

INSTRUCTIONS:

The request for User Assignment must be submitted to the LEA's PADC Administrator or Manager

Principal Apportionment Data Collection Web Application User Assignment Form

REQUEST TYPE

Request Type

A. APPLICANT INFORMATION

First and Last Name	Job Title	Work Phone and Email

LEA	CAS Username

B. PADC USER ROLE

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

User Role

C. 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:

- **School District** [with access to the district and charter schools under district oversight]
- **Charter School – District Oversight** [with access to charter schools under district oversight]

User Group

D. LEA Assignment

I am requesting PADC Assignment for the following:

LEA Name	LEA CDS Code

E. 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.

F. 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:

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

- I certify by my signature on this form that the individual listed in Section A is authorized to use the PADC. and
- 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.

Administrator or Manager First and Last Name (print name)

Approver Signature: LEA Administrator or Manager

Date: