Inventory of the Department of Education. Bureau of School Apportionments and Reports Records

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Inventory of the Department of Education. Bureau of School Apportionments and Reports Records

Inventory: F3601

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Agency History
School statistics and reports were originally kept by a statistician in the State Superintendent's Office and later by the Division of Research and Statistics. Between 1947 and 1954 this function was administered by the Bureau of School Accounts and Records. In 1954, the Bureau of School Apportionments and Reports was created.

The principal function of the Bureau of School Apportionments and Reports is to determine the apportionment of public school funds to the counties, school districts, and individual schools. To acquire the data necessary to determine apportionments, reports are required to be filed regarding attendance, school finances, and county, district, and school budgets.

Records described below are organized numerically by form number. The researcher should be aware that some form numbers have changed over time as have the contents of the records. Much of the information found in these forms is now printed in the annual publication, Average Daily Attendance and Selected Financial Statistics of California School Districts or similar titles which have appeared for most years since 1943.
1. **J-17 MIGRATORY SCHOOL - ELEMENTARY SCHOOL TEACHER’S ANNUAL REPORTS. 1927-34.**
   
   Physical Description: 2 ff.
   
   Scope and Content Note
   
   Arranged chronologically by school year and thereafter alphabetically by county.
   
   Beginning in 1927, school districts that established special classes for children of migratory workers were required to file attendance information with the county superintendent of schools and the Department of Education. The reports so filed provided documentation necessary for state reimbursement to the counties. Includes school year, name of school, attendance data, number of boys and girls in each grade 1-8, data on teacher’s salary and education, responses to state requirements, and signatures of teacher and school officials.

   
   Physical Description: 76 ff.
   
   Scope and Content Note
   
   Arranged chronologically by school year and thereafter alphabetically by county.
   
   An annual report to record attendance in kindergarten and elementary schools. Includes school year, names of school district and county, total days of apportionment attendance and average daily attendance in various categories, total attendance figures, and certifications of district and county superintendents.
   
   Additional Note
   
   Note: Through the 1973-74 school year, J-18A reports were filed with the J-19E-A reports (see series no. 3). For other kindergarten and elementary school attendance information dating to 1921, see series no. 6, form J-24.

3. **J-19E-A ANNUAL REPORTS OF ATTENDANCE IN JUNIOR HIGH SCHOOLS. 1968-74.**
   
   Physical Description: 56 ff.
   
   Scope and Content Note
   
   Arranged chronologically by school year and thereafter alphabetically by county.
   
   An annual report of attendance in junior high schools (grades 7-8 only). Includes school year, names of school, district, and county, number of days of instruction, total days of apportionment attendance and average daily attendance in various categories, total attendance figures, and certifications of school officials.
   
   Additional Note
   
   Note: Through the 1973-74 school year, J-19E-A reports were filed with the J-18A reports (see series no. 2). For other junior high school attendance information, see series nos. 7 and 8.

4. **J-19A ANNUAL REPORTS OF ATTENDANCE IN HIGH SCHOOLS. 1968-77.**
   
   Physical Description: 39 ff.
   
   Scope and Content Note
   
   Arranged chronologically by school year and thereafter alphabetically by county.
   
   An annual report of attendance in high schools. Includes school year, names of school, county, and district, number of days of instruction, total days of apportionment attendance and average daily attendance in various categories, total attendance figures, construction information, and certifications by school officials.
   
   Additional Note
   
   Note: For other high school attendance information, see series nos. 6 and 8.

Scope and Content Note
Arranged chronologically by school year and thereafter alphabetically by county. An annual report of junior college attendance. Includes school year, name of school, district, and county, general information on type of school, number of days of instruction, attendance data for various categories of students, summer school information, total attendance figures, average daily attendance data, and certifications of school officials.

Additional Note
Note: For other junior college attendance information, see series nos. 6 and 8.


Scope and Content Note
Arranged chronologically by school year and thereafter alphabetically by county. An annual report of attendance in elementary schools (K-8). Includes school year, names of district, county, and school, total days of apportionment attendance, average daily attendance, information on physically and educationally handicapped students, and certification of superintendent of schools.

Additional Note
Note: For the period 1921-34, these reports were titled Preliminary Reports and contained data not only about elementary schools, but also for secondary schools and junior colleges. The J-24 form was replaced by the J-18A reports - see series no. 2.


Physical Description: 2 v.

Scope and Content Note
Arranged chronologically by school year and thereafter alphabetically by county. An annual report of attendance in junior high schools (7-8 only). Includes school year, names of county and district, total days of apportionment attendance, average daily attendance, information on physically and educationally handicapped students, and certification of superintendent of schools.

Additional Note
Note: The J-25A form was replaced by the J-19E-A reports - see series no. 3.


Scope and Content Note
Arranged chronologically by school year and thereafter alphabetically by county. An annual report of attendance in high schools (9-12). Includes school year, names of county and district, total days of apportionment attendance, average daily attendance, information on physically and educationally handicapped students, and certification by superintendent of schools.

Additional Note
Note: For the period 1937-51, these reports were titled Secondary School Reports and contained data on junior high schools as well. High school attendance figures may also be found in the Preliminary Reports - see series no. 6. The J-25 form was replaced by the J-19A reports - see series no. 4.

Scope and Content Note
Arranged chronologically by fiscal year and thereafter alphabetically by county.
An annual financial report prepared by the county superintendent of schools. Includes fiscal information on various school funds: general fund, long-term debt, building fund, special reserve fund, public and state school building funds, cafeteria fund/account, and child care centers. Also includes fiscal year, names of district and county, and certification by school officials. Reports have been retained for the following counties only beginning in 1959: Alameda, Alpine, Amador, Fresno, Humboldt, Imperial, Los Angeles, Monterey, Sacramento, San Luis Obispo, and Tehama.

Additional Note
Note: In some ways, the J-26 reports represent the financial data found in the Annual Reports-series no. 10 dating from 1861. In the 20th century, the Annual Reports proved insufficient to provide all the information required for apportionment of state monies. As a result, various forms were created to collect the necessary documentation.


Scope and Content Note
Arranged chronologically by school year and thereafter alphabetically by county.
An annual report prepared by the county superintendent of schools concerning a wide variety of school matters. Includes school year, names of county and district, number and sex of students in each grade, names and types of schools in district/county, number of full and part-time teachers, amount of funds apportioned to each district, teacher’s salaries, curriculum information, record of expenditures, assessed value of real property and related data. Form and content of reports changed significantly over time. Beginning with the 1959-60 school year, the reports were abandoned in favor of various J forms.


Scope and Content Note
Arranged chronologically by school year and thereafter alphabetically by county.
An annual report prepared by the county auditor and the county superintendent of schools regarding real property assessments of school districts. Information includes school year, name of county, name of district by categories (elementary, high school, junior college), district codes, equalized assessed valuation of local roll and board roll, net assessed valuation of all property within county, county total assessed valuations by location of property, and affidavits of auditor and super-intendent.

Additional Note
Note: For the period 1944-66, assessed valuation information was combined with tax rate data and titled Assessed Valuations and Tax Rates.


Physical Description: 3 v.

Scope and Content Note
Arranged chronologically by school year and thereafter alphabetically by county.
An annual report prepared by the county auditor and the county superintendent of schools regarding tax rates of school districts. Includes school year, names of county and district, district code, tax rates in various categories, and affidavits of auditor and superintendent.

Additional Note
Note: For tax rate data dating to 1944, see series no. 11.
13. **J-35 OCTOBER REPORTS. 1915-21, 1924-52.**

Physical Description: 632 ff.

Scope and Content Note
Arranged chronologically by year and thereafter alphabetically by county.

An annual report filed by high school principals each October concerning a wide variety of school matters. Basic information includes filing date, names of county, district, and school, school classification, enrollment data, lists of teachers with classes taught, teacher's salaries, summaries of school programs, lists of textbooks used, number of graduates from previous year with schools of higher education attended, and certification by school officials. Separate reports, in some years with different form nos., were filed for junior high schools, junior colleges, and evening high schools.

14. **J-41 ANNUAL FINANCIAL AND BUDGET REPORTS. 1968-77.**

Physical Description: 343 ff.

Scope and Content Note
Arranged chronologically by school year and thereafter alphabetically by county.

An annual report concerning basic financial and budget data of the school district level. Includes budget year/school year, names of county and district, approval of school board and county superintendent of schools, table of contents, grade span of district, average daily attendance figures, summary of current district tax requirements, analysis of restricted taxes, and analysis of various district funds, including general fund, bond interest and redemption fund, building fund, cafeteria fund/account, child development fund, and handicapped pupils fund. Not all districts report in all categories. Data is included under analysis of funds for previous, current, and budget years. Reports have been retained for the following counties only: Alameda, Alpine, Amador, Fresno, Humboldt, Imperial, Los Angeles, Monterey, Sacramento, San Luis Obispo, and Tehama.

Additional Note
Note: Financial data corresponds to current school year while budget data corresponds to budget year; i.e. budget year 1974-75 is school year 1973-74. The J-41 reports replaced the J-26 form-see series no. 9.


Scope and Content Note
Arranged chronologically by fiscal year and thereafter alphabetically by county.

An annual financial and budget report containing county level information. Includes fiscal year, county name; part I includes financial data for direct services related to accounts receivable, current liabilities, beginning balance, income by sources (federal, state, county, local), expenditures by object, and ending balance; part II includes data on contract services, special schools and classes, and federal projects in above categories; part III includes data for fiscally independent/general fund, development centers for handicapped pupils, child development fund, special equipment fund, and trust fund in above categories, and a special education cost data report; and certification by school officials. Not all counties report in all categories. Reports have been retained for the following counties only, beginning in 1970: Alameda, Alphine, Amador, Fresno, Humboldt, Imperial, Los Angeles, Monterey, Sacramento, San Luis Obispo, and Tehama.

Physical Description: 44 ff.
Scope and Content Note
Arranged chronologically by fiscal year and thereafter alphabetically by county.
An annual financial report containing county level information. Includes fiscal year, county
name, financial data in various categories (beginning balance, income, expenditures, and
ending balance) for state supported functions, contract services, schools and classes
maintained, special funds, county school administration, federal projects, and special
information, and certification by school officials. Not all counties report in all sections.
Reports have been retained for the following counties only: Alameda, Alpine, Amador,
Fresno, Humboldt, Imperial, Los Angeles, Monterey, Sacramento, San Luis Obispo, and
Tehama.

Additional Note
Note: The J-76 form was replaced by the J-73 reports (see series no. 15).

17. R-30 ENROLLMENT REPORTS. 1947-77,

Physical Description: 492 ff.
Scope and Content Note
Arranged chronologically by year and thereafter alphabetically by county.
An annual report concerning total, active enrollment of school districts. Includes date,
district name and code, enrollment data by grade and sex for elementary and secondary
levels, number of high school graduates, and certification by school official. In 1977,
additional data was added on special education and ethnicity of district staff. Beginning with
1977, reports have been retained for the following counties only: Alameda, Alpine, Amador,
Fresno, Humboldt, Imperial, Los Angeles, Monterey, Sacramento, San Luis Obispo, and
Tehama.

Additional Note
Note: The earliest reports bear the form number J-30.