Education Data News

CALPADS Launches

By Paula Mishima, Special Project Administrator, California Department of Education (CDE)

*T*he California Longitudinal Pupil Achievement Data System (CALPADS) was launched on August 31, 2009 providing access to CALPADS administrative functionality. On October 5, 2009 CALPADS will activate the Statewide Student Identifier (SSID) and Fall 1 functionality. Additional functionality will be rolled out through the year, generally following annual reporting cycles.

Your Local Educational Agency (LEA) must have an LEA CALPADS Administrator account in order to access CALPADS. If you have not designated an LEA CALPADS Administrator, you should do so immediately. It is also critical that LEA staff attend CALPADS training. See the "I've Been Assigned CALPADS – What Do I Do?" article in this newsletter for more information on these items.

Reconciling Local Data with the Data in CALPADS

CALPADS will open with data that has been converted from the California School Information Services (CSIS) State Reporting and Records Transfer System (SRRTS). Although the data conversion process will successfully translate the SRRTS data to the CALPADS environment, differences between the SRRTS and CALPADS environments will require LEAs to review and possibly reconcile their data in CALPADS. Therefore, when CALPADS goes live on October 5, 2009, the CALPADS Project Team recommends LEAs perform a set of data review and reconciliation activities.

The key data element that you should focus on is the student's school

enrollment start date. This start date is required to locate and update a student's enrollment record in CALPADS. LEAs participating in the CALPADS User Acceptance Testing (UAT) discovered some enrollment records where the converted Student School Start Date provided to CALPADS by SRRTS did not match the enrollment start date stored in their SIS. The volume of potential "out of sync" enrollment start dates varies by LEA. It is critical that CALPADS and your local SIS have the same student enrollment start dates.

LEAs will be able to begin this reconciliation process on October 5, 2009 when the SSID enrollment functionality is activated in CALPADS. The CALPADS Project Team has worked with your SIS vendors and the data reconciliation process will vary depending on the local system used. A separate document suggesting methods for reconciling your data is posted on the CDE Web site at http://www.cde.ca.gov/ds/sp/cl/correspondence.asp. CSIS has also created a "CSIS to CALPADS Data Conversion Rules" document to help LEAs understand how the data were converted. The document is located on this Web site, http://www.csis.k12.ca.us/library/calpads/ (Outside Source). The reconciliation process could be complex and so it is important to work with your SIS vendor. The CDE, CALPADS systems integrator (IBM), and CSIS will also provide support services to assist you during this transition.

LEAs should also be aware that a small number of existing SSIDs were not successfully converted to CALPADS and in such instances these SSIDS were retired. Therefore, if you identify any "missing" SSIDs, you should request a new SSID.

Fall 1 Submission

After reconciling the enrollment start dates in your local SIS with the data in CALPADS, you are ready to work on the Fall 1 submission. The Fall 1 submission includes data similar to that submitted for the previous SSID Annual Maintenance submission. The CALPADS Project Team suggests you use the CALPADS aggregate reports to verify enrollment, graduate, and drop out counts before reconciling grade level and other subgroups. Once your enrollment counts are accurate for each grade and subgroup you will also need to resolve existing anomalies. In order to certify your Fall 1 data, the number of Concurrent Enrollment (CCE) and Multiple Identifier (MID) anomalies must be 2% or less of your total cumulative enrollment. CALPADS will provide reports showing your anomaly percentage.

Fall 2 Submission

The Fall 2 functionality in CALPADS is scheduled to be activated in late November. For the Fall 2 submission, LEAs are required to submit the Staff Demographic, Staff Assignment, Course

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Section, and Student Course Section files. Please note that the function to submit these data will not be available until November 30, 2009, although the data submitted must reflect information on October 7, 2009. (Refer to the CALPADS File Specifications posted on the CDE Web site at http://www.cde.ca.gov/calpads/ under System Documentation for more information.) From the data submitted in these CALPADS files, the CDE will create certificated staffing reports similar to the California Basic Educational Data System (CBEDS) reports. LEAs will not submit the Professional Assignment Information Form (PAIF).

2009-10 Submission Dates
By Paula Mishima, Special Project Administrator, CDE

L EAs may submit data to CALPADS on an ongoing basis as students enroll and exit local schools. During the collection windows, CALPADS takes a "snapshot" of the data in CALPADS and provides certification reports for LEAs to review and certify. LEAs may continue to update their data and CALPADS will continue to take a new snapshot until LEAs certify their data. Once the data are certified, it is "frozen" and maintained in a separate certification database.

LEAs will be required to certify these reports by the certification deadlines. After certifying their reports, LEAs will have a window of time during which they can amend the data and recertify their reports. The current certification deadlines and amendment windows are displayed in the table below.

Fall 1	Oct 7	09-10 Enrollment Counts 08-09 Grads and Drops	Oct 7 – Dec 11	Dec 11	Dec 12 – Jan 15
Fall 2	Oct 7	Student Course Enrollments Teacher Assignments	Nov 30 – Jan 29	Jan 29	Jan 30 – Feb 26
Spring 1	Mar 1	English Learner Counts Immigrant Counts	Mar 1 – Mar 26	Mar 26	Mar 27 - Apr 23
EOY 1	none	Course Completion	Jun 15 – Jul 16	Jul 16	Jul 17 - Sep 17
EOY 2	none	Program Participant	Jun 15 – Jul 16	Jul 16	Jul 17 - Sep 17
EOY 3	none	Student Discipline	Jun 15 – Jul 16	Jul 16	Jul 17 - Sep 17
EOY 4	none	CAHSEE Waiver	Jun 15 – Jul 16	Jul 16	Jul 17 - Sep 17

There are three primary snapshot collection windows for CALPADS: Fall, Spring, and End of Year (EOY). Within each window there are separate data that must be certified. Fall 1 is similar to the previous SSID Annual Maintenance Update and parts of the CBEDS School Information Form (SIF) collections. Fall 2 is similar to the CBEDS Professional Assignment Information Form (PAIF) and additional parts of the SIF student collections. Different from past years, LEAs will be able to certify their enrollment/graduate/dropout submission (Fall 1) separately from their student enrollment and teacher assignment submission (Fall 2). The aggregate non-student CBEDS data are now collected through the Online Public Update for Schools (OPUS) internet data collection. The SSID Annual Maintenance collection through the CSIS SRRTS is discontinued.

In recognition of the budgetary constraints LEAs face this year, State Superintendent of Public Instruction O'Connell has made the End of Year (EOY) collections 1, 2, and 3 optional in CALPADS for 2009-10; however, these collections will still be required via other traditional submission methods. Nevertheless, the functionality for these EOY submissions will be available in CALPADS for those LEAs wishing to use it. EOY 4, which collects data on the California High School Exit Exam (CAHSEE) Waivers will be required through CALPADS this year. EOY 4 is required through CALPADS because LEAs will submit significantly less data than through the previous collection method.

I've Been Assigned CALPADS – What do I do?

By Steve Smith,
Education Administrator, CDE

*T*his was one of our recent email requests regarding where to begin. We've got the answers!

CALPADS Correspondence and Current Updates - A good place to start, if you have not done so already, is to review the CALPADS correspondence and current updates on the CDE Web site at http://www.cde.ca.gov/ds/sp/cl/correspondence.asp.

Training registration is available at http://www.csis.k12.ca.us/e-learning/calpads-registration/ (Outside Source). You may attend all of the training sessions via WebEx which allows your staff to receive training without traveling or, if you prefer, you can register for face-to-face training session. Each LEA is permitted a maximum of two seats per training session. (For web conference sessions, a "seat" is defined as a phone line that will be used to call in for the session.)

Also, in order to receive important CALPADS updates, sign up for the listserv at http://www.cde.ca.gov/ds/sp/cl/listservs.asp.

Local CALPADS Administrator Access - Your next step is to obtain local CALPADS administrator access. Your LEA or independently reporting charter school (hereafter LEA) should designate a primary LEA CALPADS Administrator, and have them and the local superintendent complete the application form. Your local superintendent or independently reporting charter school administrator has been sent the form multiple times via e-mail. However, if you cannot locate a copy, please email calpadsaccess@cde.ca.gov and request one. You should also complete the online CALPADS Readiness Checklist. Instructions are included on the CALPADS

correspondence page, in the attachment to the July 10, 2009 letter from State Superintendent O'Connell to local superintendents and independently reporting charter school administrators. For questions about the LEA CALPADS Administrator Application or Readiness Checklist, contact the CALPADS Operations Office (COO) at calpadsaccess@cde.ca.gov.

CALPADS System Documentation - Your LEA should consider assembling a CALPADS team, to make sure that you are prepared to meet all of the reporting requirements. Your team and program staff will want to review the system documentation located at http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp. There you will find the CALPADS file specifications document (file formats), code sets (data elements and definitions), enrollment procedures (business rules for processing CALPADS enrollment data), and the Data Guide (a guide for understanding which data are required, when the data are due to the state, and how the state will use the data).

Q&A Sessions - The CALPADS Service Desk is hosting one-hour Q&A sessions to respond to questions regarding the current CALPADS Administration functions and the upcoming CALPADS implementation scheduled for October 5, 2009. These sessions will be held weekly on Tuesday mornings at 11:30 and Friday mornings alternating between 9:00 and 10:00. Should the demand for these sessions increase, additional sessions will be added to the schedule. Detail session information is posted on the CSIS training registration Web site at http://www.csis.k12.ca.us/e-learning/calpads-registration/ (Outside Source). The conference bridge capacity for these sessions is limited, so reserve your spot early. The sessions will be held through the end of December.

CALPADS Service Desk - If you need assistance beyond training and one or more Q&A session, please contact the CALPADS Service Desk. The preferred manner of requesting assistance is through email messages to calpads-support@cde.ca.gov. The Service Desk can also be contacted at 916-325-9210 to reach either CALPADS Support or CSIS Support