may have only one role and one user group per county. Assignment should be made at the highest level of access required. The following describes the scope of access associated with each user group.

- **County Office of Education** provides access to COE, school districts and SELPAs within the county, charter schools under the oversight of the COE and school districts in the county, and Local Revenue data collection.
- **School District** provides access to the school district and charter schools under district oversight.
- **Charter School – COE Oversight** provides access to charter schools under direct oversight of the COE.
- **Charter School – District Oversight** provides access to charter schools under the oversight of a school district and charter schools in an all-charter district.
- **SBE Charter School Oversight** provides access to CDE's Charter School Division to manage charter schools under the oversight of the SBE.
- **Charter School – SBE Oversight** provides access to charter schools under the oversight of the SBE.
- **SELPA** provides access to data collection for SELPA AUs and SELPA members.
- **County Auditor** provides access to Taxes and Excess ERAF DES.

If the same individual requires two different roles for the same county, the individual must use two different CAS accounts to access the PADC. This may be necessary to accommodate SELPA reporting for cases where a school district is a SELPA AU. For example:

1. Jack London as *JackLondonSD* is assigned by the COE as the School District Administrator. This username can access school district data but not SELPA data.
2. *JackLondonSELPA* is assigned by the COE as the SELPA Administrator. This username can access SELPA data but not the school district data.

If the same individual requires access to two different counties, each assignment must be done separately. For example,

1. Mark Twain as *MarkTwainOrange* is assigned COE Administrator role for Orange County because Mark Twain is the person designated to certify some or all of the data for Orange County.
2. Mark Twain as *MarkTwainLA* is assigned COE View Only role for Los Angeles County because they were given permission to view data for Los Angeles County.

Charter School User Groups

Charter schools are separated into the following user groups to accommodate varying certification requirements.

The **Charter School – COE Oversight** group includes charter schools authorized pursuant to one of the following:

- *EC* Section 47605 (COE approved after school district denied)
- *EC* Section 47605.5 (county program)
- *EC* Section 47605.6 (countywide charter)
- Approved by the SBE with the COE designated by the SBE as the chartering authority pursuant to *EC* Section 47605 or 47605.9.

Each record must be certified by the charter school and the COE.

The **Charter School – District Oversight** group includes charter schools for which a particular school district has either

- Approved the charter petition; or,
- Approved by the SBE with the school district designated by the SBE as the chartering authority pursuant to *EC* Section 47605 or 47605.9.

For these schools, each data record must be certified by the charter school, school district, and the COE.

All charter school districts, established pursuant to *EC* Section 47606, are part of the Charter School – District Oversight group for purposes of PADC only.

The **Charter School – SBE Oversight** group includes:

- charter schools for which the charter petition was denied by the school district and county office of education prior to July 1, 2020, and approved by the SBE pursuant to *EC* Section 47605, as that section read on January 1, 2019; and,
- statewide benefit charter schools for which the SBE approved a petition pursuant to *EC* Section 47605.8, as that section read on January 1, 2019.

For these schools, each data record must be certified by the charter school and the SBE, represented by the Charter Schools Division of the CDE

SELPA User Group

COEs and school districts that are SELPA AUs report Infant Funding. COEs and school districts that are SELPA members typically report ECP data.

Each SELPA will decide how to manage ECP reporting.

- If the SELPA AU wishes to certify ECP data, it may assign the reporting LEA a Data Entry role so that cost information can be reported by the LEA and certified by SELPA AU.
- If SELPA wants to completely delegate the ECP reporting and certification to the SELPA member, it may assign that LEA a SELPA Administrator role and allow the LEA to certify as the SELPA. Note that the SELPA AU will not be included in the certification process with this option.

LEA Assignment

A selection of user role and user group is followed by a decision on user assignment. For some user groups, there may only be a single LEA to select. For example, COE Administrators and County Auditor Administrators may only be assigned to the specific COE. Other user group selections may allow the user to be assigned to more than one LEA.

Users assigned to an LEA may access data entry screens for that LEA and any LEAs under its jurisdiction, including authorized charter schools. For example, a user assigned as a School District Administrator will have Administrator permissions for school district data and charter schools under district oversight (if any).

LEA assignment is FY specific. For continuing LEAs, the assignment does not need to be renewed every year. However, if there are any LEA changes, such as changes in the oversight entity for a charter school or a district reorganization for school districts, the users must be re-assigned to the appropriate LEA. Any PY data corrections must be certified by a former oversight entity. Any new FY data must be certified by the new

oversight entity. Other LEA changes that may require new or revised user assignments include but are not limited to the following:

- school district reorganizations (lapsations, unifications, etc.),
- charter school closures,
- new charter school approvals.

Request PADC Access

When the LEA, SELPA, or county auditor has no authorized PADC users, the entity must designate a staff person to serve as PADC Administrator in accordance with the policies and procedures adopted by the oversight entity. The designated individual shall request the oversight entity to grant access. The request shall be made to the oversight entity using the template request form provided by the CDE (available at https://www.cde.ca.gov/fg/sf/pa/) or a local equivalent provided by the oversight entity.

To determine which entity must grant access to an Administrator role, please refer to the following table. Note that certain documents are set up as forms while others are templates for local use.

If the Prospective Administrator Is at:	Applicable Document	Submit the document to:
COE	*PADC Web Application Access: COE Administrator Assignment*	CDE/SFSD/Principal Apportionment Section at PADC@cde.ca.gov
School District	*PADC Web Application Access Administrator Assignment TEMPLATE*, or local equivalent	PADC Administrator for the COE
Charter School – COE Oversight	*PADC Web Application Access Administrator Assignment TEMPLATE*, or local equivalent	PADC Administrator for the COE
Charter School – District Oversight	*PADC Web Application Access Administrator Assignment TEMPLATE*, or local equivalent	PADC Administrator for the School District
SBE Charter School Oversight	*PADC Web Application Access SBE Oversight Administrator Assignment*	CDE/SFSD/Principal Apportionment Section at PADC@cde.ca.gov
Charter School – SBE Oversight	*PADC Web Application Access Administrator Assignment*	PADC Administrator for the SBE (Charter Schools Division of the CDE)

If the Prospective Administrator Is at:	Applicable Document	Submit the document to:
SELPA AU	*PADC Web Application Access Administrator Assignment TEMPLATE*, or local equivalent	PADC Administrator for the COE
County Auditor	*PADC Web Application Access County Auditor Administrator Assignment*	PADC Administrator for the COE

Note that a PADC Administrator may designate a PADC Manager to handle user assignments.

The communication between each COE and entities under its oversight, as well as any school district and charter schools under its oversight must occur outside the PADC web application. For example, the COE would inform its school districts by email about the process of setting up each School District PADC Administrator and the COE Administrator or Manager name to submit the requests to.

Any additional Administrators or other user roles may be assigned by the PADC Administrator for the LEA.

In customizing the CDE templates to local use, the LEAs may do the following:

- add the COE logo and contact information,
- add certification statements and/or checklists for data reporting,
- add specific requirements to the designation section.

The LEAs should not remove the following content from local forms:

- requirement for each user to have an individual CAS Account, and
- any PADC acknowledgements.

Step-by-Step

1. Each COE Superintendent designates a staff member to serve as a COE Administrator.
2. The COE submits an application to the SFSD at PADC@cde.ca.gov.
3. The SFSD assigns a COE Administrator and sends a confirmation email to COE.
4. Each COE determines local requirements for user assignment to align with data review and certification. The COE disseminates information to all of the reporting entities along with the required form, based on the CDE template. Each reporting entity completes the form and returns it to the COE. The COE Administrator or Manager assigns an Administrator for each school district, SELPA AU, charter schools under COE oversight, and county auditor.

From the PADC Home page:

a. Select Assign Users.

b. Enter CAS Username in the search box, choose Search.

c. Review the user information details and choose Select if the system returned details of the correct user.

d. Click *Yes* when prompted by question "You are about to give PADC access to the following user: [CAS username]. Do you want to continue?".

e. Select the user role as appropriate, select Next.

f. Select the user group as appropriate, select Next.

g. Select one or more LEAs, as appropriate, select Submit. The "Id" column in the Entities table is for SFSD use only.

h. The system will send an email to the user assigned informing them that the PADC user assignment has been made.

5. Each school district with oversight responsibility over one or more charter schools determines local requirements for user assignment to align with data review and certification. The school district disseminates information to all of the charter schools, along with the required form, based on the CDE template. Each charter school completes the form and returns it to the district. The School District Administrator or Manager assigns an Administrator for each charter school following steps (a) through (h) in item 4 above.

6. Each SELPA AU with more than one member determines the requirements for user assignment to align with data review and certification and disseminates the information to all of the SELPA members, along with the required form, based on the CDE template. Each SELPA member completes the form and returns it to the AU. The SELPA Administrator or Manager assigns an Administrator for each SELPA member following steps (a) through (h) in item 4 above.

7. Once an Administrator is assigned to the LEA or SELPA, they may assign additional users to manage data reporting and certification. Additional Administrator assignments should be accompanied by the PADC Web Application Access Administrator Assignment TEMPLATE or local equivalent. Other user role assignments should be accompanied by the PADC Web Application Access User Assignment TEMPLATE or local equivalent.

Things to Remember

- Application must be accessed via Google Chrome.

- When assigning a user, the assignor must use the exact spelling of the CAS username. The system will not search for a match on part of the CAS username or first and last name.

- CAS user accounts are not filtered by county or LEA; it is important to be careful with CAS usernames to avoid assigning the wrong individual to PADC.

- Once created, access to PADC remains until a user's assignment is removed. There is no annual requirement for re-assignment or validation of users**.**

- Each entity must communicate within its organization and to the reporting entities so that prospective PADC users know what documentation to complete and which staff member to submit the documentation to.

- The only document for PADC user assignment that needs to be submitted to the SFSD is the *PADC Web Application Access COE Administrator Assignment*. The remaining documents should not be submitted to the CDE. These documents should be retained at the oversight entity, or the reporting entity, at the discretion of each organization.

User Management

User Management component is located on the PADC web application Home page. If it is not available to a user, that means the user has not been assigned as an Administrator or Manager. The application shows the assigned role in the top right-hand corner of each page.

When the Administrator or Manager user selects User Management, the system will generate a list of users that are active for the entity, as follows:

- The COE Administrator/Manager will see all users in the county.
- The School District Administrator/Manager will see all users in the district and charter schools under district oversight.
- The SELPA Administrator/Manager will see all users assigned to the SELPA AU or SELPA members, including cross-county member districts.

From this list, the Administrator/Manager may do any of the following:

- View user assignment by selecting the "i" symbol
- Edit user assignment by selecting the pen symbol. When editing user assignment, the system will require the user to reset all assigned entities.
- Remove user assignment by selecting the trash can symbol.

The Administrator and Manager users may not alter their own assignments. The Administrator or Manager of the oversight entity, or another Administrator or Manager of their own entity can alter their assignments, if needed.

Note that the initial release of the PADC may result in a slow loading speed for the User Management component. The CDE will continue developing and improving the application to expedite loading of the list of users.

Data Entry

Default Reporting Period

The web application defaults to a reporting period (P-1, P-2, or Annual) set up by the CDE. For example, a user logging on in January will see the P-1 reporting period in the top left section of the application because the P-1 data is due to the CDE on or around January 15 of each year.

The user may change the reporting period by clicking on the dropdown menu and selecting from available options.

Data Entry Screens

Data is reported in various templates known as data entry screens; they are located in the Data Entry menu in the top left section of the application. Data entry screens are divided into DES Groups: COE, School District, Charter School, SELPA, Local Revenue. These groups represent reporting by entity type, with exception of SELPA and Local Revenue, which are accessible by multiple entities. Note that the Local Revenue group was titled County Auditor in the PADC Desktop Software used for data collection for FY 2020–21 and prior.

Access by Entity Type

COEs can access all the data entry screens in all groups. Other LEAs, SELPAs, and the county auditors can access only those DES groups (and the screens within those groups) that are applicable to the data that those entities must report:

- The screens in the *Data Entry – COE* group are only available to COEs.
- The screens in the Data Entry – School *District* group are available to school districts and COEs.
- The screens in the *Data Entry – Charter School* group are available to charter schools, school districts (if there are charters under the district's oversight), and COEs.
- The screens in the *Data Entry – SELPA* group are available to SELPA AUs and COEs. In addition, the ECP screen is available to school districts that are SELPA members. However, the school district representative must be assigned as a user in the SELPA user group to access ECP.
- Taxes and Excess ERAF screens in the *Data Entry – Local Revenue* group are available to county auditors and COEs. Miscellaneous Funds and Special Education Tax Allocation are available only to the COEs.

The tables in the [DES Access Details](#) section below have a column titled Entities. The first entity listed is the one that is expected to report data. The other entities listed for the DES can also access the screen as they are the oversight entities and have full permissions to the data.

Access by Participation List

The screens are filtered by parameters set forth in applicable codes and regulations and may not be available to all entities of the same type. This filtering is referred to as a participation list. If the LEA does not have access to a particular data entry screen, it should contact the Principal Apportionment Section at PADC@cde.ca.gov to be added to a participation list, if applicable. The tables in the DES Access Details section below contain a Participation List column with the following information:

- "Yes" in the Participation List column means that only entities authorized by statute and/or regulation will see the screen in PADC and can report data in it.
- "No" in the Participation List column means that all entities of the type specified can report data in a given DES.

Available Reporting Periods

Some of the DES are limited to a certain period, while other DES are available at every reporting period (P-1, P-2 and Annual). The tables in the DES Access Details section below list the available reporting period for each data entry screen.

Corrected Reporting Period

The LEAs may correct the data reported for the P-2 or Annual reporting periods after the completion of the fiscal year subject to statutory limitations. The corrected data, if applicable, is reflected in Annual recertifications of the Principal Apportionment, and captured in the payments to the LEAs in the years subsequent to the year of funding.

To determine if data from a certain screen can be corrected, refer to the tables in the DES Access Details section below. In general, if the data of a certain period is used in Principal Apportionment Annual certification or recertifications, corrections is allowed. For example,

- Most of the ADA from Attendance School District as of the P-2 reporting period is used to certify the school district's Annual Apportionment, thus, the screen can be corrected after the initial P-2 reporting is completed.
- Other data, such as Charter School Physical Location is held constant as of P-2 reporting by statute, therefore, the screen cannot be corrected after the initial P-2 reporting.
- Note that P-2 ADA supersedes P-1 ADA, therefore, P-1 data is not available for corrections.

See Reporting Corrections section below for instructions on correcting previously certified data.

DES Access Details

The following tables summarize the data entry screens for the current FY (2021–22), the types of entities that are able to access the screens, whether or not access is filtered by participation list, and the reporting periods in which the users may access the screens to report data.

COE Data Entry Screen Group

DES Name	Entities with Access	Participation List	Available Reporting Period(s)	Corrected Period(s)
2021–22 Independent Study Certification for ADA Loss Mitigation (2021–22 only)	COE	No	Annual	Annual
Adults in Correctional Facilities	COE	Yes	P-1, P-2, Annual	P-2, Annual
Attendance COE	COE	No	P-1, P-2, Annual	P-2, Annual
Attendance District Funded County Programs	COE	No	P-1, P-2, Annual	P-2, Annual
COE Audit Adjustments to CALPADS Data	COE	No	Annual	Annual
SELPA ADA Allocation	COE	Yes	P-1, P-2, Annual	P-2, Annual

School District Data Entry Screen Group

DES Name	Entities with Access	Participation List	Available Reporting Period(s)	Corrected Period(s)
2021–22 Independent Study Certification for ADA Loss Mitigation (2021–22 only)	School District, COE	No	Annual	Annual
Adults in Correctional Facilities	School District, COE	Yes	P-1, P-2, Annual	P-2, Annual
Annual Migrant ADA Increase	School District, COE	No	Annual	Annual

DES Name	Entities with Access	Participation List	Available Reporting Period(s)	Corrected Period(s)
Attendance School District	School District, COE	No	P-1, P-2, Annual	P-2, Annual
Attendance Supplement School District	School District, COE	Yes	P-1, P-2, Annual	P-2, Annual
Attendance Basic Aid Choice/Court-Ordered Voluntary Pupils Transfer	School District, COE	Yes	P-1, P-2, Annual	P-2, Annual
Attendance Basic Aid Open Enrollment	School District, COE	Yes	P-1, P-2, Annual	P-2, Annual
Class Size Penalties	School District, COE	Yes	P-2	P-2
Necessary Small School	School District, COE	No	P-1, P-2, Annual	P-2, Annual
School District Audit Adjustments to CALPADS Data	School District, COE	No	Annual	Annual
Transfer of Funds Alternative Rate Option	School District, COE	No	P-1, P-2	P-2

Charter School Data Entry Screen Group

DES Name	Entities with Access	Participation List	Available Reporting Period(s)	Corrected Period(s)
Charter School Physical Location	Charter School, School District, COE	No	P-1, P-2	none
Attendance Charter School	Charter School, School District, COE	by charter type	P-1, P-2, Annual	P-2, Annual
Attendance Charter School – All Charter District	Charter School, School District, COE	by charter type	P-1, P-2, Annual	P-2, Annual
Attendance County Program Charter School	Charter School, COE	by charter type	P-1, P-2, Annual	P-2, Annual

DES Name	Entities with Access	Participation List	Available Reporting Period(s)	Corrected Period(s)
Basic Aid Supplement Charter School	Charter School, School District, COE	by charter type	P-1, P-2, Annual	P-2, Annual
Charter School Audit Adjustments to CALPADS Data	Charter School, School District, COE	No	Annual	Annual

SELPA Data Entry Screen Group

DES Name	Entities with Access	Participation List	Available Reporting Period(s)	Corrected Period(s)
ECP Claim	SELPA AU, SELPA Members, COE	No	Annual	Annual
Infant Funding	SELPA AU, COE	Yes	P-1, P-2, Annual	Annual
Necessary Small SELPAs ECP for Mental Health Services	SELPA AU, COE	Yes	Annual	Annual

Local Revenue Data Entry Screen Group

DES Name	Entities with Access	Participation List	Available Reporting Period(s)	Corrected Period(s)
Excess ERAF	County Auditor, COE	No	P-1, P-2, Annual	Annual
Miscellaneous Funds	COE	No	Annual	Annual
Special Education Tax Allocation	COE	Yes	P-1, P-2, Annual	Annual
Taxes	County Auditor, COE	No	P-1, P-2, Annual	Annual

Data Entry Functions

Upon every opening or refreshing of the data entry screen, the system processes multiple tables, filters and rules, which need time to load. Some data may load with a slight lag. Users should be mindful of not rushing the system by entering data too quickly or selecting multiple buttons without pausing between each one.

Data Entry

All data must be keyed in the designated fields in the PADC web application. The system does not accommodate data import.

To navigate between data entry fields, user may utilize the mouse, or Tab key on the keyboard. The Enter key does not move the cursor from one data entry field to the next. If the user navigates between fields by placing the mouse in the cell, the user must remove the zero value, if the field default value is zero.

The system contains built-in field restrictions. For example, if the field is designated for ADA data, it will only accept numbers with the maximum of two decimal places and will not accept letters or special characters. To see the field restrictions, the user may place the mouse of the specific field. If the user entered disallowed data, the system will show an error message and place a red border around the specific field. More information on field restrictions is available for each data entry screen in the Data Entry Screen Details section of this manual.

Save

Save button is available at the bottom of each data entry screen. Activation of the Save button results in the following:

- Any new or revised data is saved to the database;
- Any calculated fields are updated based on the most recent data entered; and,
- The system records the user's CAS username and date and time that the data entry screen was saved.

The users must save each record in order for data to be retained. The web application does not automatically save records. On most data entry screens, the data must also be saved before the user navigates between tabs or records. Please see the specific data entry screen instructions in the Data Entry Screen Details section.

For DES with multiple records, such as Attendance District Funded County Programs or Taxes, the system refreshes to the first record of the first tab after every save. Users should navigate back to the applicable record to verify data was saved before validating the data.

Cancel

Cancel button is available at the bottom of each screen. When the user selects Cancel the system will refresh the data entry screen to the last saved version.

Delete

For the data entry screens that contain a single record, the Delete button at the bottom of the screen replaces all data with zeros, removes text from any text boxes, and removes the CAS username and date from the *Last Saved By* and *Last Saved Date*.

For the data entry screens that contain multiple records, the Delete button at the top of the screen removes the selected record and any of its data, and removes validation results for the data entry screen. Deletion of the single record does not recalculate totals on summary tabs. Thus, the user should resave and revalidate the data entry screen. Once only one record remains, the Delete button will replace all data with zeros and remove the CAS username and date from the *Last Saved By* and *Last Saved Date*. On multi-record screens, the Delete button on the bottom of the screen is disabled.

There are some exceptions to these general rules:

1. Taxes data entry screen does not contain a Delete button. To remove all data, the user must save zero in all applicable fields, remove text from any of the text boxes, and save the data entry screen.
2. The charter school attendance reporting screens that require ADA by district of residence may not allow the user to delete the last record. The user may need to zero out all ADA in lieu of deleting the last remaining record.

Add New

The Add New button is available on the DES that allow the user to complete more than one record for a district of residence, county, or school. When the user first opens this type of screen, they shall make a record selection, enter data, and save the record. In order to generate a second, and each subsequent record, Add New button shall be used.

First, Previous, Next, Last

Multi-record screens, i.e. those DES that allow the user to complete more than one record for a district of residence, county, or school contain the following navigation buttons: First, Previous, Next, Last. These buttons allow the user to navigate between records. A user must ensure to save any new or revised data before navigating between records.

Reporting Corrections

For certain DES, the LEA may correct P-2 or Annual data after the data was certified by the LEA and used for Principal Apportionment certification. When reporting data for a corrected period (P-2 or Annual), the user must proceed as follows:

1. Select the applicable corrected period from the dropdown menu in the top left corner of the PADC (i.e. 2021–22 P-2 Corrected or 2021–22 AN Corrected).
2. 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.

Things to Remember

- Application must be accessed via Google Chrome.
- Data entry screens are available only during specified times established by the CDE. Check the calendar of due dates on the CDE website at https://www.cde.ca.gov/fg/sf/pa/, or contact CDE at PADC@cde.ca.gov with questions about reporting availability.
- User should save data every time between switching to different tabs or adding new records.
- Any pertinent information regarding the data being reported in the specific data entry screen can be typed into the text box in the Notes tab, which is available on each data entry screen. This may include an explanation of data variances from prior reporting, waivers, exemptions, or audit findings related to data being reported, and any other information that is needed to accompany the data.

- Corrections to P-2 and Annual data is allowed for certain screens for data to be used in Annual or Annual recertifications of the Principal Apportionment. User must select a Correction Reason and provide details for every corrected data entry screen.
- Corrections to data in the PADC Web Application is only applicable to data reported in FY 2021–22 and after. Corrections to FY 2020–21 and prior must be done using the PADC desktop software, available for download on the PADC web page located at https://www.cde.ca.gov/fg/sf/pa/.

Data Validation

Objective

The purpose of validation is to prevent ineligible data from being certified by the LEAs and transferred to CDE for Principal Apportionment calculations.

- Validation replaces the Check/Save functionality of the PADC Desktop software.
- Data must pass validation with no errors before it can be certified.
- Data must be re-validated each time it is modified and saved.

Step-by-Step

1. User opens a data entry screen. *Last Saved By* name and date are marked as N/A. *Last Validation By* name and date are marked as N/A.
2. User enters data and clicks *Save* button at the bottom of the data entry screen. *Last Saved By* shows the username and date/time. *Last Validation By* name and date remain as N/A. Validate button is enabled.
3. User clicks *Validate*. The system runs through a set of checks and refreshes the screen. *Last Validation By* shows the username and date/time.
4. If the data passed all validation rules, the *Number of Errors* equal zero and *Passed Data Validation* changes from N/A to Yes.
5. Note that the system might generate warnings. Warnings do not prevent the user from certifying the data, therefore the screen passes validation. However, the user should always review the warnings as they may indicate potential issues with the data that require user's review. To review the warnings, click on *Validation Details*.
6. If the data did not pass validation, the system will show the number of errors and *Passed Data Validation* will be set to No. To view the errors, click on the *Validation Details* tab. The system will produce a report in a separate window. The user may navigate between the data entry screen and the *Validation Details* report to review the errors.
7. To correct the errors, the user must make appropriate changes to the data, save the data, and re-validate by clicking on the *Validate* button.

Records Pending Validation

The PADC Home Page provides an alternative access to data validation via the Records Pending Validation feature, which is available to all users except those with View Only permissions. The feature allows the user to see a list of records that have been saved but either not validated, or have not passed validation. The list of records are either loaded by data entry screen, or in total by selecting All Data Entry Screens. The user may then navigate to the data entry screen to complete validation.

Things to Remember

- Users assigned Data Entry, Manager, or Administrator role can run validation on any DES available to them.
- As the user enters data, the user should click the *Save* button at the bottom of each data entry screen to save data. For data entry with multiple records, data should be saved after the data entry is completed for each record.
- Once the Validation process is completed, the system records the CAS username in the *Last Validation By* field, and the date and time of data saved in the *Last Validation Date* field in the Record Information section.
- A record must pass validation before it can be certified.
- Errors prevent the DES from being certified. A record is considered to pass validation if it has zero errors.
- Warnings do not prevent the DES from being certified.
- Data must be revalidated after every save. The *Last Validation Date* must be after the *Last Saved Date*.
- For screens containing multiple records, data must be revalidated after the user deletes one or more records. For example, the user created 10 records for ADA allocation by district of residence and validated the DES. If the user deletes record 10 of 10, only nine records will remain and the system will remove *Last Validate By/Date* information. The DES must be revalidated in order for data to be certified.

Data Certification

Objective

The PADC certification process facilitates the approval of data by all entities and signals the completion of reporting so that records can be transferred to CDE for processing. Certification consists of an acknowledgement that data conforms to all applicable rules and regulations, and captures the date of certification and the CAS username of the individual making the certification.

Once the COE certifies the data entry screen, there are no additional steps for transmitting data to the CDE. The CDE will transfer fully certified records to the SFSD for processing on the data due date. The Status screen indicates whether the record has been transferred to CDE in the column titled Transferred to CDE for Processing.

Reporting Entities

Each entity reporting data must certify the record in order for it to move forward to an oversight entity certification, and subsequent transfer to CDE. See the Data Entry Screens in the Data Entry section for a list of all data entry screens and the entities that are expected to report data in each screen.

A PADC Administrator is the only user role with permission to certify data records. If the entity does not have an assigned PADC Administrator, contact the oversight entity for the assignment and refer to the PADC Access section for instructions.

Certification consists of a certification statement that must be acknowledged by the Administrator user. Once the Administrator acknowledges the certification statement, the system records the CAS username of the Administrator and the date certification was made.

Certification acts as the seal on the record; data cannot be edited after the reporting entity certified the record. In order to make edits after certification, the oversight entity must remove the original certification.

The electronic certification by the PADC Administrator for each LEA and county auditor is used in lieu of paper certifications. The data entry screen and the Certification Detail page can be printed for document retention or incorporation into local certification procedures.

Oversight Entities

Each record must be certified by the LEA/SELPA/county auditor, and an oversight entity. For most records, the only oversight entity is the COE. In addition, the school district is an oversight entity for any charter schools for which the district approved the

charter petition, or has been designated by the SBE as the chartering authority pursuant to *EC* Section 47605 or 47605.9.

The following table summarizes the levels of certification required for each type of entity.

First Level	Second Level	Third Level
COE	n/a	n/a
School District	COE	n/a
Charter School – District Oversight	School District	COE
Charter School – COE Oversight	COE	n/a
Charter School - SBE Oversight	SBE Charter School Oversight	n/a
SELPA	COE	n/a
County Auditor	COE	n/a

The Administrator for the oversight entity must acknowledge the certification statement. The system then records the CAS username of the Administrator for the oversight entity and the date certification was made.

An oversight entity may add Certification Notes to describe exceptions to compliance with specific rules or regulations. A reporting entity may not add certification notes.

The oversight entity may also remove certification and request the reporting LEA to make edits to the data. The oversight entity may also edit the data and recertify on behalf of the reporting entity, and then again as the oversight entity.

Once the data collection due date passes, the web application disables access to PADC users. The application will transfer all fully certified records to CDE. If the SFSD determines that the record needs to be made available for editing and certification, it will contact the COE for confirmation. Upon COE confirmation, the SFSD will unlock the specific record and notify the COE Administrator as appropriate.

Things to Remember

- Once the record is certified by the entity the screen is locked for editing. The PADC Administrator for the oversight entity must remove certification to allow data to be revised.
- Certification must be done in sequential order: reporting entity first, oversight entity second and third (where applicable).

- Certification Detail may be printed and made available for a wet signature if required by the LEA's procedures.
- An oversight entity may certify data on behalf of the reporting entity.
- Certification may be made and removed at any time during the filing period and prior to the data collection due date.
- Upon electronic certification by all applicable entities and the COE, the application transfers the certified records to CDE on the data collection due date. There is no separate file upload process.
- The Status page indicates whether the record was transferred to CDE for processing.
- Once the record is transferred to CDE it is not removed from the PADC; it remains in the application as a view only record.

Step-by-Step

Reporting Entity

Reporting entity may certify data in one of two ways.

Option 1 – Data Entry Screen

1. User enters data and runs the Validation process. Once data passes Validation with no errors, the *View Certification* button is enabled in the data entry screen header.
2. Once the *View Certification* button is selected, the system opens *Certification Detail* page which displays the Record Information, Certification Details, Certification Statement, and lists the number of records, number of errors (which should always equal zero) and number of warnings.
3. To certify data, the user must review the certification statement at the bottom of the page, check the box in front of the statement, and select *Certify*.

Option 2 –Certification Page

1. From the Home page, select *View Details* in the *Data Certification* box.
2. In the second table on the Certification page, check the box next to All Data Entry Screens to view all records; or, select one of the available data entry screens to see records for just the data entry screen selected.
3. The Certification page lists all the records for the LEA that passed validation and are ready for certification or have been certified.
4. Records are grouped by their certification status, as follows:
   - *Pending Certification by: Completed* includes records that have all the necessary certifications and are ready for transfer to CDE. This will occur when the oversight entity completes its certifications.
   - *Pending Certification by: County Office of Education [or School District, Charter School, SELPA, County Auditor]* includes records that are missing a certification.

5. The Administrator may select one or more records by checking the box in the last column, check the certification statement at the bottom of the page and click *Certify.*

Oversight Entity

Oversight entity may certify data in one of two ways.

Option 1 – Data Entry Screen

1. User navigates to the data entry screen through the *Data Entry* menu. The screen header should display the reporting entity certification with the username and certification date and time. Click *View Certification* button.
2. Once the *View Certification* button is clicked, the system opens *Certification Detail* page.
3. To certify data, the user must review the certification statement at the bottom of the page and check the box next to the statement.
4. If the oversight entity certification includes any known exceptions to the statutory and/or regulatory requirements for data collection and reporting, the oversight entity may use the Certification Notes feature and enter any notes pertinent to the certification before clicking *Certify*. Make sure to click *Save Note* after the text is typed in the text box.
5. The user may print the *Certification Detail* page for any local use. The certification page does not need to be sent to CDE.

Option 2 – Certification Page

1. From the Home page, click on *View Details* in the *Data Certification* box.
2. In the second table on the Certification page, check the box next to *All Data Entry Screens* to view all records; or, select one of the available data entry screens to see records for just the data entry screen selected.
3. The *Certification* page lists all the records for the oversight entity and any reporting entities that have passed validation with zero errors. Records that contain warnings can be certified.
4. Records are grouped by their certification status, as follows:
   * *Pending Certification by: Completed* includes records that have all the necessary certifications and are ready for transfer to CDE.
   * *Pending Certification by: County Office of Education [or School District, Charter School, SELPA, County Auditor]* lists all records that are ready for certification by an applicable entity.
5. Records are further grouped by Data Entry Group: COE, School District, Charter School, SELPA or Local Revenue.
6. Records are then sorted by the Data Entry Screen.
7. For each record, the application displays the entity name, California Directory of Schools (CDS) code, Data Identification (ID), Passed Validation Status, and all certifications made to date.

8. If a check box in the right-most column is enabled, the record can be certified by the user. If the right-most column lists "**N/A**", the record is missing certification by another entity. Those certifications cannot be completed on the Certification page; the oversight entity can certify for another entity by navigating to the record and selecting View Certification.
9. To certify records from the Certification Page, the oversight entity selects one or more records by checking the box in the last column, check the certification statement at the bottom of the page and select *Certify.*
10. The application does not allow the oversight entity to note exceptions to compliance with certain rules and regulations when certifying records via the Certification page. To certify with notes, the oversight entity must navigate to the record via Data Entry, select *View Certification,* certify the data and add Notes in the Certification Detail page.

Removing Certification

Once data is certified by the reporting entity, it cannot be revised or deleted. It is available for view only. The oversight entity must remove certification in order for any user to be able to access the data for revisions or deletion. The following table specifies which entities can remove certification based on the user group.

If the record has been certified by:	The certification can be removed by:
COE	COE, until the record is locked by the CDE (typically, on the data due date)
School District	COE, until the record is locked by the CDE (typically, on the data due date)
Charter School – District Oversight	School District
Charter School – COE Oversight	COE, until the record is locked by the CDE (typically, on the data due date)
Charter School - SBE Oversight	SBE Charter School Oversight
SELPA	COE, until the record is locked by the CDE (typically, on the data due date)
County Auditor	COE, until the record is locked by the CDE (typically, on the data due date)

Things to Remember

- *Remove Certification* feature is available in the *Certification Detail* page.
- *Remove Certification* feature is only available to the oversight entities.

- Oversight entity may remove certification only during the open data collection window and before the data collection due date.
- If during the CDE review, it is determined that revisions are needed, the CDE will unlock the specific data entry screen for a specific entity to allow for removing certification and data revisions.

Step-by-Step

1. To remove the certification, the oversight entity must navigate to the data record through the *Data Entry* menu and click *View Certification* in the Record Information section*.*
   Alternatively, the LEA may select *Data Certification* on the Home page, or *Certification* from the Status page to get to the list of records for the current reporting period. Select the entity name in the *Entity* column, which is a hyperlink to the *Certification Detail* page.
2. Once in the *Certification Detail* page, scroll to the bottom of the page and click *Enable Remove Certification*.
3. The system will generate an acknowledgement statement: "By clicking Remove Certification, I understand that the data screen will be re-opened, available for data entry, and will need to be recertified. A new certification will be needed, including if no data is changed, before the submission is considered complete."
4. The user must check the box next to the statement and click *Remove Certification.*
5. The application will refresh the *Certification Detail* page with blank certification details. The user can click *View Data* at the bottom of the page to navigate back to the data that is now open for editing.
6. The application will send an automated email to the PADC user whose prior certification of the record was removed

Printing

Data Entry Screens

The PADC Web-based application does not contain a separate reports feature. Instead, the system allows user to print the DES by using the browser *Print* function. The DES are formatted for printing; each DES can be printed to file or printer.

For multi-record DES, the web browser allows the user to print one record at a time. Each record prints with the Record Information and Notes.

Other Pages

The user may print any page in the PADC, including Validation Details, Certification Details, and Status by using the browser *Print* function.

Data Export

Data Export was only available to users in the COE group in the initial release of the PADC Web-based application. Effective June 2022, county auditors can also use the Export feature to generate data files for Taxes data entry screen.

The Export feature allows the user to select a data entry screen and any applicable entity(ies) in the county. Once selections are made, the system will download a compressed (zipped) folder to the user's computer with various files that contain data reported in the PADC for the reporting period. Please contact the CDE at PADC@cde.ca.gov for additional instructions and/or questions.

Data Entry Screens Details

County Office of Education Entry Screens

The following is the list of key details for each data entry screen. The subsequent sections provide detailed instructions for each screen.

2021–22 Independent Study Certification for ADA Loss Mitigation (2021–22 only)

- Available to any COE;
- Available only at Annual reporting period.

AICF

- Applicable to specific COEs;
- If applicable, must be completed at P-1, P-2, and Annual reporting periods.

Attendance COE

- Applicable to any COE that operates programs for students eligible for funding under the Alternative Education Grant;
- Must be completed at P-1, P-2, and Annual reporting periods.

Attendance District Funded County Programs

- Applicable to any COE that operates programs for students NOT eligible for funding under the Alternative Education Grant;
- Must be completed at P-1, P-2, and Annual reporting periods.

COE Audit Adjustments to CALPADS Data

- Available to any COE;
- Available only at Annual reporting period.

SELPA ADA Allocation

- Applicable to specific COEs;
- If applicable, must be completed at P-1, P-2, and Annual reporting periods.

ADA reporting by COEs: For students served in the county programs, LCFF funding is credited to either the COE or the district of residence. This distinction is based on the type of student being served rather than the type of school or instructional setting. Therefore, the ADA is reported by the type of student being served and not by the type of school the student is enrolled in.

Type of Students	Juvenile Court School	County Funded Non-Juvenile Court School	"All Other" County Program ADA
Reference	*EC* Section 2574(c)(4)(B)	*EC* Section 2574(c)(4)(A)	*EC* Section 2576
County Served	ADA, enrollment, and UPCs remain with the COE and are included in the COE LCFF calculations.	ADA, enrollment, and UPCs remain with the COE and are included in COE LCFF calculations.	ADA, enrollment, and UPCs are credited to district of residence and included in the district LCFF calculations. CDE transfers funding from the district to the COE at the statutory per-ADA rate unless the district of residence and the COE agree to an alternative rate.
PADC DES	Attendance COE	Attendance COE	Attendance District Funded County Programs

2021–22 Independent Study Certification for ADA Loss Mitigation (County)

Purpose

This DES is used by COEs to report whether or not the COE offered an independent study program in 2021–22 that met the applicable requirements to qualify for an ADA increase pursuant to *EC* Section 42238.023. In order to be eligible for the ADA increase, the COE must certify that the COE either:

1. Offered an independent study program in 2021–22 that met the following requirements in *EC* Section 42238.023:
   a. Offered an independent study program to all students for the 2021–22 school year by November 1, 2021, and provided notification to parents or guardians of options to enroll students in in-person instruction or independent study.
   b. Adopted written policies for providing instruction to pupils through independent study no later than November 1, 2021, and have verifiable documentation substantiating the provision of opportunities for live interaction and synchronous instruction, if applicable, or adopted the provision of activities or pupil work product of a pupil while out on independent study that is equivalent to in-person instruction.
2. Received a waiver by June 15, 2022 from the independent study requirements for the 2021–22 school year.
3. Entered into a contract with another county office of education for the offering of independent study.

Frequently Asked Questions for the Independent Study Certification are available on the CDE website at https://cde.ca.gov/fg/aa/pa/iscertadaloss2122.asp

LCFF Funding

Data reported in this DES will be used to determine if the COE is eligible for an increase to the 2021–22 ADA for LCFF. The COE is eligible for the 2021–22 ADA increase if the COE selects A-1, A-2, or A-3a in the DES, and the applicable calculations yield a 2021–22 ADA Loss Mitigation Factor greater than one. The COE is ineligible for the 2021–22 ADA increase if the COE selects A-4 in the DES.

Reporting Entity

The 2021–22 Independent Study Certification for ADA Loss Mitigation DES is applicable to all COEs. It is recommended every COE complete the 2021–22 Independent Study Certification for ADA Loss Mitigation DES, however it is not required. If a COE does not complete the 2021–22 Independent Study Certification for ADA Loss Mitigation DES, it is not eligible for adjustment to 2021–22 ADA pursuant to *EC* Section 42238.023.

Reporting Periods

The 2021–22 Independent Study Certification for ADA Loss Mitigation screen is available only at the 2021–22 Annual and Annual Corrected reporting periods.

Acceptable Data

This DES contains check box selections. The user must select only one of the check boxes in the DES.

Required Supporting Documentation

No supporting documentation needs to be submitted to the CDE. The 2022–23 *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* (Audit Guide) will include procedures for auditors to verify compliance with the requirements to offer an independent study program in 2021–22, pursuant to *EC* Section 42238.023(c)(4). The COE should retain supporting documentation for compliance with *EC* Section 42238.023(c) on file for purposes of the audit.

Data Reporting Instructions

Refer to the Data Entry Functions section of this manual for information on data entry, save, delete, and other functions.

Tab 1: IS Certification

The user must select only one of the following options:

Line Number	Line Caption	Reporting Notes
A-1	1. The school district or county office of education offered an independent study program in 2021–22 that met the applicable requirements by November 1, 2021 pursuant to subparagraphs (A) and (B) of paragraph (1) of subdivision (c) of EC Section 42238.023.	Check the box if the COE offered an independent study program in 2021–22 that met the requirements in *EC* Section 42238.023(c)(1). The COE acknowledges that its 2021–22 ADA is eligible for adjustment pursuant to *EC* Section 42238.023.

Line Number	Line Caption	Reporting Notes
A-2	2. The school district or county office of education received a waiver by June 15, 2022, pursuant to subdivision (g) of Section 51745, from independent study requirements in the 2021–22 school year. If the waiver applied to a portion of the student population, the school district or county office of education certifies that it met the independent study requirements with respect to students not covered by the waiver.	Check the box if the COE received a waiver from the independent study requirements pursuant to *EC* Section 42238.023(c)(2). If the COE received a partial waiver for specific programs, school sites, or grade levels, the COE certifies the independent study offering requirements of *EC* Section 42238.023(c) for the other programs, school sites, or grade levels were met, and the COE acknowledges that its 2021–22 ADA is eligible for adjustment pursuant to *EC* Section 42238.023.
A-3	3. The school district or county office of education entered into a contract or interdistrict transfer agreement per one of the following pursuant to subdivision (f) of Section 51745 for the offering of independent study in 2021–22. If the contract and/or interdistrict transfer agreement applied to a portion of the student population, the school district or county office of education certifies that it met the independent study requirements with respect to students not covered by the contract and/or interdistrict transfer agreement.	Line A-3a is applicable to a COE that entered into a contract with a school district or an adjacent COE [*EC* Section 51747.3(c)], as detailed below. Lines A-3b and A-3c are applicable to school districts only and not COEs.

Line Number	Line Caption	Reporting Notes
A-3a	The county office of education contracted with a school district or an adjacent county office of education to provide services.	Check the box if the COE contracted with a school district or an adjacent COE to provide independent study [*EC* Section 51747.3(c)]. If the COE contracted with another COE for specific programs, school sites, or grade levels, the COE certifies the independent study offering requirements of *EC* Section 42238.023(c) for the other programs, school sites, or grade levels were met, and the COE acknowledges that its 2021–22 ADA is eligible for adjustment pursuant to *EC* Section 42238.023.
A-3b	The school district contracted with their county office of education or an adjacent county office of education to provide services.	This line is not applicable to a COE.
A-3c	The school district entered into an interdistrict transfer agreement with another school district in the same or an adjacent county.	This line is not applicable to a COE.
A-4	The school district or county office of education did not offer independent study that met the applicable requirements, did not contract with a COE or a school district via interdistrict transfer agreement, and did not receive a waiver by June 15, 2022, pursuant to subdivision (g) of Section 51745 in 2021–22.	Check the box if the COE did not offer independent study, did not contract with a COE, and did not receive a waiver by June 15, 2022. By making this selection, the COE is acknowledging that its 2021–22 reported ADA is not eligible for adjustment pursuant to *EC* Section 43238.023.

Tab 2: Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. Use this section to:

- provide any relevant details pertaining to any of the data reported in this DES;
- include notes from any additional reviewers who are not part of the PADC electronic certification

Adults in Correctional Facilities (County)

Purpose

This entry screen is used to report ADA for participation in the AICF categorical program.

Funding

ADA on this screen is used to reimburse eligible LEAs that provide educational services to adults in correctional facilities pursuant to *EC* sections 41840 through 41841.8, and 41976. The program is funded through the Budget Act Item 6100-158-0001.

Reporting Entities

A COE may only claim ADA for apportionment purposes for schools or classes maintained for AICF if those classes meet the requirements of *EC* Section 41976. Prior approval from the CDE Adult Education Office is required for all new AICF categorical programs. No AICF allocations will be appropriated without this approval.

Reporting Period

This data entry screen is completed at every reporting period: P-1, P-2, and Annual.

Acceptable Data

Line A-1 allows ADA reporting as any positive number up to seven digits long including two decimal places.

Main Validation Rules

There are no validation rules for this data entry screen.

Data Reporting Instructions

Refer to the Data Entry Functions section of this manual for information on data entry, save, delete, and other functions.

See the ADA divisor information in parenthesis at the end of each applicable line caption.

Adults in Correctional Facilities

Line Number	Line Caption	Reporting Notes
A-1	Adults in Correctional Facilities [*EC* sections 41840 through 41841.8] (Divisor 85/135/175).	Report all regular ADA for the AICF that meets the requirements of *EC* sections 41840 through 41841.8.
A-2	By checking the box at A-2, the submitting LEA hereby certifies that it has participated in the Adults in Correctional Facilities Program in the prior year.	By checking the box, an LEA is confirming that an AICF program was maintained by the COE in the PY.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this data entry screen;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

Attendance COE

2021–22 Highlights

Independent study program requirements that are conditions of apportionment have changed effective with the 2021–22 FY pursuant to AB 130 (Chapter 44, Statutes of 2021) and AB 167 (Chapter 252, Statutes of 2021). The CDE has published Frequently Asked Questions about the independent study requirements at https://www.cde.ca.gov/fg/aa/pa/independentstudy.asp.

Purpose

This screen is used by a COE to report the ADA of students enrolled in county programs. ADA for any student that meets the following criteria, regardless of program, should be reported in this screen:

- Attends a juvenile court school operated by the COE [*EC* Section 2574(c)(4)(B)];

- Probation-referred pursuant to sections 300, 601, 602 and 654 of the Welfare and Institutions Code [*EC* Section 2574(c)(4)(A)];

- On probation or parole and not in attendance in a school [*EC* Section 2574(c)(4)(A)];

- Expelled for any of the reasons specified in subdivisions (a) or (c) of *EC* Section 48915 [*EC* Section 2574(c)(4)(A)].

ADA for students in county programs that do not meet the above criteria should be reported in the Attendance District Funded County Programs data entry screen.

LCFF Funding

ADA reported in the Attendance COE data entry screen populates the County LCFF Calculation Exhibit and is used to determine the COE's LCFF Entitlement. Final funding for the FY is based on Annual ADA.

Reporting Entity

Each COE operating a program that enrolls students meeting the criteria above must complete this data entry screen. A COE that does not operate applicable programs, or that has no ADA to report in a given reporting period, does not need to complete this data entry screen.

For COEs that report SELPA ADA Allocation, any change or correction to data in the Attendance COE screen must be reflected in the SELPA ADA Allocation screen.

Reporting Periods

Attendance COE is completed for the P-1, P-2 and Annual reporting periods.

Note that the ADA reported on this screen must be calculated using fixed divisors: 70 days for P-1, 135 days for P-2, and 175 days for Annual reporting period.

Data Reporting Instructions

Refer to the Data Entry Functions section of this manual for information on data entry, save, delete, and other functions.

See the ADA divisor information in parenthesis at the end of each applicable line caption.

Tab 1: Elementary and High School

ADA reported on Lines A-1 and A-2 is collectively referred to as Juvenile Court Schools ADA. ADA reported on Line A-3 is referred to as County Funded Non-Juvenile Court Schools ADA.

Line Number	Line Caption	Reporting Notes
A-1	County Group Home and Institution Pupils [*EC* 42238.18]	Report all ADA, in the appropriate column, of students that meet the requirements of *EC* Section 42238.18.
A-2	Juvenile Halls, Homes and Camps [*EC* 14057(b) and 14058]	Report all ADA, in the appropriate column, for students in classes in juvenile halls, homes, and camps [*EC* sections 14057(b) and 14058].
A-3	Probation Referred, On Probation or Parole, Expelled pursuant to *EC* 48915 (a) or (c) [*EC* 2574(c)(4)(A)]	Report all ADA, in the appropriate column, of students who are probation-referred pursuant to sections 300, 601, 602, and 654 of the Welfare and Institutions Code, or who are on probation or parole and who are not in attendance in any school, or expelled pursuant to *EC* sections 48915(a) or (c).
A-4	ADA Totals (Sum of A-1 through A-3)	This line contains a field(s) that are auto calculated.

Tab 2: Adults and Other

Line Number	Line Caption	Reporting Notes
B-1	Adults in Correctional Facilities [*EC* 1909]	This field is available to Contra Costa, Marin, and Riverside COEs only. ADA is reported only for use in Lottery calculations, and for the statewide Proposition 98 calculation. Therefore, the ADA reported will not generate any LCFF funding. However, the funding generated for this program in the County Special Schools and Classes report as of the FY 2012–13 Annual Apportionment will be included in the COE's LCFF Floor Entitlement calculation pursuant to *EC* Section 2575.
B-2	Handicapped Adults [*EC* 52570]	This field is available to Glenn, Inyo, and Santa Cruz COEs only. ADA is reported only for use in Lottery calculations and for the statewide Proposition 98 calculation. Therefore, the ADA reported will not generate any LCFF funding. However, the funding generated for this program in the County Special Schools and Classes report as of the FY 2012–13 Annual Apportionment is included in the COE's LCFF Floor Entitlement calculation pursuant to EC Section 2575.
B-3	Full-Time Traditional Independent Study ADA, pursuant to *EC* 51747, included in Section A	Report full-time traditional independent study ADA included in Section A.
B-4	Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to *EC* 51745.6, and not included in Section A	Report full-time traditional independent study ADA not included in Section A. Disallowed ADA should be proportionately allocated amongst grade spans.
B-5	Course Based Independent Study ADA, pursuant to *EC* 51749.5, included in Section A	Report Course Based Independent Study (CBIS) ADA included in Section A, in the appropriate grade span.

Line Number	Line Caption	Reporting Notes
B-6	Course Based Independent Study ADA not eligible for general funding, pursuant to *EC* 51745.6, and not included in Section A	Report CBIS ADA not included in Section A. Disallowed ADA should be proportionately allocated amongst grade spans.
B-7	ADA for Students in Transitional Kindergarten pursuant to *EC* 46300 included in Section A (Lines A-1 through A-3, Elementary Column, First Year ADA Only)	Report all ADA for students in transitional kindergarten included in Section A. Do not include ADA for students enrolled in second year of transitional kindergarten and students not eligible for funding pursuant to *EC* Section 48000.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this data entry screen;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

Attendance District Funded County Programs

2021–22 Highlights

- Independent study program requirements, that are conditions of apportionment, have changed effective with the 2021–22 FY pursuant to AB 130 (Chapter 44, Statutes of 2021) and AB 167 (Chapter 252, Statutes of 2021). The CDE has published Frequently Asked Questions about the independent study requirements at https://www.cde.ca.gov/fg/aa/pa/independentstudy.asp.
- *EC* Section 51745 requires school districts and COEs to offer an independent study option as an alternative to in-person instruction for the 2021–22 FY. For school districts unable to offer an independent study program, this requirement may also be met by contracting with a COE or by entering into an inter-district transfer agreement with another school district pursuant to *EC* Section 46600. If the COE offers an independent study program that is not captured in ADA reporting on Lines A-1 through A-4, the COE may report the ADA on Line A-5 and select the "Other" check box below Line A-5. ADA shall be calculated in accordance with *EC* Section 41601(b).

Purpose

This screen is used by a COE to report the following:

- ADA by district of residence for all students attending classes run by the COE that are not eligible to be reported in the Attendance COE screen; and,

- An optional alternative per-ADA funding rate to be used for transfer of LCFF funds from the school district of residence to the COE.

LCFF Funding

ADA reported in this data entry screen is credited to the district of residence and appears on the School District ADA exhibit, Lines E-6 through E-15. Final funding for the FY is based on a blend of P-2 and Annual ADA.

The following ADA, as reported on the Attendance District Funded County Programs screen, is funded as of the P-2 reporting period:

- County Community Schools (Line A-1)
- Special Education - Special Day Class (Line A-2)
- Other County Operated Programs, including Opportunity Schools and Full-Day Opportunity Classes (*EC* 48640-48641) and Specialized Secondary Schools (*EC* 58801), (Line A-5)
- County School Tuition Fund (Out-of-State Tuition) [*EC* 2000 and 46380], (Line A-6)

The following ADA, as reported on the Attendance District Funded County Programs screen, is funded as of the Annual reporting period:

1. Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Line A-3)
2. Extended Year Special Education - Special Education [*EC* 56345(b)(3)], Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Line A-4)

Transfer of Funds

EC Section 2576, as modified by AB 2235 (Chapter 99, Statutes of 2018), requires the CDE to transfer funds from a school district of residence to a COE for District Funded County Programs ADA. The amount of transfer is equal to the ADA attributed to the district of residence multiplied by the district's LCFF rate, which is comprised of the base, supplemental and concentration grant per ADA. The LCFF base rate is the same for all school districts. Current year statewide rates are published on the CDE website at https://www.cde.ca.gov/fg/aa/pa/ratesandinfo.asp. Supplemental and concentration grant rates are determined using each school district's unique unduplicated pupil percentage.

Alternative Per-ADA Rate

The law allows the CDE to transfer an alternative amount calculated at the per-ADA rate agreed upon by the COE and the district of residence. The alternative rate is an optional feature; if the COE does not report an alternative rate, the CDE will transfer funds using the district of residence's LCFF base, supplemental and concentration grant.

To enable the transfer at the alternative per-ADA rate, the following three items must be completed:

- The **COE** must report the alternative per-ADA rate on Line A-0 of the Attendance District Funded County Programs entry screen.

  The reporting is grade span specific and must be done for each district of residence.

  If using an alternative per-ADA rate, COE is required to report the amount for all periods: P-1, P-2, and Annual, and any corrected periods, as applicable. The COE may report the same rate for all reporting periods, or adjust the rate from period to period, as necessary.

  A value of zero entered on Line A-0 represents $0 which will result in no transfer of funds from the school district to the COE for the specific grade span and type of ADA selected.

- The **COE** must check the box in the Alternative Rate column next to the category of ADA to identify the category of ADA (Lines A-1 through A-6) for transfer of funds using the alternative rate.

  If using an alternative per-ADA rate, COE is required to check the Alternative Rate box for all reporting periods: P-1, P-2, and Annual, and any corrected periods, as applicable.

The CDE will apply the alternative rate to all of the ADA on the line if the Alternative Rate box is checked. The CDE will apply the district's LCFF rate to all of the ADA on the line if the Alternative Rate box is NOT checked by the COE.

- The **school district of residence** must agree to the alternative rate by completing the Transfer of Funds Alternative Rate Option entry screen, available from the Data Entry menu, School District group.

    The school district will not be provided with the COE's alternative rate on the data entry screen; therefore, coordination between the COE and the district of residence outside of the PADC is required.

    The Transfer of Funds Alternative Rate Option data entry screen needs to be completed at P-1 only. To make changes to the selection, or submit an additional selection after P-1 Principal Apportionment Certification, the school district must submit a P-2 or P-2 corrected file for the applicable FY.

Reporting Entity

Each COE operating a program that enrolls students that are not eligible to be reported in the Attendance COE screen must complete the Attendance District Funded County Program screen. A COE that does not operate applicable programs, or that has no ADA to report in a given reporting period, does not need to complete the data entry screen.

For COEs that report SELPA ADA Allocation, any change or correction to data in the Attendance COE screen must be reflected in the SELPA ADA Allocation screen.

Reporting Periods

ADA in this screen is reported at all reporting periods: P-1, P-2, and Annual. If a COE reports an alternative per-ADA rate, the COE should continue to report the rate at each subsequent reporting period for that FY, including P-2 Corrected and Annual Corrected reporting, if any.

Acceptable Data

The fields on Line A-0 are optional; the COE may report an alternative per-ADA rate for transfer of funds for district funded county program ADA. The alternative rate can be set to a number, including zero, or left blank. All other fields in this data entry screen are for ADA values, which can be zero or any positive number up to nine digits long including two decimal places.

Main Validation Rules

- The user may not report an alternative rate on Line A-0 for the specific grade span without reporting any ADA for the same grade span.

- The user may not report an alternative rate on Line A-0 but not check any of the boxes in the Alternative Rate column; a user is required to select at least one category of ADA for transfer of funds at the alternative per-ADA rate.
- If the user selects at least one category of ADA for transfer of funds at the alternative per-ADA rate, the user must report an alternative rate on Line A-0 in the applicable grade span columns.
- Line B-5, Transitional Kindergarten ADA cannot be greater than total ADA reported in Transitional Kindergarten/Kindergarten–3 (TK/K–3) Column on Lines A-1 through A-5.

Data Reporting Instructions

Refer to the [Data Entry Functions](#) section of this manual for information on data entry, save, delete, and other functions.

Tab 1: ADA and Transfer Rates

- Choose the county and district of residence and enter the data for the first record, save, and select *Add New* at the top of the screen to choose county and school district of residence for the second and each subsequent record.
- ADA is reported by grade span for each of the following: TK/K–3, Grades 4–6, Grades 7–8 and Grades 9–12.
- For combination classes, report the ADA attributable to students by grade level; for example, for students in the third grade, report in the Grades TK/K–3 column and ADA attributable to students in the fourth grade in the Grades 4–6 column.
- Select each hyperlink in the table below to see additional reporting notes for each type of ADA.
- Special Education Programs: ADA should be reported in the grade level that corresponds to the CALPADS assigned grade level. Refer to CALPADS Update FLASH #139, available on CDE's website at https://www.cde.ca.gov/ds/sp/cl/calpadsupdflash139.asp.
- See the ADA divisor information in parenthesis at the end of each applicable line caption.
- When entering data, save each record before navigating to another record; the system does not automatically save edits if user navigates to another record or another page.

Line Number	Line Caption	Reporting Notes
N/A	Select the county and district of residence for which the ADA is being reported from the dropdown lists.	The COE may select any county and district of residence.

Line Number	Line Caption	Reporting Notes
A-0	Alternative Per-ADA Rate for District Funded County Programs	Report an alternative per-ADA rate by grade span for each district of residence. See Transfer of Funds and Alternative Per-ADA Rate sections above for detailed instructions.
		If a COE reports an alternative per-ADA rate, the COE should continue to report the rate at each subsequent reporting period for that FY, including P-2 Corrected and Annual Corrected data.
		If Line A-0 is left blank, the CDE will apply each district of residence's LCFF per ADA rate to the transfer of funds for district funded county program ADA.
A-1	County Community Schools (Divisor 70/135/175)	Report ADA for students attending a County Community School in the appropriate grade span column. ADA is determined by dividing the total days of attendance by 70 for P-1, by 135 for P-2, and by 175 for Annual.
A-2	Special Education - Special Day Class	Report ADA for students attending full-day special education day class conducted by the county superintendent in the appropriate grade span column. ADA is determined by dividing the total days of attendance by the days taught.
A-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	Report ADA for special education Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (NPS/LCI) students, who are residentially placed in an agency other than the LEA, in the appropriate grade span column. ADA is determined by dividing the total days of attendance by the days taught.

Line Number	Line Caption	Reporting Notes
A-4	Extended Year Special Education - Special Education [*EC* 56345(b)(3)], Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	Report ADA for special education, extended year classes, special education Nonpublic, Nonsectarian Schools extended year classes, and special education NPS/LCI extended year classes, in the appropriate grade span column. ADA is determined by dividing the total days of attendance by 175.
A-5	Other County Operated Programs Check the applicable box for the ADA reported on Line A-5: • Opportunity Schools and Full-Day Opportunity Classes [*EC* 48640-48641] • Specialized Secondary Schools [*EC* 58801] • Other	Report ADA of students, in the appropriate grade span column, for the following programs: • Opportunity schools or full day opportunity classes pursuant to *EC* sections 48640 and 48641. • Grades 9–12 ADA in approved specialized secondary schools with curricula in technology, performing arts, or other special curricular areas pursuant to *EC* Section 58801. • A stand-alone independent study program with ADA that is not captured in any other setting and not reported on Lines A-1 through A-4. ADA is determined by dividing the total days of attendance by 70 for P-1, by 135 for P-2, and by 175 for Annual. Check a box for a corresponding program that is applicable to the ADA reported on Line A-5.
A-6	County School Tuition Fund (Out-of-State Tuition) [*EC* 2000 and 46380]	Report all ADA, in the appropriate grade span column, for residents of California that attend school in another state. ADA is determined by dividing the total days of attendance by the days taught.
A-7	ADA Totals (Sum of A-1 through A-6)	This line contains a field(s) that are auto calculated.

Line Number	Line Caption	Reporting Notes
A-1 through A-6	Alternative Rate Column	Check the box next to any or all Lines A-1 through A-6 to designate the type of ADA for transfer of funds from the district of residence to the COE using the alternative per-ADA rate.
B-1	Full-Time Traditional Independent Study ADA, pursuant to *EC* 51747, included in Section A	Report full-time traditional independent study ADA included in Section A, in the appropriate grade span.
B-2	Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to *EC* 51745.6, and not included in Section A	Report full-time traditional independent study ADA not included in Section A. Disallowed ADA should be proportionately allocated amongst grade spans.
B-3	Course Based Independent Study ADA, pursuant to *EC* 51749.5, included in Section A	Report CBIS ADA included in Section A, in the appropriate grade span.
B-4	Course Based Independent Study ADA not eligible for general funding, pursuant to *EC* 51745.6, and not included in Section A	Report CBIS ADA not included in Section A. Disallowed ADA should be proportionately allocated amongst grade spans.
B-5	ADA for Students in Transitional Kindergarten pursuant to *EC* 46300 included in Section A (Lines A-1 through A-6, TK/K–3 Column, First Year Only)	Report all ADA for students in transitional kindergarten included in Section A. Do not include ADA for students enrolled in second year of transitional kindergarten and students not eligible for funding pursuant to *EC* Section 48000.

Tab 2: Summary

The Summary tab calculates Total ADA entered for all districts of residence. Each time the user saves the record, the ADA Summary tab recalculates totals. If the user deletes one of the records, the system does not recalculate totals on the Summary tab; the user should resave the screen after deleting a record which will update the calculations on the Summary tab.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this data entry screen;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

COE Audit Adjustments to CALPADS Data

Purpose

This entry screen is used to report changes to COE CALPADS data identified by a COE's audit finding or auditor letter of concurrence, pursuant to *EC* sections 2574(b)(3)(C), 2574(c)(4)(A) and (B), and 2576(a).

LCFF Funding

COEs report and certify enrollment and other student-level demographic data in CALPADS; this information is used by the CDE to derive the unduplicated pupil count. The enrollment and unduplicated pupil counts are a point-in-time count collected on Census Day, the first Wednesday of October.

The sum of unduplicated pupil counts for the current and two prior years is divided by the sum of enrollment for the current and two prior years to determine the unduplicated pupil percentage (UPP) for the current year. Any adjustments to CALPADS data reported by the COE in this DES affect the UPP for the year of correction and two subsequent years, and may affect the LCFF entitlement and state aid. The adjustments will only affect the LCFF UPP calculation(s) and will not be used to modify previously certified CALPADS data for any other purpose.

Reporting Entity

This data entry screen is available to every COE but is not required to be completed unless the COE has eligible CALPADS data adjustments to report, i.e., those adjustments that were not included in the COE's certified CALPADS data, and that are supported by an audit finding or an auditor letter of concurrence.

Reporting Periods

This data entry screen is available at the Annual and Annual Corrected reporting periods.

Acceptable Data

All fields in this data entry screen are for pupil counts, which can be reported as positive or negative whole numbers.

Required Supporting Documentation

If the adjustment is not the result of an audit finding disclosed in the COE's annual audit report, then an auditor's letter of concurrence is required for all instances except a decrease in the unduplicated pupil count. Email the letter of concurrence to PASE@cde.ca.gov when the data is reported in the PADC.

Data Reporting Instructions

Refer to the [Data Entry Functions](#) section of this manual for information on data entry, save, delete, and other functions.

Tab 1: Audit Adjustments to CALPADS Data

The following tables describe the fields in both the County Funded Student and District Funded County Program Student sections in this screen. A record must be added for the COE and/or each district of residence affected by the COE's audit adjustments to CALPADS data.

Drop-down List	Description
County	Select your county to report adjustments for county funded students. Select the county of the district of residence to report adjustments for district funded county served students.
COE/District of Residence	Select your COE to report adjustments for county funded students. Select the school district of residence to report adjustments for district funded county served students.

To report in this screen do the following:
- Choose the county and COE/district of residence and enter the data for the first record,
- Save record 1,
- Select *Add New* at the top of the screen to choose county and COE/school district of residence for the second and each subsequent record,
- Save each record individually.

County Funded Students

Enter in Section A the **net change** in CALPADS enrollment and/or unduplicated pupil count adjustments identified in the COE's audit finding or auditor letter of concurrence for students served by the county pursuant to *EC* Section 2574(c)(4)(A), County Funded Non-Juvenile Court, or *EC* Section 2574(c)(4)(B), Juvenile Court Schools. These adjustments will impact the COE's UPP.

Line Number / Column	Line Caption	Reporting Notes
A-1 / Net Change Enrollment Count	Counts for Juvenile Court Students [EC 2574(c)(4)(B)] - Adjustment to CALPADS enrollment and/or unduplicated pupil count based on county office of education's audit finding or auditor letter of concurrence for juvenile court school students	Report the **net change**, either positive or negative, to CALPADS enrollment count identified in the COE's audit finding or auditor letter of concurrence for students served pursuant to *EC* Section 2574(c)(4)(B).
A-1 / Net Change Unduplicated Pupil Count	Counts for Juvenile Court Students [EC 2574(c)(4)(B)] - Adjustment to CALPADS enrollment and/or unduplicated pupil count based on county office of education's audit finding or auditor letter of concurrence for juvenile court school students	Report the **net change**, either positive or negative, to CALPADS unduplicated pupil count identified in the COE's audit finding or auditor letter of concurrence for students served pursuant to *EC* Section 2574(c)(4)(B).
A-2 / Net Change Enrollment Count	Counts for County Funded Non-Juvenile Court Students [EC 2574(c)(4)(A)] - Adjustment to CALPADS enrollment and/or unduplicated pupil count based on county office of education's audit finding or auditor letter of concurrence for county funded non-juvenile court students	Report the **net change**, either positive or negative, to CALPADS enrollment count identified in the COE's audit finding or auditor letter of concurrence for students served pursuant to *EC* Section 2574(c)(4)(A).
A-2 / Net Change Unduplicated Pupil Count	Counts for County Funded Non-Juvenile Court Students [EC 2574(c)(4)(A)] - Adjustment to CALPADS enrollment and/or unduplicated pupil count based on county office of education's audit finding or auditor letter of concurrence for county funded non-juvenile court students	Report the **net change**, either positive or negative, to CALPADS unduplicated pupil count identified in the COE's audit finding or auditor letter of concurrence for students served pursuant to *EC* Section 2574(c)(4)(A).

District Funded County Served Students

Enter in Section B, by district of residence, the **net change** in CALPADS enrollment and/or unduplicated pupil count adjustments identified in the COE's audit finding or auditor letter of concurrence for students served by the county program but not funded through the COE's LCFF Alternative Education Grant pursuant to *EC* sections

2574(c)(4)(A) or (B). These COE adjustments will impact the district of residence's UPP.

Line Number / Column	Line Caption	Reporting Notes
B-1 / Net Change Enrollment Count	Counts for District Funded County Served Students - Adjustment to CALPADS enrollment and/or unduplicated pupil count based on county office of education's audit finding or auditor letter of concurrence for students served by the county but not funded through the COE'S LCFF Alternative Education Grant pursuant to EC 2574(c)(4)(A) or (B)	Report, by district of residence, the **net change**, either positive or negative, to CALPADS enrollment count identified in the COE's audit finding or auditor letter of concurrence for students served by the county but not funded through the Alternative Education Grant, pursuant to *EC* sections 2574(c)(4)(A) or (B).
B-1 / Net Change Unduplicated Pupil Count	Counts for District Funded County Served Students - Adjustment to CALPADS enrollment and/or unduplicated pupil count based on county office of education's audit finding or auditor letter of concurrence for students served by the county but not funded through the COE'S LCFF Alternative Education Grant pursuant to EC 2574(c)(4)(A) or (B)	Report, by district of residence, the **net change**, either positive or negative, to CALPADS unduplicated pupil count identified in the COE's audit finding or auditor letter of concurrence for students served by the county but not funded through the Alternative Education Grant, pursuant to *EC* sections 2574(c)(4)(A) or (B).

Tab 2: Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. Use this section for:

- provide the reference for the audit finding or date and audit firm issuing the auditor letter of concurrence;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

SELPA ADA Allocation

2021–22 Highlights

This DES was redesigned to fit the web application format. There are no changes the data being collected. The main changes from the 2020–21 version are:

- The values on Lines A-1 and A-2in the PADC desktop software that used to display the ADA reported by the COE in the Attendance COE and Attendance District Funded County Programs DESs are no longer populated in the SELPA ADA Allocation DES; and,
- A tab for the summary of reported ADA for all SELPA AU has been added.

Purpose

This DES is used by COEs that operate in more than one SELPA to allocate ADA served by the COE across two or more SELPAs. The total ADA reported in the Attendance COE and the Attendance District Funded County Programs screen must match the data reported for the SELPA ADA Allocation. If there are changes to the Attendance COE data or Attendance District Funded County Programs data, SELPA ADA Allocation data must be revalidated.

Funding

ADA reported in the SELPA ADA Allocation DES is included in the SELPA total AB 602 ADA, and populates the SELPA Special Education Funding Exhibit which is used to determine SELPA AB 602 entitlement.

Reporting Entity

This screen is available to COEs that operate in more than one SELPA. Only the following five COEs currently have access to the DES.

- Los Angeles
- Orange
- San Bernardino
- Santa Clara
- Santa Diego

A COE that operates in more than one SELPA that does not have access to this DES may contact Principal Apportionment staff at PASE@cde.ca.gov to request access to the DES in advance of the reporting deadline.

Reporting Periods

This DES is completed at every reporting period: P-1, P-2, and Annual.

Acceptable Data

Line A-1 and A-2 of this DES allow data to be reported as zero or a positive number up to nine digits long including two decimal places.

Main Validation Rules

For P-1 and P-2 Reporting:

- Line B-1 must be equal to the ADA reported on the Attendance COE, Line A-4, Total Column.
- Line B-2 must be equal to the ADA reported on the Attendance District Funded County Programs, Line C-7, Total Column.

For Annual Reporting:

- Line B-1 must be equal to the ADA reported on the Attendance COE, Line A-4, Total Column.
- Line B-2 must be equal to the sum of the ADA reported from the P-2 Attendance District Funded County Programs, Lines C-1+ C-2 + C-5 + C-6, Total Column, and the Annual Attendance District Funded County Programs, Lines C-3 + C-4, Total Column.

Data Reporting Instructions

Refer to the Data Entry Functions section of this manual for information on data entry, save, delete, and other functions.

Ensure that Attendance COE and Attendance District Funded County Programs are completed and passed validation before entering data in SELPA ADA Allocation DES. If the user updates the data in the Attendance COE and/or Attendance District Funded County Programs screens, the system will remove any validation and certification from the SELPA ADA Allocation screen. In that case, the user must resave and revalidate SELPA ADA Allocation screen.

ADA corrections reported at P-2 or Annual Corrected periods in the Attendance COE or Attendance District Funded County Programs screens must be reflected in the SELPA ADA Allocation screen. Therefore, all three screens must be saved, validated and certified in the Corrected period.

Tab 1: ADA Allocation

- Choose the SELPA Administrative Unit and enter data for the first record, save, and select *Add New* at the top of the screen to choose SELPA Administrative Unit for the second and each subsequent record.
- When entering data, save each record before navigating to another record; the system does not automatically save edits if user navigates to another record or another page.

Line Number	Line Caption	Reporting Notes
N/A	SELPA Administrative Unit	Select the SELPA for the data entry record.
A-1	Attendance COE Allocated to this SELPA	Report ADA from the Attendance COE allocated to the selected SELPA.
A-2	Attendance District Funded County Programs Allocated to this SELPA	Report ADA from the Attendance District Funded County Programs allocated to the selected SELPA.
A-3	Total ADA Allocated to this SELPA (A-1 + A-2)	This is a calculated field.

Tab 2: Summary

Line Number	Line Caption	Reporting Notes
B-1	Attendance COE Allocated to all SELPAs	This is a calculated field for the sum of all records reported on Line A-1.
B-2	Attendance District Funded County Programs Allocated to all SELPAs	This is a calculated field for the sum of all records reported on Line A-2.
B-3	Total ADA Allocated to all SELPAs (B-1 + B-2)	This is a calculated field.

If the user deletes one of the records, the system does not recalculate totals on the Summary tab; the user should resave the screen after deleting a record which will update the calculations on the Summary tab.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this DES;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

School District Data Entry Screens

The following is the list of key details for each data entry screen. The subsequent sections provide detailed instructions for each screen.

2021–22 Independent Study Certification for ADA Loss Mitigation (2021–22 only)

- Available to any school district;
- Available only at Annual reporting period.

AICF

- Applicable to specific school districts;
- If applicable, must be completed at P-1, P-2, and Annual reporting periods.

Annual Migrant ADA Increase

- Applicable to eligible school districts at Annual reporting period.

Attendance School District

- Must be completed by every school district;
- Must be completed at P-1, P-2, and Annual reporting periods.

Basic Aid Choice / Court-Ordered Voluntary Pupil Transfer (COVPT)

- Applicable to specific school districts;
- If applicable, must be completed at P-1, P-2, and Annual reporting periods.

Class Size Penalties

- Applicable to most elementary and unified school districts;
- Must be completed at P-2 reporting period.

Necessary Small School

- Applicable to school districts with eligible schools;
- If school district opts in to NSS funding, it must complete the screen at P-1 and P-2 reporting period. Annual data only needs to be completed if the eligible school reports Extended Year Special Education ADA, or if the district is opting in to the Annual Migrant ADA Increase.

School District Audit Adjustments to CALPADS Data

- Available to any school district;
- Available only at Annual reporting period.

Transfer of Funds Alternative Option

- Applicable to school districts that wish to concur with the COE selection for alternative per-ADA transfer rate for district funded county program ADA;
- Must be completed at P-1, and P-2 only if revisions to P-1 reporting are needed.

2021–22 Independent Study Certification for ADA Loss Mitigation (School District)

Purpose

This DES is used by school districts to report whether or not the school district offered an independent study program in 2021–22 that met the applicable requirements to qualify for an ADA increase pursuant to *EC* Section 42238.023. In order to be eligible for the ADA increase, the school district must certify that the school district either:

1. Offered an independent study program in 2021–22 that met the following requirements in *EC* Section 42238.023:
   a. Offered an independent study program to all students for the 2021–22 school year by November 1, 2021, and provided notification to parents or guardians of options to enroll students in in-person instruction or independent study.
   b. Adopted written policies for providing instruction to pupils through independent study no later than November 1, 2021, and have verifiable documentation substantiating the provision of opportunities for live interaction and synchronous instruction, if applicable, or adopted the provision of activities or pupil work product of a pupil while out on independent study that is equivalent to in-person instruction.
2. Received a waiver by June 15, 2022 from the independent study requirements for the 2021–22 school year.
3. Entered into a contract with a county office of education or an interdistrict transfer agreement with another school district for the offering of independent study.

Frequently Asked Questions for the Independent Study Certification are available on the CDE website at https://cde.ca.gov/fg/aa/pa/iscertadaloss2122.asp

LCFF Funding

Data reported in this DES will be used to determine if the school district is eligible for an increase to the 2021–22 ADA for LCFF. The school district is eligible for the 2021–22 ADA increase if the school district selects A-1, A-2, A-3b, or A-3c in the DES, and the applicable calculations yield a 2021–22 ADA Loss Mitigation Factor greater than one. The school district is ineligible for the 2021–22 ADA increase if the school district selects A-4 in the DES.

Reporting Entity

The 2021–22 Independent Study Certification for ADA Loss Mitigation DES is applicable to all school districts. It is recommended every school district complete the 2021–22 Independent Study Certification for ADA Loss Mitigation DES, however it is not required. If a school district does not complete the 2021–22 Independent Study

Certification for ADA Loss Mitigation DES, it is not eligible for adjustment to 2021–22 ADA pursuant to *EC* Section 42238.023.

Reporting Periods

The 2021–22 Independent Study Certification for ADA Loss Mitigation screen is available only at the 2021–22 Annual and Annual Corrected reporting periods.

Acceptable Data

This DES contains check box selections. The user must select only one of the check boxes in the DES.

Required Supporting Documentation

No supporting documentation needs to be submitted to the CDE. The 2022–23 *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* (Audit Guide) will include procedures for auditors to verify compliance with the requirements to offer an independent study program in 2021–22, pursuant to *EC* Section 42238.023(c)(4). The school district should retain supporting documentation for compliance with *EC* Section 42238.023(c) on file for purposes of the audit.

Data Reporting Instructions

Refer to the [Data Entry Functions](#) section of this manual for information on data entry, save, delete, and other functions.

Tab 1: IS Certification

The user must select only one of the following options:

Line Number	Line Caption	Reporting Notes
A-1	1. The school district or county office of education offered an independent study program in 2021–22 that met the applicable requirements by November 1, 2021 pursuant to subparagraphs (A) and (B) of paragraph (1) of subdivision (c) of EC Section 42238.023.	Check the box if the school district offered an independent study program in 2021–22 that met the requirements in *EC* Section 42238.023(c)(1). The school district acknowledges that its 2021–22 ADA is eligible for adjustment pursuant to *EC* Section 42238.023.

Line Number	Line Caption	Reporting Notes
A-2	2. The school district or county office of education received a waiver by June 15, 2022, pursuant to subdivision (g) of Section 51745, from independent study requirements in the 2021–22 school year. If the waiver applied to a portion of the student population, the school district or county office of education certifies that it met the independent study requirements with respect to students not covered by the waiver.	Check the box if the school district received a waiver from the independent study requirements pursuant to *EC* Section 42238.023(c)(2). If the school district received a partial waiver for specific programs, school sites, or grade levels, the school district certifies the independent study offering requirements of *EC* Section 42238.023(c) for the other programs, school sites, or grade levels were met, and the school district acknowledges that its 2021–22 ADA is eligible for adjustment pursuant to *EC* Section 42238.023.
A-3	3. The school district or county office of education entered into a contract or interdistrict transfer agreement per one of the following pursuant to subdivision (f) of Section 51745 for the offering of independent study in 2021–22. If the contract and/or interdistrict transfer agreement applied to a portion of the student population, the school district or county office of education certifies that it met the independent study requirements with respect to students not covered by the contract and/or interdistrict transfer agreement.	Line A-3a is applicable to COEs only and not school districts. Lines A-3b and A-3c are applicable to a school district that entered into a contract with a COE, or an interdistrict transfer agreement with another school district, as detailed below.
A-3a	The county office of education contracted with a school district or an adjacent county office of education to provide services.	This line is not applicable to a school district

Line Number	Line Caption	Reporting Notes
A-3b	The school district contracted with their county office of education or an adjacent county office of education to provide services.	Check the box if the school district contracted with their COE or an adjacent COE to provide independent study [*EC* Section 51747.3(c)]. If the contract was for specific programs, school sites, or grade levels, the school district certifies the independent study offering requirements of *EC* Section 42238.023(c) for the other programs, school sites, or grade levels were met, and the school district acknowledges that its 2021–22 ADA is eligible for adjustment pursuant to *EC* Section 42238.023.
A-3c	The school district entered into an interdistrict transfer agreement with another school district in the same or an adjacent county.	Check the box if the school district entered into an interdistrict transfer agreement with another school district in the same or an adjacent county to provide independent study [*EC* Section 51747.3(c)]. If the interdistrict transfer agreement was for specific programs, school sites, or grade levels, the school district certifies the independent study offering requirements of *EC* Section 42238.023(c) for the other programs, school sites, or grade levels were met, and the school district acknowledges that its 2021–22 ADA is eligible for adjustment pursuant to *EC* Section 42238.023.

Line Number	Line Caption	Reporting Notes
A-4	The school district or county office of education did not offer independent study that met the applicable requirements, did not contract with a COE or a school district via interdistrict transfer agreement, and did not receive a waiver by June 15, 2022, pursuant to subdivision (g) of Section 51745 in 2021–22.	Check the box if the school district did not offer independent study, did not contract with a COE or a school district via interdistrict transfer agreement, and did not receive a waiver by June 15, 2022. By making this selection, the school district is acknowledging that its 2021–22 reported ADA is not eligible for adjustment pursuant to *EC* Section 43238.023.

Tab 2: Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. Use this section to:

- provide any relevant details pertaining to any of the data reported in this DES;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

Adults in Correctional Facilities (School District)

Purpose

This entry screen is used to report ADA for participation in the AICF categorical program.

Funding

ADA on this screen is used to reimburse eligible LEAs that provide educational services to adults in correctional facilities pursuant to *EC* sections 41840 through 41841.8, and 41976. The program is funded through the Budget Act Item 6100-158-0001.

Reporting Entities

A school district may only claim ADA for apportionment purposes for schools or classes maintained for AICF if those classes meet the requirements of *EC* Section 41976. Prior approval from the CDE Adult Education Office is required for all new AICF categorical programs. No AICF allocations will be appropriated without this approval.

Reporting Period

This data entry screen is completed at every reporting period: P-1, P-2, and Annual.

Acceptable Data

Line A-1 allows ADA reporting as any positive number up to seven digits long including two decimal places.

Main Validation Rules

There are no validation rules for this data entry screen.

Data Reporting Instructions

Refer to the Data Entry Functions section of this manual for information on data entry, save, delete, and other functions.
See the ADA divisor information in parenthesis at the end of each applicable line caption.

Adults in Correctional Facilities

Line Number	Line Caption	Reporting Notes
A-1	Adults in Correctional Facilities [*EC* sections 41840 through 41841.8] (Divisor 85/135/175).	Report all regular ADA for the AICF that meets the requirements of *EC* sections 41840 through 41841.8.
A-2	By checking the box at A-2, the submitting LEA hereby certifies that it has participated in the Adults in Correctional Facilities Program in the prior year.	By checking the box, an LEA is confirming that an AICF program was maintained by the COE in the PY.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this data entry screen;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

Annual Migrant ADA Increase

Purpose

This entry screen is used by eligible school districts to request funding based on the Annual reporting period for all categories of ADA.

LCFF Funding

For an eligible district, LCFF funding is based on ADA reported for the Annual period, in lieu of ADA reported for the P-2 reporting period.

Reporting Entity

An eligible school district, pursuant to the provisions of *EC* Section 41601.5, must meet the following conditions:

1. The ADA increase is attributable to students of migrant agricultural workers; AND

2. Annual ADA, as reported on Line A-6 of the Attendance School District entry screen is at least two percent greater than P-2 ADA; OR, P-2 ADA, as reported on Line A-6 of the Attendance School District entry screen is less than 2,501 units and the Annual ADA increase is greater than or equal to 10 units of ADA.

Reporting Periods

The Annual Migrant ADA Increase screen is available only in the Annual reporting period.

Data Reporting Instructions

Refer to the Data Entry Functions section of this manual for information on data entry, save, delete, and other functions.

Attendance Basic Aid Choice / Court-Ordered Voluntary Pupil Transfer

Purpose

This screen is used by eligible school districts to report ADA for funding pursuant to the following:
- The School District Basic Aid Choice program, authorized pursuant to *EC* Section 48310 to provide basic aid districts with approximately 25 percent of the LCFF base grant that would have been apportioned to the student's district of residence and,
- The School District Basic Aid COVPT program, authorized pursuant to *EC* Section 41544 to provide basic aid districts approximately 70 percent of the LCFF base grant that would have been apportioned to the student's district of residence.

LCFF Funding

ADA reported in this DES is used in the following calculations:
- School District Basic Aid Choice Calculation
- School District Basic Aid Court-Ordered Voluntary Pupil Transfer Calculation

Final funding for the FY is based on a blend of P-2 and Annual ADA:
- Regular ADA (Line A-1) is funded based on P-2 reporting period ADA,
- All other ADA (Lines A-2 through A-5) is funded based on Annual reporting period ADA.

Reporting Entity

The Attendance Basic Aid Choice / Court-Ordered Voluntary Pupil Transfer DES is available for basic aid districts that have adopted a board resolution and actively have District of Choice (DOC) program students attending their schools pursuant to *EC* Section 48300 through 48317.

This entry screen is also available to basic aid districts receiving students from another district as part of the Court-Ordered Voluntary Pupil Transfer program pursuant to *EC* Section 41544. If your district is basic aid and is unable to access the Attendance Basic Aid Choice / Court-Ordered Voluntary Pupil Transfer entry screen, contact Principal Apportionment staff at PASE@cde.ca.gov.

A district new to the DOC program must submit a copy of the district's resolution to the Principal Apportionment Section for review. Requirements and applicable timelines for the DOC program are outlined in *EC* sections 48300 through 48317. Upon acceptance, CDE will provide the district access to the entry screen.

Basic aid districts that enroll students pursuant to *EC* sections 41544 and 48300 through 48317 from a district of residence that is a basic aid district may not generate

additional LCFF funding for the district of attendance. However, the ADA for those students should still be reported in this entry screen.

Reporting Period

ADA in this screen is reported at all reporting periods: P-1, P-2, and Annual.

Acceptable Data

All fields in this data entry screen are for ADA values, which can be zero or any number up to nine digits long including two decimal places.

Main Validation Rules

- Line B-1, Transitional Kindergarten ADA, cannot exceed the sum of ADA reported on Lines A-1 through A-5, TK/K–3 Column (First Year ADA Only).
- Line B-2, Continuation Education ADA, cannot exceed the ADA reported on Line A-1, Grades 9–12 Column.
- Line B-3, Opportunity Classes ADA, cannot exceed the ADA on Line A-1, Total Column.

Data Reporting Instructions

Refer to the Data Entry Functions section of this manual for information on data entry, save, delete, and other functions.

Regular and Other ADA

- Choose the county and district of residence and enter the data for the first record, save, and select *Add New* at the top of the screen to choose county and school district of residence for the second and each subsequent record.
- Do not include ADA that is reported in the Attendance School District entry screen.
- Report ADA by grade span for each of the following: TK/K–3, Grades 4–6, Grades 7–8, and Grades 9–12.
- For combination classes, report the ADA attributable to students by grade level; for example, for students in the third grade, report in the Grades TK/K–3 column and ADA attributable to students in the fourth grade in the Grades 4–6 column.
- Special Education Programs: ADA should be reported in the grade level that corresponds to the CALPADS assigned grade level. Refer to CALPADS Update FLASH #139, available on CDE's website at https://www.cde.ca.gov/ds/sp/cl/calpadsupdflash139.asp.
- Select each hyperlink in the table below to see specific reporting instructions for select types of ADA.
- Note that for programs that calculate ADA using a fixed divisor, the line caption includes the divisor information in parenthesis.

Line Number	Line Caption	Reporting Notes
A-1	Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	Report all regular ADA in the appropriate grade span. Continuation education is reported only in Grades 9–12.
A-2	Extended Year Special Education [*EC* 56345(b)(3)] (Divisor 175)	Report all extended year ADA for special education that meets the requirements of *EC* Section 56345(b)(3) in the appropriate grade span.
A-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	Report all ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span.
A-4	Extended Year Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	Report all extended year ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span.
A-5	Community Day School (*EC* 48660) (Divisor 70/135/180)	Report all ADA for students in community day schools that meet the requirements of *EC* Section 48660 in the appropriate grade span.
A-6	ADA Totals (sum of A-1 through A-5)	This line contains a field(s) that are auto calculated.
B-1	ADA for Students in Transitional Kindergarten pursuant to *EC* 46300 included in Section A (Lines A-1 through A-5, TK/K–3 Column, First Year ADA Only)	Report all ADA for students in transitional kindergarten pursuant to *EC* Section 46300 included in Section A (lines A-1 through A-5, TK/K–3 Column, first year ADA only).
B-2	ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9–12 Column)	Report all ADA for students in continuation education included in Section A (Line A-1, Grade 9–12 Column).
B-3	ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	Report all ADA for students in opportunity classes included in Section A (Line A-1, Total Column).

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this DES;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

Attendance School District

2021–22 Highlights

- Independent study program requirements, that are conditions of apportionment, have changed for the 2021–22 FY pursuant to AB 130 (Chapter 44, Statutes of 2021) and AB 167 (Chapter 252, Statutes of 2021). The CDE has published Frequently Asked Questions about the independent study requirements at https://www.cde.ca.gov/fg/aa/pa/independentstudy.asp.
- The new Expanded Learning Opportunities (ELO) Program funding is based on PY reported classroom-based ADA in grades TK/K–6. School districts should ensure accurate reporting of independent study ADA in Section B, as it will impact ELO Program funding in the 2022–23 FY.

Purpose

This entry screen is used by school districts to report ADA. In some instances, a school district may need to report ADA in other school district attendance entry screens for certain inter-district attendance programs (e.g. Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer).

LCFF Funding

EC Section 42238.05 provides that each school district's entitlement is based on greater of current or PY ADA. The ADA in the greater of current or PY calculation includes:

- Regular ADA (Line A-1)
- Extended Year Special Education (Line A-2)

ADA reported on all other lines (Lines A-3 through A-5) are funded on current year only.

The ADA used for LCFF is referred to as Funded ADA. ADA reported in the Attendance School District for a particular FY and reporting period is referred to as Reported ADA.

Final funding for the FY is based on a blend of P-2 and Annual ADA:

- Regular ADA (Line A-1) is funded based on P-2 reporting period ADA,
- All other ADA (Lines A-2 through A-5) is funded based on Annual reporting period ADA.

If the school district is eligible and completes the Annual Migrant ADA Increase data entry screen, the final funding for the year is based on Annual ADA for all categories of ADA.

Reporting Entity

Every school district must complete the Attendance School District data entry screen. The exception is a school district that converted all of its schools to charter schools pursuant to *EC* Section 47606 (all charter district).

Reporting Periods

ADA in this screen is reported at all reporting periods: P-1, P-2, and Annual.

Acceptable Data

All fields in this data entry screen are for ADA values, which can be zero or any number up to nine digits long including two decimal places.

Main Validation Rules

- Line B-5, Transitional Kindergarten ADA cannot be greater than total ADA reported in TK/K–3 Column.
- Line B-6, Continuation Education ADA, cannot exceed the ADA reported on Line A-1, Grades 9–12 Column.
- Line B-7, Opportunity Classes ADA, cannot exceed the ADA on Line A-1, Total Column.
- The school district may not report ADA on Lines C-1 through C-11 for Annual or Annual Corrected Reporting Periods.

Data Reporting Instructions

Refer to the Data Entry Functions section of this manual for information on data entry, save, delete, and other functions.

Ensure that Attendance School District is completed, and passed validation before entering data in Necessary Small School DES.

Tab 1: Regular ADA

- ADA is reported by grade span for each of the following: TK/K–3, Grades 4–6, Grades 7–8, and Grades 9–12.
- For combination classes, report the ADA attributable to students by grade level; for example, for students in the third grade, report in the Grades TK/K–3 column and ADA attributable to students in the fourth grade in the Grades 4–6 column.
- A district should report ADA for ALL students that are enrolled in schools of the district pursuant to *EC* Section 41601. For example, if a high school district (grades 9–12) enrolls a student in grades 7–8, the district should claim and report the ADA for the student in the Grades 7–8 column for the appropriate ADA category.
- Special Education Programs: ADA should be reported in the grade level that corresponds to the CALPADS assigned grade level. Refer to CALPADS Update

FLASH #139, available on CDE's website
at https://www.cde.ca.gov/ds/sp/cl/calpadsupdflash139.asp.

- ADA reported in this screen must include ADA attributable to NSS. ADA reported in the NSS screen is a subset of ADA reported in Attendance School District screen.
- Select each hyperlink in the table below to see specific reporting instructions for select types of ADA.
- Note that for programs that calculate ADA using a fixed divisor, the line caption includes the divisor information in parenthesis.

Line Number	Line Caption	Reporting Notes
A-1	Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	Report all regular ADA in the appropriate grade span. Continuation Education should only be reported in Grades 9–12.
A-2	Extended Year Special Education [*EC* 56345(b)(3)] (Divisor 175)	Report all extended year ADA for special education that meets the requirements of *EC* Section 56345(b)(3) in the appropriate grade span.
A-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools Licensed Children's Institutions	Report all ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span.
A-4	Extended Year Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	Report all extended year ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span.
A-5	Community Day School (*EC* 48660) (Divisor 70/135/180)	Report all ADA for students in community day schools that meet the requirements of *EC* Section 48660 in the appropriate grade span.
A-6	ADA Totals (sum of A-1 through A-5)	This line contains a field(s) that are auto calculated.

Tab 2: Other Tab

- Select each hyperlink to see specific reporting instructions for each type of ADA.
- Report ADA that is included in Section A of this screen, or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment screens.
- School district 2021–22 classroom-based TK/K–6 ADA for purposes of the 2022–23 ELO Program funding will be determined by subtracting the TK/K–6 independent study ADA reported in Lines B-1 and B-3 from the total reported TK/K–6 ADA.

Line Number	Line Caption	Reporting Notes
B-1	Full-Time Traditional Independent Study ADA, pursuant to *EC* 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	Report full-time traditional independent study ADA included on Line A-1 of the Attendance School District, or other applicable entry screens, in the appropriate grade span.
B-2	Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to *EC* 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens.	Report full-time traditional independent study ADA, not included on Line A-1 of the Attendance School District or other applicable entry screens, in the appropriate grade spans. Disallowed ADA should be proportionately allocated among grade spans.

Line Number	Line Caption	Reporting Notes
B-3	Course Based Independent Study ADA, pursuant to *EC* 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	Report CBIS ADA included on Line A-1 of the Attendance School District, or other applicable entry screens, in the appropriate grade span.
B-4	Course Based Independent Study ADA not eligible for general funding, pursuant to *EC* 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	Report CBIS ADA not included on Line A-1 of the Attendance School District or other applicable entry screens, in the appropriate grade spans. Disallowed ADA should be proportionately allocated among grade spans.
B-5	ADA for Students in Transitional Kindergarten pursuant to *EC* 46300 included in Section A (Lines A-1 through A-5, TK/K–3 Column, First Year ADA Only)	Report all ADA for students in transitional kindergarten included in Section A. Do not include ADA for students enrolled in second year of transitional kindergarten and students not eligible for funding pursuant to *EC* Section 48000.
B-6	ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9–12 Column)	Report all ADA for students in continuation education included in Section A.
B-7	ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	Report all ADA for students in opportunity classes included in Section A.

Tab 3: Prior Year Adjustments

Section C is used to make adjustments to the school district's PY ADA for determination of Funded ADA for LCFF calculations pursuant to *EC* sections 42238.051 and 42238.052.

Lines C-1 through C-9: School districts that have PY P-2 ADA transferring to or from charter schools of the district **MUST** report these ADA changes in the current year on lines C-1 through C-9. Total ADA (not net ADA) is to be reported in the appropriate grade span the students were enrolled in the PY. Do **NOT** include ADA for students who attended a Necessary Small School in the current or prior year.

Lines C-1 and C-2: Note, pursuant to *EC* Section 42238.051(c), this section has been disabled in 2021–22. Report PY P-2 ADA for students attending a charter school sponsored by the district [*EC* Section 47632(i)] in the current year who attended a non-charter school of the district in the PY [*EC* Section 42238.051(a)(2)(B)].

- Do not include ADA for any student enrolled in a grade at the charter school if the district does not offer classes for students in that grade.

- For each student, the ADA may not be greater than the ADA reported for that student by the charter school in the current year. This will be accounted for by reporting the lesser of the current year and PY ADA reported for that student.

Example: A student attended grade six in a traditional school of the district in the 2016–17 academic year and transferred to a district sponsored charter school in the 2017–18 academic year. Determine the PY P-2 ADA claimed by the district for this student and the current year ADA claimed by the charter school for this student, whichever is less. Report this as the PY P-2 ADA in the 4–6 grade span. Sum the resulted ADA, for all students, and report in the appropriate grade span on lines C-1 and C-2).

Line Number	Line Caption	Reporting Notes
C-1	Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	This line has been disabled for 2021–22.
C-2	Extended Year Special Education [*EC* 56345(b)(3)] (Divisor 175)	This line has been disabled for 2021–22.
C-3	ADA Totals (Sum of C-1 and C-2)	This line has been disabled for 2021–22.

Lines C-4 and C-5: Note, pursuant to *EC* Section 42238.051(c), this section has been disabled in 2021–22. Report PY P-2 ADA for students attending a non-charter school in the current year who attended a charter school sponsored by the district in the PY [*EC* Section 42238.051(a)(2)(C)].

Example: A student attended grade one in a district sponsored charter school in the 2016–17 academic year and transferred to a traditional school in the district in the 2017–18 academic year. Determine the PY P-2 ADA claimed by the charter school and the current year ADA claimed by the district, whichever is less. Report this as the PY P-2 ADA in the 1–3 grade span. Sum the resulted ADA, for all students, and report in the appropriate grade span on lines C-4 and C-5).

Line Number	Line Caption	Reporting Notes
C-4	Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	This line has been disabled for 2021–22.
C-5	Extended Year Special Education [*EC* 56345(b)(3)] (Divisor 175)	This line has been disabled for 2021–22.
C-6	ADA Totals (Sum of C-4 and C-5)	This line has been disabled for 2021–22.

Lines C-7 and C-8: Note, this section has been disabled in 2021–22. A school district that meets the conditions of *EC* 42238.052 outlined below should contact the CDE at PASE@cde.ca.gov **for reporting guidance.** Report PY P-2 ADA attributable to district resident students attending a non-charter school, if all the following conditions are met [*EC* Section 42238.052]:

- The school operated as a charter school of the district in the PY.
- The school operated as a non-charter school of the district in any year prior to the PY.
- The school operates as a non-charter school of the district in the current year and is not reporting the ADA of this school as a necessary small school.
- The amount attributed to PY ADA should not include ADA of students who were not residents of the district in the PY.

Example: A student who is a resident of the school district attended grade nine of a conversion charter school in the PY, and the school in the current year is no longer a charter school. Determine the PY P-2 ADA claimed by the charter school and the current year ADA claimed by the district, whichever is less. Report this as the PY P-2 ADA for resident students in the 9–12 grade span. Sum the resulted ADA, for all students, and report in the appropriate grade span on lines C-7 and C-8.

Line Number	Line Caption	Reporting Notes
C-7	Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	This line has been disabled for 2021–22.
C-8	Extended Year Special Education [*EC* 56345(b)(3)] (Divisor 175)	This line has been disabled for 2021–22.
C-9	ADA Totals (sum of C-2 and C-8)	This line has been disabled for 2021–22.

Lines C-10 and C-11: Please contact the CDE at PASE@cde.ca.gov **for guidance before reporting ADA in this section.** Gain or Loss of ADA due to a Reorganization or Transfer of Territory [*EC* Section 42238.05(a)(3)]. If the ADA adjustment is a loss, report the loss as a negative number on Line C-10 or C-11. Do not include PY ADA for necessary small schools.

Line Number	Line Caption	Reporting Notes
C-10	Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	Report all regular ADA in the appropriate grade span of the PY. Continuation education is reported only in Grades 9–12.
C-11	Extended Year Special Education [*EC* 56345 (b)(3)] (Divisor 175)	Report all extended year ADA for special education that meet the requirements of *EC* Section 56345(b)(3) in the appropriate grade span of the PY.
C-12	ADA Totals (sum of C-10 and C-11)	These are calculated fields.

Annual Migrant ADA Increase

Eligible school districts may request funding based on Annual reporting for all categories of ADA if the Annual ADA increase meets specified criteria and is attributable to students of migrant agricultural workers.

If the school district elects Annual Migrant ADA Increase and reports ADA for NSS, report Annual ADA in the Necessary Small School entry screen, as applicable.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this DES;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

Attendance Supplement School District

Purpose

This entry screen is used by Capistrano Unified School District (Orange County) to report inter-district attendance authorized pursuant to *EC* Section 46610.

LCFF Funding

ADA reported in this DES is credited to the district of attendance for purposes of calculating LCFF entitlement. See the Attendance School District, LCFF Funding section, for additional information applicable to school district funding.

Reporting Entities

Capistrano Unified is the only school district that can access this DES.

Reporting Periods

ADA in this screen is reported at all reporting periods: P-1, P-2, and Annual.

Acceptable Data

All fields in this data entry screen are for ADA values, which can be zero or any number up to nine digits long including two decimal places.

Main Validation Rules

- Line B-1, Continuation Education ADA, cannot exceed the ADA reported on Line A-1, Grades 9–12 Column
- Line B-2, Opportunity Classes ADA, cannot exceed the ADA on Line A-1, Total Column

Data Reporting Instructions

Refer to the Data Entry Functions section of this manual for information on data entry, save, delete, and other functions.

Regular and Other ADA

- Select San Diego from the County of Residence dropdown menu; select Fallbrook Union High from the District of Residence dropdown menu.
- This screen allows ADA reporting in the Grades 9–12 grade span only.
- Special Education Programs: ADA should be reported in the grade level that corresponds to the CALPADS assigned grade level. Refer to CALPADS Update FLASH #139, available on CDE's website at https://www.cde.ca.gov/ds/sp/cl/calpadsupdflash139.asp.

- Select each hyperlink in the table below to see specific reporting instructions for select types of ADA.
- Note that for programs that calculate ADA using a fixed divisor, the line caption includes the divisor information in parenthesis.

Regular ADA

Line Number	Line Caption	Reporting Notes
A-1	Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	Report all regular ADA.
A-2	Extended Year Special Education [*EC* 56345(b)(3)] (Divisor 175)	Report all extended year ADA for special education that meets the requirements of *EC* Section 56345(b)(3).
A-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools Licensed Children's Institutions	Report all ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI.
A-4	Extended Year Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	Report all extended year ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI.
A-5	Community Day School (*EC* 48660) (Divisor 70/135/180)	Report all ADA for students in community day schools that meet the requirements of *EC* Section 48660.
A-6	ADA Totals (sum of Lines A-1 through A-5)	This field is auto calculated.

Other ADA

Line Number	Line Caption	Reporting Notes
B-1	ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9–12 Column)	Report all ADA for students in continuation education included in Section A.
B-2	ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	Report all ADA for students in opportunity classes included in Section A.

Notes

The Notes tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this DES;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

Class Size Penalties

2021–22 Highlights

The Governor issued Executive Order (EO) N-18-21 on October 4, 2021 that waives class size requirements for grades K–8, for purposes of Class Size Penalties and K–3 Grade Span Adjustment for 2021–22 for school districts impacted by the wildfires as identified in the EO, or for school districts accepting displaced students from the wildfires. Please see item number two in the EO, found at this link: https://www.gov.ca.gov/wp-content/uploads/2021/10/10.4.21-schools-EO.pdf.

Districts that qualify under the EO should indicate eligibility in the notes section of the Class Size Penalty data entry screen in order for CDE to waive the penalty in the 2021–22 fiscal year pursuant to the EO. School districts that qualify for a CSP waiver under the EO do not need to submit a CSP waiver request to the State Board of Education.

Purpose

The Class Size Penalties (CSP) entry screen is used by school districts to report required class size data for kindergarten and grades 1–8, pursuant to *EC* Sections 41375 through 41382, and 5 *CCR* Sections 15100 through 15112.

LCFF Funding

For kindergarten and grades 1–3, the calculations to determine whether a penalty is assessed are based on enrollments reported for individual classes, as well as on districtwide average enrollments in kindergarten and grades 1–3. In contrast, the CSP calculations for grades 4–8 are based on the average number of students enrolled per FTE classroom teacher.

Reporting Periods

The CSP entry screen is only available at the P-2 and P-2 Corrected reporting periods.

Reporting Entities

The following information identifies the criteria used to determine if a district and its individual schools are subject to the CSP reporting requirements.

- Each elementary or unified school district having 101 or more units of ADA in the current FY must submit **enrollment** for regular day classes in the elementary grades (*EC* Section 41376 and 5 *CCR* Section 15110).

- Each district is to report class size data for the entire district.

- Any class combining students in kindergarten, which includes transitional kindergarten, or in any grade or grades 4–8 with one or more of grades one, two, or three will be considered a class of grades one, two, and three (5 *CCR* Section 15102). For example:

Classroom Grade Combination	Report as
TK and K	Kindergarten
K and 1	Grades 1–3
1 and 2	Grades 1–3
3 and 4	Grades 1–3
4 and 5	Grades 4–8

- Exclude the following:

    1. Necessary small elementary schools that in the current FY meet the definition in *EC* Section 42283 (5 *CCR* Section 15101).

    2. Charter school enrollment.

    3. SDCs are not considered "regular day classes" for the purposes of this entry screen. Do not report information for those classes. However, special education students who are enrolled in regular day classes must be counted for the purposes of this report.

    4. For 4–8 CSP only: grades seven and eight of a junior high school organized to include grades seven and eight; grades seven, eight, and nine; or grades seven, eight, nine, and ten established and organized as a secondary school maintained by a high school district or unified district. If the junior high school is organized to include grade six, then report grades six, seven, and eight (5 *CCR* sections 2(e)(2) and 15101).

    5. A student enrolled in traditional or CBIS pursuant to Article 5.5 of Chapter 5 of Part 28 of the *EC* for the full regular school day shall not be included in the enrollment count.

Class Size Penalties and K–3 Grade Span Adjustment

The CSP entry screen, which includes data for grades K–8, should not be confused with the K–3 Grade Span Adjustment, which requires school districts to maintain an average class enrollment of not more than 24 students for each school site in kindergarten and grades 1–3, unless a collectively bargained alternative is agreed to, as specified in *EC* 42238.02(d)(3)(D).

The following table summarizes the differences between the K–3 CSP and the K–3 GSA:

Topic	K–3 Class Size Penalties	K–3 Grade Span Adjustment
Applicability	Applies to all elementary or unified district schools where the district ADA is 101 or more. Necessary small elementary schools are excluded from the reporting requirements.	Applies to all elementary or unified district schools, unless the district has collectively bargained an alternative.
Requirement	Pursuant to *EC* sections 41376 and 41378: Individual class requirement: average for class not to exceed: • 33 in kindergarten • 32 in grades 1–3 Districtwide requirements: average of all individual classes not to exceed: • 31 in kindergarten • 30 in grades 1–3	Pursuant to *EC* Section 42238.02(d)(3)(D), upon full implementation of the LCFF maintain at each school site an average K–3 class enrollment of 24 or less.
Penalty/Condition of Funding	Generally, the penalty is equal to the loss of all funding for ADA above 31 in kindergarten classes, above 30 in first through third grade classes, and above the district's applicable average for grades 4–8. The CSP data is processed and penalties applied, if applicable, at the P-2 or subsequent certifications.	Districts that do not meet the required K–3 average class enrollment will not receive a 10.4 percent GSA applied to the K–3 LCFF base grant funding; this adjustment impacts supplemental and concentration grant funding also, where applicable. Compliance with the K–3 GSA requirements is evaluated through the district's annual audit.
Waiver	May be waived by the SBE.	May not be waived by the SBE or the SSPI.
Additional Information on Class Sizes	For additional information on K–3 CSP, go to the CDE's Class Size Penalties - *CalEDFacts* web page at: https://www.cde.ca.gov/fg/aa/pa/cefcsp.asp.	For additional information on K–3 GSA, go to the CDE's LCFF Frequently Asked Questions web page at: https://www.cde.ca.gov/fg/aa/lc/lcfffaq.asp.

Main Validation Rules

Kindergarten:
- The user must select either Full Second Period or Less than Full Second Period in the checkbox for each kindergarten class enrollment size record.
- The user may not select both Full Second Period and Less than Full Second Period for the same record.
- The user may not report Fraction of Period in Session in Line A-3 if the user selected Full Second Period for the same record.
- In Line A-3, the Fraction of Period in Session for Less than Full Second Period must be greater than 0 and less than 1 for any applicable kindergarten enrollment size record.

Grades 1–3:
- The user must select either Full Second Period or Less than Full Second Period in the checkbox for each grade 1-3 class enrollment size record.
- The user may not select both Full Second Period and Less than Full Second Period for the same record.
- The user may not report Fraction of Period in Session in Line B-3 if the user selected Full Second Period for the same record.
- In Line B-3, the Fraction of Period in Session for Less than Full Second Period must be greater than 0 and less than 1 for any applicable grades 1 to 3 enrollment size record.

Data Reporting Instructions

Refer to the Data Entry Functions section of this manual for information on data entry, save, delete, and other functions.

Tab 1: Kindergarten

Choose the Kindergarten tab and enter the data for the first record, save, and select Add New at the top of the screen to create a second and subsequent records until all average class sizes have been entered.

Select Save after entering data in this tab before proceeding to other tabs within this DES.

Class size data for kindergarten enrollment must be reported separately from class size data for grades 1–3, which are reported together. Data for transitional kindergarten must be included with the kindergarten data reported pursuant to *EC* Section 48000, including any transitional kindergarten students who are enrolled but have not reached their fifth birthday.

- For all kindergarten classes, the district must take an active enrollment count for each class on the last teaching day of **each** school month that ends prior to

April 15th of the school year. Active enrollment counts for school months that end on or after April 15th are not included for CSP reporting.

- Active enrollment means the number of students **enrolled** in the class on the first day of the school year on which the class was in session, plus all later enrollees, minus all withdrawals since that first day (5 *CCR* sections 15103(c) and 15110 and *EC* Section 37201).
- Class means a group of students scheduled to report regularly at a particular time to a particular teacher, as opposed to a grade which is a broader segment of the school organization [5 *CCR* Section 15103(a)].

Line Number	Line Caption	Reporting Notes
A-1	Average Class Enrollment Size	Enter average class enrollment size(s) in the selected grade(s) for the selected period. This is determined by summing all the active monthly enrollment counts made for each class and dividing by the number of school months ending prior to April 15th (round to the nearest whole number).
A-2	Number of Classes of this Size	Enter the number of classes of this size in the selected grade(s) for the selected period.
Check box	Full Second or Less than Full Second Period	Check the box for Full Second Period or Less than Full Second Period that applies to the class(es) in A-1 and A-2 of this record. Less than Full Second Period means any class not in session continuously for the full reporting period.
A-3	Fraction of period in session	Enter the calculated fraction of the number of school months the class was in session divided by the number of full school months through P-2. The fraction must be greater than zero and less than one.

Tab 2: Grades 1–3

Choose the Grades 1-3 tab and enter the data for the first record, save, and select Add New at the top of the screen to create a second and subsequent records until all average class sizes have been entered.

Select Save after entering data in this tab before proceeding to other tabs within this DES.

- For all grades 1–3 classes, the district must take an active enrollment count for each class on the last teaching day of **each** school month that ends prior to April

15th of the school year. Active enrollment counts for school months that end on or after April 15th are not included for CSP reporting.

- Active enrollment means the number of students **enrolled** in the class on the first day of the school year on which the class was in session, plus all later enrollees, minus all withdrawals since that first day (5 *CCR* sections 15103(c) and 15110 and *EC* Section 37201).
- Class means a group of students scheduled to report regularly at a particular time to a particular teacher, as opposed to a grade which is a broader segment of the school organization [5 *CCR* Section 15103(a)].

Line Number	Line Caption	Reporting Notes
B-1	Average Class Enrollment Size (one record for each average class size)	Enter average class enrollment size(s) in the selected grade(s) for the selected period. This is determined by summing all the active monthly enrollment counts made for each class and dividing by the number of school months ending prior to April 15th (round to the nearest whole number).
B-2	Number of Classes of this Size	Enter the number of classes of this size in the selected grade(s) for the selected period.
Check box	Full Second or Less than Full Second Period	Check the box for Full Second Period or Less than Full Second Period that applies to the class(es) in B-1 and B-2 of this record. Less than Full Second Period means any class not in session continuously for the full reporting period.
B-3	Fraction of period in session	Enter the calculated fraction of the number of school months the class was in session divided by the number of full school months through P-2. The fraction must be greater than zero and less than one.

Active Enrollment Count Example

For kindergarten and grades 1–3, an example of the active enrollment count and determining the average class enrollment size is reflected in the table below:

Teacher	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Subtotal	Average Monthly Class Enrollment Size (total classroom count divided by number of months)
Ms. Jones	20	20	21	21	21	21	21	21	166	**21**
Mr. Russell	21	21	20	20	21	21	21	21	165	**21**
Ms. Smith	25	25	25	26	26	25	25	25	202	**25**
Mr. Bridges	29	29	29	29	29	30	30	30	235	**29**

The data in this sample would be reported as:

Average Class Enrollment Size (Line A-1 or Line B-1)	Number of Classes of This Size (Line A-2 or Line B-2)
21	2
25	1
29	1

Tab 3: Grades 4–8

Choose the Grades 4-8 tab and enter the data for grades 4-8. Select Save after entering data in this tab before proceeding to other tabs within this DES.

- Line C-1: Pursuant to 5 *CCR* sections 15103(c) and (f), for grades 4–8 inclusive, a one-time count is made on the last teaching day of the sixth school month.
- Line C-2: Pursuant to 5 CCR sections 15103(g) and (h), a one-time count is made of the number of FTE classroom teachers on the last teaching date of the sixth school month and entered into Line C-2.

Line Number	Line Caption	Reporting Notes
C-1	Total number of pupils enrolled	The count is the number of students enrolled on the first day of the school year on which the class was in session, plus all later enrollees, minus all withdrawals since that first day, exclusive of the active enrollment of students in grade 4, in classes considered to be of grades 1, 2, or 3. The sum of this count is reported on Line C-1.
C-2	Total number of full-time equivalent classroom teachers	**Classroom teacher means an employee of the school district in a position requiring certification qualifications whose duties require the employee to teach in regular day classes in any of grades 4–8,** inclusive, during the school year. A classroom teacher assigned for the total number of hours designated by the governing board as a regular school day is a FTE classroom teacher. A certificated employee whose assignment as a regular day class classroom teacher accounts for less than a regular school day is counted as a fraction of an FTE classroom teacher. The fraction of an FTE classroom teacher is calculated as the period of time assigned as a regular day class classroom teacher divided by the total number of hours designated as a regular school day, rounded to the nearest one-tenth (0.1). In reporting the total number of regular day class FTE teachers, there shall be included all FTE and all fractions of FTE classroom teachers. The sum of this count is reported on Line C-2.

A penalty may be assessed if the average number of students enrolled per FTE classroom teacher is greater than the 1964 statewide average of 29.9 or the district's average number of students per teacher in 1964. A district's 1964 average can be found on Line F-3 of the Class Size Penalties Funding Exhibit located on the Principal Apportionment web page at https://www.cde.ca.gov/fg/aa/pa/index.asp

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this DES;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior fiscal year;
- communicate any relevant details between the reporting entity and the oversight entity;

include notes from any additional reviewers who are not part of the PADC electronic certification.

Necessary Small School

Purpose

The NSS data entry screen collects information from qualifying school districts electing to fund one or more of their eligible schools through the NSS funding formula purusant to *EC* Section 42280 et al. In this screen, a qualifying school district reports the following:

- The name of the qualifying school,
- The selection to be funded as NSS, or the withdrawal of NSS selection,
- The *EC* reference that is used to establish eligibility of the school for NSS funding,
- The number of full-time teachers for an elementary school, or a number of Full-time equivalent (FTE) certificated employees for a high school,
- Period-specific ADA for the school, reported as a subset of ADA reported in the Attendance School District data entry screen.

LCFF Funding

ADA and teacher counts are used to populate the School District Necessary Small School Allowance exhibit, which calculates NSS funding provided in lieu of the LCFF Base Grant.

The NSS funding formula is based on regular ADA reported as of the P-2 (or P-2 Corrected) period for Kindergarten through twelfth grade students and Annual (or Annual Corrected) ADA for Extended Year Special Education [*EC* 56345(b)(3)]. A school district that reports an Annual ADA increase attributable to students of migrant agricultural workers in accordance with *EC* Section 41601.5 will be funded as of Annual for all categories of ADA, including any NSS ADA.

The School District NSS Allowance is available in lieu of the LCFF Grade Span Base Grants. The LCFF NSS Allowance for each qualifying NSS is based on a schedule with regard to the school's ADA and number of full-time teachers or FTE certificated employees, whichever provides the lesser amount. The allowance tables for NSS calculations for the LCFF entitlement and the EPA Proportionate Share Calculation are available on the CDE's Funding Rates and Information web page at https://www.cde.ca.gov/fg/aa/pa/ratesandinfo.asp.

Reporting Entity

In most cases, NSS funding is available to qualifying schools in districts with fewer than 2,501 units of P-2 ADA. The exception to this is for schools qualifying under *EC* Section 42283(a)(3), which specifies that the district must have more than 2,500 and fewer than 5,001 units of P-2 ADA. For the purpose of calculating these ADA thresholds, school districts must include any ADA reported on lines A-1 and A-5 of the Attendance School

District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment data entry screens.

While the DES is available to all school districts, a school district may only report data for a school that has previously been determined to be eligible for NSS funding.

Reporting Periods

P-1 and P-2 Reporting

School districts may opt in to the NSS funding option at any reporting period. If the school district elects the NSS option at P-1, the district must complete the data entry screen for P-1 and P-2 reporting period. If the school district elects funding during the P-2 reporting period, or later, it must complete data in P-2 reporting mode.

Revisions after P-2

After the P-2 NSS data reporting deadline has passed, all corrections must be submitted in P-2 Corrected mode unless otherwise instructed. The school district can use P-2 Corrected mode to correct any data in the NSS data entry screen or opt out of the NSS funding by deselecting the checkbox on Line A-1, "The district elects funding using the NSS funding formula in lieu of the LCFF Grade Span Base Grant for the selected school." Ensure that the Attendance School District screen is resaved, revalidated and certified in the Corrected period if NSS ADA is corrected after P-2.

Annual Reporting Requirements

Annual ADA reporting for the NSS entry screen is only required if an LEA has Annual Extended Year Special Education [*EC* 56345(b)(3)] ADA attributable to an NSS, or the school district is filing an Annual Migrant ADA Increase request [*EC* 41601.5].

Acceptable Data

Lines C-1 and D-1 are used to report the Number of Full-time Teachers and FTE Certificated Employees which must be reported as whole numbers up to two digits long. Lines C-2, C-3, D-2, and D-3 are used for ADA values, which can be zero or any positive number up to nine digits long including two decimal places.

Main Validation Rules

- A school district may not select an *EC* section applicable to a high school to establish NSS eligibility for an elementary school, and vice versa.
- The sum of ADA in each grade span for all NSSs in the district must not exceed the ADA reported on Line A-1 for each grade span of the Attendance School District entry screen.
- A school district may not report ADA in Prior Year NSS Data section, Lines D-1 through D-3 for a school that was funded as NSS in the prior FY. The CDE will

use data reported by the school district in the PY to generate PY data for the current year funding calculations.

Data Reporting Instructions

Refer to the Data Entry Functions section of this manual for information on data entry, save, delete, and other functions.

Ensure that Attendance School District data entry screen is completed and passed validation before entering data in NSS entry screen. If the user updates the data in the Attendance School District, the system will remove any validation and certification from the NSS screen. In that case, the user must resave and revalidate NSS screen.

For Corrected period reporting, the Attendance School District DES must first be saved and validated, even if no changes are required for that DES, in order to be able to validate data in the NSS DES. Both screens should be certified in the Corrected period.

Necessary Small School

- Choose the school from the dropdown menu, enter data for the first record, save, and select *Add New* at the top of the screen to add a second and each subsequent school record.
- NSS ADA is a subset of school district ADA, which means that any school district ADA reported in the Attendance School District entry screen must also include NSS ADA reported in this screen.
- ADA is reported by grade span for each of the following: TK/K–3, Grades 4–6, Grades 7–8, and Grades 9–12.
- For combination classes, report the ADA attributable to students by grade level; for example, for students in the third grade, report in the Grades TK/K–3 column and ADA attributable to students in the fourth grade in the Grades 4–6 column.
- Special Education Programs: ADA should be reported in the grade level that corresponds to the CALPADS assigned grade level. Refer to CALPADS Update FLASH #139, available on CDE's website at https://www.cde.ca.gov/ds/sp/cl/calpadsupdflash139.asp.

NSS Funding and Certification Selection

Line Number	Line Caption	Reporting Notes
A-1	The district elects funding using the NSS funding formula in lieu of the LCFF Grade Span Base Grant for the selected school:	Check the box to elect NSS funding for the school in lieu of the LCFF Grade Span Base Grant. For a previously submitted P-2 record, the district may unselect the box to withdraw the school from NSS funding for Annual certification or re-certification.
B-1	In the current fiscal year, the school meets the conditions for NSS funding specified in Education Code Section:	Select the applicable EC section(s) if the school meets the conditions for NSS funding in the current FY. Only select one EC section for the current or prior year. If the school serves grades K–12, select the applicable EC section in the elementary **and** high school columns.
B-2	In the current fiscal year, the school does not meet the conditions for NSS funding. In the prior fiscal year, the school met the conditions for funding specified in Education Code Section:	Select the applicable EC section(s) if the school **does not** meet the conditions for NSS funding in the current FY but met the conditions in the prior FY. Only select one EC section for the current or prior year. If the school serves grades K–12, select the applicable EC section in the elementary **and** high school columns.

Current Year NSS Data

Line Number	Line Caption	Reporting Notes
C-1	Number of full-time teachers / FTE Certificated Employees	For each elementary school, report the total number of full-time teachers. An elementary teacher is considered to be full-time for the whole year as long as the teacher is hired full-time for more than one-half of the days the school is maintained (exception: necessary small elementary schools with one teacher).
		For each high school, report the total number of FTE certificated employees. A certificated employee means an equivalent full-time position of an individual holding a credential authorizing service and providing service in grades 9–12, inclusive. Any fraction of a certificated FTE position remaining after all certificated FTE positions have been calculated is rounded up to the next whole number.
C-2	NSS Regular ADA (includes Opportunity Classes, Home & Hospital, and Special Day Class)	Report all NSS Regular ADA in the appropriate grade span column.
C-3	Extended Year Special Education [*EC* 56345(b)(3)] (Divisor 175)	Report all Extended Year ADA for Special Education that meets the requirements of *EC* Section 56345(b)(3) in the appropriate grade span column.
C-4	Total ADA (C-2 + C-3)	This line contains a field(s) that are auto calculated.

Prior Year NSS Data

Lines D-1 through D-3 should only be completed if the school district did not receive NSS funding for this school in the PY. This data is needed to compare the greater of current or PY NSS allowances for the purposes of the funding calculation.

Line Number	Line Caption	Reporting Notes
D-1	Prior Year Number of Full-time Teachers/FTE Certificated Employees	For each elementary school, report the total number of full-time teachers. An elementary teacher is considered to be full-time for the whole year as long as the teacher is hired full-time for more than one-half of the days the school is maintained (exception: necessary small elementary schools with one teacher). For each high school, report the total number of FTE certificated employees. A certificated employee means an equivalent full-time position of an individual holding a credential authorizing service and providing service in grades 9–12, inclusive. Any fraction of a certificated FTE position remaining after all certificated FTE positions have been calculated is rounded up to the next whole number.
D-2	Prior Year Regular ADA (includes Opportunity Classes, Home and Hospital, and Special Day Class)	Report all PY P-2 (or P-2 Corrected) NSS regular ADA in the appropriate grade span column. The sum of ADA in each grade span for all NSSs in the district must not exceed the ADA reported on Line A-1 for each grade span of the PY P-2 (or P-2 Corrected) Attendance School District DES.
D-3	Prior Year Extended Year Special Education [*EC* 56345(b)(3)] (Divisor 175)	Report all PY Annual (or Annual Corrected) Extended Year Special Education ADA that meets the requirements of *EC* Section 56345(b)(3) in the appropriate grade span column. The sum of ADA in each grade span for all NSSs in the district must not exceed the ADA reported on Line A-2 for each grade span of the PY Annual (or Annual Corrected) Attendance School District DES.
D-4	Total Prior Year ADA (D-2 + D-3)	This line contains a field(s) that are auto calculated.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this DES;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

School District Audit Adjustments to CALPADS Data

Purpose

This entry screen is used to report changes to school district CALPADS data identified by a school district's audit finding or auditor letter of concurrence, pursuant to *EC* Section 42238.02(b)(3)(B).

LCFF Funding

School districts report and certify enrollment and other student-level demographic data in CALPADS; this information is used by the CDE to derive the unduplicated pupil count. The enrollment and unduplicated pupil counts are a point-in-time count collected on Census Day, the first Wednesday of October.

The sum of unduplicated pupil counts for the current and two prior years is divided by the sum of enrollment for the current and two prior years to determine the unduplicated pupil percentage (UPP) for the current year. Any adjustments to CALPADS data reported by the school district in this DES affect the UPP for the year of correction and two subsequent years, and may affect the LCFF entitlement and state aid. The adjustments will only affect the LCFF UPP calculation(s) and will not be used to modify previously certified CALPADS data for any other purpose.

Reporting Entity

This data entry screen is available to every school district but is not required to be completed unless the school district has eligible CALPADS data adjustments to report, i.e., those adjustments that were not included in the school district's certified CALPADS data, and that are supported by an audit finding or an auditor letter of concurrence.

Reporting Periods

This data entry screen is available at the Annual and Annual Corrected reporting periods.

Acceptable Data

All fields in this data entry screen are for pupil counts, which can be reported as positive or negative whole numbers.

Required Supporting Documentation

If the adjustment is not the result of an audit finding disclosed in the school district's annual audit report, then an auditor's letter of concurrence is required for all instances except a decrease in the unduplicated pupil count. Email the letter of concurrence to PASE@cde.ca.gov when the data is reported in the PADC.

Data Reporting Instructions

Refer to the [Data Entry Functions](#) section of this manual for information on data entry, save, delete, and other functions.

Tab 1: Audit Adjustments to CALPADS Data

The following table describes the fields in this screen:

Line Number / Column	Line Caption	Reporting Notes
A-1 / Net Change Enrollment Count	Audit Adjustment to CALPADS enrollment and/or unduplicated pupil count based on school district's audit finding or auditor letter of concurrence.	Report the **net change**, either positive or negative, to CALPADS enrollment count identified in the school district's audit finding or auditor letter of concurrence.
A-1 / Net Change Unduplicated Pupil Count	Audit Adjustment to CALPADS enrollment and/or unduplicated pupil count based on school district's audit finding or auditor letter of concurrence.	Report the **net change**, either positive or negative, to CALPADS unduplicated pupil count identified in the school district's audit finding or auditor letter of concurrence.

Tab 2: Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. Use this section for:

- provide the reference for the audit finding or date and audit firm issuing the auditor letter of concurrence;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

Transfer of Funds Alternative Rate Option

Purpose

This screen is used by school districts to select one or more COEs for transfer of funds at the alternative per-ADA rate for ADA served by the COE but credited to the district of residence.

Reporting Entity

School districts that opt into a transfer of funds at the rate other than the district's LCFF per-ADA rate use this screen to select the applicable COE.

Reporting Period

The Transfer of Funds Alternative Rate Option data entry screen needs to be completed at P-1 only. To make changes to the selection, or submit an additional selection after P-1 Principal Apportionment Certification, the school district must submit a P-2 file for the applicable FY.

Main Validation Rules

There are no validation rules for the Transfer of Funds Alternative Rate Option screens.

District Funded County Programs

EC Section 2576 specifies that if a COE enrolls in a school operated by the county superintendent of schools a student that does not meet requirements for funding under the COE Alternative Education grant (per *EC* Section 2574), any attendance generated by that student shall be credited to the school district of residence. COEs report this attendance, by district of residence, in the Attendance District Funded County Programs entry screen.

Additionally, CALPADS enrollment and unduplicated pupil counts of these students shall be transferred to the school district of residence for purposes of calculating the Unduplicated Pupil Percentage (UPP) pursuant to *EC* Section 42238.02. Therefore, each school district's LCFF entitlement, which is based on ADA and UPP, includes funding generated by students attending COE programs.

Transfer of Funds

EC Section 2576, as modified by AB 2235 (Chapter 99, Statutes of 2018), requires the CDE to transfer funds from a school district of residence to a COE for all district funded county programs ADA. The amount of transfer shall be equal to the ADA attributed to the district of residence multiplied by the district's LCFF rate, comprised of the LCFF base, supplemental and concentration grant per ADA. The base rate is the same for all school districts. Current year statewide rates are published on the

CDE website at https://www.cde.ca.gov/fg/aa/pa/ratesandinfo.asp . Supplemental and concentration grant rates are determined using each school district's unique UPP.

For additional information, refer to the FAQs available on the CDE website at https://www.cde.ca.gov/fg/aa/pa/sdfundcoeservfaq.asp.

Alternative Per-ADA Rate

The law allows the CDE to transfer an alternative amount calculated at the per-ADA rate agreed upon by the COE and the district of residence. To enable the transfer at the alternative per-ADA rate the following three items must be completed:

- The **COE** must report the alternative per-ADA rate in the Attendance District Funded County Programs ADA data entry screen.

  The reporting is grade span specific and must be done for each district of residence.

  Alternative per-ADA rate reporting is required for all periods: P-1, P-2, and Annual, and any corrected periods as applicable. The COE may report the same rate for all reporting periods, or adjust it from period to period as necessary.

  A value of zero represents $0 which will result in no transfer of funds from the school district to the COE for the specific grade span and type of ADA selected.

- At every reporting period, the **COE** must select the category of ADA for which to apply the alternative per-ADA rate. Attendance District Funded County Programs ADA includes the following:
  - county community schools (not meeting criteria for COE Alternative Education grant)
  - special education
  - out-of-state tuition
  - opportunity schools
  - specialized high schools

  The CDE will apply the alternative rate to the category of ADA selected by the COE. The CDE will apply the district's LCFF rate to the category of ADA not selected by the COE.

- The **school district of residence** must agree to the alternative rate by completing the Transfer of Funds Alternative Rate Option entry screen.

  The school district will not be provided with the COE's alternative rate on the data entry screen; therefore, coordination between the COE and the district of residence outside of the PADC is required.

The alternative rate is an optional feature; if any of the above is not completed, the CDE will transfer funds from the school district of residence to the COE using the district's LCFF rate per ADA, comprised of LCFF base, supplemental and concentration grant per ADA.

Principal Apportionment Data Collection Web Application User Manual
California Department of Education, School Fiscal Services Division

Data Entry Instructions

Refer to the [Data Entry Functions](#) section of this manual for information on data entry, save, delete, and other functions.

COE Selection

The school district must choose the COE from the dropdown menu, save the record, and select Add New at the top of the screen to choose another COE for the second and each subsequent record, if needed.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this data entry screen;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

Charter School Data Entry Screens

The following is the list of key details for each data entry screen. The subsequent sections provide detailed instructions for each screen.

Attendance Charter School, Attendance Charter School – All Charter District, Attendance County Program Charter School

- Must be completed by each charter school by charter school type, as listed in the table below;
- Must be completed at P-1, P-2, and Annual reporting periods.

Basic Aid Supplement Charter School

- Available to certain types of charter schools;
- If the charter school is eligible to report, the screen must be completed at P-1, P-2, and Annual reporting periods.

Charter School Audit Adjustments to CALPADS Data

- Available to any charter school;
- Available only at Annual reporting period.

Charter School Physical Location

- Must be completed by certain types of charter schools;
- Must be completed at P-1, and P-2 only if revisions to P-1 reporting are needed.

ADA reporting by charter schools:

Charter schools must report data based on the type of charter school.

Charter Type & Relevant Statute	Chartering Authority	Program/Population Served by Charter	DES for Reporting Attendance
Regular Charter School, *EC* 47605	District	Regular program serving K-12 ADA	Attendance Charter School
Regular Charter School, *EC* 47605	COE	Regular program serving K-12 ADA	Attendance Charter School
Regular Charter School, *EC* 47605	SBE	Regular program serving K-12 ADA	Attendance Charter School
Regular Charter School in an All Charter District, *EC* 47606	SBE	Regular program serving K-12 ADA	Attendance Charter School – All Charter District

Charter Type & Relevant Statute	Chartering Authority	Program/Population Served by Charter	DES for Reporting Attendance
Countywide Charter, *EC* 47605.6	COE	Regular K-12 program that may operate at one or more sites within the county; provides services not generally provided by a COE (not a county-type program)	Attendance Charter School
County Program Charter, *EC* 47605.5	COE	K-12 program serving pupils the COE would otherwise serve (primarily special education, county community school, and juvenile court school)	Attendance County Program Charter School
Statewide Benefit Charter, *EC* 47605.8	SBE	Regular K-12 program that provides services of statewide benefit	Attendance Charter School

Attendance Charter School

2021–22 Highlights

- The Attendance Charter School DES was redesigned to fit the web application format. The main changes from the 2020–21 version are:
  - Charter Status DES has been retired with the contents merged into the Attendance Charter School screen.
  - Previous reporting consisted of total ADA and classroom-based ADA. The 2021–22 version requires reporting of classroom-based ADA and nonclassroom-based ADA (if any), with the application calculating totals upon saving the screen.
  - The second tab is pre-populated with instructional tracks to enable multi-track reporting.
  - A Summary tab calculates total ADA for all tracks and total ADA for all district of residence records (if applicable).
- Independent study program requirements, that are conditions of apportionment, have changed for the 2021–22 FY pursuant to AB 130 (Chapter 44, Statutes of 2021) and AB 167 (Chapter 252, Statutes of 2021). The CDE has published Frequently Asked Questions about the independent study requirements at https://www.cde.ca.gov/fg/aa/pa/independentstudy.asp.

Purpose

This DES is used by all charter schools to report ADA, with exception of charter schools operating county programs and charter schools authorized as part of the school district in which all schools have been converted to charter schools (all charter districts).

LCFF Funding

After the charter school reports ADA in the Attendance Charter School and prior to calculating entitlements, the ADA is adjusted as follows:
- in compliance with funding determinations made to nonclassroom-based ADA pursuant to *EC* Section 47634.2; and,
- prorated reductions for charter schools that did not operate the required minimum number of school days pursuant to 5 *CCR*, Section 11960.

Charter school ADA, adjusted per the above, populates the Charter School ADA funding exhibit which is used to determine Charter School LCFF Entitlement as shown on the Charter School LCFF Calculation exhibit.

Final funding for the fiscal year is based on a blend of P-2 and Annual ADA:
- Regular ADA is determined using P-2 reporting period ADA;
- All other ADA is determined using Annual reporting period ADA.

Reporting Entity

The Attendance Charter School must be submitted by every charter school, with the exception of the following:

- A county program charter school, authorized pursuant to *EC* Section 47605.5; and,
- A charter school in a school district where all schools have been converted to charter schools, pursuant to *EC* Section 47606.

Reporting Periods

Attendance Charter School is completed for the P-1, P-2 and Annual reporting periods. Days of Operation on lines A-7a–e for each applicable instructional track must be completed at Annual reporting period. If the charter school ceases operation as of the P-1 or P-2 reporting period, Days of Operation must also be completed for that period.

Acceptable Data

All fields in the ADA and ADA Allocation tabs are for ADA values, which can be zero or any positive number up to nine digits long including two decimal places.

Main Validation Rules

- The PADC requires multi-track charters to assign tracks in alphabetical sequence, and warns the user if the ADA is not reported for all tracks chosen or if ADA is reported for a track not chosen.
- Any instruction commencement or cessation dates must be within specified ranges.
- The total ADA for all tracks reported in the ADA tab must equal to the total ADA from the ADA Allocation tab. Summary tab provides the user with ADA totals by track and by district of residence to aid with validation.
- ADA reported in the Other ADA category may not exceed Reported ADA for each track, as specified.

Number of Records

The Record Information section at the top of the DES contains a record count. When the user saves data, the system will list six records: one record for Charter Status, and five records for each track in the ADA tab, even though the user did not add ADA in all five track records. For schools that report ADA by district of residence, the system will add each district of residence record to the original count of six records.

Data Entry Instructions

Refer to the [Data Entry Functions](#) section of this manual for information on data entry, save, delete, and other functions.

Tab 1: Charter Status

- This tab replaces the Charter Status DES. It must be completed at every reporting period: P-1, P-2, and Annual.
- Data entered in the Charter Status tab determines how ADA is to be reported in the ADA tab. If the charter school selects Single Track operation on Line A-1b, the PADC will expect the LEA to report ADA for Single Track/Track A (displayed as Single TRK/TRK A) only in the ADA tab. If the charter school selects Multitrack operation on Line A-1a, the PADC will check that the charter school reports ADA in the ADA tab for all the tracks identified in the Charter Status tab.
- Select *Save* after entering data in this tab before proceeding to other tabs within this DES.

Line Number	Line Caption	Reporting Notes
A-1	Does this charter school operate multiple instructional tracks? YES (Multitrack) NO (Single Track)	Select YES (Multitrack) on Line A-1a or NO (Single Track) on Line A-1b. A selection of Yes or No must be made; the system will generate an error if the user leaves both checkboxes blank. If YES is marked, the charter school must select instructional tracks on Line A-2.
A-2	Instructional Tracks: If Yes (Multitrack) was selected in A-1, check the box for Track A and each additional track in alphabetical order. Note: subsequent data entry will need to contain information for all tracks selected. Track A Track B Track C Track D Track E	Indicate all the tracks in operation. The track selection must start with Track A on Line A-2a and be done in alphabetical order. For example, if the charter school operates 3 instructional tracks, the charter school must select Track A on Line A-2a, Track B on Line A-2b, and Track C on Line A-2c.
A-3	Is this charter school in its first year of operation? If Yes, move on to Line A-4 If No, move on to Line A-5.	Select YES on Line A-3a or NO on Line A-3b. The system will generate an error if the user leaves both checkboxes blank. If YES is marked, enter the date(s) that the school opened on lines A-4a-e as necessary.

Line Number	Line Caption	Reporting Notes

A-4	Date (mm/dd/yyyy) Instruction Commenced
	    Single Track/Track A
	    Track B
	    Track C
	    Track D
	    Track E
		Only applicable to charter schools in their first year of operation
		A single-track charter school should list the date that instruction commenced in the Single Track/Track A field on Line A-4a.
		A multitrack charter school should list the date that each track commenced instruction, starting with Single Track/Track A on Line A-4a.
		The date(s) entered must be between July 1 and September 30 of the current fiscal year.

A-5	Did the charter school cease operation or instruction during the current fiscal year? If Yes, move on to Line A-6 If No, move on to Line A-7	Select YES on Line A-5a or NO on Line A-5b. The system will generate an error if the user leaves both checkboxes blank. If YES is marked, enter the date(s) operation or instruction ceased on lines A-6a-e as necessary.

A-6	Date (mm/dd/yyyy) Operation or Instruction Ceased
	    Single Track/Track A
	    Track B
	    Track C
	    Track D
	    Track E
		Only applicable to charter schools that ceased operation or instruction during the current fiscal year.
		A single-track charter school should list the date that instruction ceased in Single Track/Track A field on Line A-6a.
		A multitrack charter school should list the date that each track ceased instruction, starting with Single Track/Track A on Line A-6a.
		The date(s) entered must be between July 1 and June 30 of the current fiscal year.

Line Number	Line Caption	Reporting Notes

A-7	Days of Operation. Only required at P-1 and P-2 if school ceased operation during the fiscal year. Required for all charter schools at Annual.
	  Single Track/Track A
	  Track B
	  Track C
	  Track D
	  Track E
		Each charter school must report the number of school days operated from July 1 through June 30 in Annual reporting period. Refer to *5 CCR*, Section 11960 for a definition of days of attendance.
		The number should be the actual days of operation and not include any adjustments for approved J-13A waivers.
		For charter schools closed mid-year: Report actual days of instruction by Track on lines A-7a-e as necessary. ADA will still be calculated using the total actual days of attendance divided by the total actual days of instruction.
		In P-1 reporting period: If the charter school has ceased operation, report the number of days operated and also submit data for the P-2 and Annual reporting periods.
		In P-2 entry screen: If the charter school has ceased operation, report the number of days operated and also submit data for the Annual reporting period.
		If the Annual reporting period is not available, contact PAS at PADC@cde.ca.gov to request access.

A-8	Indicate the type of instruction
	  Classroom-based
	  Nonclassroom-based
	  Combination
		Select only one of the following: Classroom-based on Line A-8a, Nonclassroom-based on Line A-8b, or Combination on Line A-8c.

Tab 2: ADA

- Single track charter schools report all ADA in the Single TRK/TRK A record.
- Charter schools operating multiple instructional tracks report ADA for Track A in Single TRK/TRK A record, and report ADA for Tracks B, C, D, E by navigating to additional records using the buttons provided at the top of the ADA tab.

- When entering data, save record for each track before navigating to another record; the system does not automatically save edits if user navigates to another record or another page.
- ADA is reported by grade span for each of the following: TK/K–3, Grades 4–6, Grades 7–8 and Grades 9–12.
- A charter should report ADA for ALL eligible students that are enrolled in the charter school. For example, if a charter high school (grades 9–12) enrolls a student in grades 7–8, the charter school should claim and report the ADA for the student in the Grades 7–8 column for the appropriate ADA category.
- Report the ADA based on grade level. For example, for a combination class that includes both third and fourth grade students, report ADA attributable to students in the third grade in the Grades TK/K–3 column and ADA attributable to students in the fourth grade in the Grades 4–6 column.
- Special Education Programs: ADA should be reported in the grade level that corresponds to the CALPADS assigned grade level.
- Note that for programs that calculate ADA using a fixed divisor, the line caption includes the divisor information in parenthesis.
- Countywide charters authorized pursuant to *EC* Section 47605.6 as well as charter schools approved on appeal by the State Board of Education pursuant to *EC* Section 47605(k) must also complete the ADA Allocation Tab. The ADA tab must be completed before data can be saved in the ADA Allocation tab.

Classroom-based ADA

Line Number	Line Caption	Reporting Notes
B-1	Regular Classroom-based ADA	Report all regular classroom-based ADA in the appropriate grade span column.
B-2	Extended Year Special Education [*EC* 56345(b)(3)] Classroom-based ADA (Divisor 175)	Report all classroom-based extended year ADA for Special Education that meets the requirements of *EC* Section 56345(b)(3) in the appropriate grade span column.
B-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Classroom-based ADA	Report all classroom-based ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.

Line Number	Line Caption	Reporting Notes
B-4	Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Classroom-based ADA (Divisor 175)	Report all classroom-based Extended Year ADA for NPS that meet the requirements of EC Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.
B-5	Classroom-based ADA Totals for Track (Sum of B-1 through B-4)	This line contains a field(s) that are auto calculated.

Nonclassroom-based ADA

Line Number	Line Caption	Reporting Notes
C-1	Regular Nonclassroom-based ADA	Report all regular nonclassroom-based ADA in the appropriate grade span column.
C-2	Extended Year Special Education [EC 56345(b)(3)] Nonclassroom-based ADA (Divisor 175)	Report all nonclassroom-based extended year ADA for Special Education that meets the requirements of EC Section 56345(b)(3) in the appropriate grade span column.
C-3	Special Education - Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Nonclassroom-based ADA	Report all nonclassroom-based ADA for NPS that meet the requirements of EC Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.
C-4	Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Nonclassroom-based ADA (Divisor 175)	Report all nonclassroom-based Extended Year ADA for NPS that meet the requirements of EC Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.
C-5	Nonclassroom-based ADA Totals for Track (Sum of C-1 through C-4)	This line contains a field(s) that are auto calculated.

ADA Totals for Track

Line Number	Line Caption	Reporting Notes
D-1	Total Regular ADA (B-1 + C-1)	This line contains a field(s) that are auto calculated.
D-2	Total Extended Year Special Education [*EC* 56345(b)(3)] ADA (Divisor 175) (B-2 + C-2)	This line contains a field(s) that are auto calculated.
D-3	Total Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions ADA (B-3 + C-3)	This line contains a field(s) that are auto calculated.
D-4	Total Extended Year Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175) ADA (B-4 + C-4)	This line contains a field(s) that are auto calculated.
D-5	ADA Totals for Track (Sum of D-1 through D-4)	This line contains a field(s) that are auto calculated.

Other ADA

Line Number	Line Caption	Reporting Notes
E-1	ADA for Students in Transitional Kindergarten pursuant to *EC* 46300 included in Line D-5 (TK/K–3 Column, First Year ADA Only)	Report all ADA for students in transitional kindergarten included in Sections B and C. Do not include ADA for students enrolled in second year of transitional kindergarten or students not eligible for funding pursuant to *EC* Section 48000. ADA reported in Line E-1 cannot be greater than ADA on Line D-5, TK/K–3 Column.

Line Number	Line Caption	Reporting Notes
E-2	Nonclassroom-based ADA not eligible for funding pursuant to *EC* 47612.5(b) and 51745.6 and not included in C-5	Report full-time independent study ADA not included in Line C-5. Disallowed ADA should be proportionately allocated amongst grade spans.
E-3	Course Based Independent Study ADA, pursuant to *EC* 51749.5, included in C-5	Report CBIS ADA included in Line C-5 in the appropriate grade span column. ADA reported on Line E-3 cannot be greater than ADA reported on Line C-5 by grade span.
E-4	Course Based Independent Study ADA not eligible for funding, pursuant to *EC* 47612.5(b) and 51745.6, included in E-2	Report CBIS ADA included in Line E-2. Disallowed ADA should be proportionately allocated amongst grade spans. ADA reported on Line E-4 cannot be greater than ADA reported on Line E-2 by grade span.

Tab 3: ADA Allocation

- Countywide charter schools authorized pursuant to *EC* Section 47605.6 and charter schools approved on appeal by the State Board of Education pursuant to *EC* Section 47605(k) must complete the ADA Allocation Tab to report ADA by school district of residence for calculation of in-lieu of property taxes.
- The ADA tab must be completed before data can be saved in the ADA Allocation tab.
- Choose the county and district of residence and enter the data for the first record, save, and select *Add New* at the top of the screen to choose county and school district of residence for the second and each subsequent record.
- When entering data, save each record before navigating to another record; the system does not automatically save edits if user navigates to another record or another page.
- All ADA reported in the ADA tab must be allocated to the resident school districts, by grade span for each school district. The total allocated ADA must equal the total ADA for all tracks reported in the ADA tab.
- A district of residence reported at P-2 should also be reported at Annual. If a district of residence was misreported at P-2, a corrected P-2 report should be submitted.

Classroom-based ADA

Line Number	Line Caption	Reporting Notes
F-1	Regular Classroom-based ADA	For the selected district of residence, report all regular classroom-based ADA in the appropriate grade span column.
F-2	Extended Year Special Education [*EC* 56345(b)(3)] Classroom-based ADA (Divisor 175)	For the selected district of residence, report all classroom-based extended year ADA for Special Education that meets the requirements of *EC* Section 56345(b)(3) in the appropriate grade span column.
F-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Classroom-based ADA	For the selected district of residence, report all classroom-based ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.
F-4	Extended Year Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Classroom-based ADA (Divisor 175)	For the selected district of residence, report all classroom-based Extended Year ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.
F-5	Classroom-based ADA Totals for District of Residence (Sum of F-1 through F-4)	This line contains a field(s) that are auto calculated.

Nonclassroom-based ADA

Line Number	Line Caption	Reporting Notes
G-1	Regular Nonclassroom-based ADA	For the selected district of residence, report all regular nonclassroom-based ADA in the appropriate grade span column.

Line Number	Line Caption	Reporting Notes
G-2	Extended Year Special Education [*EC* 56345(b)(3)] Nonclassroom-based ADA (Divisor 175)	For the selected district of residence, report all nonclassroom-based extended year ADA for Special Education that meets the requirements of *EC* Section 56345(b)(3) in the appropriate grade span column.
G-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Nonclassroom-based ADA	For the selected district of residence, report all nonclassroom-based ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.
G-4	Extended Year Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Nonclassroom-based ADA (Divisor 175)	For the selected district of residence, report all nonclassroom-based Extended Year ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.
G-5	Nonclassroom-based ADA Totals for District of Residence (Sum of G-1 through G-4)	This line contains a field(s) that are auto calculated.

ADA Totals for District of Residence

Line Number	Line Caption	Reporting Notes
H-1	Total Regular ADA (F-1 + G-1)	This line contains a field(s) that are auto calculated.
H-2	Total Extended Year Special Education [*EC* 56345(b)(3)] ADA (Divisor 175) (F-2 + G-2)	This line contains a field(s) that are auto calculated.
H-3	Total Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions ADA (F-3 + G-3)	This line contains a field(s) that are auto calculated.

Line Number	Line Caption	Reporting Notes
H-4	Total Extended Year Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175) ADA (F-4 + G-4)	This line contains a field(s) that are auto calculated.
H-5	ADA Totals for District of Residence (Sum of H-1 through H-4)	This line contains a field(s) that are auto calculated.

Tab 4: ADA Summary

ADA Summary tab calculates Total ADA entered by Track and Total ADA entered by district of residence (if applicable). Each time the user saves the record, the ADA Summary tab recalculates totals. If the user deletes one of the records on the ADA Allocation tab, the system does not recalculate totals on the ADA Summary tab; the user should resave the screen after deleting a record which will update the calculations on the ADA Summary tab.

Summary of Reported ADA for All Tracks

Line Number	Line Caption	Reporting Notes
I-1	Classroom-based ADA Totals for All Tracks (Sum of all records B-5)	This line contains a field(s) that are auto calculated.
I-2	Nonclassroom-based ADA Totals for All Tracks (Sum of all records C-5)	This line contains a field(s) that are auto calculated.

ADA Totals for All Tracks

Line Number	Line Caption	Reporting Notes
J-1	Total Regular ADA (Sum of All Records D-1)	This line contains a field(s) that are auto calculated.
J-2	Total Extended Year Special Education [*EC* 56345(b)(3)] ADA (Sum of All Records D-2)	This line contains a field(s) that are auto calculated.

Line Number	Line Caption	Reporting Notes
J-3	Total Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions ADA (Sum of All Records D-3)	This line contains a field(s) that are auto calculated.
J-4	Total Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions ADA (Sum of All records D-4)	This line contains a field(s) that are auto calculated.
J-5	ADA Totals for All Tracks (Sum of J-1 through J-4)	This line contains a field(s) that are auto calculated.

Summary of Reported ADA for All Districts of Residence

These sections are applicable to countywide charter schools authorized pursuant to *EC* Section 47605.6 and charter schools approved on appeal by the State Board of Education pursuant to *EC* Section 47605(k).

Line Number	Line Caption	Reporting Notes
K-1	Classroom-based ADA Totals for All Districts (sum of all records F-5)	This line contains a field(s) that are auto calculated.
K-2	Nonclassroom-based ADA Totals for All Districts (sum of all records G-5)	This line contains a field(s) that are auto calculated.

ADA Totals for All Districts of Residence

Line Number	Line Caption	Reporting Notes
L-1	Total Regular ADA (sum of all records H-1)	This line contains a field(s) that are auto calculated.

Line Number	Line Caption	Reporting Notes
L-2	Total Extended Year Special Education [*EC* 56345(b)(3)] ADA (Divisor 175) (Sum of All Records H-2)	This line contains a field(s) that are auto calculated.
L-3	Total Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions ADA (Sum of All Records H-3)	This line contains a field(s) that are auto calculated.
L-4	Total Extended Year Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175) ADA (Sum of All Records H-4)	This line contains a field(s) that are auto calculated.
L-5	ADA Totals for All Districts (Sum of L-1 through L-4)	This line contains a field(s) that are auto calculated.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this DES;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior fiscal year;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

Attendance Charter School - All Charter District

2021–22 Highlights

The Attendance Charter School - All Charter District DES was redesigned to fit the web application format. The main changes from the 2020–21 version are:

- Charter Status DES has been retired with the contents merged into the Attendance Charter School - All Charter District screen.
- Previous reporting consisted of total ADA and classroom-based ADA. The 2021–22 version requires reporting of classroom-based ADA and nonclassroom-based ADA (if any), with the application calculating totals upon saving the screen.
- The second tab is pre-populated with instructional tracks to enable multi-track reporting.

Independent study program requirements, that are conditions of apportionment, have changed for the 2021–22 FY pursuant to AB 130 (Chapter 44, Statutes of 2021) and AB 167 (Chapter 252, Statutes of 2021). The CDE has published Frequently Asked Questions about the independent study requirements at https://www.cde.ca.gov/fg/aa/pa/independentstudy.asp.

Purpose

This DES is used by charter schools authorized as part of a school district in which all schools have been converted to charter schools (all charter districts) to report ADA.

LCFF Funding

After the charter school reports ADA in the Attendance Charter School – All Charter District and prior to calculating entitlements, the ADA is adjusted, as follows:

- in compliance with funding determinations made to nonclassroom-based ADA pursuant to *EC* Section 47634.2; and,
- prorated reductions for charter schools that did not operate the required minimum number of school days pursuant to Title 5 of the *California Code of Regulations* (5 *CCR*), Section 11960.

All charter district charter school ADA, adjusted per above, populates the School District ADA funding exhibit which is used to determine School District LCFF Entitlement as shown on the School District LCFF Calculation exhibit.

Final funding for the FY is based on a blend of P-2 and Annual ADA:

- Regular ADA is determined using P-2 reporting period ADA,
- All other ADA is determined using Annual reporting period ADA.

Reporting Entity

Every charter school authorized as part of a school district in which all schools have been converted to charter schools must report ADA in this screen.

Reporting Periods

Attendance Charter School - All Charter District is completed for the P-1, P-2 and Annual reporting periods.

Days of Operation on lines A-7a-e (as necessary) must be completed at Annual reporting period. If the charter school ceases operation as of the P-1 or P-2 reporting period, Days of Operation must be completed at that period.

Acceptable Data

All fields in Tab 2 are for ADA values, which can be zero or any positive number up to nine digits long including two decimal places.

Main Validation Rules

- The PADC requires multi-track charters to assign tracks in alphabetical sequence and warns the user if the ADA is not reported for all tracks chosen or if ADA is reported for a track not chosen.
- Any instruction commencement or cessation dates must be within specified ranges.
- ADA reported in the Other ADA category may not exceed Reported ADA for each track, as specified.

Number of Records

The Record Information section at the top of the DES contains a record count. When the user first saves the Attendance Charter School - All Charter District screen, the record count is set at six: one record for Charter Status, and five records for each track in the ADA tab, even though the user did not add ADA in all five track records.

Data Entry Instructions

Refer to the [Data Entry Functions](#) section of this manual for information on data entry, save, delete, and other functions.

Tab 1: Charter Status

This tab replaces the Charter Status DES. It must be completed at every reporting period: P-1, P-2, and Annual.

Data entered in the Charter Status tab determines how ADA is to be reported in the ADA tab. If the charter school selects Single Track operation on Line A-1b, the PADC

will expect the LEA to report ADA for Single Track/Track A (displayed as Single TRK/TRK A) only on the ADA tab. If the charter school selects Multitrack operation on Line A-1a, the PADC will check that the charter school reports ADA in the ADA tab for all the tracks identified in the Charter Status tab.

Select *Save* after entering data in this tab before proceeding to other tabs within this DES.

Line Number	Line Caption	Reporting Notes
A-1	Does this charter school operate multiple instructional tracks? YES (Multitrack) NO (Single Track)	Select YES (Multitrack) on Line A-1a or NO (Single Track) on Line A-1b. A selection of YES or NO must be made; the system will generate an error if the user leaves both checkboxes blank. If YES is marked, the charter school must select instructional tracks on Line A-2.
A-2	Instructional Tracks: If Yes (Multitrack) was selected in A-1, check the box for Track A and each additional track in alphabetical order. Note: subsequent data entry will need to contain information for all tracks selected. Track A Track B Track C Track D Track E	Indicate all the tracks in operation. The track selection must start with Track A on Line A-2a and be done in alphabetical order. For example, if the charter school operates 3 instructional tracks, the charter school must select Track A on Line A-2a, Track B on Line A-2b, and Track C on Line A-2c.
A-3	Is this charter school in its first year of operation? If Yes, move on to Line A-4 If No, move on to Line A-5.	Select YES on Line A-3a or NO on Line A-3b. The system will generate an error if the user leaves both checkboxes blank. If YES is marked, enter the date(s) that the school opened on lines A-4a-e as necessary.

Line Number	Line Caption	Reporting Notes

A-4	Date (mm/dd/yyyy) Instruction Commenced
	
	    Single Track/Track A
	    Track B
	    Track C
	    Track D
	    Track E
		Only applicable to charter schools in their first year of operation
		
		A single-track charter school should list the date that instruction commenced in the Single Track/Track A field on Line A-4a.
		
		A multitrack charter school should list the date that each track commenced instruction, starting with Single Track/Track A on Line A-4a.
		
		The date(s) entered must be between July 1 and September 30 of the current FY.

A-5	Did the charter school cease operation or instruction during the current fiscal year? If Yes, move on to Line A-6 If No, move on to Line A-7	Select YES on Line A-5a or NO on Line A-5b. The system will generate an error if the user leaves both checkboxes blank. If YES is marked, enter the date(s) operation or instruction ceased on lines A-6a-e as necessary.

A-6	Date (mm/dd/yyyy) Operation or Instruction Ceased
	
	    Single Track/Track A
	    Track B
	    Track C
	    Track D
	    Track E
		Only applicable to charter schools that ceased operation or instruction during the current FY.
		
		A single-track charter school should list the date that instruction ceased in Single Track/Track A field on Line A-6a.
		
		A multitrack charter school should list the date that each track ceased instruction, starting with Single Track/Track A on Line A-6a.
		
		The date(s) entered must be between July 1 and June 30 of the current FY.

Line Number	Line Caption	Reporting Notes
A-7	Days of Operation. Only required at P-1 and P-2 if school ceased operation during the fiscal year. Required for all charter schools at Annual. 　Single Track/Track A 　Track B 　Track C 　Track D 　Track E	Each charter school must report the number of school days operated from July 1 through June 30 in Annual reporting period. Refer to 5 CCR, Section 11960 for a definition of days of attendance. The number should be the actual days of operation and not include any adjustments for approved J-13A waivers. For charter schools closed mid-year: Report actual days of instruction by Track on lines A-7a-e as necessary. ADA will still be calculated using the total actual days of attendance divided by the total actual days of instruction. **In P-1 reporting period**: If the charter school has ceased operation, report the number of days operated and also submit data for the P-2 and Annual reporting periods. **In P-2 entry screen**: If the charter school has ceased operation, report the number of days operated and also submit data for the Annual reporting period. *If the Annual reporting period is not available, contact PAS at PADC@cde.ca.gov to request access.*
A-8	Indicate the type of instruction 　Classroom-based 　Nonclassroom-based 　Combination	Select only one of the following: Classroom-based on Line A-8a, Nonclassroom-based on Line A-8b, or Combination on Line A-8c.

Tab 2: ADA

- Single track charter schools report all ADA in the Single TRK/TRK A record.
- Charter schools operating multiple instructional tracks report ADA for Track A in Single TRK/TRK A record, and report ADA for Tracks B, C, D, E by navigating to additional records using the buttons provided at the top of the ADA tab.
- When entering data, save record for each track before navigating to another record; the system does not automatically save edits if user navigates to another record or another page.

- All charter districts are subject to funding based on declining enrollment protection for resident ADA only; therefore, the charter schools in such districts must report resident ADA separately from non-resident ADA.
- ADA is reported by grade span for each of the following: TK/K–3, Grades 4–6, Grades 7–8 and Grades 9–12.
- A charter should report ADA for ALL eligible students that are enrolled in the charter school. For example, if a charter high school (grades 9–12) enrolls a student in grades 7–8, the charter school should claim and report the ADA for the student in the Grades 7–8 column for the appropriate ADA category.
- Special Education Programs: ADA should be reported in the grade level that corresponds to the CALPADS assigned grade level. Refer to CALPADS Update FLASH #139, available on CDE's website at https://www.cde.ca.gov/ds/sp/cl/calpadsupdflash139.asp.

Resident ADA

Classroom-based ADA

Line Number	Line Caption	Reporting Notes
B-1	Regular Classroom-based ADA	Report all regular resident classroom-based ADA in the appropriate grade span column.
B-2	Extended Year Special Education [*EC* 56345(b)(3)] Classroom-based ADA (Divisor 175)	Report all resident classroom-based extended year ADA for Special Education that meets the requirements of *EC* Section 56345(b)(3) in the appropriate grade span column
B-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Classroom-based ADA	Report all resident classroom-based ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.
B-4	Extended Year Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Classroom-based ADA (Divisor 175)	Report all resident classroom-based Extended Year ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.

Line Number	Line Caption	Reporting Notes
B-5	Community Day School [EC 48660] (Divisor 70/135/180) Classroom-based ADA	Report all resident classroom-based ADA for students in community day schools that meet the requirements of *EC* Section 48660 in the appropriate grade span column.
B-6	Classroom-based ADA Totals for Track (Sum of B-1 through B-5)	This line contains a field(s) that are auto calculated.

Nonclassroom-based ADA

Line Number	Line Caption	Reporting Notes
C-1	Regular Nonclassroom-based ADA	Report all regular resident nonclassroom-based ADA in the appropriate grade span column.
C-2	Extended Year Special Education [*EC* 56345(b)(3)] Nonclassroom-based ADA (Divisor 175)	Report all resident nonclassroom-based extended year ADA for Special Education that meets the requirements of *EC* Section 56345(b)(3) in the appropriate grade span column.
C-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Nonclassroom-based ADA	Report all resident nonclassroom-based ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.
C-4	Extended Year Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Nonclassroom-based ADA (Divisor 175)	Report all resident nonclassroom-based Extended Year ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.

Line Number	Line Caption	Reporting Notes
C-5	Community Day School [EC 48660] (Divisor 70/135/180) Nonclassroom-based ADA	Report all resident nonclassroom-based ADA for students in community day schools that meet the requirements of *EC* Section 48660 in the appropriate grade span column.
C-6	Nonclassroom-based ADA Totals for Track (Sum of C-1 through C-5)	This line contains a field(s) that are auto calculated.
D-1	Resident ADA Totals for Track (B-6 + C-6)	This line contains a field(s) that are auto calculated.

Non-Resident ADA

Classroom-based ADA

Line Number	Line Caption	Reporting Notes
E-1	Regular Classroom-based ADA	Report all regular non-resident classroom-based ADA in the appropriate grade span column.
E-2	Extended Year Special Education [*EC* 56345(b)(3)] Classroom-based ADA (Divisor 175)	Report all non-resident classroom-based extended year ADA for Special Education that meets the requirements of *EC* Section 56345(b)(3) in the appropriate grade span column
E-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Classroom-based ADA	Report all non-resident classroom-based ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.
E-4	Extended Year Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Classroom-based ADA (Divisor 175)	Report all non-resident classroom-based Extended Year ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.

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Line Number	Line Caption	Reporting Notes
E-5	Community Day School [EC 48660] (Divisor 70/135/180) Classroom-based ADA	Report all non-resident classroom-based ADA for students in community day schools that meet the requirements of *EC* Section 48660 in the appropriate grade span column.
E-6	Classroom-based ADA Totals for Track (Sum of E-1 through E-5)	This line contains a field(s) that are auto calculated.

Nonclassroom-based ADA

Line Number	Line Caption	Reporting Notes
F-1	Regular Nonclassroom-based ADA	Report all regular non-resident nonclassroom-based ADA in the appropriate grade span column.
F-2	Extended Year Special Education [*EC* 56345(b)(3)] Nonclassroom-based ADA (Divisor 175)	Report all non-resident nonclassroom-based extended year ADA for Special Education that meets the requirements of *EC* Section 56345(b)(3) in the appropriate grade span column.
F-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Nonclassroom-based ADA	Report all non-resident nonclassroom-based ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.
F-4	Extended Year Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Nonclassroom-based ADA (Divisor 175)	Report all non-resident nonclassroom-based Extended Year ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.

Line Number	Line Caption	Reporting Notes
F-5	Community Day School [EC 48660] (Divisor 70/135/180) Nonclassroom-based ADA	Report all non-resident nonclassroom-based ADA for students in community day schools that meet the requirements of *EC* Section 48660 in the appropriate grade span column.
F-6	Nonclassroom-based ADA Totals for Track (Sum of F-1 through F-5)	This line contains a field(s) that are auto calculated.
G-1	Non-Resident ADA Totals for Track (E-6 + F-6)	This line contains a field(s) that are auto calculated.

ADA Totals for Track

Line Number	Line Caption	Reporting Notes
H-1	Total Regular ADA (B-1 + C-1 + E-1 + F-1)	This line contains a field(s) that are auto calculated.
H-2	Total Extended Year Special Education [*EC* 56345(b)(3)] ADA (Divisor 175) (B-2 + C-2 + E-2 + F-2)	This line contains a field(s) that are auto calculated.
H-3	Total Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions ADA (B-3 + C-3 + E-3 + F-3)	This line contains a field(s) that are auto calculated.
H-4	Total Extended Year Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Classroom-based ADA (Divisor 175) (B-4 + C-4 + E-4 + F-4)	This line contains a field(s) that are auto calculated.

Line Number	Line Caption	Reporting Notes
H-5	Total Community Day School [EC 48660] (Divisor 70/135/180) (B-5 + C-5 + E-5 + F-5)	This line contains a field(s) that are auto calculated.
H-6	ADA Totals for Track (Sum of H-1 through H-5)	This line contains a field(s) that are auto calculated.

Other ADA

Line Number	Line Caption	Reporting Notes
I-1	ADA for Students in Transitional Kindergarten pursuant to *EC* 46300 included in Line H-6 (TK/K–3 Column, First Year ADA Only)	Report all ADA for students in transitional kindergarten included in Sections B, C, E, and F. Do not include ADA for students enrolled in second year of transitional kindergarten or students not eligible for funding pursuant to *EC* Section 48000. ADA reported in Line I-1 cannot be greater than ADA on Line H-6, TK/K–3 Column.
I-2	Nonclassroom-based ADA not eligible for funding pursuant to *EC* 47612.5(b) and 51745.6 and not included in C-6 or F-6	Report full-time independent study ADA not included in Line C-6 or F-6. Disallowed ADA should be proportionately allocated amongst grade spans.
I-3	Course Based Independent Study ADA, pursuant to *EC* 51749.5, included in C-6 or F-6	Report CBIS ADA included in Line C-5 in the appropriate grade span column. ADA reported on Line I-3 cannot be greater than the sum of ADA reported on Line C-6 and F-6 by grade span.
I-4	Course Based Independent Study ADA not eligible for funding, pursuant to *EC* 47612.5(b) and 51745.6, included in I-2	Report CBIS ADA included in Line E-2. Disallowed ADA should be proportionately allocated amongst grade spans. ADA reported on Line I-4 cannot be greater than ADA reported on Line I-2 by grade span.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this DES;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

Attendance County Program Charter School

2021–22 Highlights

The Attendance County Program Charter School DES is new for 2020–21. It combines the former Attendance COE Charter School and Attendance Charter Funded County Programs screens into one DES. In addition:

- Charter Status DES has been retired with the contents merged into the Attendance County Program Charter School screen.
- Previous reporting consisted of total ADA and classroom-based ADA. The 2021–22 version requires reporting of classroom-based ADA and nonclassroom-based ADA (if any), with the application calculating totals upon saving the screen.
- The second tab is pre-populated with instructional tracks to enable multi-track reporting.
- A Summary tab calculates total ADA for all tracks reported and total ADA for all district of residence records.

Independent study program requirements, that are conditions of apportionment, have changed for the 2021–22 FY pursuant to AB 130 (Chapter 44, Statutes of 2021) and AB 167 (Chapter 252, Statutes of 2021). The CDE has published Frequently Asked Questions about the independent study requirements at https://www.cde.ca.gov/fg/aa/pa/independentstudy.asp.

Purpose

This DES is used by charter schools operating county programs to report ADA and charter status information.

LCFF Funding

After the charter school reports ADA in the Attendance County Program Charter School and prior to calculating entitlements, the ADA is adjusted, as follows:

- in compliance with funding determinations made to nonclassroom-based ADA pursuant to *EC* Section 47634.2; and,
- prorated reductions for charter schools that did not operate the required minimum number of school days pursuant to 5 CCR, Section 11960.

Alternative Education Grant ADA reported on lines B-1 through D-4, adjusted per the above, populates the County LCFF Calculation exhibit and is used to determine the COE's LCFF Entitlement. Final funding for the year is determined using Annual reporting period ADA.

Charter funded ADA reported on lines F-1 through H-6, adjusted per the above, populates the Charter School ADA funding exhibit, which is used to determine Charter

School LCFF Entitlement as shown on the Charter School LCFF Calculation exhibit. Final funding for the FY is based on a blend of P-2 and Annual ADA.

The following ADA is funded as of the P-2 reporting period:

- County Community Schools (lines F-1 and G-1)
- Special Education - Special Day Class (lies F-2 and G-2)
- Other County Operated Programs (lines F-5 and G-5)

The following ADA is funded as of the Annual reporting period:

- Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (lines F-3 and G-3)
- Extended Year Special Education - Special Education [*EC* 56345(b)(3)], Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (lines F-4 and G-4)

Reporting Entity

A charter school authorized pursuant to *EC* Section 47605.5 and operating a program serving pupils the COE would otherwise serve (primarily special education, county community school, and juvenile court school) must complete this DES.

If the charter school does not have access to the Attendance County Program Charter School, please contact CDE at PADC@cde.ca.gov.

Reporting Periods

Attendance Charter School is completed for the P-1, P-2 and Annual reporting periods.

Days of Operation on lines A-7a-e for each applicable instructional track must be completed at Annual reporting period. If the charter school ceases operation as of the P-1 or P-2 reporting period, Days of Operation must also be completed for that period.

Acceptable Data

All fields in the ADA tab and the Charter Funded ADA Allocation tab are for ADA values, which can be zero or any positive number up to nine digits long including two decimal places.

Main Validation Rules

- The PADC requires multi-track charters to assign tracks in alphabetical sequence and warns the user if the ADA is not reported for all tracks chosen or if ADA is reported for a track not chosen.
- Any instruction commencement or cessation dates must be within specified ranges.

- The total Charter Funded ADA for all tracks reported in the ADA tab must equal to total ADA in the Charter Funded ADA Allocation tab. Summary tab provides the user with ADA totals by track and by district of residence to aid with validation.

Number of Records

The Record Information section at the top of the DES contains a record count. When the user saves data, the system will list six records: one record for Charter Status, and five records for each track in the ADA tab, even though the user did not add ADA in all five track records. After the user reports ADA by district of residence, the system will add each district of residence record to the original count of six records.

Data Entry Instructions

Refer to the Data Entry Functions section of this manual for information on data entry, save, delete, and other functions.

Tab 1: Charter Status

This tab replaces the Charter Status DES. It must be completed at every reporting period: P-1, P-2, and Annual.

Data entered in the Charter Status tab determines how ADA is to be reported in the ADA tab. If the charter school selects Single Track operation on Line A-1b, the PADC will expect the LEA to report ADA for Single Track/Track A (displayed as Single TRK/TRK A) only on the ADA tab. If the charter school selects Multitrack operation on Line A-1a, the PADC will check that the charter school reports ADA in the ADA tab for all the tracks identified in the Charter Status tab.

Select *Save* after entering data in this tab before proceeding to other tabs within this DES.

Line Number	Line Caption	Reporting Notes
A-1	Does this charter school operate multiple instructional tracks? YES (Multitrack) NO (Single Track)	Select YES (Multitrack) on Line A-1a or NO (Single Track) on Line A-1b. A selection of YES or NO must be made; the system will generate an error if the user leaves both checkboxes blank. If YES is marked, the charter school must select instructional tracks on Line A-2.

Line Number	Line Caption	Reporting Notes
A-2	Instructional Tracks: If Yes (Multitrack) was selected in A-1, check the box for Track A and each additional track in alphabetical order. Note: subsequent data entry will need to contain information for all tracks selected. 　　Track A 　　Track B 　　Track C 　　Track D 　　Track E	Indicate all the tracks in operation. The track selection must start with Track A on Line A-2a and be done in alphabetical order. For example, if the charter school operates 3 instructional tracks, the charter school must select Track A on Line A-2a, Track B on Line A-2b, and Track C on Line A-2c.
A-3	Is this charter school in its first year of operation? If Yes, move on to Line A-4 If No, move on to Line A-5.	Select YES on Line A-3a or NO on Line A-3b. The system will generate an error if the user leaves both checkboxes blank. If YES is marked, enter the date(s) that the school opened on lines A-4a-e as necessary.
A-4	Date (mm/dd/yyyy) Instruction Commenced 　　Single Track/Track A 　　Track B 　　Track C 　　Track D 　　Track E	*Only applicable to charter schools in their first year of operation* A single-track charter school should list the date that instruction commenced in the Single Track/Track A field on Line A-4a. A multitrack charter school should list the date that each track commenced instruction, starting with Single Track/Track A on Line A-4a. The date(s) entered must be between July 1 and September 30 of the current FY.
A-5	Did the charter school cease operation or instruction during the current fiscal year? If Yes, move on to Line A-6 If No, move on to Line A-7	Select YES on Line A-5a or NO on Line A-5b. The system will generate an error if the user leaves both checkboxes blank. If YES is marked, enter the date(s) operation or instruction ceased on lines A-6a-e as necessary.

Line Number	Line Caption	Reporting Notes
A-6	Date (mm/dd/yyyy) Operation or Instruction Ceased Single Track/Track A Track B Track C Track D Track E	*Only applicable to charter schools that ceased operation or instruction during the current FY.* A single-track charter school should list the date that instruction ceased in Single Track/Track A field on Line A-6a. A multitrack charter school should list the date that each track ceased instruction, starting with Single Track/Track A on Line A-6a. The date(s) entered must be between July 1 and June 30 of the current FY.
A-7	Days of Operation. Only required at P-1 and P-2 if school ceased operation during the fiscal year. Required for all charter schools at Annual. Single Track/Track A Track B Track C Track D Track E	Each charter school must report the number of school days operated from July 1 through June 30 in Annual reporting period. Refer to *5 CCR*, Section 11960 for a definition of days of attendance. The number should be the actual days of operation and not include any adjustments for approved J-13A waivers. <u>For charter schools closed mid-year:</u> Report actual days of instruction by Track on lines A-7a-e as necessary. ADA will still be calculated using the total actual days of attendance divided by the total actual days of instruction. **In P-1 reporting period**: If the charter school has ceased operation, report the number of days operated and also submit data for the P-2 and Annual reporting periods. **In P-2 entry screen**: If the charter school has ceased operation, report the number of days operated and also submit data for the Annual reporting period. *If the Annual reporting period is not available, contact PAS at* <u>*PADC@cde.ca.gov*</u> *to request access.*

Line Number	Line Caption	Reporting Notes
A-8	Indicate the type of instruction Classroom-based Nonclassroom-based Combination	Select only one of the following: Classroom-based on Line A-8a, Nonclassroom-based on Line A-8b, or Combination on Line A-8c.

Tab 2: ADA

- Single track charter schools report all ADA in the Single TRK/TRK A record.
- Charter schools operating multiple instructional tracks report ADA for Track A in Single TRK/TRK A record, and report ADA for Tracks B, C, D, E by navigating to additional records using the buttons provided at the top of the ADA tab.
- When entering data, save record for each track before navigating to another record; the system does not automatically save edits if user navigates to another record or another page.
- ADA is reported by grade span for each of the following: TK/K–3, Grades 4–6, Grades 7–8 and Grades 9–12.
- A charter should report ADA for ALL eligible students that are enrolled in the charter school. For example, if a charter high school (grades 9–12) enrolls a student in grades 7–8, the charter school should claim and report the ADA for the student in the Grades 7–8 column for the appropriate ADA category.
- Special Education Programs: ADA should be reported in the grade level that corresponds to the CALPADS assigned grade level. Refer to CALPADS Update FLASH #139, available on CDE's website at https://www.cde.ca.gov/ds/sp/cl/calpadsupdflash139.asp.
- The ADA tab must be completed before data can be saved in the Charter Funded ADA Allocation tab.

Alternative Education Grant ADA

Classroom-based ADA

Line Number	Line Caption	Reporting Notes
B-1	County Group Home and Institution Pupils [*EC* 42238.18]	Report all classroom-based ADA, in the appropriate column, for students that meet the requirements of *EC* Section 42238.18.
B-2	Juvenile Halls, Homes and Camps [*EC* 14057(b) and 14058]	Report all classroom-based ADA, in the appropriate column, for students in classes in juvenile halls, homes and camps [*EC* sections 14057(b) and 14058].

Line Number	Line Caption	Reporting Notes
B-3	Probation Referred, On Probation or Parole, Expelled pursuant to *EC* 48915 (a) or (c) [*EC* 2574(c)(4)(A)]	Report all classroom-based ADA, in the appropriate column, for students who are probation-referred pursuant to sections 300, 601, 602, an d654 of the *Welfare and Institutions Code*, or who are on probation or parole and who are not in attendance in any school, or expelled pursuant to *EC* Section 48915(a) or (c).
B-4	Classroom-based ADA Totals for Track (Sum of B-1 through B-3)	This line contains a field(s) that are auto calculated.

Nonclassroom-based ADA

Line Number	Line Caption	Reporting Notes
C-1	County Group Home and Institution Pupils [*EC* 42238.18]	Report all nonclassroom-based ADA, in the appropriate column, for students that meet the requirements of *EC* Section 42238.18.
C-2	Juvenile Halls, Homes and Camps [*EC* 14057(b) and 14058]	Report all nonclassroom-based ADA, in the appropriate column, for students in classes in juvenile halls, homes and camps [*EC* sections 14057(b) and 14058].
C-3	Probation Referred, On Probation or Parole, Expelled pursuant to *EC* 48915 (a) or (c) [*EC* 2574(c)(4)(A)]	Report all nonclassroom-based ADA, in the appropriate column, for students who are probation-referred pursuant to sections 300, 601, 602, and 654 of the *Welfare and Institutions Code*, or who are on probation or parole and who are not in attendance in any school, or expelled pursuant to *EC* Section 48915(a) or (c).
C-4	Nonclassroom-based ADA Totals for Track (Sum of C-1 through C-3)	This line contains a field(s) that are auto calculated.

Alternative Education ADA Totals for Track

Line Number	Line Caption	Reporting Notes
D-1	County Group Home and Institution Pupils [*EC* 42238.18] (B-1 + C-1)	This line contains a field(s) that are auto calculated.
D-2	Juvenile Halls, Homes and Camps [*EC* 14057(b) and 14058] (B-2 + C-2)	This line contains a field(s) that are auto calculated.
D-3	Probation Referred, On Probation or Parole, Expelled pursuant to *EC* 48915(a) or (c) [*EC* 2574(c)(4)(A)] (B-3 + C-3)	This line contains a field(s) that are auto calculated.
D-4	ADA Totals for Track (Sum of D-1 through D-3)	This line contains a field(s) that are auto calculated.

Alternative Education ADA – Other ADA

Line Number	Line Caption	Reporting Notes
E-1	ADA for Students in Transitional Kindergarten pursuant to *EC* 46300 included in Line D-4 (Elementary Column, First Year ADA Only)	Report all ADA for students in transitional kindergarten included in Sections B and C. Do not include ADA for students enrolled in second year of transitional kindergarten or students not eligible for funding pursuant to *EC* Section 48000. ADA reported in Line E-1 cannot be greater than ADA on Line D-4 in Elementary Column
E-2	Nonclassroom-based ADA not eligible for funding pursuant to *EC* 47612.5(b) and 51745.6 and not included in C-4	Report full-time independent study ADA not included in Line C-4. Disallowed ADA should be proportionately allocated amongst grade spans.
E-3	Course Based Independent Study ADA, pursuant to *EC* 51749.5, included in C-4	Report CBIS ADA included in Line C-4 in the appropriate grade span column. ADA reported on Line E-3 cannot be greater than ADA reported on Line C-4 by grade span.

Line Number	Line Caption	Reporting Notes
E-4	Course Based Independent Study ADA not eligible for funding, pursuant to *EC* 47612.5(b) and 51745.6, included in E-2	Report CBIS ADA included in Line E-2. Disallowed ADA should be proportionately allocated amongst grade spans. ADA reported on Line E-4 cannot be greater than ADA reported on Line E-2 by grade span.

Charter Funded ADA

Classroom-based ADA

Line Number	Line Caption	Reporting Notes
F-1	County Community Schools (Divisor 70/135/175)	Report all classroom-based ADA for students attending a Charter County Community School, in the appropriate grade span column. ADA is determined by dividing the total days of attendance by 70 for P-1, by 135 for P-2, and by 175 for Annual.
F-2	Special Education - Special Day Class	Report all classroom-based Special Education - SDC ADA in the appropriate grade span column. ADA is determined by dividing the total days of attendance by the days taught.
F-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	Report all classroom-based ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column. ADA is determined by dividing the total days of attendance by the days taught.
F-4	Extended Year Special Education - Special Education [*EC* 56345(b)(3)], Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	Report all classroom-based Extended Year ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column. ADA is determined by dividing the total days of attendance by 175.

Line Number	Line Caption	Reporting Notes
F-5	Other County Operated Programs ADA (Divisor 70/135/175)	Report all classroom-based ADA of students in the appropriate grade span columns for the following programs: • Opportunity schools or in full day opportunity classes as pursuant to *EC* sections 48640 and 48641. • Grades 9–12 in approved schools with specialized curricula in high technology, performing arts or other special curricular areas pursuant to *EC* Section 58801
F-6	Classroom-based ADA Totals for Track (Sum of F-1 through F-5)	This line contains a field(s) that are auto calculated.

Nonclassroom-based ADA

Line Number	Line Caption	Reporting Notes
G-1	County Community Schools (Divisor 70/135/175)	Report all nonclassroom-based ADA for students attending a Charter County Community School, in the appropriate grade span column. ADA is determined by dividing the total days of attendance by 70 for P-1, by 135 for P-2, and by 175 for Annual.
G-2	Special Education - Special Day Class	Report all nonclassroom-based Special Education - SDC ADA in the appropriate grade span column. ADA is determined by dividing the total days of attendance by the days taught.
G-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	Report all nonclassroom-based ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column. ADA is determined by dividing the total days of attendance by the days taught.

Line Number	Line Caption	Reporting Notes
G-4	Extended Year Special Education - Special Education [*EC* 56345(b)(3)], Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	Report all nonclassroom-based Extended Year ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column. ADA is determined by dividing the total days of attendance by 175.
G-5	Other County Operated Programs ADA (Divisor 70/135/175)	Report all nonclassroom-based ADA of students in the appropriate grade span columns for the following programs: • Opportunity schools or in full day opportunity classes as pursuant to *EC* sections 48640 and 48641. • Grades 9–12 in approved schools with specialized curricula in high technology, performing arts or other special curricular areas pursuant to *EC* Section 58801
G-6	Nonclassroom-based ADA Totals for Track (Sum of G-1 through G-5)	This line contains a field(s) that are auto calculated.

Charter Funded ADA Totals for Track

Line Number	Line Caption	Reporting Notes
H-1	County Community Schools (Divisor 70/135/175) (F-1 + G-1)	This line contains a field(s) that are auto calculated.
H-2	Special Education - Special Day Class (F-2 + G-2)	This line contains a field(s) that are auto calculated.
H-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (F-3 + G-3)	This line contains a field(s) that are auto calculated.

Line Number	Line Caption	Reporting Notes
H-4	Extended Year Special Education - Special Education [*EC* 56345(b)(3)], Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175) (F-4 + G-4)	This line contains a field(s) that are auto calculated.
H-5	Other County Operated Programs ADA (Divisor 70/135/175) (F-5 + G-5)	This line contains a field(s) that are auto calculated.
H-6	ADA Totals for Track (Sum of H-1 through H-5)	This line contains a field(s) that are auto calculated.

Charter Funded ADA - Other ADA

Line Number	Line Caption	Reporting Notes
I-1	ADA for Students in Transitional Kindergarten pursuant to *EC* 46300 included in Line H-6 (TK/K–3 Column, First Year ADA Only)	Report all ADA for students in transitional kindergarten included in Sections F and G. Do not include ADA for students enrolled in second year of transitional kindergarten or students not eligible for funding pursuant to *EC* Section 48000. ADA reported in Line I-1 cannot be greater than ADA on Line H-6, TK/K–3 Column.
I-2	Nonclassroom-based ADA not eligible for funding pursuant to *EC* 47612.5(b) and 51745.6 and not included in G-6	Report full-time independent study ADA not included in Line G-6. Disallowed ADA should be proportionately allocated amongst grade spans.
I-3	Course Based Independent Study ADA, pursuant to *EC* 51749.5, included in G-6	Report CBIS ADA included in Line G-6 in the appropriate grade span column.
I-4	Course Based Independent Study ADA not eligible for funding, pursuant to *EC* 47612.5(b) and 51745.6, included in I-2	Report CBIS ADA included in Line I-2. Disallowed ADA should be proportionately allocated amongst grade spans.

Tab 3: Charter Funded ADA Allocation

- This tab is used to report ADA by school district of residence for calculation of in-lieu of property taxes.
- All of the charter funded county program ADA reported in the ADA tab must be allocated to the resident school districts, by grade span for each school district. The total allocated ADA must equal the total ADA for all tracks reported in the ADA tab.
- A district of residence reported at P-2 should also be reported at Annual. If a district of residence was misreported at P-2, a corrected P-2 report should be submitted.
- When entering data, save record for each track before navigating to another record; the system does not automatically save edits if user navigates to another record or another page.

Classroom-based ADA

Line Number	Line Caption	Reporting Notes
J-1	County Community Schools (Divisor 70/135/175)	For the selected district of residence, report all classroom-based ADA for students attending a Charter County Community School, in the appropriate grade span column. ADA is determined by dividing the total days of attendance by 70 for P-1, by 135 for P-2, and by 175 for Annual.
J-2	Special Education - Special Day Class	For the selected district of residence, report all classroom-based Special Education - SDC ADA in the appropriate grade span column. ADA is determined by dividing the total days of attendance by the days taught.
J-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children5's Institutions	For the selected district of residence, report all classroom-based ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column. ADA is determined by dividing the total days of attendance by the days taught.

Line Number	Line Caption	Reporting Notes
J-4	Extended Year Special Education - Special Education [*EC* 56345(b)(3)], Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	For the selected district of residence, report all classroom-based Extended Year ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column. ADA is determined by dividing the total days of attendance by 175.
J-5	Other County Operated Programs ADA (Divisor 70/135/175)	For the selected district of residence, report all classroom-based ADA of students in the appropriate grade span columns for the following programs: • Opportunity schools or in full day opportunity classes as pursuant to *EC* sections 48640 and 48641. • Grades 9–12 in approved schools with specialized curricula in high technology, performing arts or other special curricular areas pursuant to *EC* Section 58801
J-6	Classroom-based ADA Totals for District of Residence (Sum of J-1 through J-5)	This line contains a field(s) that are auto calculated.

Nonclassroom-based ADA

Line Number	Line Caption	Reporting Notes
K-1	County Community Schools (Divisor 70/135/175)	For the selected district of residence, report all nonclassroom-based ADA for students attending a Charter County Community School, in the appropriate grade span column. ADA is determined by dividing the total days of attendance by 70 for P-1, by 135 for P-2, and by 175 for Annual.
K-2	Special Education - Special Day Class	For the selected district of residence, report all nonclassroom-based Special Education - SDC ADA in the appropriate grade span column. ADA is determined by dividing the total days of attendance by the days taught.

Line Number	Line Caption	Reporting Notes
K-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children5's Institutions	For the selected district of residence, report all nonclassroom-based ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column. ADA is determined by dividing the total days of attendance by the days taught.
K-4	[Extended Year Special Education](#) - Special Education [*EC* 56345(b)(3)], Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	For the selected district of residence, report all nonclassroom-based Extended Year ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column. ADA is determined by dividing the total days of attendance by 175.
K-5	Other County Operated Programs ADA (Divisor 70/135/175)	For the selected district of residence, report all nonclassroom-based ADA of students in the appropriate grade span columns for the following programs: • Opportunity schools or in full day opportunity classes as pursuant to *EC* sections 48640 and 48641. • Grades 9–12 in approved schools with specialized curricula in high technology, performing arts or other special curricular areas pursuant to *EC* Section 58801
K-6	Nonclassroom-based ADA Totals for District of Residence (Sum of K-1 through K-5)	This line contains a field(s) that are auto calculated.

ADA Totals for District of Residence

Line Number	Line Caption	Reporting Notes
L-1	County Community Schools (Divisor 70/135/175) (J-1 + K-1)	This line contains a field(s) that are auto calculated.
L-2	Special Education - Special Day Class (J-2 + K-2)	This line contains a field(s) that are auto calculated.

Line Number	Line Caption	Reporting Notes
L-3	Special Education - Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (J-3 + K-3)	This line contains a field(s) that are auto calculated.
L-4	Extended Year Special Education - Special Education [EC 56345(b)(3)], Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	This line contains a field(s) that are auto calculated.
L-5	Other County Operated Programs ADA (Divisor 70/135/175)	This line contains a field(s) that are auto calculated.
L-6	ADA Totals for District of Residence (Sum of L-1 through L-5)	This line contains a field(s) that are auto calculated.

Tab 4: Charter Funded ADA Summary

Charter Funded ADA Summary tab calculates Total ADA entered by Track and Total ADA entered by district of residence for Charter Funded ADA. Alternative Education Grant ADA is not included in the Summary. Each time the user saves the record, the Charter Funded ADA Summary tab recalculates totals. If the user deletes one of the records in the Charter Funded ADA Allocation tab, the system does not recalculate totals on the Charter Funded ADA Summary tab; the user should resave the screen after deleting a record which will update the calculations on the Summary tab.

Summary of Reported ADA for All Tracks

Line Number	Line Caption	Reporting Notes
M-1	Classroom-based ADA Totals for All Tracks (Sum of all records F-6)	This line contains a field(s) that are auto calculated.

Line Number	Line Caption	Reporting Notes
M-2	Nonclassroom-based ADA Totals for All Tracks (Sum of all records G-6)	This line contains a field(s) that are auto calculated.

ADA Totals for All Tracks

Line Number	Line Caption	Reporting Notes
N-1	County Community Schools (Divisor 70/135/175) (Sum of all records H-1)	This line contains a field(s) that are auto calculated.
N-2	Special Education - Special Day Class (Sum of all records H-2)	This line contains a field(s) that are auto calculated.
N-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Sum of all records H-3)	This line contains a field(s) that are auto calculated.
N-4	Extended Year Special Education - Special Education [*EC* 56345(b)(3)], Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175) (Sum of all records H-4)	This line contains a field(s) that are auto calculated.
N-5	Other County Operated Programs ADA (Divisor 70/135/175) (Sum of all records H-5)	This line contains a field(s) that are auto calculated.
N-6	ADA Totals for All Tracks (Sum of N-1 through N-5)	This line contains a field(s) that are auto calculated.

Summary of Charter Funded ADA Reported for All Districts of Residence

Line Number	Line Caption	Reporting Notes
O-1	Classroom-based ADA Totals for All Districts (Sum of all records J-6)	This line contains a field(s) that are auto calculated.
O-2	Nonclassroom-based ADA Totals for All Districts (Sum of all records K-6)	This line contains a field(s) that are auto calculated.

ADA Totals for All Districts of Residence

Line Number	Line Caption	Reporting Notes
P-1	County Community Schools (Divisor 70/135/175) (Sum of all records L-1)	This line contains a field(s) that are auto calculated.
P-2	Special Education - Special Day Class (Sum of all records L-2)	This line contains a field(s) that are auto calculated.
P-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Sum of all records L-3)	This line contains a field(s) that are auto calculated.
P-4	Extended Year Special Education - Special Education [*EC* 56345(b)(3)], Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175) (Sum of all records L-4)	This line contains a field(s) that are auto calculated.
P-5	Other County Operated Programs ADA (Divisor 70/135/175) (Sum of all records L-5)	This line contains a field(s) that are auto calculated.
P-6	ADA Totals for All Districts (Sum of P-1 through P-5)	This line contains a field(s) that are auto calculated.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this DES;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

Basic Aid Supplement Charter School

2021–22 Highlights

The Basic Aid Supplement Charter School DES was redesigned to fit the web application format. The main changes from the 2020–21 version are:

- Previous reporting consisted of total ADA and classroom-based ADA. The 2021–22 version requires reporting of classroom-based ADA and nonclassroom-based ADA (if any), with the application calculating totals upon saving the screen.
- A summary tab calculates total ADA for all district of residence records.

Independent study program requirements, that are conditions of apportionment, have changed for the 2021–22 FY pursuant to AB 130 (Chapter 44, Statutes of 2021) and AB 167 (Chapter 252, Statutes of 2021). The CDE has published Frequently Asked Questions about the independent study requirements at https://www.cde.ca.gov/fg/aa/pa/independentstudy.asp.

Purpose

This DES is used by charter schools whose sponsoring district has requested they report ADA by district of residence for nonresident students.

LCFF Funding

The ADA reported in this screen will be used to determine if the sponsoring district of a charter school is eligible for additional funding pursuant to *EC* Section 47663. A sponsoring district that is a basic aid district or that loses basic aid status as a result of transferring property taxes to a charter school(s) may be eligible for supplemental funding pursuant to this section. ADA of students that are residents of the school district is not eligible for Basic Aid Supplement Charter School funding.

For the purposes of this entry screen, "basic aid school district" means a school district that does not receive an apportionment of state funds pursuant to *EC* Section 42238.02(o).

Reporting Entity

A charter school whose sponsoring district has requested they complete this DES.

Reporting Periods

Basic Aid Supplement Charter School is completed for the P-1, P-2 and Annual reporting periods. **Note:** Data only needs to be submitted at Annual if the charter school has any Extended Year and/or Special Education ADA to report (non-Regular ADA).

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Acceptable Data

All fields in this DES are for ADA values, which can be zero or any positive number up to nine digits long including two decimal places.

Main Validation Rules

- The Attendance Charter School DES must pass validation before data in the Basic Aid Supplement Charter School DES can be validated.
- The total ADA reported on the Basic Aid Supplement Charter School screen must be equal to or less than the total ADA reported in the Attendance Charter School for each type of ADA by grade span.

Data Entry Instructions

Refer to the Data Entry Functions section of this manual for information on data entry, save, delete, and other functions.

Ensure that Attendance Charter School is completed, and passed validation before entering data in Basic Aid Supplement Charter School DES. If the user updates the data in the Attendance Charter School screen, the system will remove any validation and certification from the Basic Aid Supplement Charter screen. In that case, the user must resave and revalidate Basic Aid Supplement Charter screen.

For Corrected period reporting, the Attendance Charter School DES must first be saved and validated, even if no changes are required for that DES, in order to be able to validate and certify data in the Basic Aid Charter School DES.

Tab 1: ADA Allocation

Choose the county and district of residence and enter the data for the first record, save, and select *Add New* at the top of the screen to choose county and school district of residence for the second and each subsequent record.

Classroom-based ADA

Line Number	Line Caption	Reporting Notes
A-1	Regular Classroom-based ADA	Report all regular ADA for classroom-based instruction pursuant to *EC* Section 47612.5(e)(1) in the appropriate grade span column.
A-2	Extended Year Special Education [*EC* 56345(b)(3)] Classroom-based ADA (Divisor 175)	Report all extended year classroom-based ADA for special education that meets the requirements of *EC* Section 56345(b)(3) in the appropriate grade span column.

Line Number	Line Caption	Reporting Notes
A-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* Section 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Classroom-based ADA	Report all classroom-based ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.
A-4	Extended Year Special Education - Nonpublic, Nonsectarian Schools [*EC* Section 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Classroom-based ADA (Divisor 175)	Report all extended year classroom-based ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.
A-5	Classroom-based ADA Totals for District of Residence (Sum of A-1 through A-4)	This line contains a field(s) that are auto calculated.

Nonclassroom-based ADA

Line Number	Line Caption	Reporting Notes
B-1	Regular Nonclassroom-based ADA	Report all regular ADA for nonclassroom-based instruction in the appropriate grade span column.
B-2	Extended Year Special Education [*EC* 56345(b)(3)] Nonclassroom-based ADA (Divisor 175)	Report all extended year nonclassroom-based ADA for special education that meets the requirements of *EC* Section 56345(b)(3) in the appropriate grade span column.
B-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Nonclassroom-based ADA	Report all nonclassroom-based ADA for NPS that meets the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.

Line Number	Line Caption	Reporting Notes
B-4	Extended Year Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Nonclassroom-based ADA (Divisor 175)	Report all extended year nonclassroom-based ADA for NPS that meet the requirements of *EC* Section 56366(a)(7) and/or NPS/LCI in the appropriate grade span column.
B-5	Nonclassroom-based ADA Totals for District of Residence (Sum of B-1 through B-4)	This line contains a field(s) that are auto calculated.

ADA Totals for District of Residence

Line Number	Line Caption	Reporting Notes
C-1	Total Regular ADA (A-1 + B-1)	This line contains a field(s) that are auto calculated.
C-2	Total Extended Year Special Education [EC 56345(b)(3)] ADA (Divisor 175) (A-2 + B-2)	This line contains a field(s) that are auto calculated.
C-3	Total Special Education - Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions ADA (A-3 + B-3)	This line contains a field(s) that are auto calculated.
C-4	Total Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175) ADA (A-4 + B-4)	This line contains a field(s) that are auto calculated.
C-5	ADA Totals for District of Residence (Sum of C-1 through C-4)	This line contains a field(s) that are auto calculated.

Tab 2: ADA Allocation Summary

ADA Allocation Summary tab calculates Total ADA entered by district of residence. Each time the user saves the record, the ADA Allocation Summary tab recalculates totals. If the user deletes one of the records on the ADA Allocation, the system does not recalculate totals on the ADA Allocation Summary tab; the user should resave the screen after deleting a record which will update the calculations on the Summary tab.

Classroom-based ADA

Line Number	Line Caption	Reporting Notes
D-1	Regular Classroom-based ADA (Sum of all records A-1)	This line contains a field(s) that are auto calculated.
D-2	Extended Year Special Education [*EC* 56345(b)(3)] Classroom-based ADA (Divisor 175) (Sum of all records A-2)	This line contains a field(s) that are auto calculated.
D-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Classroom-based ADA (Sum of all records A-3)	This line contains a field(s) that are auto calculated.
D-4	Extended Year Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Classroom-based ADA (Divisor 175) (Sum of all records A-4)	This line contains a field(s) that are auto calculated.
D-5	Classroom-based ADA Totals for All Districts (Sum of A-1 through A-5)	This line contains a field(s) that are auto calculated.

Nonclassroom-based ADA

Line Number	Line Caption	Reporting Notes
E-1	Regular Nonclassroom-based ADA (Sum of all records A-1)	This line contains a field(s) that are auto calculated.

Line Number	Line Caption	Reporting Notes
E-2	Extended Year Special Education [*EC* 56345(b)(3)] Nonclassroom-based ADA (Divisor 175) (Sum of all records A-2)	This line contains a field(s) that are auto calculated.
E-3	Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Nonclassroom-based ADA (Sum of all records A-3)	This line contains a field(s) that are auto calculated.
E-4	Extended Year Special Education - Nonpublic, Nonsectarian Schools [*EC* 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions Nonclassroom-based ADA (Divisor 175) (Sum of all records A-4)	This line contains a field(s) that are auto calculated.
E-5	Nonclassroom-based ADA Totals for All Districts (Sum of A-1 through A-5)	This line contains a field(s) that are auto calculated.

ADA Totals for District of Residence

Line Number	Line Caption	Reporting Notes
F-1	Total Regular ADA (D-1 + E-1)	This line contains a field(s) that are auto calculated.
F-2	Total Extended Year Special Education [EC 56345(b)(3)] ADA (Divisor 175) (D-2 + E-2)	This line contains a field(s) that are auto calculated.
F-3	Total Special Education - Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions ADA (D-3 + E-3)	This line contains a field(s) that are auto calculated.

Line Number	Line Caption	Reporting Notes
F-4	Total Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175) ADA (D-4 + E-4)	This line contains a field(s) that are auto calculated.
F-5	ADA Totals for All Districts (Sum of F-1 through F-4)	This line contains a field(s) that are auto calculated.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this DES;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

Charter School Audit Adjustments to CALPADS Data

Purpose

This entry screen is used to report changes to charter school CALPADS data identified by a charter school's audit finding or auditor letter of concurrence, pursuant to *EC* sections 42238.02(b)(3)(B) and 2574(c)(4)(A) and (B).

LCFF Funding

Charter schools report and certify enrollment and other student-level demographic data in CALPADS; this information is used by the CDE to derive the unduplicated pupil count. The enrollment and unduplicated pupil counts are a point-in-time count collected on Census Day, the first Wednesday of October.

The sum of unduplicated pupil counts for the current and two prior years is divided by the sum of enrollment for the current and two prior years to determine the unduplicated pupil percentage (UPP) for the current year. Any adjustments to CALPADS data reported by the charter school in this DES affects the UPP for the year of correction and two subsequent years, and may affect the LCFF entitlement and state aid. The adjustments will only affect the LCFF UPP calculation(s) and will not be used to modify previously certified CALPADS data for any other purpose.

Reporting Entity

This data entry screen is available to every charter school but is not required to be completed unless the charter school has eligible CALPADS data adjustments to report, i.e., those adjustments that were not included in the charter school's certified CALPADS data, and that are supported by an audit finding or an auditor letter of concurrence.

Reporting Periods

This data entry screen is available at the Annual and Annual Corrected reporting periods.

Acceptable Data

All fields in this data entry screen are for pupil counts, which can be reported as positive or negative whole numbers.

Required Supporting Documentation

If the adjustment is not the result of an audit finding disclosed in the charter school's annual audit report, then an auditor's letter of concurrence is required for all instances except a decrease in the unduplicated pupil count. Email the letter of concurrence to PASE@cde.ca.gov when the data is reported in the PADC.

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Data Reporting Instructions

Refer to the [Data Entry Functions](#) section of this manual for information on data entry, save, delete, and other functions.

Tab 1: Audit Adjustments to CALPADS Data

The following tables describe the fields in both the Charter Funded Students and County Funded Charter Served Students sections in this screen:

Charter Funded Students

Enter in Section A the **net change** in CALPADS enrollment and/or unduplicated pupil count adjustments identified in the charter school's audit finding or auditor letter of concurrence for students served by the charter school. These adjustments will impact the charter school's UPP.

Line Number / Column	Line Caption	Reporting Notes
A-1 / Net Change Enrollment Count	Adjustment to CALPADS enrollment and/or unduplicated pupil count based on charter's audit finding or auditor letter of concurrence	Report the **net change**, either positive or negative, to CALPADS enrollment count identified in the charter school's audit finding or auditor letter of concurrence for students served by the charter school.
A-1 / Net Change Unduplicated Pupil Count	Adjustment to CALPADS enrollment and/or unduplicated pupil count based on charter's audit finding or auditor letter of concurrence	Report the **net change**, either positive or negative, to CALPADS unduplicated pupil count identified in the charter school's audit finding or auditor letter of concurrence for students served by the charter school.

County Funded Charter Served Students

Enter in Section B the **net change** in CALPADS enrollment and/or unduplicated pupil count adjustments identified in the charter school's audit finding or auditor letter of concurrence for students served by the charter school program but funded through the COE LCFF Alternative Education Grant pursuant to *EC* Section 2574(c)(4)(A), County Funded Non-Juvenile Court, or *EC* Section 2574(c)(4)(B), Juvenile Court Schools. These charter school adjustments will impact the COE's UPP.

Line Number / Column	Line Caption	Reporting Notes
B-1 / Net Change Enrollment Count	Counts for Juvenile Court Students - Adjustment to CALPADS enrollment and/or unduplicated pupil count based on charter school's audit finding or auditor letter of concurrence for juvenile court school students served by the charter school but funded through the COE'S LCFF Alternative Education Grant pursuant to EC 2574(c)(4)(B)	Report the **net change**, either positive or negative, to CALPADS enrollment count identified in the charter school's audit finding or auditor letter of concurrence for students served by the charter school but funded through the COE pursuant to *EC* Section 2574(c)(4)(B).
B-1 / Net Change Unduplicated Pupil Count	Counts for Juvenile Court Students - Adjustment to CALPADS enrollment and/or unduplicated pupil count based on charter school's audit finding or auditor letter of concurrence for juvenile court school students served by the charter school but funded through the COE'S LCFF Alternative Education Grant pursuant to EC 2574(c)(4)(B)	Report the **net change**, either positive or negative, to CALPADS unduplicated pupil count identified in the charter school's audit finding or auditor letter of concurrence for students served by the charter school but funded through the COE pursuant to *EC* Section 2574(c)(4)(B).
B-2 / Net Change Enrollment Count	Counts for County Funded Non-Juvenile Court Students - Adjustment to CALPADS enrollment and/or unduplicated pupil count based on charter school's audit finding or auditor letter of concurrence for students served by the charter school but funded through the COE'S LCFF Alternative Education Grant pursuant to EC 2574(c)(4)(A)	Report the **net change**, either positive or negative, to CALPADS enrollment count identified in the charter school's audit finding or auditor letter of concurrence for students served by the charter school but funded through the COE pursuant to *EC* Section 2574(c)(4)(A).

Line Number / Column	Line Caption	Reporting Notes
B-2 / Net Change Unduplicated Pupil Count	Counts for County Funded Non-Juvenile Court Students - Adjustment to CALPADS enrollment and/or unduplicated pupil count based on charter school's audit finding or auditor letter of concurrence for students served by the charter school but funded through the COE'S LCFF Alternative Education Grant pursuant to EC 2574(c)(4)(A)	Report the **net change**, either positive or negative, to CALPADS unduplicated pupil count identified in the charter school's audit finding or auditor letter of concurrence for students served by the charter school but funded through the COE pursuant to *EC* Section 2574(c)(4)(A).

Tab 2: Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. Use this section for:

- provide the reference for the audit finding or date and audit firm issuing the auditor letter of concurrence;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

Charter School Physical Location

Purpose

This data entry screen is used by charter schools to report the school district(s) where the charter school is physically located or has a school facility.

LCFF Funding

Charter school physical location(s) will be used for purposes of calculating the charter school's LCFF concentration grant [*EC* Section 42238.02(f)(2)(A)].

Reporting Entity

Pursuant to *EC* Section 42238.02(f)(2)(B), charter schools authorized by a school district, or that were approved on appeal by the county or the SBE, do not have to report physical location data if the authorizer or the school district that denied the charter school's petition is the only school district where the charter school is physically located.

A charter school that is a county program charter, a countywide charter, or a statewide benefit charter pursuant to *EC* sections 47605.5, 47605.6, or 47605.8, respectively, should report physical location data.

This data entry screen and physical location reporting are not applicable to charter schools authorized by an all-charter school district.

Reporting Periods

Charter School Physical Location is completed for the P-1 reporting period.

Charter schools report P-2 data only if revisions are needed. If a revision is needed at P-2, the charter school must send an email to PADC@cde.ca.gov to request access to the data entry screen in advance of the reporting deadline. Please include the entity responsible for oversight of the charter school as a copied recipient to this request.

Charter School Physical Location is final as of current year P-2 [*EC* Section 42238.02(f)(2)(B)].

Acceptable Data

A county and school district must be selected from the dropdown menu for each record.

Main Validation Rules

There are no validation rules associated with the Charter School Physical Location data entry screen.

Data Reporting Instructions

Refer to the [Data Entry Functions](#) section of this manual for information on data entry, save, delete, and other functions.

Charter School Physical Location

Enter records for all school district(s) where the charter school is physically located or has a school facility. This may include school districts that are in addition to, or differ from, the charter school's authorizing school district. A charter school with a location that falls within the boundaries of multiple school districts, such as when their location/facility falls within both an elementary and a high school district, should report both school districts in their physical location data.

Enter data for the first record, save, and select *Add New* to choose county and school district for the second and each subsequent record.

After selecting a school district, the user can save, delete, or cancel the record. The user must save each individual record (physical location) before adding a new one.

Line Number	Line Caption	Reporting Notes
N/A	County	County that corresponds to the school district in which the charter school is physically located or has a school facility.
N/A	School District	School district in which the charter school is physically located or has a school facility. **NOTE:** This list contains school districts only; COEs are not applicable.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this data entry screen;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

SELPA Data Entry Screens

The following is the list of key details for each data entry screen. The subsequent sections provide detailed instructions for each screen.

ECP Claim

- To be completed by the SELPA member, or SELPA Administrative Unit, or COE on behalf of SELPA;
- Must be completed at the Annual reporting period if the SELPA has students to report for extraordinary costs.

Infant Funding

- Applicable to specific entities;
- To be completed by the SELPA Administrative unit or COE on behalf of SELPA;
- Must be completed at P-1, P-2, and Annual reporting periods.

Necessary Small SELPAs ECP for Mental Health Services

- Applicable to specific entities;
- To be completed by the SELPA Administrative Unit, or COE on behalf of SELPA;
- Must be completed at the Annual reporting period if the Necessary Small SELPA has students to report for educationally related mental health extraordinary costs.

Extraordinary Cost Pool

2021–22 Highlights

The Extraordinary Cost Pool data entry screen was redesigned to fit the web application format. There are several changes to the data being collected. The main changes from the 2020–21 version are:

- The CDE will no longer collect the following data:
    - student birth date; instead, a checkbox has been added for LEA to certify that the student has met the age eligibility pursuant to *EC* Section 56026(c)(4);
    - student placement date; and,
    - statewide student's identifier; instead, a dropdown selection has been added to assign a record number to track expenditure reporting by student.
- LEAs may now report up to two NPS/LCIs for each student's claim.
- There is no longer an option to select a "Not listed" NPS/LCI in the data entry screen; if the LEA would like to add a NPS/LCI to the dropdown selection, then a request must be sent to PASE@cde.ca.gov in advance of the **October 31, 2022** deadline for adequate time to add the NPS/LCI to the PADC system.

Purpose

The CDE, pursuant to *EC* Section 56836.21, administers an ECP program to reimburse SELPAs for extraordinary costs of single placements in NPS and special education and related services for students residing in LCI.

Note: costs for mental health, room and board, residential care services, legal expenses, and parent's travel reimbursement are not eligible for reimbursement under the ECP program, and should not be included in the costs reported in the ECP screen.

Funding

The ECP program is a component of AB 602. Data collected is used to populate the Extraordinary Cost Pool Claim Process Entitlement exhibit that determines funding pursuant to *EC* Section 56836.21.

Refer to the ECP Funding Profile for current year appropriation and threshold amount information at https://www.cde.ca.gov/fg/aa/se/senpslciecp.asp.

Reporting Entity

This data entry screen is available to SELPAs and LEAs that have extraordinary cost of single placements in NPS and related services in LCI. The system does not allow a user with a school district assignment to access ECP data entry screen. The user must have a separate SELPA user account to access the screen.

Reporting Periods

This data entry screen is available for reporting at Annual.

Required Supporting Documentation

In addition to reporting data in this data entry screen, hard copies of the supporting documentations must be mailed to the following address, postmarked on or before **October 31, 2022**.

California Department of Education
School Fiscal Services Division
Principal Apportionment Section
Attn: ECP Analyst
1430 N Street, Suite 3800
Sacramento, CA 95814

Supporting documentations **must** include the following:

1) A printout each student's ECP claim report (printed record of the data entry screen)

   To print from the PADC, use the browser Print function. The web browser prints only one record at a time; each record prints with the Record Information and Notes. To minimize the number of printed pages, LEAs are advised to print one page with the Record Information and one page of Notes, and print all the record details (data only) for each student record.

2) Only copies of paid invoices to support the student's claim with the assigned student record number clearly labeled on all documents. Due to the confidential nature of these invoices, redact all student's personally identifiable information such as name, date of birth, etc.

The CDE may reach out to LEAs regarding the submitted supporting documentations, so LEAs are required to track and maintain records of each student's record number to the student's identity and their expenditure reports.

Data Reporting Instructions

Refer to the Data Entry Functions section of this manual for information on data entry, save, delete, and other functions.

Tab 1: Extraordinary Cost Pool Claim

- Select Student 1 in the Student Record dropdown menu to report data for the first student. See the table below for instructions and explanations of each field.
- Select Save at the bottom of the screen to save the data.

- Once the system refreshes, select Add New at the top of the screen and select Student 2 to report data for the second student.
- When entering data, save each record before navigating to another record; the system does not automatically save data if user navigates to another record or another page.

Line Number	Line Caption	Reporting Notes
N/A	Student Record	The sequentially assigned student records are used in lieu of personally identifiable information. The certified funding exhibit will display funding results using this record number. **The record number assigned to the student must be noted in all supporting documents for the student's claim package.**
A-1	Special Education Age Eligibility Certification	By checking the box, the submitting LEA certifies that the student receiving special education services has met the age eligibility pursuant to *EC* Section 56026(c)(4).
A-2	Select a Nonpublic Nonsectarian School (NPS)/Licensed Children's Institution (LCI) providing services to the student.	Select the NPS/LCI providing services to the student in the dropdown.
A-3	NPS/LCI Address	This field will automatically populate once Line A-2 is selected.
A-4	NPS/LCI Certification Code	This field will automatically populate once Line A-2 is selected.
A-5	Cost for NPS/LCI selected on Line A-2	Report the total eligible NPS/LCI cost for the student selected on Line A-2.
A-6	Select a second NPS/LCI providing services, if applicable.	If applicable, select the second NPS/LCI providing services to the student in the dropdown.
A-7	Second NPS/LCI Address	This field will automatically populate once Line A-6 is selected.

Line Number	Line Caption	Reporting Notes
A-8	Second NPS/LCI Certification Code	This field will automatically populate once Line A-6 is selected.
A-9	Cost for second NPS/LCI selected on Line A-6, if any	If applicable, report the total eligible NPS/LCI cost for the student selected on Line A-6.
B-1	Total NPS/LCI Cost for this Student (A-5 + A-9)	This a calculated field.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this data entry screen;
- communicate any relevant details between the reporting entity and the oversight entity;

include notes from any additional reviewers who are not part of the PADC electronic certification.

Infant Funding

2021–22 Highlights

Infant Funding DES was redesigned to fit the web application format. There are no changes to the data being collected. The main changes from the 2020–21 version are:

- The SELPA Total tab was rearranged from four to two columns;
- The Transfer and Programmatic Justification tabs were replaced with the line items on the SELPA Total tab; and,
- Instructional text added throughout.

Purpose

Infant Funding DES collects the instructional personnel service units (units) and related data, by type of classroom setting, from SELPAs that operate Early Education Programs for individuals with exceptional needs who are younger than three years of age.

Funding

Data collected in this data entry screen is used to populate the Infant Entitlement exhibit that determines funding pursuant to *EC* sections 56425-56432 and annual Budget Item 6100-161-0001(3).

Reporting Entity

This data entry screen is only available to SELPAs who have historically received state funding and are operating infant programs.

Reporting Periods

This data entry screen is completed at every reporting period: P-1, P-2, and Annual.

Acceptable Data

Lines A-1 through A-9 and B-1 through B-9 allow data to be reported as zero or a positive number up to five digits long including two decimal places.

Main Validation Rules

SELPA Total Tab:

- If there are shifts in units between program setting or if the total operated units exceed the total available units, then a programmatic justification must be provided to explain the difference between Line A-7, Total Units Available, and Line A-7, Total Units Operated.
- If a Type of Transfer is indicated on Line A-10, SELPA must provide transferring SELPA name(s) and number of units transferred in the text box below Line A-10.

In addition, the number of units transferred must be included in units reported on Lines B-1 through B-6 in both the P-1 and P-2 Allocated columns of the LEA Units Allocation tab.

LEA Units Allocation Tab:

- The sum of units on Line B-7 in P-1 Allocated Column for all records must be equal to Line A-7 in the Available Column unless SELPA reported transfer of units on Line A-10.
- The sum of units on Line B-7 in P-1 Operated Column for all records must be equal to Line A-7 in Operated Column.
- The sum of units on Line B-7 in P-2 Allocated Column for all records must be equal to Line A-7 in the Available Column unless SELPA reported transfer of units on Line A-10.
- The sum of units on Line B-7 in P-2 Operated Column for all records must be equal to Line A-7 in Operated Column.
- The sum of Line B-8 for Certificated FTE Employees for all records must be equal to Line A-8 from the SELPA Total Tab.
- The sum of Line B-9 for Classified FTE Employees for all records must be equal to Line A-9 from the SELPA Total tab.

Data Reporting Instructions

Refer to the [Data Entry Functions](#) section of this manual for information on data entry, save, delete, and other functions.

Tab 1: SELPA Total

The SELPA Total tab is used to report SELPA-wide instructional personnel service units and compare them to the total available units as of the P-2 apportionment in the prior FY.

Line Number	Line Caption	Reporting Notes
A-1	Special Day Class (1 Aide) Severe	Report the sum of units operated for SDC (1 Aide) Severe by the SELPA.
A-2	Special Day Class (2 Aides) Severe	Report the sum of units operated for SDC (2 Aides) Severe by the SELPA.
A-3	Special Day Class (1 Aide) Non-Severe	Report the sum of units operated for SDC (1 Aide) Non-Severe by the SELPA.
A-4	Special Day Class (2 Aides) Non-Severe	Report the sum of units operated for SDC (2 Aides) Non-Severe by the SELPA.

Line Number	Line Caption	Reporting Notes
A-5	Resource Specialist Programs (1 Aide)	Report the sum of units operated for Resource Specialist Programs (RSP) (1 Aide) by the SELPA.
A-6	Designated Instruction & Services (DIS)	Report the sum of units operated for Designated Instruction and Services (DIS) by the SELPA.
A-7	Total Units (Sum of A-1 through A-6)	This is a calculated field.
A-8	Designated Instruction & Services Full-Time Equivalent (FTE) Employees: Certificated	Of the number of units reported on Line A-6, report the conversion of those units into Certificated FTE employees, if applicable.
A-9	Designated Instruction & Services FTE Employees: Classified	Of the number of units reported on Line A-6, report the conversion of those units into Classified FTE employees, if applicable.
N/A	Programmatic Justification	SELPA must provide written programmatic justification for shifts in units between program setting or if total operated units exceed the total available units.
A-10	If SELPA is transferring units to or from another SELPA, indicate the Type of Transfer.	Dropdown selection for the type of transfer. *Before entering the data in the Transfer Units section, the SELPA should have already added or reduced those units from the operated units entered on lines A-1 through A-6.*
N/A	If SELPA indicates a Type of Transfer in Line A-10, provide transferring SELPA name(s) and number of units transferred.	Provide the name(s) of the transferring SELPA and the number of units transferred.

Tab 2: LEA Units Allocation

The LEA Units Allocation tab is a multi-record screen used to allocate the available and operated units to each LEA within each SELPA that operates an infant program.

At P-1 reporting, the data for the P-2 Allocated and P-2 Operated must also be reported.

When entering data for the first record choose the entity from the SELPA District dropdown, enter the data for the first record, save, and select *Add New* at the top of the screen to choose the SELPA District and enter data for the second and each subsequent record.

Line Number	Line Caption	Reporting Notes
N/A	SELPA District	Select the LEA for the data entry record.
B-1	Special Day Class (1 Aide) Severe	**P-1 Allocated Units** Report the P-1 SDC (1 Aide) Severe units allocated to this LEA. **P-1 Operated Units** Report the P-1 SDC (1 Aide) Severe units operated by this LEA. **P-2 Allocated Units** Report the P-2 SDC (1 Aide) Severe units allocated to this LEA. **P-2 Operated Units** Report the P-2 SDC (1 Aide) Severe units operated by this LEA.
B-2	Special Day Class (2 Aides) Severe	**P-1 Allocated Units** Report the P-1 SDC (2 Aides) Severe units allocated to this LEA. **P-1 Operated Units** Report the P-1 SDC (2 Aides) Severe units operated by this LEA. **P-2 Allocated Units** Report the P-2 SDC (2 Aides) Severe units allocated to this LEA. **P-2 Operated Units** Report the P-2 SDC (2 Aides) Severe units operated by this LEA.

Line Number	Line Caption	Reporting Notes
B-3	Special Day Class (1 Aide) Non-Severe	**P-1 Allocated Units** Report the P-1 SDC (1 Aide) Non-Severe units allocated to this LEA. **P-1 Operated Units** Report the P-1 SDC (1 Aide) Non-Severe units operated by this LEA. **P-2 Allocated Units** Report the P-2 SDC (1 Aide) Non-Severe units allocated to this LEA. **P-2 Operated Units** Report the P-2 SDC (1 Aide) Non-Severe units operated by this LEA.
B-4	Special Day Class (2 Aides) Non-Severe	**P-1 Allocated Units** Report the P-1 SDC (2 Aides) Non-Severe units allocated to this LEA. **P-1 Operated Units** Report the P-1 SDC (2 Aides) Non-Severe units operated by this LEA. **P-2 Allocated Units** Report the P-2 SDC (2 Aides) Non-Severe units allocated to this LEA. **P-2 Operated Units** Report the P-2 SDC (2 Aides) Non-Severe units operated by this LEA.
B-5	Resource Specialist Programs (1 Aide)	**P-1 Allocated Units** Report the P-1 RSP (1 Aide) units allocated to this LEA. **P-1 Operated Units** Report the P-1 RSP (1 Aide) units operated by this LEA. **P-2 Allocated Units** Report the P-2 RSP (1 Aide) units allocated to this LEA. **P-2 Operated Units** Report the P-2 RSP (1 Aide) units operated by this LEA.

Line Number	Line Caption	Reporting Notes
B-6	Designated Instruction & Services (DIS)	**P-1 Allocated Units** Report the P-1 DIS units allocated to this LEA. **P-1 Operated Units** Report the P-1 DIS units operated by this LEA. **P-2 Allocated Units** Report the P-2 DIS units allocated to this LEA. **P-2 Operated Units** Report the P-2 DIS units operated by this LEA.
B-7	Total Units (Sum of B-1 through B-6)	This is a calculated field.
B-8	Designated Instruction & Services Full-Time Equivalent (FTE) Employees: Certificated	Report the DIS FTE: Certificated units operated by this LEA.
B-9	Designated Instruction & Services FTE Employees: Classified	Report the DIS FTE: Classified units operated by this LEA.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this DES;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

Necessary Small SELPAs' Extraordinary Cost Pool for Mental Health Services

2021–22 Highlights

The Necessary Small SELPAs' Extraordinary Cost Pool for Mental Health Services (NSS ECPMH) data entry screen was redesigned to fit the web application format. There are several changes to the data being collected. The main changes from the 2020–21 version are:

- The CDE will no longer collect the following data:
  - student birth date; instead, a checkbox has been added for LEA to certify that the student has met the age eligibility pursuant to *EC* Section 56026(c)(4);
  - student placement date; and,
  - statewide student's identifier; instead, a dropdown selection has been added to assign a record number to track expenditure reporting by student.
- LEAs may now report up to two NPS/LCIs for each student's claim.
- There is no longer a manual data input for the NPS/LCI's information; instead a dropdown selection of the CDE certified NPS/LCIs is added. If the LEA would like to add a CDE certified NPS/LCI that is not listed in the dropdown selection, then a request must be sent to PASE@cde.ca.gov in advance of the **October 31, 2022** deadline for adequate time to add the NPS/LCI to the PADC system.

Purpose

The CDE administers an ECP to reimburse necessary small SELPAs, as defined in *EC* Section 56212, for extraordinary costs associated with educationally related mental health services, including out-of-home residential services.

Funding

The NSS ECPMH program is a component of AB 602. Data collected is used to populate the Necessary Small SELPAs' Extraordinary Cost Pool Claim Process Entitlement exhibit that determines funding pursuant to *EC* Section 56836.21.

Refer to the NSS ECPMH Funding Profile for current year appropriation and threshold amount information at https://www.cde.ca.gov/fg/aa/se/senssecpmh.asp.

Reporting Entity

This data entry screen is available to necessary small SELPAs that have extraordinary costs associated with educationally related mental health services, including out-of-home residential services.

Reporting Periods

This data entry screen is available for reporting at Annual period.

Required Supporting Documentation

In addition to reporting data in this data entry screen, hard copies of the supporting documentations must be mailed to the following address, postmarked on or before **October 31, 2022**.

<div align="center">

California Department of Education
School Fiscal Services Division
Principal Apportionment Section
Attn: ECP Analyst
1430 N Street, Suite 3800
Sacramento, CA 95814

</div>

Supporting documentations **must** include the following:

1) A printout each student's ECP claim report (printed record of the data entry screen)

   To print from the PADC, use the browser Print function. The web browser prints only one record at a time; each record prints with the Record Information and Notes. To minimize the number of printed pages, LEAs are advised to print one page with the Record Information and one page of Notes, and print all the record details (data only) for each student record.

2) Only copies of paid invoices to support the student's claim with the assigned student record number clearly labeled on all documents. Due to the confidential nature of these invoices, redact all student's personally identifiable information such as name, date of birth, etc.

The CDE may reach out to LEAs regarding the submitted supporting documentations, so LEAs are required to track and maintain records of each student's record number to the student's identity and their expenditure reports.

Data Reporting Instructions

Refer to the Data Entry Functions section of this manual for information on data entry, save, delete, and other functions.

Tab 1: Necessary Small SELPAs' Extraordinary Cost Pool for Mental Health Services

- Select Student 1 in the Student Record dropdown menu to report data for the first student. See the table below for instructions and explanations of each field.
- Select Save at the bottom of the screen to save the data.

- Once the system refreshes, select Add New at the top of the screen and select Student 2 to report data for the second student.
- When entering data, save each record before navigating to another record; the system does not automatically save data if user navigates to another record or another page.

Line Number	Line Caption	Reporting Notes
N/A	Student Record	The sequentially assigned student records are used in lieu of personally identifiable information. The certified funding exhibit will display funding results using this record number. **The record number assigned to the student must be noted in all supporting documents for the student's claim package.**
A-1	Special Education Age Eligibility Certification	By checking the box, the submitting LEA certifies that the student receiving special education services has met the age eligibility pursuant to *EC* Section 56026(c)(4).
A-2	Select a Nonpublic Nonsectarian School (NPS)/Licensed Children's Institution (LCI) providing services to the student.	Select the NPS/LCI providing services to the student in the dropdown.
A-3	NPS/LCI Address	This field will automatically populate once Line A-2 is selected.
A-4	NPS/LCI Certification Code	This field will automatically populate once Line A-2 is selected.
A-5	Cost of Mental Health Room and Board	Report the cost of mental health room and board for the student selected on Line A-2.
A-6	Cost of Residential Mental Health Services	Report the cost of residential mental health services for the student selected on Line A-2.
A-7	Cost of "Other" Related Mental Health Services Provided	Report the cost of "other" mental health services for the student selected on Line A-2.

Line Number	Line Caption	Reporting Notes
A-8	Total Mental Health Cost for NPS/LCI selected on Line A-2 (Sum of A-5 through A-7)	This is a calculated field.
A-9	Select a second NPS/LCI providing services, if applicable.	If applicable, select the NPS/LCI providing services to the student in the dropdown.
A-10	Second NPS/LCI Address	This field will automatically populate once Line A-9 is selected.
A-11	Second NPS/LCI Certification Code	This field will automatically populate once Line A-9 is selected.
A-12	Cost of Mental Health Room and Board	Report the cost of mental health room and board for the student selected on Line A-9.
A-13	Cost of Residential Mental Health Services	Report the cost of residential mental health services for the student selected on Line A-9.
A-14	Cost of "Other" Related Mental Health Services Provided	Report the cost of "other" mental health services for the student selected on Line A-9.
A-15	Total Mental Health Cost for second NPS/LCI selected on Line A-9 (Sum of A-12 through A-14)	This is a calculated field.
A-16	Total Mental Health Cost for this Student (A-8 + A-15)	This is a calculated field.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this data entry screen;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

Local Revenue Data Entry Screens

The following is the list of key details for each data entry screen. The subsequent sections provide detailed instructions for each screen.

Excess ERAF

- Not applicable to all counties;
- To be completed by the county auditor or COE on behalf of the county auditor;
- If applicable, must be completed at P-1, P-2, and Annual reporting periods.

Miscellaneous Funds

- Not applicable to all counties;
- To be completed by the COE
- If applicable, must be completed at the Annual reporting period

Special Education Tax Allocation

- Applicable to specific counties;
- If applicable, must be completed at P-1, P-2, and Annual reporting periods.

Taxes

- To be completed for all counties;
- To be completed by the county auditor or COE on behalf of the county auditor;
- Must be completed at P-1, P-2, and Annual reporting periods.

Excess ERAF

2021–22 Highlights

Excess ERAF data entry screen was redesigned to fit the web application format. The main changes from the 2020–21 version are:

- The 2019–20 FY fields (Lines B-1 through B-5) are no longer applicable and were removed.

Purpose

County auditors in Excess ERAF counties use the Excess ERAF data entry screen to report the data components relevant to the county Excess ERAF calculation in accordance with *Revenue and Taxation Code* sections 97.2(d)(4)(B) and 97.3(d)(4)(B).

Funding

The Excess ERAF amount, reported on Line A-6, is used in part to calculate the SELPA AB 602 entitlement.

Reporting Entity

This screen may be completed by the county auditor, or the COE on behalf of the county auditor with the data provided by the county auditor. While this screen is available to all counties, only counties that generate Excess ERAF are required to report data in this screen.

In order for the county auditor to access the Excess ERAF screen, the COE of the county must assign the county auditor as the Administrator in the County Auditor user group. For instructions, see PADC Access, Step-by-Step section of this guide.

Reporting Periods

At P-1 and P-2, county auditors are only required to report on Line A-6, Excess ERAF. For Annual, report on all applicable lines of the data entry screen.

Excess ERAF data reporting is due the same time as data reported on the Taxes data entry screen. For specific dates, please see the Taxes section of this manual.

Acceptable Data

Lines A-1 through A-6 allow positive whole numbers, up to 10 digits.

Main Validation Rules

There are no validation rules associated with the Excess ERAF data entry screen.

Data Reporting Instructions

Refer to the Data Entry Functions section of this manual for information on data entry, save, delete, and other functions.

While this screen is available to each county, only those counties reporting Excess ERAF will report data on this screen.

Excess ERAF

Line Number	Line Caption	Reporting Notes
A-1	Total K-14 ERAF Shift, excluding amounts attributable to Redevelopment Property Tax Trust Fund and Redevelopment Agency Asset Liquidation pursuant to *Health and Safety Code* Section 34188(d)	Report the total amount of property tax revenue from counties, cities, and special districts allocated to the ERAF, excluding any amount of revenue from Redevelopment Property Tax Trust Fund or Redevelopment Agency (RDA) Asset Liquidation allocated directly to ERAF.
A-2	Total K-12 ERAF Capacity, prior to Vehicle License Fee (VLF) Obligation	Report the total ERAF capacity for K-12 entities within the county.
A-3	VLF Obligation (K-12)	Report the K-12 portion of ERAF or other property tax revenue that will be used to reimburse cities and counties for reductions in VLF revenue.
A-4	California Community Colleges (CCC) ERAF Capacity, prior to VLF Obligation	Report the total ERAF capacity for CCC entities within the county.
A-5	VLF Obligation (CCC)	Report the CCC portion of ERAF or other property tax revenue that will be used to reimburse cities and counties for reductions in VLF revenue.

Line Number	Line Caption	Reporting Notes
A-6	Excess ERAF	Amount of excess funds within each county collected through property taxes that are shifted from cities, the county, and the special districts prior to their distribution to school agencies. The amount used to fund special education should be recorded in the Standardized Account Code Structure (SACS) Resource and Revenue Object Code 0000 - 8045.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this DES;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

Miscellaneous Funds

2021–22 Highlights

Miscellaneous Funds data entry screen was redesigned to fit the web application format. The main changes from the 2020–21 version are:

- Summary tab has been added to calculate total of all miscellaneous funds reported.

Purpose

COEs use the Miscellaneous Funds data entry screen to report funds allocated to COEs and school districts in accordance with *EC* sections 41603 and 41604 and the 5 *CCR* sections 17260 to 17262, inclusive.

Funding

Data reported in the Miscellaneous Funds data entry screen is used in part to calculate the School District Local Revenue and County Office Local Revenue exhibits. These exhibits are then used to calculate LCFF State Aid for school districts and COEs, and local revenue to offset the SELPA AB 602 entitlement.

Reporting Entity

The county office of education user group is the only user group that can access the Miscellaneous Funds DES.

Reporting Periods

The Miscellaneous Funds DES is only available at the Annual period. Report the full amount (100 percent) of "miscellaneous funds" that has been deposited to the credit of the LEA's General Fund as of June 30 of the preceding FY for each LEA under the jurisdiction of the county superintendent of schools. CDE will calculate the amount (50 percent) to be applied to the school district's or COE's local revenue calculation.

Key Tax Filing Dates

Miscellaneous Funds data is only reported for the Annual period. This data is due on the same day as the Annual Taxes Report. For specific dates, please see the Taxes section of this guide.

Acceptable Data

Lines A-1 and A-2 allow positive whole numbers, up to 10 digits.

Main Validation Rules

The user is required to delete any records with a total of zero data reported.

Reported Data by Tax Category

The following table describes the fields displayed in this screen and instructions on the data to be reported for each category. Additionally, the SACS Resource and revenue Object codes have been provided to assist users with reporting data. LEAs can use SACS codes to record and report revenue and expenditure data. More information regarding SACS is available on the CDE SACS web page at https://www.cde.ca.gov/fg/ac/ac.

Line Number	Field	Field Description	SACS Resource and Revenue Object Codes
A-1	Royalties and Bonuses	Report 100 percent of payments for the royalties and bonuses received from the operation of any laws, or under the terms of any agreement from federal, state, county or city government, or from any private individual, partnership, company or corporation.	0000-8081
A-2	Federal, State, County, or Local Payments in Lieu of Taxes	Report 100 percent of payments from federal, state, county or city government, or any agency of such government, that are payments received **in lieu** of taxes. Miscellaneous taxes or subventions which are reported by the County Auditor on Line A-4 of the Taxes report should not be included.	0000-8082
A-3	Total	After selecting **Save**, displays the total amount of all fields in Section A.	N/A

Special Education Tax Allocation

Purpose

This data entry screen is used by a COE to allocate a percentage of tax receipts to each SELPA.

Funding

The special education portions of county local property taxes are multiplied by the percentages reported in this screen and are deducted from the AB 602 funding entitlements.

Reporting Entity

This screen is available to COEs that allocate a percentage of tax receipts to each SELPA in their county. Only the following seven COEs currently have access to the data entry screen.

- Alameda
- Los Angeles
- Sacramento
- San Bernardino
- Santa Clara
- Santa Diego
- Stanislaus

A COE that operates in more than one SELPA that does not have access to this entry screen may contact Principal Apportionment staff at PADC@cde.ca.gov to request access to the data entry screen in advance of the reporting deadline.

Reporting Periods

This data entry screen is completed at every reporting period: P-1, P-2, and Annual.

Acceptable Data

Line A-1 of this data entry screen allows data to be reported as zero or a positive number up to thirteen digits long including ten decimal places.

Main Validation Rules

1. The sum of all records for Line A-1 must equal 100 percent.

Data Reporting Instructions

Refer to the Data Entry Functions section of this manual for information on data entry, save, delete, and other functions.

Tab 1: Tax Allocation

- Choose the SELPA Administrative Unit and enter data for the first record, save, and select *Add New* at the top of the screen to choose SELPA Administrative Unit for the second and each subsequent record.
- When entering data, save each record before navigating to another record; the system does not automatically save edits if user navigates to another record or another page.

Line Number	Line Caption	Reporting Notes
N/A	SELPA Administrative Unit	Select the SELPA for the data entry record.
A-1	Percentage of Tax Allocation (%)	Report the percentage of tax receipts allocated to the selected SELPA.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

2. provide any relevant details pertaining to any of the data reported in this data entry screen;
3. explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
4. communicate any relevant details between the reporting entity and the oversight entity;
5. include notes from any additional reviewers who are not part of the PADC electronic certification.

Taxes

2021–22 Highlights

Taxes data entry screen was redesigned to fit the web application format. The main changes from the 2020–21 version are:

- The screen is reformatted from two separate selections, county and district, to a single data entry screen.

- The screen is pre-populated with one record for each entity that the county is expected to report taxes for, including cross-county school districts and county offices of education.

- Cross-county taxes for school districts will now also be separately reported at the Annual period.

- A summary tab has been added to calculate the total of all taxes reported by line item.

Purpose

County auditors use the Taxes data entry screen to report taxes pursuant to Part 0.5, Chapter 3.5, Article 7, Section 75.70, et seq., and Chapter 6, Articles 1–6, Section 95, et seq., of the *Revenue and Taxation Code* (*RTC)*, and sections 2575(c) and 42238.02(j) of the *EC*.

Funding

Data reported in the Taxes data entry screen is used in part to populate the School District Local Revenue and County Office Local Revenue exhibits. These exhibits are then used to calculate LCFF State Aid for school districts and COEs, in-lieu of property taxes for calculation of charter school state aid, and local revenue to offset SELPA's AB 602 entitlement.

Reporting Entity

This screen may be completed by the county auditor, or the COE on behalf of the county auditor with the data provided by the county auditor.

In order for the county auditor to access the Taxes screen, the COE of the county must assign the county auditor as the Administrator in the County Auditor user group. For instructions, see PADC Access, Step-by-Step section.

Reporting Periods

At P-1 and P-2, report full FY estimates for all categories. At the Annual period, report the actual taxes received in the FY. Taxes are reported on a cash rather than accrual basis.

Key Tax Filing Dates, *EC* **Section 41760.2**

The reporting deadlines for the Taxes data entry screen are below. Dates that fall on non-business days are adjusted accordingly and reflected on the Principal Apportionment Deadlines calendar published annually at https://www.cde.ca.gov/re/ca/fc/.

Period to Report	Reporting Deadlines
First Period Taxes Report (P-1)	Send to the CDE no later than November 15
Second Period Taxes Report (P-2)	Send to the CDE no later than April 15
Annual Taxes Report (Annual)	Send to the CDE no later than August 15

Extensions to the reporting deadlines may be granted on a case-by-case basis by contacting PASE@cde.ca.gov with ample justification.

Acceptable Data

Lines A-1 through A-9 and B-1 through B-3 allow positive or negative whole numbers, up to 10 digits.

The PADC user must select *Save* before navigating to another record to save any data entered for each LEA. If the user does not save each record individually, data entered for the LEA will be lost.

Main Validation Rules

- For any negative values reported, excluding those on lines A-6 and A-9, the user is required to provide an explanation in the text box below Line C-1.

- For any records with zero total taxes reported (Line C-1), the user is required to provide an explanation in the text box below Line C-1.

- Supplemental Taxes may not be allocated to cross-county entities and entities that were deemed to be excess tax at P-2 of the prior FY.

Taxes

The following table describes the fields displayed in this screen and instructions on the data to be reported for each tax category. Additionally, the SACS Resource and Revenue Object codes have been provided to assist users with reporting tax data. LEAs use SACS codes to record and report revenue and expenditure data. More information regarding SACS is available on the CDE SACS web page at https://www.cde.ca.gov/fg/ac/ac.

County taxes allocated for purposes of the Child Development Fund must be included on Lines A-1, A-2, and A-4.

Line Number	Line Caption	Reporting Notes	SACS Resource and Revenue Object Codes
A-1	Secured	Revenue from taxes levied on the secured roll (*RTC* sections 2601–2636).	0000 - 8041
A-2	Unsecured	Revenue from taxes levied on the unsecured roll (*RTC* sections 2901–2928.1).	0000 - 8042
A-3	Homeowners' Exemption Subventions	Amount received for loss of revenue because of homeowners' exemptions (*RTC* Section 218).	0000 - 8021
A-4	Miscellaneous Taxes/Other Appropriate Local Revenues or Subventions	Amount of Miscellaneous Taxes/Other Appropriate Revenues or Local Revenues Subventions. A partial list of Miscellaneous Taxes and Subventions is as follows: ▪ Business or Professional Records Assessed Valuation Reduction ▪ Church Parking Lot Exemption ▪ Veteran's Property Tax Exemption ▪ Tax Deeded Land for Highway Rental ▪ Housing Authority **Note:** Royalties, Bonuses, and payments in-lieu of taxes reported by the COE on Lines A-1 and A-2 of the Miscellaneous Funds report should not be included.	0000 - 8029
A-5	Distribution of Timber Yield Taxes	Revenue collected by the State Board of Equalization on timber harvested from private or public land [*Government Code* (*GC*) Section 27423; *RTC* Section 38905.1)	0000 - 8022

Line Number	Line Caption	Reporting Notes	SACS Resource and Revenue Object Codes
A-6	Distribution of Prior Year Taxes	Amount of prior FY penalties, interest, delinquent property taxes, and property tax redemption monies collected and disbursed in the current year.	0000 - 8043
A-7	Release of Prior Year Tax Impounds [*EC* 14240]	Amount of prior FY tax impounds released and disbursed in the current year as pursuant to *EC* Section 14240.	0000 - 8043
A-8	Supplemental Taxes from Increased Assessment [*Revenue and Taxation Code 75.70-75.72*]	Amount of supplemental taxes generated by increased assessments per *RTC* sections 75.70-75.72. Each year, the CDE certifies the Advance Apportionment ADA used to allocate supplemental taxes. The Advance Apportionment ADA list is available by accessing the Principal Apportionment page on the CDE website at https://www.cde.ca.gov/fg/aa/pa, selecting the appropriate FY, and is located below the section labeled "Other Fiscal Information".	0000 - 8044
A-9	Educational Revenue Augmentation Fund [*Revenue and Taxation Code 97-97.81*]	Based on the information provided by the county superintendent of schools and school districts, enter the amount of the ERAF disbursed to the county's school districts and COE pursuant to *RTC* sections 97-97.81.	0000 - 8045
A-10	Total Local Revenue (Sum of A-1 through A-9)	This is a calculated field.	N/A

Line Number	Line Caption	Reporting Notes	SACS Resource and Revenue Object Codes
B-1	Community Redevelopment Funds	Amount of community redevelopment funds that meet the requirements of *EC* sections 2575(c)(3) (applicable to county taxes) or 42238.02(j)(6) (applicable to school district taxes).	0000 - 8047
B-2	Redevelopment Property Tax Trust Fund Residual Distributions [*Health and Safety Code* (*HSC*) sections 34183(a)(4), 34183.5(b)(2)(A) and 34188]	Amount of remittances of excess revenues allocated from the Redevelopment Property Tax Trust Fund that are distributed pursuant to *HSC* sections 34183(a)(4) and 34188. Also includes amount remitted pursuant to *HSC* Section 34183.5(b)(2)(A) in the current year.	0000 - 8047
B-3	Redevelopment Agency Asset Liquidation [*HSC* sections 34177 and 34179.6]	Amount of remittances from unencumbered balances [*HSC* Section 34177(d)] and proceeds for asset sales and other related funds due to the wind down of Redevelopment Agency affairs [*HSC* Section 34177(e)]. Includes additional amounts remitted pursuant to a determination by the Department of Finance [*HSC* Section 34179.6(f)].	0000 - 8047
B-4	Total RDA Funds (Sum of B-1 through B-3)	This is a calculated field.	N/A
C-1	Total Local Revenue and RDA Funds (A-10 + B-4	This is a calculated field.	N/A

Line Number	Line Caption	Reporting Notes	SACS Resource and Revenue Object Codes
N/A	If negative values or a total of zero data is reported, please explain any relevant details and contributing factors/circumstances.	Use this text box to provide any relevant details, and explain contributing factors/circumstances for zero total taxes being reported, or a negative amount on any applicable lines.	N/A

Cross-County Taxes

Taxes disbursed from a county to a neighboring county for educational services rendered to students residing in the disbursing county are referred to as cross-county taxes. This data must be entered on the Taxes entry screen. Estimates of taxes to be *disbursed to* another county are reported at P-1 and P-2 by the sending county, while at Annual, the receiving county reports the actual taxes *received from* another county. See the table below for more details.

Reporting Period	Reporting Notes
P-1 and P-2	Do not report estimated receipts *from* another county at P-1 and P-2. Report estimates of any taxes to be *disbursed to* another county.
Annual	Do not report receipts *disbursed to* another county at Annual, otherwise those tax revenues will be reported twice. The county who received the revenue will report the receipt. Report all actual receipts received from the reporting county. For any cross-county tax receipts, report the amounts received in the record corresponding to the county the taxes were received from.

Prior Year Tax Adjustments

Because taxes are reported on a cash basis, in most cases when reporting a tax correction for a PY, adjustments should be entered on Line A-6, Distribution of PY Taxes in the current FY. If the correction is due to an input error but the cash was already received in the PY, submit the correction in the year the cash was received. Additionally, counties with Excess ERAF may submit corrections for a PY in the FY of the adjustment. These adjustments will be applied to the local revenue for the year of the adjustment due to the potential impact on the distribution of taxes within the county.

Corrections to tax data for FYs prior to 2021–22 must be submitted with the corresponding version of the PADC or Tax desktop software.

Notes

The Notes Tab allows any user with the Data Entry, Manager, or Administrator role to add text to accompany the data reporting. The user may:

- provide any relevant details pertaining to any of the data reported in this DES;
- explain any significant or unusual variations in data reported as compared to data reported for a prior period or prior FY;
- communicate any relevant details between the reporting entity and the oversight entity;
- include notes from any additional reviewers who are not part of the PADC electronic certification.

APPENDICES

ADA Reporting Instructions

Transitional Kindergarten

In accordance with *EC* Section 48000, from the 2014–15 school year to the 2021–22 school year, inclusive, a child who will have their fifth birthday between September 2 and December 2 shall be admitted to a transitional kindergarten program maintained by the LEA, at any time during a school year. If the student turns five between September 2 and December 2, then the LEA may claim ADA beginning the first day of the school year. If the student turns five after December 2, then the LEA may claim ADA once the student has attained their fifth birthday, regardless of when the student was admitted during the school year. ADA may not be retroactively claimed from the start of the school year.

Extended Year Special Education

Pursuant to 5 *CCR*, Section 3043(d), an extended year program shall be provided for a minimum of 20 instructional days including holidays. Extended Year Special Education is considered an extension of the current school year, occurring between the end of the regular academic year and the beginning of the following academic year, and is included in the annual individualized education program for the student.

The ADA attributed to the Extended Year Special Education Program is reported in the FY that the program ends. For example, if a student is in the sixth grade in the 2021–22 academic year, and participates in the Extended Year Special Education program that ends in July 2022, their Extended Year Special Education ADA shall be reported in Grades 4–6 in the 2022–23 FY.

Traditional Independent Study – COE Reporting

Traditional independent study is the independent study program offered by LEAs for almost four decades and was renamed in FY 2015–16 to distinguish it from CBIS program (described in the next section). In traditional independent study, attendance credit is based on the time value of the student's work product. In addition to time value, traditional independent study has distinct apportionment significant requirements that differ from the apportionment significant requirements of CBIS. Refer to *EC* sections 51745 through 51749 and 5 *CCR*, sections 11700-11705 for the traditional independent study statutory requirements.

LEAs offering traditional independent study must compute the ratio of independent study students to FTE certificated employees responsible for independent study and the comparative ratio for all other educational programs pursuant to *EC* Section 51745.6 and the Independent Study Ratio Calculation instructions provided on the CDE's Independent Study Ratio Calculations web page at
https://www.cde.ca.gov/sp/eo/is/calculations.asp.

COEs with opportunity education students served through independent study have a 10 percent cap on the number of opportunity education independent study ADA claimed. Instructions and guidance on the 10 percent cap for opportunity education are provided on the CDE's Independent Study Ratio Calculations web page at https://www.cde.ca.gov/sp/eo/is/calculations.asp.

Independent study ADA that exceeds the student to FTE certificated comparative ratio, and ADA for opportunity education students participating in independent study that exceeds the 10 percent cap, must be subtracted from ADA reported on the following:

- Lines A-1 through A-3 of the Attendance COE; and,
- Lines A-1 and A-5 of the Attendance District Funded County Program.

The excess ADA should be reported on the applicable lines in section B of each DES. Excess ADA should be proportionately allocated to each grade span/grade category based on total ADA reported in each grade span. The ratio calculations are made at P-2, and are used for reporting ADA at P-2 and Annual.

Traditional Independent Study – School District Reporting

Traditional independent study is the independent study program offered by LEAs for almost four decades and was renamed in FY 2015–16 to distinguish it from CBIS program (described in the next section). In traditional independent study, attendance credit is based on the time value of the student's work product. In addition to time value, traditional independent study has distinct apportionment significant requirements that differ from the apportionment significant requirements of CBIS. Refer to *EC* sections 51745 through 51749 and *5 CCR*, sections 11700-11705 for the traditional independent study statutory requirements.

LEAs offering traditional independent study must compute the ratio of independent study students to FTE certificated employees responsible for independent study and the comparative ratio for all other educational programs pursuant to *EC* Section 51745.6 and the Independent Study Ratio Calculation instructions provided on the CDE's Independent Study Ratio Calculations web page at https://www.cde.ca.gov/sp/eo/is/calculations.asp.

School districts with continuation and/or opportunity education students served through independent study have a 10 percent cap on the number of continuation and/or opportunity education independent study ADA claimed. Instructions and guidance on the 10 percent cap for continuation education and opportunity education are provided on the CDE's Independent Study Ratio Calculations web page at https://www.cde.ca.gov/sp/eo/is/calculations.asp.

Independent study ADA that exceeds the student to FTE certificated comparative ratio, and ADA for continuation education or opportunity education students participating in independent study that exceeds the 10 percent cap, must be subtracted from ADA

reported in the Regular ADA section. The excess ADA should be reported in Other section as ADA not eligible for general funding. The ratio calculations are made at P-2, and are used for reporting ADA at P-2 and Annual.

Traditional Independent Study – Charter School Reporting

Traditional independent study is the independent study program offered by LEAs for almost four decades and was renamed in FY 2015–16 to distinguish it from CBIS program (described in the next section). In traditional independent study, attendance credit is based on the time value of the student's work product. In addition to time value, traditional independent study has distinct apportionment significant requirements that differ from the apportionment significant requirements of CBIS. Refer to *EC* sections 51745 through 51749 and 5 *CCR*, sections 11700-11705 and 11960-11963.2 for the traditional independent study statutory requirements.

LEAs offering traditional independent study must compute the ratio of independent study students to FTE certificated employees responsible for independent study and the comparative ratio for all other educational programs pursuant to *EC* Section 51745.6 and the Independent Study Ratio Calculation instructions provided on the CDE's Independent Study Ratio Calculations web page at https://www.cde.ca.gov/sp/eo/is/calculations.asp.

Independent study ADA that exceeds the student to FTE certificated comparative ratio must be subtracted from the P-2 and Annual reported ADA. Excess ADA should be proportionately allocated to each grade span based on total ADA reported in each grade span. The ratio calculations are made at P-2, and are used for reporting ADA at P-2 and Annual. Report excess ADA as follows:

- Attendance Charter School
  - Do not include excess ADA in ADA reported on lines C-1 through C-4;
  - report excess ADA on Line E-2.
- Attendance Charter School – All Charter District
  - Do not include excess ADA in ADA reported on lines C-1 through C-5 and lines F-1 through F-5;
  - report excess ADA on Line I-2.
- Attendance County Program Charter School
  - Do not include excess ADA in ADA reported on Lines C-1 through C-3 and G-1 through G-5;
  - report excess ADA on Lines E-2 and I-2.

Course Based Independent Study – COE Reporting

CBIS is a more recently established type of independent study program authorized in statute in FY 2015–16. CBIS attendance credit is based on satisfactory educational progress in courses certified annually by the local governing board. The annual certification must meet the requirements pursuant to *EC* Section 51749.5(a)(4). In CBIS,

students also have to meet the minimum school day requirement for the enrolled courses. CBIS has its own distinct apportionment significant requirements that differ from traditional independent study. Refer to *EC* sections 51749.5–51749.6 and 5 *CCR*, sections 11700-11705 for the CBIS statutory requirements.

Note: excess ADA is referred to as "Course Based Independent Study ADA not eligible for funding" in the various DES in the PADC. The following calculations, and any necessary ADA Adjustments must be done for P-2 and Annual reporting.

CBIS ADA Greater than 10 Percent of Total

COEs with CBIS programs must compute ADA for each student enrolled, in accordance with *EC* Section 51749.5(b). If the total CBIS ADA is greater than 10 percent of the total COE ADA, any CBIS ADA above 10 percent must be reduced by the statewide absence rate, available on the CDE's Funding Rates and Information web page at https://www.cde.ca.gov/fg/aa/pa/ratesandinfo.asp along with a sample calculation. For this adjustment subtract excess CBIS ADA from ADA to be reported by pupil type on the Attendance COE and Attendance District Funded County Program DES. Report excess ADA by grade span on Line B-6 of the Attendance COE DES or Line B-4 of the Attendance District Funded County Programs DES. Excess ADA should be distributed proportionately to each grade span based on total ADA reported in each grade span.

Student to FTE Certificated Employees Ratio

In addition to the above, COEs offering CBIS must compute the ratio of independent study students to FTE certificated employees responsible for independent study and the comparative ratio for all other educational programs, pursuant to *EC* Section 51745.6 and the Independent Study Ratio Calculation instructions provided on the CDE's Independent Study Ratio Calculations web page at https://www.cde.ca.gov/sp/eo/is/calculations.asp. Report excess ADA by grade span on Line B-6 of the Attendance COE DES or Line B-4 of the Attendance District Funded County Programs DES. Excess ADA should be distributed proportionately to each grade span based on total ADA reported in each grade span.

Opportunity Education Students

COEs with opportunity education students served through CBIS have a 10 percent cap on the number of opportunity education independent study ADA claimed. Instructions and guidance on the 10 percent cap for continuation education and opportunity education are provided on the CDE's Independent Study Ratio Calculations web page at https://www.cde.ca.gov/sp/eo/is/calculations.asp. Report excess ADA by grade span on Line B-6 of the Attendance COE DES or Line B-4 of the Attendance District Funded County Programs DES. Excess ADA should be distributed proportionately to each grade span based on total ADA reported in each grade span.

Course Based Independent Study – School District Reporting

CBIS is a more recently established type of independent study program authorized in statute in FY 2015–16. CBIS attendance credit is based on satisfactory educational progress in courses certified annually by the local governing board. The annual certification must meet the requirements pursuant to *EC* Section 51749.5(a)(4). In CBIS, students also have to meet the minimum school day requirement for the enrolled courses. CBIS has its own distinct apportionment significant requirements that differ from traditional independent study. Refer to *EC* sections 51749.5–51749.6 and 5 *CCR*, sections 11700-11705 for the CBIS statutory requirements.

Note: excess ADA is referred to as "Course Based Independent Study ADA not eligible for funding" in the various DES in the PADC. The following calculations, and any necessary ADA Adjustments must be done for P-2 and Annual reporting.

CBIS ADA Greater than 10 Percent of Total

School Districts with CBIS programs must compute ADA for each student enrolled, in accordance with *EC* Section 51749.5(b). If the total CBIS ADA is greater than 10 percent of the total district ADA, any CBIS ADA above 10 percent must be reduced by the statewide absence rate, available on the CDE's Funding Rates and Information web page at https://www.cde.ca.gov/fg/aa/pa/ratesandinfo.asp along with a sample calculation. For this adjustment, total district ADA shall include Regular ADA reported on Line A-1 of the Attendance School District, Attendance Basic Aid Open Enrollment, and Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer entry screens.

Student to FTE Certificated Employees Ratio

In addition, districts offering CBIS must compute the ratio of independent study students to FTE certificated employees responsible for independent study and the comparative ratio for all other educational programs, pursuant to *EC* Section 51745.6 and the Independent Study Ratio Calculation instructions provided on the CDE's Independent Study Ratio Calculations web page at https://www.cde.ca.gov/sp/eo/is/calculations.asp. CBIS ADA that exceeds the student to FTE certificated comparative ratio must be subtracted from ADA reported on Line A-1. The excess ADA should be reported on Line B-4 as ADA not eligible for general funding.

Continuation Education and Opportunity Education Students

Districts with continuation education and/or opportunity education students served through CBIS have a 10 percent cap on the number of continuation and/or opportunity education independent study ADA claimed. Instructions and guidance on the 10 percent cap for continuation education and opportunity education are provided on the CDE's Independent Study Ratio Calculations web page at https://www.cde.ca.gov/sp/eo/is/calculations.asp. CBIS ADA for continuation education

or opportunity education students participating in independent study that exceeds the 10 percent cap, must be subtracted from ADA reported on Line A-1. The excess ADA should be reported on Line B-4 as ADA not eligible for general funding.

Course Based Independent Study – Charter School Reporting

CBIS is a more recently established type of independent study program authorized in statute in FY 2015–16. CBIS attendance credit is based on satisfactory educational progress in courses certified annually by the local governing board. The annual certification must meet the requirements pursuant to *EC* Section 51749.5(a)(4). In CBIS, students also have to meet the minimum school day requirement for the enrolled courses. CBIS has its own distinct apportionment significant requirements that differ from traditional independent study. Refer to *EC* sections 51749.5–51749.6 and 5 *CCR*, sections 11700-11705 and 11960-11963.2 for the CBIS statutory requirements.

Note: excess ADA is referred to as "Course Based Independent Study ADA not eligible for funding" in the various DES in the PADC. The following calculations, and any necessary ADA Adjustments must be done for P-2 and Annual reporting.

CBIS ADA Greater than 10 Percent of Total

Charter schools with CBIS programs must compute ADA for each student enrolled, in accordance with *EC* Section 51749.5(b). If the total CBIS ADA is greater than 10 percent of the total charter school ADA, any CBIS ADA above 10 percent must be reduced by the statewide absence rate, available on the CDE's Funding Rates and Information web page at https://www.cde.ca.gov/fg/aa/pa/ratesandinfo.asp along with a sample calculation. See Reporting Instructions below.

Student to FTE Certificated Employees Ratio

In addition, charter schools offering CBIS must compute the ratio of independent study students to FTE certificated employees responsible for independent study and the comparative ratio for all other educational programs, pursuant to *EC* Section 51745.6 and the Independent Study Ratio Calculation instructions provided on the CDE's Independent Study Ratio Calculations web page at https://www.cde.ca.gov/sp/eo/is/calculations.asp. See Reporting Instructions below.

Reporting Instructions

Excess ADA, as determined per the above, should be proportionately allocated to each grade span based on total ADA reported in each grade span. Report excess ADA as follows:

- Attendance Charter School
    - Do not include excess ADA in ADA reported on lines C-1 through C-4;
    - report excess ADA on Line E-4.
- Attendance Charter School – All Charter District
    - Do not include excess ADA in ADA reported on lines C-1 through C-5 and lines F-1 through F-5;
    - report excess ADA on Line I-4.
- Attendance County Program Charter School
    - Do not include excess ADA in ADA reported on Lines C-1 through C-3 and G-1 through G-5;
    - report excess ADA on Lines E-4 and I-4.

Common Acronyms

The following table provides a list of common acronyms, in alphabetical order, used in the manual:

Name	Acronym
administrative unit	AU
Adults in Correctional Facilities	AICF
Assembly Bill	AB
average daily attendance	ADA
California Code of Regulations	*CCR*
California Code of Regulations, Title 5	5 *CCR*
California Department of Education	CDE
California Longitudinal Pupil Achievement Data System	CALPADS
Centralized Authentication System	CAS
class size penalties	CSP
Course Based Independent Study	CBIS
county office of education	COE
Current Year	CY
Data Entry Screen	DES
Designated Instruction and Services	DIS
District of Choice	DOC
Education Code	*EC*
Education Protection Account	EPA
Educational Revenue Augmentation Fund	ERAF
Extended Learning Opportunities	ELO
Extraordinary Cost Pool	ECP
First Principal Apportionment Period	P-1
fiscal year	FY
full-time equivalent	FTE
Government Code	*GC*
Grade Span Adjustment	GSA
Health and Safety Code	*HSC*
Instructional Personnel Service	IPS
Local Control Funding Formula	LCFF
local educational agency	LEA
Necessary Small School	NSS
Nonpublic, Nonsectarian Schools	NPS
Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	NPS/LCI

Name	Acronym
Principal Apportionment Data Collection	PADC
Principal Apportionment Section	PAS
Prior Year	PY
Redevelopment Agency	RDA
Resource Specialist Program	RSP
Revenue and Taxation Code	RTC
School Fiscal Services Division	SFSD
Second Principal Apportionment Period	P-2
Special Day Class	SDC
special education local plan area	SELPA
Standardized Account Code Structure	SACS
State Board of Education	SBE
Transitional Kindergarten/Kindergarten–3	TK/K–3
Unduplicated Pupil Percentage	UPP