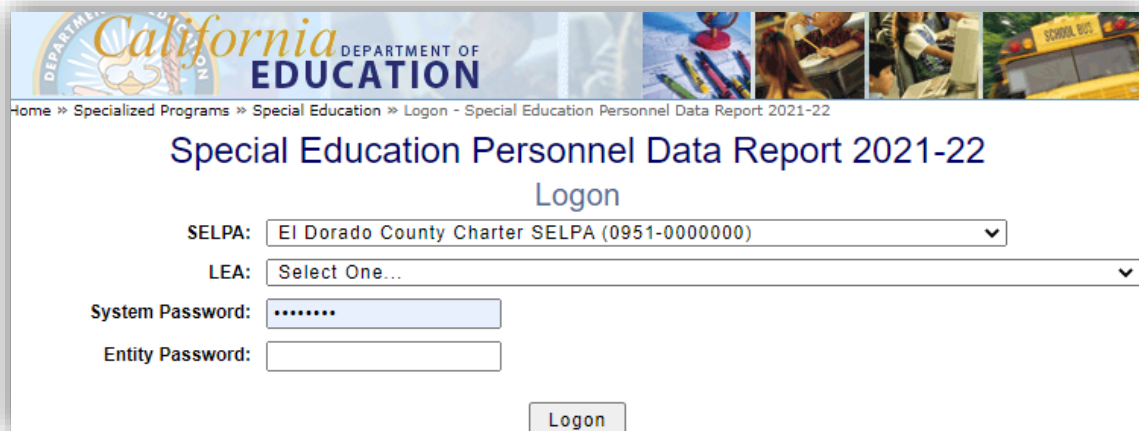


The 2021-22 Special Education Personnel Data Report (PDR), required by the Individuals with Disabilities Education Act, has been released for completion by the CDE. **Personnel Data Report submissions are due June 10, 2022.** New this year is an amendment and review period which will follow the June 10th submission deadline. This will allow SELPA to review submissions and work with LEAs to make any necessary corrections between June 11th and 29th. This is a report reflecting personnel assignment by FTE (Full Time Equivalent) on the CALPADS Fall 1 date of October 6, 2021 as it related to those working with and/or supporting students with disabilities. If your LEA is ceasing operation or exiting the El Dorado Charter SELPA, you will still need to complete this report.

Personnel Data Report Instructions for Online Submission

You will be able to edit your data up until your due date – due no later than June 10, 2022.

1. To complete the report, a member of your LEA will need to access the CDE’s reporting website at: <http://www3.cde.ca.gov/specialeducationpersonnel/logon.aspx> The online form is very detailed, but relatively straightforward.
2. Using the drop-down buttons:
 - i. Select **El Dorado County Charter SELPA (0951-0000000)**
*** Please be careful to select the correct El Dorado listing ***
 - ii. Select **Choose LEA**
 - iii. Enter the System Password: **45Blue**
 - iv. Enter the Entity Password: **Tech8zEk**
 - v. Click “Logon”



Home » Specialized Programs » Special Education » Logon - Special Education Personnel Data Report 2021-22

Special Education Personnel Data Report 2021-22

Logon

SELPA:

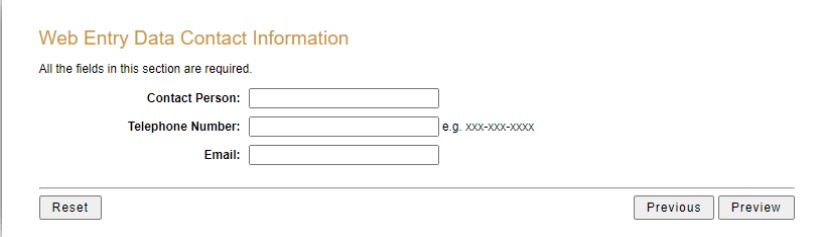
LEA:

System Password:

Entity Password:

3. Begin entering your data (cells left blank will be automatically entered as "zero" once you submit. *You do not have to manually type in the zeros.*) Complete all 3 sections as applicable for your LEA. The online form is very detailed, but relatively straightforward. Click [here](#) to access the 2021-22 Personnel Data Report Technical Assistance Guide and is also attached in pdf format.
4. At bottom of page, Select "Next"
5. Enter the Web Entry Data Contact Information (the person entering the data):

Contact Person: Your name
Telephone Number: Your number
Email: Your Email



- Complete all fields in the Web Entry Data Contact Information section and select the "Preview" button.
- **Review all entries made, then select the "Submit" button to save the data.**
- **Do not logoff before you select the "Submit" button, otherwise all entries will be lost.**
- Use the buttons on the bottom of Web page to navigate. Select the "Previous" button to return to the previous section. **Do not use your browser's "Back" button.**
- After submitting the report, select the "Print Screen" button to obtain a hard copy of the LEA's submission.
- Entries can be completed or edited by logging on the report before June 10, 2022.

The two most common questions asked around this report are:

1. How do we report when a position is shared and partially funded by two different agencies?
 - a. A shared position can be reported in FTE by both agencies as long as the position totals to one FTE. The two agencies will need to determine and agree upon what portion of the position to report, thus ensuring the position does not get counted twice. (Do not double count the position.)
2. Our LEA considers six-hours a school day, and another LEA considers five-hours a school day, what should we use as a base to calculate the FTEs in our LEA?
 - a. Our SELPA policy holds that most school days are not a full 8 hours and a lot of school employees only work within the parameters of their shorter work day (e.g. 8 to 3), anyone who works for the full time-span of their school's normal day counts as a 1.0 FTE. For example, an aide working the full 8:30 to 3:30 school day would count as 1.0. If they worked only half of that 8:30 to 3:30 span, they would be 0.5 and so on.