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**Riverside County
Board of Education**

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DATE: December 4, 2009

TO: Chief Business Officials (*letter only*)
Accounting Managers
K-12 School Districts

FROM: Geri Tims, Coordinator
District Fiscal Services
gmt Division of Administration and Business Services
(951) 826-6121 / FAX [951] 826-6363

SUBJECT: 2009-10 First Period (P-1) Attendance Reports

ACTION: **District Action Needed by January 8, 2010**

The California Department of Education (CDE) has released the 2009-10 Principal Apportionment Attendance Software for use by districts and charter schools to prepare the First Period (P-1) Attendance Reports. The software is available on the CDE website at <http://www.cde.ca.gov/fg/sf/aa/>. Enclosed please find Attendance Software Basic Instructions that we have compiled to assist you in preparing the attendance reports.

Version Release Notes, FY 2009-10 are also enclosed. Changes to the software for District and Charter Schools are detailed, and should be reviewed carefully. The Community Day School line has been separated into two data entry lines (A.12 and A.13). A number of fields have been disabled and the help file has been updated to reflect the changes made. As always you can access the help feature in each report from the report menu. The Supplemental Instructional Hours entry screen cannot be accessed at all.

If applicable, a copy of the letter sent directly to charter school(s) in your district is enclosed. It will be your responsibility to obtain and review this information from your charter school(s) before it is submitted to our office. We have requested that the charter school(s) submit their attendance reports to their sponsoring district by January 5, 2010. Please work with your charter school(s) to establish a due date if this date does not accommodate your needs. A two-page Charter School Attendance Review form is also enclosed. The Charter School Attendance Review and the P-1 Charter School Certification page need to be signed by the district and submitted to our office by **Friday, January 8, 2010**.

Please send your completed file via e-mail or disk, along with the original signed certification pages, to your designated accounting technician **no later than Friday January 8, 2010**. Adherence to this deadline date is critical as the First Period (P-1) Attendance Reports are due to the California Department of Education **on or before Friday, January 15, 2010**, in order for them to properly calculate the state aid apportionment for February 2010. Education Code Section 42129 allows for the superintendent of public instruction to withhold the salary/compensation of the district superintendent and/or governing board members, if financial reports of the district are not filed in a timely manner.

If you have any questions, please contact your designated accounting technician listed below:

Metro Region

Angela Foster
(951) 826-6270

Desert Region

Diana Harned
(951) 826-6682

Southern Region

Rashida Cadd
(951) 826-6573

GT/mh

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Enclosures

Attendance Software Basic Instructions
2009-10

1. Log on using your established user name.
2. A split screen appears, listing your school district or charter school in the top portion and the available forms at the bottom portion.
3. A drop down menu appears at the top of the page. Under “Period”, choose appropriate period and enter information for the 2009-2010 reports.
4. In the “LEA” menu, choose District.
5. Highlight the school district line in the top section by clicking on the arrow to the left of the description line. The entire line will now be highlighted.
6. Leave the selected column on “No” until you are ready for printing or exporting.
7. Click on the arrow to the left of the form description that you want to open. The data input window for that form will appear.
8. For attendance reporting:
 - a. The “Attendance School District” form will be used by all school districts.
 - b. All districts except Desert Center Unified School District will use the “Gifted and Talented Education” form.

Important notes:

- The software will allow the district to open forms that are not applicable.
9. At the bottom of the opened form window, the “Save” button can be used at any time. Use the “Check/Save” button when all data has been entered for a particular form. An edit check will take place and inform the user if there are any errors, fatal (E) or warning (W). A file cannot be exported with fatal errors.
 10. Under the drop down window at the top of the screen under “File”, you can Import a file, Export a file or Print a report.
 11. You can print from the drop down menu under file if you have selected “Yes” for the forms you want to print. You can select “Yes” for one report or for all reports.
 12. You must have successfully exported a certified data file before you can print the certification form. Print the certification form from “Print” under the “File” drop down menu. After printing, make sure the Certificate number matches the software.
 13. After exporting a file, a dialog box will appear listing the export date and time, the reports exported, the LEA number, and most importantly, the file name and location of the exported file. Print this screen so that you know where to locate the file for transmission to the county office.
 14. Send the exported file to RCOE by e-mail or on disk, the original signed certification form, and all charter forms if applicable, to your accounting technician **no later than January 8, 2010.**

Version Release Notes, FY 2009-10

Charter Schools

Economically Disadvantage (ED)

Reminder: Economically Disadvantaged pupil counts are collected at the First Principal (P-1) Apportionment. As such, the ED pupil counts must be reported at P-1 to receive funding. When submitting any revised P-1 ED pupils data in Line A-1, you must notify the California Department of Education (CDE) by calling Melissa Collier at 916-445-7354 or by e-mail at mcollier@cde.ca.gov.

Continuing charter schools

The funding formula for Economic Impact Aid is based on prior year ED pupil counts. As such, the data are collected at the 2009-10 P-1 reporting period for use in the 2010-11 apportionment. The 2009-10 apportionment will be based on the ED pupil counts reported at 2008-09 P-1.

Newly operational charter schools

The funding formula for Economic Impact Aid is based on current year ED pupil counts reported at the 2009-10 P-1 reporting period.

See Attendance and Revenue Software help file for additional information on Economic Impact Aid Funding for Continuing and Newly Operational charter schools.

K-12 Districts

Community Day School Revenue Limit

School District

The Community Day School line has been separated into two data entry lines on the Attendance School District, Attendance Supplement School District, and Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer data entry screens. These data entry lines are for reporting the ADA for Mandatory Expelled Pupils and All Other Pupils.

Programs Funded Pursuant to *Education Code* Section 42605

Education Code Section 42605 provides that amounts appropriated for the Adult Education Program, Community Day School Additional Funding, GATE, Regional Occupational Centers and Programs (ROC/P), and Supplemental Instruction Programs be apportioned to local educational agencies (LEA) in the same relative proportion as the LEA received for the programs in a base year. This base-year formula supersedes previous funding formulas. As such, a number of fields have been disabled and the help file has been updated to reflect the changes made. The following table shows program data that will not be collected in the Principal Apportionment Revenue/Attendance Software.

Entry Screen	Field No.	Descriptions
Attendance School District	B-1	Regional Occupational Centers/Programs
	B-2, B-3, and B-4	Adult Education
	C-3	ROC/P CalWORKS
	C-4	Adults CalWORKS
	C-8 and C-9	All Other Community Day School Pupils
	C-10 and C-11	After-School Supervised Attendance

Funding calculations for Adult Education Program, Community Day School Additional Funding, GATE, Regional Occupational Centers and Programs, and Supplemental Instruction Programs are not available in the Revenue Software, but will be displayed in the 2009-10 Principal Apportionment exhibits.

Report of School District Attendance

County:

Fiscal Year:

District:

CDS CODE

Regular Elementary and High School ADA		Elementary	High School
Kindergarten	A-1		
Grades 1 - 3	A-2		
Grades 4 - 6	A-3		
Grades 7 - 8	A-4		
Grades 9 - 12	A-5		
Continuation Education	A-6		
Opportunity Schools and Full-Day Opportunity Classes	A-7		
Home and Hospital	A-8		
Special Education - Special Day Class	A-9		
Special Ed - Nonpublic, Nonsectarian Schools [E.C. 56366(a)(7)]	A-10		
Special Ed - Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-11		
Community Day School (Divisor 70/135/180)			
Mandatory Expelled Pupils ADA	A-12		
All Other Pupils ADA	A-13		
Extended Year ADA (Divisor 175)			
Extended Year Special Education - Special Day Class	A-14		
Extended Year Prog - Nonpublic, Nonsectarian Schools [E.C. 56366(a)(7)]	A-15		
Extended Year Prog - Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-16		
<hr/>			
Regional Occupational Centers/Programs (Divisor 85/135/175)	B-1		
Classes for Adults ADA (Divisor 85/135/175)			
Concurrently Enrolled Secondary Students	B-2		
Adults Enrolled, State Apportioned	B-3		
Students 21 Years or Older and Students 19 years or Older Not continuously Enrolled Since Their 18th Birthday, Participating in Full-Time Independent Study	B-4		
Adults in Correctional Facilities	B-5		

California Department of Education

Revenue Software

2009-9.00

Report of School District Attendance

County:

Fiscal Year:

District:

CDS CODE

ADA Totals (Sum of A-1 through B-5)

B-6

ADA For Students on Full-time Independent Study Included
in Section A (A-1 through A-7, A-9, A-12)

C-1

ADA Not Eligible for Funding Generated through
Independent Study (A-1 through A-7, A-9, A-12)

C-2

ADA for Students Participating in the CALWORKS Program
Pursuant to E.C. 33117.5 Included in B-1

C-3

ADA for Students Participating in the CALWORKS Program
Pursuant to E.C. 33117.5 Included in B-3 and B-4

C-4

Apprentice Hours Pursuant to Section 3074 of the
Labor Code

C-5

Community Day School - Additional Funds (Divisor 70/135/180)

Mandatory Expelled Pupils - [E.C. 48915(d)]

5th Hour ADA

C-6

6th Hour ADA

C-7

All Other Community Day School Pupils

5th Hour ADA

C-8

6th Hour ADA

C-9

After-School Supervised Attendance

Pupil Hours for 7th Hour

C-10

Pupil Hours for 8th Hour

C-11

Charter School Attendance Review

Date _____

Charter School _____

Sponsoring LEA _____

Charter schools are public schools authorized by the legislature to operate independently from the existing school structure as a method to:

- Improve pupil learning
- Increase learning opportunities
- Encourage the use of different and innovative teaching methods
- Create new professional opportunities for teachers, provide parents and pupils with expanded educational opportunity choices
- Hold schools accountable for measurable pupil outcomes and provide schools a method for performance-based accountability systems
- Provide vigorous competition within the public school system to stimulate continual improvement

Each charter school must be sponsored by a local educational agency (LEA) that has oversight responsibilities for the charter school. The sponsoring LEA may be liable for the financial obligations of the charter school. Although exempt from most education code requirements and administrative regulations, charter schools are required to comply with all provisions in their approved charter, maintain contemporaneous attendance records and operate under sound business practices. This document is required in order to certify charter school ADA. An explanation must be provided for each negative response.

	<u>Yes</u>	<u>No</u>	<u>NA</u>
1. <u>Student Attendance</u>			
Are there approved policies addressing student attendance?	_____	_____	_____
What attendance accounting system is used?			

Is there an approved school calendar?	_____	_____	_____
Is there an approved class (bell) schedule?	_____	_____	_____
Is there a process to monitor compliance with the minimum instructional minute requirements?	_____	_____	_____
Is there a minimum of 175 instructional days?	_____	_____	_____
Does the school maintain a class list for all students?	_____	_____	_____
Is attendance taken daily by the classroom teacher?	_____	_____	_____
Are absences excluded from the apportionment days?	_____	_____	_____
Is there a process to compile school wide ADA?	_____	_____	_____
Are records maintained for audit?	_____	_____	_____
Has ADA only been claimed for teachers who hold an appropriate certificate, permit or other document issued by CTC as required by EC 47605(1)?	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Yes No NA

2. **Personnel/Payroll**

Are there approved policies addressing personnel?	_____	_____	_____
Do employee records include:			
Credentials?	_____	_____	_____
Criminal background check results?	_____	_____	_____
TB test results?	_____	_____	_____
Are personnel actions approved by the board?	_____	_____	_____
Are records maintained for audit?	_____	_____	_____

3. **Audit**

What audit firm has been selected?			

Has an audit schedule/timeline been developed?	_____	_____	_____
Has a copy of the audit for the prior year been provided to the sponsoring LEA?	_____	_____	_____
Has a corrective plan of action been developed and implemented for each finding and recommendation?	_____	_____	_____
Have the prior year findings and recommendations been implemented?	_____	_____	_____
Are records maintained for audit?	_____	_____	_____
Does the sponsoring LEA conduct periodic internal audits?	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. **Additional Issues/Comments**

Sponsoring LEA Certification

Date