

INSTRUCTIONS:

To be completed by PADC Administrator (MUST be Superintendent or CBO). An LEA can have two Administrators

School districts: Submit completed form to SCOE. Send original signature.

Note: Charter schools must submit completed form to chartering authority (school district w/oversight)



5340 Skylane Boulevard
Santa Rosa, CA 95403-8246
(707) 524-2600 | scoe.org

PADC Web Application Administrator Assignment Form for School District

REQUEST TYPE

- New Assignment
- Additional Assignment
- Removal of Assignment

A. APPLICANT INFORMATION

First and Last Name	Job Title	Work Phone and Email

LEA	CAS Username

B. 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.

PADC User Group
School District [with access to the district and charter schools under district oversight]

C. LEA Assignment

I am requesting PADC Assignment as Administrator for the following:

LEA Name	LEA CDS Code

D. 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.
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Steven D. Herrington | Sonoma County Superintendent of Schools

Board of Education | Gina Cuclis, Herman G. Hernandez, Peter Kostas, Andrew Leonard, Lisa Wittke Schaffner

- 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.

E. 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:

F. Authorized by School District Superintendent

Approver Signature: Superintendent	Date: