

**ADMINISTRATIVE**

***Member Local Education Agency Responsibilities  
Fiscal and Data Reporting***

**Adopted: 06/11/2025**

**First Reading: 06/11/2025**

**Second Reading:**

**Revised:**

---

Each member local education agency (LEA) of the Tuolumne County Special Education Local Plan Area (SELPA) is responsible for submitting accurate and timely fiscal and programmatic data as required by the SELPA, the Administrative Unit (AU), California Department of Education (CDE), and federal law. The data and reports submitted by LEAs are used to determine funding, monitor compliance, and guide planning for special education programs and services.

Governance and Compliance Authority

These reporting and data submission responsibilities are established pursuant to the authority of the SELPA Governing Board and the approved SELPA Local Plan. The SELPA shall monitor LEA compliance with applicable state and federal requirements and provide prevention, intervention, and corrective actions as necessary to ensure continued compliance and to avoid state-imposed sanctions.

SEDS Data Reporting

Each LEA shall ensure accurate entry and maintenance of Individualized Education Program (IEP) records in the Special Education Information System (SEIS), including:

- Timely entry of new students, amendments, and IEPs.
- Completion and certification of California Longitudinal Pupil Achievement Data System (CALPADS) extract data within the Special Education Data System (SEDS) for each reporting window.
- Participation in SEDS data integrity reviews conducted by the SELPA.
- Uploading legally compliant individualized education program (IEP) documents to match the SEDS records as required by SELPA guidance.
- LEAs retain responsibility for the accuracy, integrity, and completeness of all data entered into the SEDS and submitted for state and federal reporting purposes.

CALPADS Reporting

Each LEA is responsible for the accuracy and completeness of special education data submitted through CALPADS, including but not limited to:

- Student enrollment (e.g., SENR), student demographics/information (e.g., SINF), and special education program and services records (e.g., SPED and SSRV).
- Ensuring alignment between the SEDS and CALPADS data.  
Resolving certification errors in coordination with the SELPA Analyst and the LEA's CALPADS staff.
- Meeting all state and federal CALPADS certification timelines.

LEAs shall approve their CALPADS submissions as required by the California Department of Education. The SELPA Administrator, or designee, shall provide required review and approval of CALPADS submissions in accordance with SELPA procedures and CDE requirements.

### Fiscal Reporting

Each LEA must:

- Submit all fiscal reports, expenditure claims, and required documentation by SELPA and AU-established deadlines.
- Cooperate with SELPA, the AU, and external consultants during fiscal monitoring or audits.
- Report accurate information for federal maintenance of effort (MOE) and excess cost calculations.

### Participation in SELPA and/or AU Hosted Training and Review Activities

LEAs must designate appropriate staff to attend SELPA meetings, training sessions, and data validation reviews, including those related to:

- SEDS and CALPADS reporting procedures.
- Data certification deadlines.
- Fiscal allocation procedures and reporting cycles.

### Data Systems and Coordination Authority

The Administrative Unit may enter into contracts or agreements, as necessary, to ensure a coordinated and compliant system of special education data collection, management, and reporting on behalf of the SELPA.

### Monitoring and Compliance

The SELPA shall provide technical assistance, conduct periodic data reviews, and support compliance improvement when errors or noncompliance are identified.

Monitoring activities are conducted under the authority of the SELPA Governing Board and are intended to support prevention, early intervention, and correction of noncompliance. LEAs that fail to meet reporting requirements may be required to participate in corrective action plans and may experience delays or adjustments in funding consistent with law and SELPA policy.

Legal References: EC 56205(a)(12)(B)  
EC 56001  
EC 56030  
EC 56041.5  
CCR, Title 5 §§ 3001 et seq.  
20 U.S.C. § 1416  
34 CFR § 300.600–300.602