



# Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

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August 9, 2021

SBAS-9456

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://www.sbceo.org/Page/293>. 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.

## 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