

California Department of Education / County Office of Education

External Services Subcommittee (ESSCO)

MINUTES

ZOOM meeting

August 2, 2021
10:00 a.m.

Co-Chair: Jonathan Feagle, California Department of Education

Co-Chair: James Whittington, Riverside COE

Vice-Chair: Roslynn Manansala-Smith, El Dorado COE

Main Agenda

- 1) Announcements, *James Whittington/Roslynn Mananasla-Smith & Jonathan Feagle*
- 2) CARES, CRRSA, and ARP Act Update, *Joe Saenz*
 - a) Quarterly Reporting
 - *Data posted should be posted on website.*
 - *October 2021 reporting will include the closing of CRF*
 - *Program expense deadline from May 31st – CDE would expect that obligations should be closed out with actual expenditures in this reporting.*
 - b) Annual Reporting
 - *USDE – published regulations for Annual reporting (for CARES, CRRSA, & ARP) due in February 2022, which included very in depth requirements*
 - *CDE will post where LEAs can post public comments for Annual Reporting*
 - c) ESSER III SEA Plan
 - *State plan submitted on Friday, July 30th*
 - Other questions/comments –*
 - *Denice Cora – asked if other COEs had local auditors recommending that districts not recognize ESSER III FY 20-21?*
 - *Per Keith at CDE - ESSER III apportionment is in process – 1st and 2nd initiated (for this year)*
 - *Per Jonathan – may have been confusion due to change in unearned revenue changes – concern that LEAs may not receive cash within normal 90 day period?*
- 3) GANN Limit, *Daniel Merwin*
 - *AB130 included changes to LEA appropriation limits (GANN limit)*
 - *Background on GANN: Goal of GANN limit is to keep state/local/schools spending within changes in population, taxes, etc. If LEA has more tax revenue, must return to community (typically LEAs never return tax revenue). This provided a cap on school spending. LEAs typically will be at their GANN spending limit each year. Important to note this doesn't impact an LEAs' LCFF eligibility or apportionment.*
 - *Changes include:*
 - *LEAs must increase their limit (instead of opting to return revenues)*
 - *LEAs no longer have to send a letter to SCO*
 - *LEAs with additional limits must return funds to the state. CDE will notify these 103 LEAs who this applies to. (Dan to share list of LEAs to James)*
 - *LEAs do not need to have a board approved Resolution for 2019-20 (already done) and 2020-21 (doing in next few months)*
 - *Resolution requirement still exists for going forward 2021-22*
 - *Requirement for Resolutions only waived for 2019-20 and 2020-21*
 - *gann@cde.ca.gov email for questions*

4) BASC Update, *James Whittington*

- *Last meeting was July 9th*
- *Group discussion: Deferrals gone for 2021-22; Questions on Independent Study*
- *SBE – discussed process to change new LCAP template*
- *FCMAT – increase in AB139 audits, not all related to fraud*
- *CCEE – Instructional Mode comprehensive survey related to AB130, new lead of CCEE*
- *Chair updates – discussion on San Bernadino's LCAP –*
 - *Another letter from ACLU pointing out what they should be looking at received for 2021-22 LCAP at San Bern*
- *CSESA – ongoing conversation with CalSTRS/CalPERS;*
- *CASBO – Discussed membership changes*

5) Categorical Allocations and Audit Resolutions (CAAR) Updates, *Keith Smith*

a) AB 130 Changes to In-Person Instruction and Expanded Learning Opportunities Grants

CDE updates provided:

- *Per AB130, CDE was instructed to use federal funds for ELO grant*
 - *Expected to have revised allocation grants within next couple of weeks (CDE working towards August 13th timeline)*
- *The originally scheduled 2nd apportionment in August will no longer occur due to this change.*
- *The portion of funding from the state general fund for IPI and ELO grants will be paid in full in the 2nd apportionment for each program respectively.*
- *For the federal portion of ELO, LEAs will be required to complete assurances and to comply with federal cash management requirements, which requires LEAs to report their expenditures each quarter in order to calculate each quarterly payment.*

Questions/Discussion:

- *Per CDE, the recovery of IPI funds for schools that did not provide in-person instruction will happen during the monthly principal apportionment cycle.*
- *Discussion of impacts of this change:*
 - *This change is impacting many districts trying to close their books for an August board meeting. In addition, for small districts where this federal funding change may increase their federal spending to meet the single audit threshold of \$750k.*
 - *Recommendation from Mike Fine (FCMAT) during BASC discussion was that LEAs could reasonably consider the federal time accounting change to be effective as of July 1st.*
 - *The change of these funds to federal will impact how locally funded charter schools will receive their allocation/apportionments. ELO may now roll up to their authorizer's allocation/entitlement amount?*
 - *COEs shared tight timeline for LEAs to close their own books in regards to changes on ELO grant being funded by Federal \$'s.*

b) Federal Stimulus Program Payments

- *ESSER II / III - 2nd apportionment has been initiated; payment within 6-8 weeks from now*
- *ESSER I – 5th round will be initiated this week; payment within 6-8 weeks from this week*

c) ESSA Waiver Requests

- *CDE applying for these 2020-21 carryover waivers, goes to SBE in September*

d) CSESAP Updates

- *Closes today at midnight*
- *16 LEAs have not yet completed their funding requests as of this morning, reduced to 8 LEAs during the meeting.*

6) RRMA Exclusions: Section 119 of AB130, Jonathan Feagle

- *Resources 3212-3214 excluded applicable for 2020-21 and moving forward*
 - *SACS software will not exclude these 3 resources – COEs should remind LEAs to manually overwrite their amounts for RRMA in SACS*
 - *LEAs should exclude these at interims and overwrite in Form SACS 01CS*
 - *Reference instructions on hand out*

7) Financial Reporting Updates, Christine Davis

a) SACS System Rewrite: Fall 2021 Outreach Sessions - September 21, October 7 and October 12

- *These are “save the dates” for outreach sessions (repeat sessions) for COE staff only (geared more towards External, but any COE staff is welcome to attend)*
 - *9/21 - 10am to 12pm*
 - *10/7 – 1pm to 3pm*
 - *10/12 - 10am to 12pm*
- *CDE will send out invites within a few weeks; Christine still drafting email*

8) Principal Apportionment, Kiyomi Meeker

a) 2021-22 Advance

- *Certified on July 20th*
- *\$39b, included COLA and legislative changes and Concentration grant increase*

b) Upcoming Deadlines

- *PENSEC – due today 8/2/2021, sent out on July 7th*
- *August 16 – PADC*
 - *2020–21 Annual Taxes*
 - *2020–21 Annual Miscellaneous Funds Data*
 - *2020–21 Annual Excess ERAF Data*
 - *2020–21 Annual SELPA Tax Allocation*

c) *Other Updates: 2021-22 Independent Study Attendance Accounting and Instructional Time*

- i. *SFSD is hosting a webinar on IS and AA and IT tomorrow Morning @10 am*
- ii. *Registrations link and announcement went out*

d) 2021-22 Apportionments

- *Special Ed allocations (Special Education Dispute Resolution and Learning Recovery Support) will be allocated later this month, no later than August 31*

e) PADC Web Application Update – Masha Lutsuk

- *Fall 2021 RELEASE will start with Taxes reporting due on November 15th*
 - *Due to issues of implementation, CDE will have to develop over multi-years and fine-tune online application*
- *CDE provided handout – requesting that COEs review and provide feedback (can provide at meeting or via email).*

Masha reviewed the following:

- *Key Changes for background (same as training a few years ago)*
 - *Web browser available on CHROME for now*
- *Timelines reviewed*
 - *Discussed August Timelines*
 - *Workshops after August – discussed possibility of September workshops; more information to come on timing; Masha requested that COEs send suggestions to CDE on topics for these workshops*
 - *CDE will provide a notification in ESSCO email group for when August 6th email is actually sent to County Superintendents*

- August 27th deadline – COE to determine who the PADC administrator will be their COE
 - Hoping to meet October timeline, when software goes to County Auditor's offices – She highlighted the point that COEs must assign county auditors to enable reporting for property taxes by October 1st
 - Workshops in December – discussed having additional outreach for the harder to transition screens; charter screens
 - CDE will try to have some You Tube videos on the CDE you tube channel
- User Setup
 - Multiple documents will be utilized to facilitate user access to the PADC
 - 2) TEMPLATE – can be modified by each COE
 - Includes requirement to have a CAS user name
 - Acknowledgements should be retained locally
 - Each COE can designate who can assign roles for LEAs, does not necessarily have to be Superintendent
- Data Certification
 - Options available for each LEA/COE to have local processes in place
 - COE can have multiple administrators
- Questions:
 - Question: Will COEs be required to maintain the web application access forms for every new user that is setup? Are COEs required to use this template or could they develop a separate process?
 - Answer: Not required to create a separate process, but able to. CDE states it would be prudent to retain applications locally, although the system will capture when changes are made to user access. The Template will be required to use, but COEs are able to make changes to template.
 - Question: Has CDE notified county auditor offices?
 - Answer: No, only in communication with CA State Association of County Auditors. CDE working with this group to post changes to CDE's PADC on the following website: <https://www.calsaca.org/california-state-association-county-auditors>

Standing Subcommittee Reports

1. AB 1200, *Kathryn Rusk*
2. Accounting, *Tom Cassida*
3. Property Taxes, Apportionments, Attendance, Enrollment, & CALPADS, *Jeff Young*
4. Professional Development, *James Whittington*
 - *October 19th conference to be virtual*
 - *ESSCO still needs volunteers for the Collective Bargaining (cover disclosures) session*
5. ESSCO Organization, *Roslynne Manansala-Smith*
 - *James to send out ESSCO member list – via google sheets*
 - *CSESA to keep organization meetings virtual through end of year*
6. FCMAT Procedure Manual, *Roslynne Manansala-Smith, Laura Lilley, Jeff Potter (FCMAT)*
7. Local Control and Accountability Plan (LCAP) Reviews, *Veronica Moreno*

Roundtable Discussion

FCMAT Calculator EPA offset, *Sarah Smigiera*

Waiver Process for Independent Study, *Penny Timboe*

ESSER III Revenue Recognition, *Denice Cora*

GANN Limit, *Rebecca Olker*

TK and Grade 12 Retention/Coursework completion and ADA implications, *James Whittington*

Revised IPI/ELO Entitlements, *Peter Foggato*

Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)

Updates Regarding Exemptions to the Calculation of the Minimum Contribution Amount

Education Code Section 17070.75 requires local educational agencies that receive certain state funding for facilities construction to contribute specified amounts to a restricted maintenance account. For school districts, the minimum contribution is three percent of the total general fund expenditures and other financing uses for that fiscal year. More information about this topic is provided in Procedure 650 of the California School Accounting Manual.

The following is applicable to school districts required to contribute to a restricted maintenance account.

Section 119 of Assembly Bill (AB) 130

Section 119 of AB 130 provides for the exclusion of expenditures of certain federal relief funds from the calculation of the minimum contribution to a district's OMMA/RMA (Resource 8150). These additional exclusions are applicable to certain funds made available through the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act and the American Rescue Plan (ARP) Act. As such, the following resource codes shall be excluded from the RRMA contribution calculations beginning with the reporting of 2020-21 Unaudited Actuals:

- Resource 3212, Elementary and Secondary School Emergency Relief II (ESSER II)
- Resource 3213, Elementary and Secondary School Emergency Relief III (ESSER III)
- Resource 3214, Elementary and Secondary School Emergency Relief III (ESSER III): Learning Loss

Calculation of the Minimum Contribution to the RRMA

For the budget and two interim reporting periods, SACS software calculates the minimum contribution amounts for the OMMA/RMA in Form 01CS, Criterion 7: Facilities Maintenance. However, for 2021-22 budget and interim reporting periods, the software will not automatically exclude the three resource codes listed above because AB 130 was passed into law after the final release of the software for 2021-22.

Unaudited Actuals (U/A) for 2020-21

Form 01CS (i.e. Criteria and Standards) is not available during the U/A period. Districts will need to calculate the minimum contribution for 2020-21 U/A. The following resource codes should be excluded from the calculation:

- Per SB 820, Section 72 of 2020 – Resource Codes 3210, 3215, 3220, 5316, 7027, and 7420
- Per SB 98, Section 99 of 2020 – Resource Code 7690
- Per AB 130, Section 119 of 2021 – Resource Codes 3212, 3213, and 3214

1st and 2nd Interims for 2021-22

For 1st and 2nd 2021-22 interims, the software will automatically exclude the resource codes provided in SB 820 and SB 98 as listed above. However, Districts will need to manually exclude expenditures from resource codes 3212, 3213, and 3214 for both interim reporting periods. The amount calculated is entered into the "Required Minimum Contribution" calculation cell. That cell can be overwritten at 1st and 2nd interims (see screenshot below).

Screenshot of District's C&S, Criterion 7 for 1st and 2nd Interims:

7. CRITERION: Facilities Maintenance

STANDARD: Identify changes that have occurred since budget adoption in the projected contributions for facilities maintenance funding as required pursuant to Education Code Section 17070.75, or in how the district is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

Determining the District's Compliance with the Contribution Requirement for EC Section 17070.75 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)

NOTE: EC Section 17070.75 requires the district to deposit into the account a minimum amount equal to or greater than three percent of the total general fund expenditures and other financing uses for that fiscal year. Per SB 98 and SB 820 of 2020, resources 3210, 3215, 3220, 5316, 7027, 7420, and 7690 are excluded from the total general fund expenditures calculation.

DATA ENTRY: Enter the Required Minimum Contribution if Budget data does not exist. Budget data that exist will be extracted; otherwise, enter budget data into lines 1, if applicable, and 2. All other data are extracted.

	Required Minimum Contribution	First Interim Contribution Projected Year Totals (Fund 01, Resource 8150, Objects 8900-8999)	Status
1. OMMA/RMA Contribution	<input type="text"/>	0.00	Not Met
2. Budget Adoption Contribution (information only) (Form 01CS, Criterion 7)	<input type="text"/>		

Principal Apportionment Data Collection Web Application: 2021-22 Implementation

Overview

School Fiscal Services Division (SFSD) is planning to transition the Principal Apportionment Data Collection from a desktop software to a web-based application, with the first phase of the transition scheduled for Fall 2021. The transition to a web application is necessary because the development tool that enables the maintenance and updates for the desktop software is not compatible with current technology.

The Fall 2021 release will include user assignment functionality and data reporting for all 2021-22 fiscal year data, beginning with Taxes reporting due on November 15. SFSD plans to incorporate additional features and continue to fine-tune the application in subsequent fiscal years.

The following schedule and summary of changes are provided with the goal of preparing local educational agencies (LEAs) for the new data collection process and to gather feedback that may assist the SFSD in planning for the transition.

Key Changes

The following table summarizes the key changes from the current data collection process.

Desktop Software	Web Application
Incompatible with Macintosh or newer versions of Windows	Accessible via common web browsers regardless of the device or operating system
Each user's access limited to the data on the user's computer	Real-time data available to any authorized user
Unrestricted and unmanaged user access	User management by SFSD, county offices of education (COEs) and school districts to designate users for data access and certification
Paper certifications routed for signatures	Records to be certified electronically with individual user credentials
Records transmitted by email between LEAs; uploaded via File Transfer System	Fully certified records transmitted to SFSD automatically

Desktop Software	Web Application
Local users lack information on what data were used for Principal Apportionment (PA) calculations	Records used in PA certification to be available for audit and reference

Timeline

The following table describes the anticipated timeline for the initial implementation of the Web application:

Date	Event
August 6, 2021	SFSD sends each COE a form to be completed by the person designated to be a PADC Administrator and a corresponding designation by a county superintendent.
August 27, 2021	SFSD completes PADC Administrator setup for each COE.
August 30, 2021	SFSD releases PADC Web application for user assignment only; COEs may begin assigning local users.
To be determined	Workshop for LEAs focused on the transition to Web application, user assignment, electronic certification
October 1, 2021	SFSD releases Taxes and Excess ERAF for data entry; county auditor users must be assigned to enable the reporting.
November 15, 2021	Taxes, Excess ERAF data due to SFSD.
December 1, 2021	SFSD releases all P-1 data entry screens for data entry; all local users must be assigned.
To be determined	Workshop for LEAs focused on data entry, validation and certification (live demo), and data entry screen changes.
January 18, 2022	All 2021-22 P-1 data due to SFSD.

User Setup

The assignment of the Administrator must be done by an oversight entity:

- SFSD assigns an Administrator to each COE;
- each COE assigns Administrators for school districts, charter schools under COE oversight, county auditors; and, Special Education Local Plan Areas (SELPAs); each COE may assign additional Administrators for the COE itself;
- each school district assigns Administrators for charter schools under district oversight. School district access to SELPA users is under development. Text in the attachments pertinent to this issue is marked in *italics font*.

SFSD will be available to assist LEAs in user assignment if LEAs experience any issues with the application or the process.

The SFSD plans to release the following documents to facilitate user access to the PADC. These forms contain user identification, request for specific access, and an agreement with the terms of use. See attachments 1-3 for drafts and additional details.

Attch.	Form Title	Function	Format
N/A	PADC Web Application Access COE ADMINISTRATOR ASSIGNMENT	The COE Superintendent designates a PADC Administrator for the COE, the principal “super user” for the county.	Mandatory form. SFSD sends the form directly to each COE; each COE completes form and returns to SFSD.
1	PADC Web Application Access COUNTY AUDITOR ASSIGNMENT	County Auditor sends the form to COE to request Administrator access to the PADC	Form provided by SFSD for use by county auditors and COEs; to be posted on PADC Web page with links from the California State Association of County Auditors.
2	PADC Web Application Access Administrator Assignment TEMPLATE	A local user request for Administrator access. Each LEA selects a person to serve as the PADC Administrator who must request the assignment from the COE or school district (for charter schools under district oversight).	Template for local use. SFSD posts the template on PADC web page. Each COE/school district may create their own form based on PADC web page.
3	PADC Web Application Access User Assignment TEMPLATE	A local user requests for assignment to the following roles: Manager, Data Entry, or View Only	Template for local use. SFSD posts the template on PADC web page. Each LEA may create their own form based on CDE template.

Data Certification

The user assignment process in the PADC Web application will set up the structure for data certification. The application requires data to be certified by an individual designated as the Administrator for each LEA, SELPA or county auditor. Each entity may have as many PADC Administrators as necessary to facilitate certification. The

PADC Administrator will also be the primary point of contact for SFSD in case of questions or data issues.

While SFSD does not require pen and paper certifications of data reported, each LEA or SELPA may incorporate local requirements for wet signatures by adding any necessary cover sheet to the printed PADC records. The application will allow each data record to be printed (in development) as well as the completed Certification Details page (see attachment 4).

Questions and Feedback

Any questions or feedback should be forwarded to PASE@cde.ca.gov with a subject line "Web-based PADC".

Principal Apportionment Data Collection Web Application Access COUNTY AUDITOR – ADMINISTRATOR ASSIGNMENT

*This form is provided for county auditors to request Administrator access to the Principal Apportionment Data Collection (PADC) Web application effective fiscal year 2021-22. **This form is submitted to the PADC Administrator of the County Office of Education; this form should not be submitted to California Department of Education.***

Overview

Effective fiscal year 2021-22, each county auditor reporting tax data to the CDE should have an assigned Administrator for the PADC.

Once assigned to the PADC Administrator role, county auditor will enter data, validate, and certify it electronically. The COE PADC Administrator will then view and certify data electronically. Once both certifications are complete, data will transfer to CDE on the due date.

STEP 1: Review PADC Instructions

A new user should review the PADC User Manual, available at <https://www.cde.ca.gov/fg/sf/pa/> to become familiar with user access, data entry and certification process.

STEP 2: Obtain CAS Username and Password

In order to access the PADC Web application, each user must have a unique Centralized Authentication System (CAS) username and password. If you currently have a CAS username, there is no need to create a new account. If you have not created a CAS username, navigate to the CAS Logon web page and complete "New User Registration" at <https://www3.cde.ca.gov/cdeauthentication/logon.aspx?programabbr=CARS>.

STEP 3: Submit Request to the COE

The request for Administrator assignment must be submitted to the COE, specifically to the individual designated as the PADC Administrator or Manager for the COE. Contact PADC@cde.ca.gov to obtain contact information for the COE, if needed.

Note that once the COE assigns the PADC Administrator for the county auditor, the county auditor may assign additional users, if needed.

STEP 4. User Assignment and Confirmation

The COE Administrator/Manager making the assignment logs in to the PADC, selects the User Management module, locates the user by the CAS username and makes the applicable assignment. The system will generate an automatic email notification to the county auditor confirming the user assignment made.

Detailed instructions for User Management module are available at <https://www.cde.ca.gov/fg/sf/pa/>.

REQUEST TYPE (mark one)

☐ New Assignment

☐ Removal of Assignment

A. APPLICANT INFORMATION

First Name:	Last Name:
CAS Username:	
Job Title:	
County:	
Work Telephone:	Work Email:

B. PADC USER RESPONSIBILITIES

By requesting PADC Administrator access, I acknowledge the following:

- *Education Code (EC)* Section 41760.2 requires county auditor of each county to furnish to the CDE estimated and actual amounts of various tax receipts, on forms prescribed by the CDE.
- The PADC Web application accessible via a secure Internet connection is used by the LEAs and county auditors to report the data to CDE, and attest to its accuracy and compliance with applicable statutes and regulations.
- Electronic certification by the PADC Administrator is used in lieu of pen and paper certifications. Upon electronic certification of the data in the PADC by all applicable entities and the COE, the application will transfer data to CDE for calculating Principal Apportionment.
- All information concerning my access to the PADC, including but not limited to any information entered, stored or retrieved by me, may be monitored, retrieved, and/or disclosed by authorized personnel, including authorized network administrators and CDE personnel per CDE's Web policy available at: <https://www.cde.ca.gov/re/di/ws/webpolicy.asp>
- The duties and responsibilities of the Administrator designated by this application include:
 - Keep credentials to access the PADC confidential by protecting your password at all times, never share your username and password with others or allow others to access the PADC using your credentials.
 - Review and electronically certify data for compliance with all applicable laws and regulations.
 - Ensure only authorized users access the system and that access is limited to the business need of each user.

- Manage any additional PADC users (assign, remove, update) for the county auditor, including the roles of Manager, Data Entry and View Only, and timely remove the assignments for users no longer authorized to use the application.
- Ensure only authorized users access the system, and that the access is limited to the business need of each user.
- Alert the CDE by emailing PADC@cde.ca.gov a security violation is suspected or detected.
- Submit a request for removal of PADC assignment to the appropriate PADC Administrator/Manager when PADC access is no longer needed due to work assignment changes, termination, etc.

C. APPLICANT AGREEMENT

I certify by my signature that the information in Section A is accurate and complete. I will adhere to the responsibilities outlined in Section B of this application.

Applicant Signature:	Date:
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D. COE PADC ADMINISTRATOR/MANAGER ATTESTATION

Approval of this request by the COE PADC Administrator or Manager.

First Name:	Last Name
CAS Username:	
PADC Role:	
PADC Assigned County Office of Education:	
Work Telephone:	Work Email:

Check one:

☐ I certify by my signature on this form that the individual listed in Section A is being granted County Auditor Administrator access to the PADC to provide the required tax information; I completed the assignment in PADC Web application on the date below.

☐ The individual listed in Section A no longer requires County Auditor Administrator access to the PADC; I unassigned the user in PADC Web Application on the date below.

Signature:	Date:
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Principal Apportionment Data Collection Web Application Access ADMINISTRATOR ASSIGNMENT TEMPLATE

This template is provided as a sample form to facilitate assignment of Administrators for the Principal Apportionment Data Collection (PADC) Web application.

This form is provided by the California Department of Education (CDE) as a template to be adapted for local use; it does not need to be submitted to CDE.

Effective fiscal year 2021-22, local educational agencies (LEAs) and Special Education Local Planning Areas (SELPA) should have a PADC Administrator responsible for certifying Principal Apportionment data for the LEA/SELPA and all entities under its jurisdiction.

The assignment of the Administrator must be done by an oversight entity:

- the CDE assigns an Administrator to each county office of education (COE);
- each COE assigns Administrators for school districts, charter schools under COE oversight, and SELPAs; each COE may assign additional Administrators for the COE itself;
- each school district assigns Administrators for charter schools under district oversight, *and SELPA users*.

The oversight entity may adopt this template for local use (i.e. add a letterhead, additional requirements or certifications, electronic or paper format, etc.) and distribute it to the applicable LEAs/SELPA to be completed and submitted to the oversight entity. Local templates must, at a minimum, contain username identification, user groups, and acknowledgement of responsibilities contained in Section D below.

STEP 1: Review PADC Instructions

A new PADC Web application user should review the PADC user guide, available at <https://www.cde.ca.gov/fg/sf/pa/>, to become familiar with user access, data entry screens and certification process.

STEP 2: Obtain CAS Username and Password

In order to access the PADC Web application, each user must have a unique Centralized Authentication System (CAS) username and password. If you currently have a CAS username, there is no need to create a new account. If you have not created a CAS username, navigate to the CAS Logon web page and complete "New User Registration" at <https://www3.cde.ca.gov/cdeauthentication/logon.aspx?programabbr=CARS>.

STEP 3: Submit Request to Oversight Entity

The request for Administrator assignment must be submitted to the Administrator or Manager of the oversight LEA as follows

Application for PADC Administrator of:	Submit a request for PADC assignment to:
School district	County office of education (COE) with jurisdiction over the school district

Application for PADC Administrator of:	Submit a request for PADC assignment to:
Charter school – District Oversight	School district that approved the charter petition, or that has been designated by the State Board of Education (SBE) as the chartering authority pursuant to <i>Education Code (EC)</i> Section 47605 or 47605.9.
Charter school – COE Oversight	COE, if the charter is authorized pursuant to any of the following: <ul style="list-style-type: none"> • <i>EC</i> Section 47605.6 (countywide charter) • <i>EC</i> Section 47605.5 (county program) • <i>EC</i> Section 47605 (COE approved after district denied) • Approved by the SBE with the COE designated by the State Board of Education (SBE) as the chartering authority per <i>EC</i> Section pursuant to <i>EC</i> Section 47605 or 47605.9.
SELPA AU	COE or school district, if school district is the SELPA AU

At the discretion of the oversight LEA, the application can be made by the individual seeking Administrator access with or without designation by the responsible charter school official, school district superintendent, SELPA director, or county superintendent of schools. See optional Section F.

STEP 4. User Assignment and Confirmation

The Administrator/Manager making the assignment logs in to the PADC, selects Assign User function, locates the user by the CAS username and makes the applicable assignment. The system will generate an automatic email notification to the requestor confirming the user assignment made.

Detailed instructions for the User Management module are available in the User Manual available at <https://www.cde.ca.gov/fg/sf/pa/>.

REQUEST TYPE

- New Assignment
- Additional Assignment (within the same county)
- Removal of Assignment

A. APPLICANT INFORMATION

First and Last Name	Job Title	Work Phone and Email
[Insert First and Last Name here]	[Insert Job Title here]	[Insert Phone and Email here]

LEA/SELPA	CAS Username
[Insert LEA/SELPA name here]	[Insert CAS Username here]

B. PADC USER GROUP

The PADC user group determines access to user management, data entry and certification for the LEA and any entities under its oversight. Therefore, the assignment should be made at the highest level of access required.

Select user group for the applicant:

- **County Office of Education (COE)** [with access to COE; school districts and SELPAs in the county; charter schools under COE and school district oversight; and, tax data reported by county auditor]
- **School District** [with access to the district; *district SELPAs*; charter schools under district oversight]
- **Charter School – COE Oversight** [with access to charter schools under COE oversight]
- **Charter School – District Oversight** [with access to charter schools under district oversight]
- **SELPA** [with access to SELPA Administrative Unit and SELPA members]

PADC User Group
[Insert PADC User Group here]

C. LEA/SELPA Assignment

I am requesting PADC Assignment as Administrator for the following:

LEA/SELPA Name	LEA/SELPA CDS Code
[Insert LEA/SELPA name here]	[Insert CDS Code here]

D. PADC USER RESPONSIBILITIES

By requesting PADC Administrator access, I acknowledge the following:

- *Education Code (EC)* requires LEAs and SELPAs to report specified data to the CDE, on forms prescribed by the CDE, for the purpose of making apportionments and certifying various reports. *EC* also imposes oversight responsibilities on certain LEAs, such as school districts (for certain charter schools) and the COEs (for LEAs under their jurisdiction).
- The PADC application accessible via a secure Internet connection is used by the LEAs to

report the data to CDE, and attest to its accuracy and compliance with applicable statutes and regulations. The PADC incorporates oversight responsibilities by allowing the oversight LEA to manage PADC users for LEAs and SELPAs under its jurisdiction, and to electronically certify data for its own LEA/SELPA and any LEAs under its oversight.

- Electronic certification by the PADC Administrator is used in lieu of pen and paper certifications. Upon electronic certification of the data in the PADC by all applicable entities and the COE, the application will transfer data to CDE for calculating Principal Apportionment funding.
- All information concerning my access to the PADC, including but not limited to any information entered, stored or retrieved by me, may be monitored, retrieved, and/or disclosed by authorized personnel, including authorized network administrators and CDE personnel Per CDE's Web policy available at: <https://www.cde.ca.gov/re/di/ws/webpolicy.asp>
- The duties and responsibilities of the Administrator designated by this application include:
 - Keep credentials to access the PADC confidential by protecting your password at all times, never share your username and password with others or allow others to access the PADC using your credentials.
 - Review and electronically certify data for LEA/entity listed in Section C and any LEAs under its jurisdiction for compliance with all applicable laws and regulations included in the Principal Apportionment Statutes and Regulations ([link to new web page](#)).
 - Manage all PADC users (assign, remove, update) for the LEA, including the roles of Manager, Data Entry and View Only, and Administrators for any reporting LEAs. The Administrator may assign a Manager for this function.
 - Ensure only authorized users access the system, and that the access is limited to the business need of each user.
 - Alert the CDE by emailing PADC@cde.ca.gov if a PADC user in the LEA suspects or detects a security or privacy violation.
 - Submit a request for removal of PADC assignment to the appropriate PADC Administrator/Manager when PADC access is no longer needed due to work assignment changes, termination, etc.

E. APPLICANT AGREEMENT

I certify by my signature that the information in Sections A, B, and C is accurate and complete. I will adhere to the responsibilities outlined in Section D of this application.

Applicant Signature:	Date:
[Sign here after printing out form]	[Insert date here]

F. ATTESTATION OF THE RESPONSIBLE OFFICIAL

At the discretion of the LEA/SELPA, the responsible charter school official, school district superintendent, SELPA director, or county superintendent of schools, or designee, may use this section to designate the person identified in Section A to serve as a PADC Administrator for the LEA/SELPA.

First and Last Name	Work Phone and Email
[Insert First and Last Name here]	[Insert Phone and Email here]

Job Title	LEA/SELPA
[Insert Job Title here]	[Insert LEA/SELPA name here]

I certify by my signature on this form that the individual listed in Section A is authorized to use the PADC application to manage users and certify Principal Apportionment data for the LEA/SELPA listed in Section C and any LEAs/entities under its jurisdiction, in accordance with applicable laws and regulations.

Responsible Official Signature:	Date:
[Sign here after printing out form]	[Insert date here]

G. PADC ADMINISTRATOR/MANAGER ATTESTATION

Approval of this request by the PADC Administrator or Manager for the LEA.

First and Last Name	CAS Username	Work Phone and Email
[Insert First and Last Name here]	[Insert CAS Username here]	[Insert Phone and Email here]

PADC Role	PADC User Group	PADC Assigned LEA/SELPA
[Insert PADC Role here]	[Insert PADC User Group here]	[Insert PADC Assigned LEA/SELPA here]

Check one:

- ☐ I certify by my signature on this form that the individual listed in Section A is authorized to use the PADC; I completed the assignment in PADC application on the date below.
- ☐ I agree to the removal of the individual listed in Section A from the PADC application; I unassigned the user in PADC on the date below.

Approver Signature:	Date:
[Sign here after printing out form]	[Insert date here]

Principal Apportionment Data Collection Web Application Access User Assignment **TEMPLATE**

This template is provided as a sample form for local educational agencies (LEAs) to facilitate assignment of the following user types to the Principal Apportionment Data Collection (PADC) Web application:

- Manager (manage users, enter, edit and view data)
- Data Entry (enter, edit and view data)
- View Only (view data)

This form is provided by the California Department of Education (CDE) as a template to be adapted for local use; it does not need to be submitted to CDE.

Effective fiscal year 2021-22, local educational agencies (LEAs) and Special Education Local Planning Areas (SELPA) should have a PADC Administrator responsible for certifying Principal Apportionment data for the LEA/SELPA and all entities under its jurisdiction. The PADC Administrator may assign additional users for the LEA using this template or local equivalent. The local equivalent must, at a minimum, contain username identification, user groups, and acknowledgement of responsibilities contained in Section E below.

STEP 1: Review PADC Instructions

A new user should review the PADC user guide, available at <https://www.cde.ca.gov/fg/sf/pa/>, to become familiar with user access, data entry screens and certification process.

STEP 2: Obtain CAS Username and Password

In order to access the PADC, each user must have a unique Centralized Authentication System (CAS) username and password. If you currently have a CAS username there is no need to create a new account. If you have not created a CAS username, navigate to the CAS Logon web page and complete "New User Registration" at <https://www3.cde.ca.gov/cdeauthentication/logon.aspx?programabbr=CARS>.

STEP 3: Submit Request to the LEA/SELPA Administrator or Manager

The application for user assignment, completed on the CDE template or local equivalent containing CDE prescribed acknowledgements of duties and responsibilities, must be submitted to the Administrator or Manager of the LEA or SELPA.

STEP 4. User Assignment and Confirmation

The Administrator/Manager making the assignment logs in to the PADC, selects the Assign User function, locates the user by the CAS username and makes the applicable assignment. The system will generate an automatic email notification to the requestor confirming the user assignment made.

Detailed instructions for the User Management module are available at <https://www.cde.ca.gov/fg/sf/pa/>.

REQUEST TYPE

- New Assignment
- Additional Assignment (within the same county)
- Removal of Assignment

Request

[Insert Request Type here]

A. APPLICANT INFORMATION**First and Last Name**

[Insert First and Last Name here]

Job Title

[Insert Job Title here]

Work Phone and Email

[Insert Phone and Email here]

LEA/SELPA

[Insert LEA/SELPA name here]

CAS Username

[Insert CAS Username here]

B. PADC USER ROLE

- Manager (manage users, enter/edit data)
- Data Entry (enter/edit data)
- View Only (view data)

PADC User Role

[Insert PADC User Role here]

C. PADC USER GROUP

The PADC user group determines access to user management (for PADC Managers) and data entry/view for all users. Each user group provides access to the LEA and any entities under its oversight. Therefore, the assignment should be made at the highest level of access required.

Select user group for the applicant:

- **County Office of Education (COE)** [with access to COE; school districts and SELPAs in the county; charter schools under COE and school district oversight; and, tax data reported by county auditor]
- **School District** [with access to District; district SELPAs; and, charter schools under district oversight]
- **Charter School – COE Oversight** [with access to charter schools under COE oversight]
- **Charter School – District Oversight** [with access to charter schools under district oversight]
- **SELPA** [with access to SELPA Administrative Unit and SELPA members]

PADC User Group

[Insert PADC User Group here]

D. LEA/Entity Assignment

I am requesting PADC Assignment for the following:

LEA/SELPA Name	LEA/SELPA CDS Code
[Insert LEA/SELPA name here]	[Insert CDS Code here]

E. PADC USER RESPONSIBILITIES

By requesting user access to the PADC, I acknowledge the following:

- *Education Code (EC)* requires LEAs, SELPAs and county auditors to report specified data to the CDE, on forms prescribed by CDE, for the purpose of making apportionments and certifying various reports. *EC* also imposes oversight responsibilities on certain LEAs, such as school districts (for certain charter schools) and the COEs (for LEAs under their jurisdiction).
- The PADC application accessible via a secure Internet connection is used by the LEAs and SELPAs to report the data to CDE, and attest to its accuracy and compliance with applicable statutes and regulations. The PADC incorporates oversight responsibilities by allowing the oversight LEA to manage PADC users for LEAs/SELPAs under its jurisdiction, and to electronically certify their data.
- All information concerning my access to the PADC, including but not limited to any information entered, stored or retrieved by me, may be monitored, retrieved, and/or disclosed by authorized personnel, including authorized network administrators and CDE personnel Per CDE's Web policy available at: <https://www.cde.ca.gov/re/di/ws/webpolicy.asp>
- The duties and responsibilities of the PADC user designated by this application include:
 - Keep credentials to access the PADC confidential by protecting your password at all times, never share your username and password with others or allow others to access the PADC using your credentials.
 - **Manager Users Only:** Manage PADC users (assign, remove, update) for the LEA, including the roles of Manager, Data Entry and View Only, and Administrators for any reporting LEAs.
 - Alert the LEA Administrator if a security or privacy violation is suspected or detected.
 - Submit a request for removal of PADC assignment to the appropriate PADC Administrator/Manager when PADC access is no longer needed due to work assignment changes, termination, etc.

F. APPLICANT AGREEMENT

I certify by my signature that the information in Sections A through D is accurate and complete. I will adhere to the responsibilities outlined in Section E of this application.

Applicant Signature:	Date:
[Sign here after printing out form]	[Insert date here]

G. Approval of this request by the PADC Administrator or Manager for the LEA.

First and Last Name	CAS Username	Work Phone and Email
[Insert First and Last Name here]	[Insert CAS Username here]	[Insert Phone and Email here]

PADC Role	PADC User Group	PADC Assigned LEA/SELPA
[Insert PADC Role here]	[Insert PADC User Group here]	[Insert PADC Assigned LEA/SELPA here]

Check one:

- ☐ I certify by my signature on this form that the individual listed in Section A is authorized to use the PADC; I completed the assignment in PADC application on the date below.
- ☐ I agree to the removal of the individual listed in Section A from the PADC application; I unassigned the user in PADC on the date below.

Approver Signature:	Date:
[Sign here after printing out form]	[Insert date here]