



Monterey County Office of Education

Leadership, Support, and Service to Prepare All Students for Success

Dr. Nancy Kotowski
County Superintendent of Schools

District Advisory and Financial Services
Finance and Business Services

Bulletin No. 13-026

TO: Chief Business Officials, Business Managers
FROM: Karen Hennessy, Director
District Advisory and Financial Services
DATE: January 24, 2013
RE: **P-2 Attendance, Fiscal Year 2012-13**

Please submit certified files along with the signed P-2 Attendance documents to the Monterey County Office of Education at 901 Blanco Circle, Salinas, CA 93901, Attention: Karen Hennessy no later than **Tuesday, April 23, 2012**.

Please use the Revenue Software version 12.00 as you used for P-1 to enter and certify your attendance information. As a reminder, you must complete the "Class Size Penalties" report as well as "Gate" and "Necessary Small School" if applicable. Please contact me if you need the steps for uploading your certified files or you have any questions. I am available to assist you with attendance questions as well as reporting questions, please do not hesitate to contact me at 831-755-0376 or khennessy@monterey.k12.ca.us.