



# Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

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July 23, 2020

SBAS-9364

TO: K-12 School Districts  
Charter Schools  
County Education Office - Fiscal Services  
Santa Barbara County SELPA

ATTENTION: Chief Business Officials  
Attendance Personnel

FROM: Denice Cora, Administrator

SUBJECT: **Attendance Reporting**

The updated Attendance Reporting Calendar is now available on the SBAS Website at <https://sbceo.org/sbas/attendance/>. The 2020-21 enacted state budget includes a hold harmless provision for current year state aid funding generated by attendance. However, Local Educational Agencies (LEAs) are still required to submit all attendance reports according to the prescribed schedule. Please coordinate internally at your district to ensure timely submission of your certified attendance data. It is imperative that these reporting deadlines be met in order to allow our office sufficient time to review, compile, and submit countywide attendance data to the California Department of Education.


**Important Note:** Pursuant to the 2020-21 enacted state budget, Local Control Funding Formula apportionment for all LEAs will be based upon the adjusted 2019-20 report of P-2 attendance. However, at this time LEAs are still required to maintain annual instructional minutes and instructional days requirements for the 2020-21 school year, and are mandated to accurately track, record, and report attendance data for this year. Districts that offer in-person instruction, distance learning, or a combination of both, must ensure they meet the requirements as outlined in the enacted state budget. Failure to provide the required annual instructional minutes or instructional days, or inadequate or improper attendance documentation, may result in a reduction to a LEA's LCFF apportionment. LEAs may wish to consult with their external auditors to verify that their attendance accounting methods and documentation are sufficient and meet all the necessary conditions for either in-person instruction or distance learning. *Our office will send updated correspondence should additional information become available related to attendance reporting for 2020-21.*

## Attendance Reporting Software

Each year, a new version of the Principal Apportionment Data Collection Software, along with attendance reporting resources and documentation, will be made available for download at <http://www.cde.ca.gov/fg/sf/pa/>. Please refer to these published resources, in particular the Data Reporting Instruction Manual and Software User Guide, for assistance with software use and the attendance reporting process.

## Attendance Submission

Please submit attendance information to our office by completing the following steps:

1. Export certified attendance data to a .DAT file.
2. Send the certified export file as an e-mail attachment to [SBASfinance@sbceo.org](mailto:SBASfinance@sbceo.org) along with a PDF copy of your district's signed certification page. **Export files must be submitted with a copy of the signed certification page or your submission will be considered incomplete.**
3. Send the original signed certification page to SBAS. 
4. Provide an explanation for significant attendance changes, if applicable.

**Important Note:** All certifications must contain a certification number in the upper right corner that matches the certification number on the corresponding export file(s). All certification pages must be signed by the district superintendent and responsible charter school official, if applicable (no signature stamps allowed). Please coordinate ahead of time to ensure that proper signatures can be obtained ahead of the deadline.

## Charter Schools

An authorizing district is responsible for collecting, reviewing, and remitting attendance data for its charter school(s). Therefore, a district may need to establish and communicate earlier reporting deadlines to its charter school(s) so that it has sufficient time to review and certify the data before submission to our office.

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**Please be aware that the School Fiscal Services Division at California Department of Education must be notified if your district is planning to use a new Student Information System.**

The Attendance Reporting Calendar is attached for your planning purposes. If you have any questions about the attendance reporting process please contact Todd Humphreys, Finance Systems Supervisor, at ext. 5372.

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Attachment