California Department of Education

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# Principal Apportionment Data Collection Web Application Known Issues and Tips

Beginning with fiscal year 2021–22, local educational agencies, Special Education Local Plan Areas (SELPAs), and county auditors report pupil attendance, tax, and other data in the Principal Apportionment Data Collection (PADC) Web Application.

Below is a list of known issues and tips for the PADC Web Application. The California Department of Education (CDE) has prepared the following list to help users report accurate data through the PADC Web-based application.

* User Management
  + Administrators and Managers may experience the User Management section is slow to load. Users should try one of the following work arounds:
    - Logoff of the system and then log back in (especially if it’s your first time logging into the system).
    - To assign a user, select “Assign Users” from the menu on the left side of the Home page instead of choosing “view details” from the blue User Management Box.
* Data Entry
  + Upon every opening or refreshing of the data entry screen, the system processes multiple tables, filters and rules, which need time to load. Some data may load with a slight lag. Users should be mindful of not rushing the system by entering data too quickly or selecting multiple buttons without pausing between each one.
  + Users should make sure to carefully review and verify data is entered and saved correctly before validating/certifying data.
  + Users may want to print the DES to view the data entered. Refer to the User Manual, Printing section for instructions.
* Saving
  + Users must save data on each screen before navigating away from the page.
  + For multi-record screens: Upon saving, the system refreshes to the first record of the first tab. Users will need to navigate back to the applicable record to verify data was saved before validating the data.
  + Upon selecting *Save* or *Validation,* the system may display spinning processing dots for an extended period of time, while, but the browser tab does not indicate processing in the top left corner of the screen. In that case, the user should refresh the page by using the browser refresh button.
* Users should carefully review and verify data is entered and saved correctly before validating/certifying data by the applicable entities. The system will transfer all completed and fully certified data entry screens to CDE on the data due date.
* Previously Reported Data
  + Starting with the 2022-23 P-1 Reporting Period, users have access to the current and prior reporting periods.
  + The system will default to the current fiscal year and reporting period.
  + Users can select a different fiscal year and reporting period by clicking on drop down arrow next to the current reporting period in the top left hand-side of the web app.
  + Users first select the fiscal year and then the reporting period (See the PADC User Manual for specific instructions.)
* Corrections
  + Users must enter corrected data and the correction reason in order to save corrections.
  + Corrected files that are started but not saved will not be transferred to CDE or used in subsequent certifications.

Principal Apportionment Section

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