California Department of Education

September 2021

# Principal Apportionment Data Collection Web Application AccessAdministrator Assignment TEMPLATE

*This template is provided as a sample form to facilitate assignment of Administrators for the Principal Apportionment Data Collection (PADC) Web application.*

***This form is provided by the California Department of Education (CDE) as a template to be adapted for local use; it does not need to be submitted to CDE.***

Effective fiscal year 2021-22, local educational agencies (LEAs) and Special Education Local Planning Areas (SELPAs) should have a PADC Administrator responsible for certifying Principal Apportionment data for the LEA/SELPA and all entities under its jurisdiction.

* The assignment of the Administrator must be done by an oversight entity:
* the CDE assigns an Administrator to each county office of education (COE); each COE assigns Administrators for school districts, charter schools under COE oversight, and SELPAs; each COE may assign additional Administrators for the COE itself;
* each school district assigns Administrators for charter schools under district oversight, and may assign additional Administrators for the district.

The oversight entity may adopt this template for local use (i.e. add a letterhead, additional requirements or certifications, electronic or paper format, etc.) and distribute it to the applicable LEAs/SELPAs to be completed and submitted to the oversight entity. Local templates must, at a minimum, contain username identification, user groups, and acknowledgement of responsibilities contained in Section D below.

This template is designed primarily for new Administrator assignments but can also be used to remove the Administrator assignment or change PADC User Group or LEA assignment.

## STEP 1: Review PADC Instructions

A new PADC Web application user should review the PADC User Manual, available at <https://www.cde.ca.gov/fg/sf/pa/>, to become familiar with user access, data entry screens and certification process.

## STEP 2: Obtain CAS Username and Password

In order to access the PADC Web application, each user must have a unique Centralized Authentication System (CAS) username and password. If you currently have a CAS username, there is no need to create a new account. If you have not created a CAS username, navigate to the CAS Logon web page and complete “New User Registration” at <https://www3.cde.ca.gov/cdeauthentication/registration.aspx?programabbr=PAS>.

## STEP 3: Submit Request to Oversight Entity

The request for Administrator assignment must be submitted to the Administrator or Manager of the oversight LEA as follows:

| Application for PADC Administrator of: | Submit a request for PADC assignment to: |
| --- | --- |
| School district | COE with jurisdiction over the school district |
| Charter school – COE Oversight | COE, if the charter is authorized pursuant to any of the following:*Education Code (EC)* Section 47605.6 (countywide charter)*EC* Section 47605.5 (county program)*EC* Section 47605 (COE approved after district denied)Approved by the State Board of Education (SBE) with the COE designated by the SBE as the chartering authority pursuant to *EC* Section 47605 or 47605.9. |
| Charter school – District Oversight | School district that approved the charter petition, or that has been designated by the State Board of Education (SBE) as the chartering authority pursuant to *EC* Section 47605 or 47605.9. |
| SELPA AU | COE (Note: future application releases may allow for school district Administrators to assign SELPA users) |

At the discretion of the oversight LEA, the application can be made by the individual seeking Administrator access with or without designation by the responsible charter school official, school district superintendent, SELPA director, or county superintendent of schools. See optional Section F.

## STEP 4. User Assignment and Confirmation

The Administrator/Manager making the assignment logs in to the PADC, selects Assign User function, locates the user by the CAS username and makes the applicable assignment. The system will generate an automatic email notification to the requestor confirming the user assignment made.

Detailed instructions for the User Management module are available in the PADC User Manual available at <https://www.cde.ca.gov/fg/sf/pa/>.

## REQUEST TYPE

* New Assignment
* Additional Assignment (within the same county)
* Removal of Assignment

## APPLICANT INFORMATION

| First and Last Name | Job Title | Work Phone and Email |
| --- | --- | --- |
| [Insert First and Last Name here] | [Insert Job Title here] | [Insert Phone and Email here] |

| LEA/SELPA | CAS Username |
| --- | --- |
| [Insert LEA/SELPA name here] | [Insert CAS Username here] |

## PADC USER GROUP

The PADC user group determines access to user management, data entry and certification for the LEA and any entities under its oversight. Therefore, the assignment should be made at the highest level of access required.

Select user group for the applicant:

* **County Office of Education (COE)** [with access to COE; school districts and SELPAs in the county; charter schools under COE and school district oversight; and, tax data reported by county auditor]
* **School District** [with access to the district and charter schools under district oversight]
* **Charter School – COE Oversight** [with access to charter schools under COE oversight]
* **Charter School – District Oversight** [with access to charter schools under district oversight]
* **SELPA** [with access to SELPA Administrative Unit and SELPA members]

| PADC User Group |
| --- |
| [Insert PADC User Group here] |

## LEA/SELPA Assignment

I am requesting PADC Assignment as Administrator for the following:

| LEA/SELPA Name | LEA/SELPA CDS Code |
| --- | --- |
| [Insert LEA/SELPA name here] | [Insert CDS Code here] |

## PADC USER RESPONSIBILITIES

By requesting PADC Administrator access, I acknowledge the following:

* *Education Code* (*EC*) requires LEAs and SELPAs to report specified data to the CDE, on forms prescribed by the CDE, for the purpose of making apportionments and certifying various reports. *EC* also imposes oversight responsibilities on certain LEAs, such as school districts (for certain charter schools) and the COEs (for LEAs under their jurisdiction).
* The PADC application accessible via a secure Internet connection is used by the LEAs to report the data to CDE, and attest to its accuracy and compliance with applicable statutes and regulations. The PADC incorporates oversight responsibilities by allowing the oversight LEA to manage PADC users for LEAs and SELPAs under its jurisdiction, and to electronically certify data for its own LEA/SELPA and any LEAs under its oversight.
* Electronic certification by the PADC Administrator is used in lieu of pen and paper certifications. Upon electronic certification of the data in the PADC by all applicable entities and the COE, the application will transfer data to CDE for calculating Principal Apportionment funding.
* All information concerning my access to the PADC, including but not limited to any information entered, stored or retrieved by me, may be monitored, retrieved, and/or disclosed by authorized personnel, including authorized network administrators and CDE personnel Per CDE’s Web policy available at: <https://www.cde.ca.gov/re/di/ws/webpolicy.asp>
* The duties and responsibilities of the Administrator designated by this application include:
	+ Keep credentials to access the PADC confidential by protecting your password at all times, never share your username and password with others or allow others to access the PADC using your credentials.
	+ Review and electronically certify data for LEA/entity listed in Section C and any LEAs under its jurisdiction for compliance with all applicable laws and regulations included in the Principal Apportionment Statutes and Regulations.
	+ Manage all PADC users (assign, remove, update) for the LEA, including the roles of Manager, Data Entry and View Only, and Administrators for any reporting LEAs. The Administrator may assign a Manager for this function.
	+ Ensure only authorized users access the system, and that the access is limited to the business need of each user.
	+ Alert the CDE by emailing PADC@cde.ca.gov if a PADC user in the LEA suspects or detects a security or privacy violation.
	+ Submit a request for removal of PADC assignment to the appropriate PADC Administrator/Manager when PADC access is no longer needed due to work assignment changes, termination, etc.

## APPLICANT AGREEMENT

I certify by my signature that the information in Sections A, B, and C is accurate and complete. I will adhere to the responsibilities outlined in Section D of this application.

| Applicant Signature: | Date: |
| --- | --- |
| [Sign here after printing out form] | [Insert date here] |

## ATTESTATION OF THE RESPONSIBLE OFFICIAL

At the discretion of the LEA/SELPA, the responsible charter school official, school district superintendent, SELPA director, or county superintendent of schools, or designee, may use this section to designate the person identified in Section A to serve as a PADC Administrator for the LEA/SELPA.

| First and Last Name | Work Phone and Email |
| --- | --- |
| [Insert First and Last Name here] | [Insert Phone and Email here] |

| Job Title | LEA/SELPA |
| --- | --- |
| [Insert Job Title here] | [Insert LEA/SELPA name here] |

I certify by my signature on this form that the individual listed in Section A is authorized to use the PADC application to manage users and certify Principal Apportionment data for the LEA/SELPA listed in Section C and any LEAs/entities under its jurisdiction, in accordance with applicable laws and regulations.

| Responsible Official Signature: | Date: |
| --- | --- |
| [Sign here after printing out form] | [Insert date here] |

## PADC ADMINISTRATOR/MANAGER ATTESTATION

Approval of this request by the PADC Administrator or Manager for the LEA.

| First and Last Name | CAS Username | Work Phone and Email |
| --- | --- | --- |
| [Insert First and Last Name here] | [Insert CAS Username here] | [Insert Phone and Email here] |

| PADC Role | PADC User Group | PADC Assigned LEA/SELPA |
| --- | --- | --- |
| [Insert PADC Role here] | [Insert PADC User Group here] | [Insert PADC Assigned LEA/SELPA here] |

Circle one:

* I certify by my signature on this form that the individual listed in Section A is authorized to use the PADC; I completed the assignment in PADC application on the date below.
* I agree to the removal of the individual listed in Section A from the PADC application; I unassigned the user in PADC on the date below.

| Approver Signature: | Date: |
| --- | --- |
| [Sign here after printing out form] | [Insert date here] |