

Form J-7 CSR for the K-3 Class Size Reduction Program, Fiscal Year 20XX-XX

This is to remind you that the Form J-7 CSR is to be completed by all local educational agencies (LEAs) that are participating in the K-3 Class Size Reduction (CSR) program. The data submitted on the J-7 CSR will be used to compute the final apportionment for the 20XX-XX year. The completed J-7 CSR form is due to Business Advisory Services by April XX in order for this office to process and validate the reports prior to the California Department of Education (CDE) submission deadline.

The California Department of Education will not be mailing copies of the Form J-7 CSR to individual districts or charter schools. Instead, an Excel version of the J-7 CSR form and instructions are available on the CDE website at <http://www.cde.ca.gov/is/cs/k3/formsinst.asp>. The website also provides a listing of common questions and answers regarding the process. Districts are encouraged to download this file and use it to enter their data to ensure mathematical accuracy of data.

Please note that the K-3 CSR penalty rules changed on September 29, 2004 with the passage of the SB 311 reform legislation. This legislation replaces the old "death penalty" provision (resulting in zero funding for classes with average enrollment above 20.45:1) with a sliding scale of penalties.

The CDE is not yet equipped to allow districts to submit the completed J-7 CSR's electronically. Instead, districts should follow the procedure described below:

1. Download the J-7 CSR form and instructions from the CDE website, and then use Microsoft Excel to open the form.
2. Carefully review the information contained in the general and special instructions.
3. Enter the required data into the form.
4. Print out the completed form.
5. Obtain the district superintendent's signature on the certification page.
6. Make a copy of the signed J-7 CSR for the district records.
7. Send the signed, original form to Business Advisory Services by April XX. We will obtain the county superintendent's signature and forward all documents to the CDE.

Attached is the letter received from the CDE outlining this process.

If you want to be kept updated on any changes to the K-3 CSR program and reporting requirements, you can subscribe to the list serve provided by the California Department of Education. You may subscribe at <http://www.cde.ca.gov/is/cs/k3/email/sub.asp>

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