

**20XX-XX Annual Reports of Attendance Due to the County Office  
on July \_\_\_\_, 20XX**

The Annual Report of Attendance for your district is due in our office no later than July X, 20XX. All members of your staff who are directly involved in the attendance accounting function should carefully examine this letter and the instructions for completing the forms.

The 20XX-XX Annual Reports of Attendance are due to our office using the updated Version 5.01 of the 20XX-XX Principal Apportionment Attendance Software. To download Version 5.01 of the Attendance Software, go to the following website <http://www.cde.ca.gov/fg/sf/aa/attendance0506.asp> and then double-click on the "[att2005v501.exe](#)" file located under "Principal Apportionment Attendance Software (V2005-5.01 (6-Dec-2005))." Please be sure to report your annual attendance data using "Period Annual."

If you need assistance or have any questions updating the software, please contact Business Advisory Services.

The following list describes the Annual Attendance Reports:

<u>Report of Attendance for Pupils Residing in the District</u>	Annual report of attendance for students residing in the district (previously the J-18/19)
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<u>Report of Regular Day Classes and Enrollment for Kindergarten &amp; Elementary Grades &amp; Special Instruction</u>	***No reporting required at annual (P-2 only)***
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<u>Necessary Small Elementary School ADA</u>	Annual report of attendance for necessary small elementary school ADA (previously reported on Schedule F of the revenue limit)
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<u>Necessary Small High School ADA</u>	Annual report of attendance for necessary small high school ADA (previously reported on Schedule F of the revenue limit)
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<u>Report for the Gifted and Talented (GATE) Program</u>	Annual report for the gifted and talented program (previously reported on the J-22 Supplement)
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<u>Report of Attendance for Handicapped Pupils Attending a ROC/P</u>	Annual report for handicapped pupils attending a regional occupational center/program (previously reported on the J-22)
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***Additionally, for those districts with charter schools, also included, as appropriate, are:***

<u>Attendance Charter School-Block Grant Elementary/High School</u>	Annual report of attendance for charter schools funded through block grants (elementary or high school districts) (previously the J-18/19CH/BG)
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<u>Attendance Charter School-Block Grant Unified</u>	Annual report of attendance for charter school funded through block grants (unified districts) (previously the J-18/19CH/BG/U)
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Charter School  
Educationally  
Disadvantaged Pupil  
Data

\*\*\*No reporting required at annual (P-1 and P-2 only)\*\*\*

**A. STATE GUIDELINES**

1. Prior to submitting the forms to this office, please verify that all appropriate blanks and signatures are completed as required.
2. The instructions to complete the forms are located in the Software User Guide or in the HELP section (F1 key) on the software screens.

**B. ATTENDANCE REPORT REVISIONS**

1. All revisions to the P-2 or Annual Attendance Reports must be made by CDE's reporting deadline of March 15<sup>th</sup> and October 1st to be included in that period's certification. Any P-2 or annual revisions filed beyond the deadline for that period will be used to determine revenue limit adjustments only, but will not be used as the period's certified ADA for other funding purposes. NOTE: Please allow this office 5 work days to review, certify and forward the revised report(s) to the State.
2. Any revisions to the P-2 Attendance report will need to be made in the Attendance software using PERIOD, Corrected P-2.  
One hard copy, original signatures, and copy of audit findings and recommendations for revisions after the end of the filing period.  
Note: Districts have one year from the original filing date to submit revisions with a letter validating revised figures from your auditor.
3. Any and all revisions to a district's certified P-1, First Period Attendance Report, are not required by the State and as such they will not be accepted. However, the benefits are immeasurable in maintaining these revisions for subsequent report filing reference.

**C. GENERAL GUIDELINES – Annual Reports of Attendance, FY20XX-XX**

1. All signed certifications shall be submitted to Business Advisory Services and Office of the County Superintendent of Schools. Please address properly to avoid any delay in processing.  
Please e-mail export files to \_\_\_\_\_ as email attachments.
2. The original of all applicable forms and the emailed file are to be returned to this office by the established due date.

Attendance data and signed certifications must be returned to this office no later than July X, 20XX in order to meet the state's required submission deadline and avoid unnecessary fiscal penalties.