

LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE)
 BUSINESS ADVISORY SERVICES
MASTER CALENDAR OF FINANCIAL REPORTS DUE
JULY 2024 - JUNE 2025

DUE DATE TO LACOE *	REPORT NAME	FORMS NUMBER/REFERENCE	LACOE CONTACT
July 1	2024-25 Adopted LCAP	SBE Template, LACOE e-LCAP System or Doc-Tracking	Business Services Consultant
	2024-25 Adopted Budget from all Local Educational Agencies	SACS Web System	Business Services Consultant and Principal Apportionment Unit laco_e_sacs@laco_e.edu
	Charter School Adopted Budget due to Charter Authorizer	SACS Web System / ALT Form	
July 5	Annual Attendance Reports (District Attendance, Charter School Status and Attendance)	Principal Apportionment Data Collection Software (PADC)	Principal Apportionment Unit laco_e-pase@laco_e.edu
July 15	PENSEC Certification (Charter Schools)	CDE PENSEC Web Portal	Principal Apportionment Unit laco_e-pase@laco_e.edu
August 30	Mandate Block Grant Application	CDE Web-Based Application	Janelle de Leon DeLeon_Janelle@laco_e.edu
	District Adopts GANN Resolution		Business Services Consultant
September 15	2023-24 Unaudited Actual Data from all Local Educational Agencies (including GANN for Districts)	SACS Web System	Business Services Consultant and Principal Apportionment Unit laco_e_sacs@laco_e.edu
	2023-24 Charter School Unaudited Actual Data due to Charter Authorizer	SACS Web System	Chartering Authority (District or COE)
September 18	Audit Adjustments to CALPADS Data (auditor concurrence required for increase)	Principal Apportionment Data Collection Software (PADC)	Principal Apportionment Unit laco_e-pase@laco_e.edu
October 4	Census Day		
October 16	Annual 2024-25 Special Education Infant Data	Principal Apportionment Data Collection Software (PADC)	Principal Apportionment Unit laco_e-pase@laco_e.edu
	Charter Schools 20-Day 2024-25 Attendance Report	CDE Charter 20-Day Web Portal	Principal Apportionment Unit laco_e-pase@laco_e.edu
November 1	2024-25 NPS Extraordinary Cost Pool Claim Forms	Principal Apportionment Data Collection Software (PADC)	Principal Apportionment Unit laco_e-pase@laco_e.edu
November 8	County Superintendent of Schools approves or disapproves revised district budget		Business Services Consultant
December 6	Charter School First Interim Report for period ending October 31, 2024	SACS Web System / ALT Form	Chartering Authority (District or COE)
December 16	District First Interim Report for period ending October 31, 2024	SACS Web System	Business Services Consultant and Principal Apportionment Unit laco_e_sacs@laco_e.edu
December 18	CALPADS Fall 1 Certification Deadline (estimated date)	CALPADS Fall 1	Principal Apportionment Unit laco_e-pase@laco_e.edu
January 3	P-1 2024-25 Special Education Infant Data	Principal Apportionment Data Collection Software (PADC)	Principal Apportionment Unit laco_e-pase@laco_e.edu

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	P-1 2024-25 Attendance Reports	Principal Apportionment Data Collection Software (PADC)	Principal Apportionment Unit laceo-pase@laceo.edu
January 29	CALPADS Fall 1 Amendment Window Closes (estimated date)	CALPADS Fall 1	Janelle de Leon DeLeon_Janelle@laceo.edu
February 19	Audit Adjustments to CALPADS Data (auditor concurrence required for increase)	Principal Apportionment Data Collection Software (PADC)	Principal Apportionment Unit laceo-pase@laceo.edu
March 7	Charter School Second Interim Report for period ending January 31, 2025	SACS Web System / ALT Form	Chartering Authority (District or COE)
March 17	District Second Interim Report for period ending January 31, 2025	SACS Web System	Business Services Consultant
April 14	Data for Distribution of Federal Forest Reserve Funds	LACOE Form provided as attachment to Informational Bulletin	Janelle de Leon DeLeon_Janelle@laceo.edu
	P-2 2024-25 Special Education Infant Data	Principal Apportionment Data Collection Software (PADC)	Principal Apportionment Unit laceo-pase@laceo.edu
	P-2 2024-25 Attendance Reports	Principal Apportionment Data Collection Software (PADC)	Principal Apportionment Unit laceo-pase@laceo.edu
	Corrections to Prior Period Reports of Attendance (auditor concurrence required for changes during periods 2021-22 to 2023-24)	Principal Apportionment Data Collection Software (PADC)	Principal Apportionment Unit laceo-pase@laceo.edu
May 13	Publishing Information Request for Notice of Public Inspection and Public Hearing on 2024-25 LCAP and Budget	LACOE Form K-12 (Form No. 504-072) JPA & ROC/P (Form No. 504-072A)	Lily Madrigal Madrigal_Lily@laceo.edu
May 30	2025-26 Personnel Commission Budgets (Districts with Personnel Commissions only)	LACOE Form (Form No. 504-035)	Janelle de Leon DeLeon_Janelle@laceo.edu
June 2	Third Interim Report - June 30 Projections for period ending April 30, 2025 for qualified or negative Second Interim Reports	SACS Web System	Business Services Consultant and Principal Apportionment Unit laceo-pase@laceo.edu
June 23	Corrections to Prior Period Reports of Attendance (auditor concurrence required for changes during periods 2020-21 to 2022-23)	Principal Apportionment Data Collection Software (PADC)	Principal Apportionment Unit laceo-pase@laceo.edu
As Needed	Request for Allowance of Attendance due to Emergency Conditions	State Form (Form J-13A)	Janelle de Leon DeLeon_Janelle@laceo.edu
	Public Disclosure of Non-Voter-Approved Debt	LACOE Form (Form No. 504-075)	Business Services Consultant

* Due dates are established in law unless otherwise noted. In accordance with *Government Code (GC) 6700, GC 6707, and GC 6803*, if the due date falls on a Saturday, Sunday, or holiday, the reporting date shall be the following workday. Unless stated otherwise, "days" means calendar days.