



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

December 1, 2011

Dear County and District Superintendents and Charter School Administrators:

**Consolidated Application Requirements
Advisory Committees and Local Board Approval**

With the upcoming release of the new Consolidated and Application Reporting System (CARS), the purpose of this letter is to help clarify state and federal laws and regulations with respect to advisory committees and local board approval. The CARS is more flexible than the previous system given it allows for separately submitting data collections related to specific federal and state formula based categorical programs.

LOCAL GOVERNING BOARD APPROVAL

The Application for Funding (along with any relevant plans and participation data collection) is the only document that the Local Educational Agency (LEA) is required to submit to the local governing board for approval. However, the state recognizes that some local boards may want to review other data and/or approve collections prior to submitting those to the state. Up until July 31, the CARS will allow the LEA to submit a ConApp with a local board approval date that is after the submission date (i.e., a pending/future date). However, on or after August 1, the CARS will not allow an LEA to enter a local board approval date that is after the submission date. Ultimately, the date should be supported by notes for a local board meeting on that date.

DISTRICT ADVISORY COMMITTEES

The California *Education Code (EC)* Section 64001(a) states, "[...]The consolidated application shall also include certifications by appropriate district advisory committees that the application was developed with review and advice of those committees."

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners, your district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding of programs that serve English learners. CARS will prompt the LEA for signatures of DELAC certification if the LEA has certified in the Fall 1 California Longitudinal Pupil Achievement Data System (CALPADS) that it had more than 50 English learners on CBEDS Information Day.

Per Title 5 of the California *Code of Regulations (CCR)*, Section 4423(c) and *EC* Section 54420, once a school district, or a county office with juvenile court schools is deemed eligible for (state) Economic Impact Aid (EIA), and if the district or county office designates EIA funds for State Compensatory Education (SCE), then the LEA must involve the District Advisory Committee (DAC) in the application related to compensatory education programs.

In this case, the CARS will display the EIA Advisory Committee Approval data collection after the district has indicated on its Application for Funding that it is applying for EIA and has indicated that it intends to use those funds for SCE. The signatures are an indication that the DAC was given the opportunity to advise on the pages in this application related to compensatory education programs.

If you have questions please direct your questions as follows:

- For questions about the CARS system, feel free to contact the CARS Support Desk at conappsupport@cde.ca.gov or by telephone at 916-319-0297.
- For questions about the DAC requirements, contact Jeanette Ganahl at jganahl@cde.ca.gov.
- For questions about the DELAC, contact Mark Klinesteker at mklinesteker@cde.ca.gov.

Sincerely,

Keric Ashley, Director
Data Management Division

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cc: LEA Consolidated Application Contacts