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Marin County Superintendent of Schools

Business Services Department

Business Bulletin 21-29

2020-21 Second Period Reports of Attendance

April 09, 2021

The Principal Apportionment data collection is modified for FY2020-21 as we are not required to collect attendance data. Nonetheless, there are still principal apportionment data elements being collected and the new software must be used to prepare and submit them.

Please make sure your district/charter is using the correct version of the PADC software (2020-20.00) to input your data. CDE maintains a webpage at the following link:

<http://www.cde.ca.gov/fg/sf/pa/padcsw2021.asp> for the PADC Software which includes resources to help with the data collection including a link to download the latest software.

Required P-2 Attendance reports form for districts:

- The Districts will only need to report 2020-21 P-2 Class Size Penalties at P-2.
- 2020-21 Transfer of Funds Alternative Rates Option does not need to be submitted at P-2 unless revisions to the data submitted at P-1 are needed.

Required P-2 Attendance reports form for charter schools:

- Charter School Physical Location should only be reported at P-2 if there is a change in the data reported at 2020-21 P-1.

Required P-2 Attendance reports form for county office:

- The County Office will only need to report 2020-21 P-2 Infant Funding at P-2.

The 2020-21 P-2 Attendance reports are reported to Marin County Office of Education by sending an export file of the district's data from the Principal Apportionment Data Collection software. The associated Data Reporting Instruction Manual is available for download from CDE at <https://www.cde.ca.gov/fg/sf/pa/padcsw2021.asp>. If you experience any difficulty using the software, please e-mail attendance@marinschools.org for assistance.

All attendance forms require a signed certification. Please prepare an official export of your data before printing the certifications. This will ensure the certifications are numbered to match the actual reports of attendance. We recommend setting your default printer to Adobe PDF such that the certifications print to a pdf file that you can then email to your superintendent or designee to sign electronically.

Both the data export and the certified attendance forms should be forwarded to MCOE no later than **Tuesday, April 20, 2021**. Please provide the certified data export and signed certification file by email to attendance@marinschools.org. If you have any questions, please call Oleg Gusev at (415)-491-6669.