# Principal Apportionment Data Collection (PADC) File Transfer System

**School Fiscal Services Division  
Prepared June 2020**

## Overview

Beginning July 1, 2020, all county offices of education (COE) are required to use the Principal Apportionment Data Collection (PADC) File Transfer System to upload all PADC and Tax data files from the PADC Software to the California Department of Education (CDE) in lieu of uploading files to the CDE’s FTP site using the Upload Certified Data feature in the PADC Software.

The web system is compatible with all fiscal years of the PADC and Tax Collection software.

All reporting entities (COEs, school districts, charter schools, SELPAs and county auditors) must continue to use the PADC software for data entry, importing, and exporting the certified data to the COEs. The only change is to the file upload process to the CDE by the COEs. The following instructions replace the Uploading Certified Data section of the PADC User Guide available at <https://www.cde.ca.gov/fg/sf/pa/>.

## Instructions

After a COE exports all of their files and any files received from their LEAs to a certified data file, COEs must send the certified data file to the CDE via the PADC File Transfer System using a web browser.

Additionally, the County Superintendent must sign the Certification page(s) submitted from their district(s) and/or charter school(s) and keep them on file.

To upload a certified data file:

1. Go to <https://www.cde.ca.gov/fg/sf/pa>. Click on the link for the PADC File Transfer System.
2. Open the PADC File Transfer System. Enter the COE password and click on the Logon button.

**Note**: The COE password is specific to each county office of education. If the password is lost or not working, please send an email from the County Superintendent or chief business official to [PASE@cde.ca.gov](mailto:PADC@cde.ca.gov).

**Note**: If the password is not entered, the Enter Password message box displays.

**Note**: If the invalid password is entered, the Invalid Password message box displays.

1. Click on the Select File button. A window to your computer’s file locator will open.
2. Go to C:\Program Files (x86)\Principal Apportionment Data Collection Software\2019-20\v19.00\Export.
3. Click on the Export folder. You should now be able to see the files exported using the PADC software.

**Note**: If you cannot see the Export file, the exported files could be in the Virtual Export folder. To see the files in the Virtual Data Export, click “Compatibility files” for the Export folder you want to view. After displaying the Virtual Export folder, you will be able to see the files in the Export folder.

1. Select the export file to submit to the CDE and click on Open.
2. After clicking Open the web system will return to the main transfer page. If the correct file name is displayed in the message box, click Upload File. When the upload process is complete, the certified file history window will display the files transferred to the CDE.

**Note: All data files must be submitted in a specific file format. Any file not submitted in this format will be rejected. An example of a valid data file name would be:**

PADCSV18\_00\_**1\_**01\_Jan\_08\_2019\_11\_53\_16 (**Period 1-P1**)

TaxV18\_00\_**1**\_01\_Nov\_15\_2018\_15\_41\_03 (**Period 1-P1**)

PADCSV18\_00SELPA\_**1**\_01\_Jan\_18\_2019\_13\_55\_41 (**Period 1-P1**)

PADCSV18\_00\_**2**\_01\_Apr\_16\_2019\_13\_42\_55 (**Period 2-P2**)

PADCSV18\_00\_**3**\_01\_Aug\_15\_2019\_14\_32\_01 (**Period 3-Annual)**

Follow these steps to submit additional files:

1. Click Select File.
2. Select the export file to submit to the CDE and select Open.
3. After selecting Open, the user is returned to the main transfer page. If the correct file name is displayed in the message box, click Upload File. Repeat the transfer process until all files are transferred to the CDE.
4. Click Logoff to close the PADC File Transfer System.

**Note**: These instructions are also used to submit a corrected file from all prior years software. The format for a corrected file.

PADCSV18\_00\_**2C**\_01\_Aug\_01\_2019\_11\_14\_17 (Period 2C-P2)

PADCSV18\_00\_**3C**\_01\_Apr\_21\_2020\_17\_05\_40 (Annual 3C-Annual)