

**20XX-XX Annual Reports of Attendance for Pupils Enrolled in
District Cal-Safe Programs Within _____ County**
(Due to County Office on July 20, 20XX)

The forms for Annual Report of Attendance for Pupils Enrolled in District Cal-Safe Programs for your district may be downloaded from the CDE web site: <http://www.cde.ca.gov/fg/aa/ca/calsafe.asp> .

All members of your staff who are directly involved in the attendance accounting function should carefully examine this letter, the forms, and the instructions for completing the forms.

The following list describes the Annual Attendance Reports:

FORM B Annual Report of Attendance for Students Enrolled in District Cal-Safe Programs*

FORM C Annual Report of Attendance for Cal-Safe Child Care Funding*

* Please include the proper certification to avoid rejection of the filing

A. STATE GUIDELINES

1. Districts should insert their CDS district code on all attendance reports.
2. Prior to submitting the forms to this office, please verify that all appropriate blanks and signatures are completed as required.
3. The instructions to complete the forms are either on the reverse side of the required forms or on a separate page immediately following the form.

B. ATTENDANCE REPORT REVISIONS

1. Any revisions to this report should contain the following attributes:
 - Number and date of revision on Page 1.
 - A single line through the amounts being revised; the new number inserted next to the lined out amount.
 - Two copies, 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.
2. Any and all revisions to a district's originally submitted 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 Cal-Safe, FY 20XX-XX

1. All forms shall be submitted to the Business Advisory Services, _____
County Superintendent of Schools. Please address properly to avoid any delay in
processing.
2. The original of all applicable forms and one copy are to be returned to this office by the
due date.

These reports must be returned to the county office of education no later than, July XX, 20XX in order to meet the State's required submission deadline and avoid unnecessary fiscal penalties.

If you have any questions, please do not hesitate to contact Business Advisory Services.