California Department of Education

September 2021

# Principal Apportionment Data Collection Web Application Access User Assignment TEMPLATE

*This template is provided as a sample form for local educational agencies (LEAs) to facilitate assignment of the following user types to the Principal Apportionment Data Collection (PADC) Web application:*

* Manager (manage users, enter, edit and view data)
* Data Entry (enter, edit and view data)
* View Only (view data)

***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 PADC Administrator may assign additional users for the LEA using this template or local equivalent. The local equivalent must, at a minimum, contain username identification, user groups, and acknowledgement of responsibilities contained in Section E below.

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

## STEP 1: Review PADC Instructions

A new 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, 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](https://www3.cde.ca.gov/cdeauthentication/registration.aspx?programabbr=PAS" \o "CAS Logon page" \t "_blank).

## STEP 3: Submit Request to the LEA/SELPA Administrator or Manager

The application for user assignment, completed on the CDE template or local equivalent containing CDE prescribed acknowledgements of duties and responsibilities, must be submitted to the Administrator or Manager of the LEA or SELPA.

## STEP 4. User Assignment and Confirmation

The Administrator/Manager making the assignment logs in to the PADC, selects the 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 at <https://www.cde.ca.gov/fg/sf/pa/>.

## REQUEST TYPE

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

| Request |
| --- |
| [Insert Request Type here] |

## 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 ROLE

* Manager (manage users, enter/edit data)
* Data Entry (enter/edit data)
* View Only (view data)

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

## PADC USER GROUP

The PADC user group determines access to user management (for PADC Managers) and data entry/view for all users. Each user group provides access to 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 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/Entity Assignment

I am requesting PADC Assignment for the following:

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

## PADC USER RESPONSIBILITIES

By requesting user access to the PADC, I acknowledge the following:

* *Education Code* (*EC*) requires LEAs, SELPAs and county auditors to report specified data to the CDE, on forms prescribed by 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 and SELPAs 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/SELPAs under its jurisdiction, and to electronically certify their data.
* 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 PADC user 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.
  + **Manager Users Only**: Manage PADC users (assign, remove, update) for the LEA, including the roles of Manager, Data Entry and View Only, and Administrators for any reporting LEAs.
  + Alert the LEA Administrator if a security or privacy violation is suspected or detected.
  + 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 through D is accurate and complete. I will adhere to the responsibilities outlined in Section E of this application.

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

## 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] |