

**Most Frequently Made Errors  
In Completion Of Charter School Child Accounting Forms  
On CAD Through the e-PDE Web Portal**

**1. PDE-4059CS**

- **Error:** The kindergarten program does not have a separate PDE-4059CS record. Kindergarten attendance and membership information is combined with elementary data.

**Correction:** Create a separate PDE-4059CS for kindergarten students. Report attendance and membership data on the appropriate PDE-4062CS and PDE-4002CS for kindergarten students.

- **Error: Number of Instructional Days Completed** ('Days in Session') reported on line 1 is incorrect.

**Correction:** Report the actual days the charter school was open for instruction for the appropriate grade levels. 'Number of Instructional Days Completed' on line 1 should not include snow days if the school was closed for the entire day.

- **Error: Number of instructional hours in a regular school day** on line 2 is incorrect.

**Correction:** Report instructional hours on line 2 based on instruction offered to students. *Refer to Basic Education Circular 24 P.S. §15-1504 Instructional Time and Act 80 Exceptions for the list of activities that may or may not be counted as instructional time.*

- **Error: Number of hours lost due to early dismissals** on line 3 is incorrect.

**Correction:** Do not include time lost due to late starts or early dismissals *due to inclement weather* on line 3.

**2. PDE-4062CS**

- **Error: 'Enrollment'** on line 1 equals 'Average daily membership' on line 5.
- **Error: 'Enrollment'** is based on the headcount at the end of the school year.

**Correction:** Report 'Enrollment' based on the number of different students for whom days of attendance and days of membership are reported throughout the entire school year.

- **Error: Aggregate days attendance**, when divided by 'Days in Session' to calculate average daily attendance, is equal to 'Enrollment.'

**Correction:** For aggregate days attendance, report the sum of days present for all students.

- **Error: Aggregate days membership**, when divided by ‘Days in Session’ to calculate average daily membership, is equal to ‘Enrollment.’

**Correction:** For aggregate days membership, report the sum of days present plus days absent for all students.

### 3. PDE-4002CS

- **Error:** Appropriate **School district of residence** for students educated by your charter school is not listed.

**Correction:** Report the appropriate school district of residence for students educated by your charter school in which tuition was paid by the resident school district with the appropriate number of aggregate days membership. *Make sure that the full name of the school district of residence is selected.*

- **Error:** The charter school did not report membership on the PDE-4002CS for all resident school districts listed on the PDE-361 “Supplemental Charter School Enrollment Report.”

**Correction:** On the PDE-4002CS, include all resident school districts listed on the PDE-361 plus any additional resident school districts.

### 4. PDE-4552CS

- **Error:** The charter school did not complete a separate PDE-4552CS for each different student category (Resident District, Section 1305 District, Section 1306 Wards of State Host District).

**Correction:** Complete a separate PDE-4552CS for each different resident school district by category (Resident District, Section 1305 District, Section 1306 Wards of State Host District).

- **Error: Days Membership** is not adjusted for students who enrolled after the start of the school year or withdrew before the end of the school year.

**Correction:** Adjust Days Membership to reflect the period of the time the student was enrolled and withdrew. (Include days present plus days absent.)

- **Error: Days Attendance plus Days Absent** does not equal **Days Membership**.

**Correction:** Calculate Days Attendance based on the number of days the student was counted in attendance during the school year. Calculate Days Absent based on the number of days the student was not in attendance during the school year.

- **Error:** PDE-4552CS forms have not been sent to resident school districts.

**Correction:** At the end of the school year, the charter school should send each resident school district a copy of the PDE-4552CS.