California Department of Education

CALPADS
California Longitudinal Pupil Achievement Data System

California Longitudinal Pupil Achievement Data System (CALPADS)

User Manual

Version 2.1

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California Department of Education

Table of Contents

Table of Figures

Table of Instructions Tables

Table of Screens

1.   CALPADS Overview

The California Department of Education (CDE), in response to several federal and state legislative mandates, is unifying and streamlining the data collection process with local educational agencies (LEAs) to support various performance measurements. The objective is to deploy a statewide data collection, reporting, and analysis framework that reflects best practices in data quality and confidentiality management of student-level data.

To meet this objective, the California Longitudinal Pupil Achievement Data System (CALPADS) has been created to collect, maintain, and report statewide information on pupil assessments, enrollment, student and teacher assignments, courses, program participation, as well as other elements that will be used to track graduation and dropout rates, to provide appropriate student services, and to better measure student performance over time.

CALPADS is intended to be the cornerstone for compliance with the Federal No Child Left Behind (NCLB) Act of 2001 that provides for the increased accountability for student achievement.

1.1   Purpose

The main purpose of CALPADS is to address the limitations of the current data collection and reporting capabilities of the CDE. CALPADS is the implementation of a comprehensive Operational Data Store (ODS) and underlying computing technology to collect, store, and report on statewide longitudinal student data. CALPADS addresses some of these limitations by including:

- The ability for LEAs to review preliminary state and federal report results and to submit updates/corrections to CALPADS at any time and as needed to meet the state and federal reporting deadlines.

- The ability for LEAs to view individual student data captured by previous LEAs, such as assessment results, once the student is enrolled in the new LEA. This provides LEAs with the ability to "share" data through CALPADS to assist in the selection of appropriate student services.

- The ability for LEAs to generate a limited number of standard queries and reports, such as student enrollment history, course profile, student assessments, teacher profile, and school performance. LEAs will be able to apply standard filters (e.g., date range, school type, subgroup, gender, grade level, etc.) and summary capabilities to the standard reports, as well as to extract and download their data from CALPADS to conduct their own analyses using their local analysis tools.

- The ability to maintain at least 20 years of data in the Production Environment, supported by Development, Testing, and Training Environments that will enable the CDE to maintain and expand the capabilities of CALPADS after the end of the current project.

- The ability for authorized CDE users to create ad hoc reports with an intuitive and easy-to-use report writer that does not require advanced technical knowledge or the involvement of technical staff. Through the ad hoc report function, reports can be created that utilize any data contained within the CALPADS longitudinal database. As with standard reports, ad hoc reports will provide the ability for a user to define date ranges, filter data, sort data, and format the report.

▪ The ability for the CDE program staff to access and extract CALPADS data, as the key source for student and teacher related information required for NCLB reporting, and combine with other data external to CALPADS in order to perform the necessary aggregations to generate required federal reports.

1.2 Features

As indicated in Section 1.1, CALPADS addresses the limitations of the existing data collection and reporting capabilities of the CDE. The following are key features of CALPADS that will differentiate it from the prior data collection and reporting mechanisms:

▪ Web-based system, requiring no client software

▪ One point of entry for all CALPADS functions, including SSID request and maintenance

▪ Submission of individual student/staff level data replacing aggregate reporting where appropriate (e.g., California Basic Educational Data System [CBEDS], Language Census [LCEN], Student National Origin Report [SNOR])

▪ Data submission via various submission methods:

   o Online

   o Batch

   o Schools Interoperability Framework (SIF)

▪ Data updated on an ongoing basis

▪ Submission process managed with:

   o Workflows for submitting and approving data

   o Online views of exception reports

   o Views of data submitted prior to posting to the system

   o Confirmations of data initiating the posting to the system

▪ A complete profile of a student's enrollment history, course completion, program participation and assessment scores (e.g., previous assessment scores and California English Language Development Test [CELDT] administration), providing information immediately on new and existing students

▪ Student demographic information used in assessment and Academic Performance Index (API) and Adequate Yearly Progress (AYP) reporting updated in CALPADS instead of through the assessment vendor (eliminating additional cost to the LEA)

▪ Data for an individual student submitted online

▪ Reporting capabilities including:

   o A view of data stored in CALPADS prior to certification

   o The ability to print reports as well as download reports in Comma-Separated Values (CSV), Excel, etc. formats

   o The ability to filter report data based on user-selected filters (e.g., district, school site, grade level, demographics, program participation, etc.)

2. System Overview

An overview of CALPADS and the environment within which it operates is described in the following sections:

- Intended Users
- System Flow
- Activities Supported

2.1 Intended Users

The CALPADS solution is designed to accommodate the diverse needs of various users and interfacing systems. CALPADS will accommodate several types of interactions: user interactions, system interactions, and interface interactions. Figure 2-1 below depicts these interaction points at a high-level.

Figure 2-1: Interaction Types
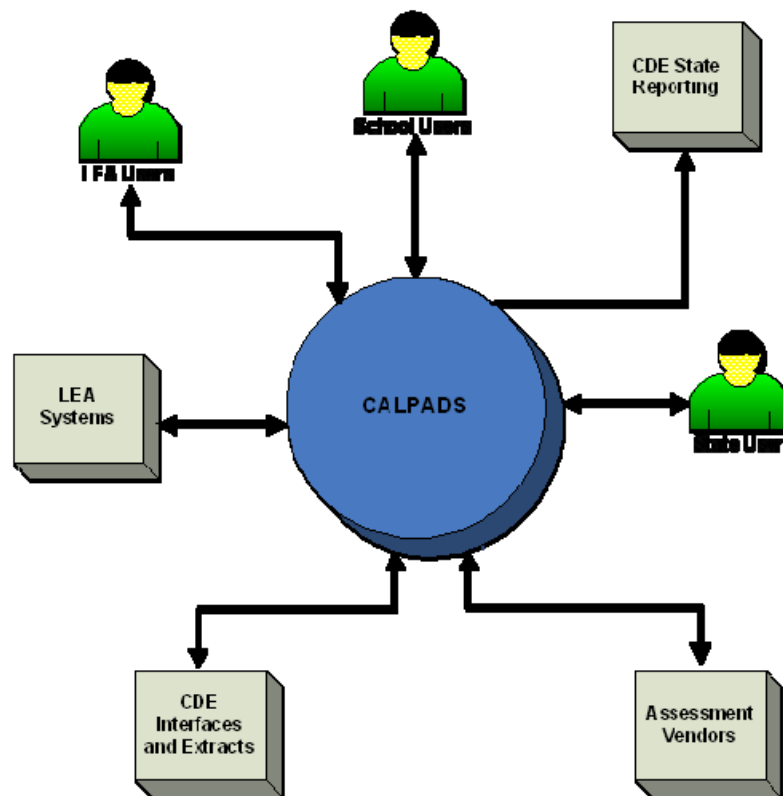
Each of these interactions will have different needs; therefore, the system will provide different capabilities depending on the type of interaction. Instructions Table 2-1 below describes each of these interactions.

Instructions Table 2-1: User Interactions

User Interaction	Interaction Description
LEA User	- Manage Statewide Student Identifiers (SSID), enrollment, state reporting, and assessment data - Validate data submitted - Certify data for state reporting - Administer users (within LEA) - Manage workflow
School User	- Manage SSID, enrollment, state reporting, and assessment data - Validate data submitted
State User	- Manage state reporting, workflow, and data collection windows - Manage the list of expected schools - Administer users (state accounts and LEA Administration accounts) - Administer data (submissions, workflows, metadata, reference data, etc.) - Manage external data requests in compliance with state and federal privacy laws (Family Educational Rights Privacy Act [FERPA], etc.)
System Interactions	**Interaction Description**
LEA Systems	Provide and receive data directly to and from CALPADS via SIF
Interface Interactions	**Interaction Description**
Assessment Vendors	- Obtain Pre-ID file from CALPADS - Obtain updated demographic file(s) for scoring and reporting - Provide LEA test results to CALPADS
The CDE Interfaces and Extracts	- Provide and receive data to and from the following external systems and processes - Adequate Yearly Process (AYP) calculation process - County District School Code / Educational Service Institution system - National School Lunch Program (NSLP) Direct Certification

2.2   Solution Components

The components of CALPADS supporting the interactions above are depicted in the graphic below in Figure 2-2.

Figure 2-2: Solution Components
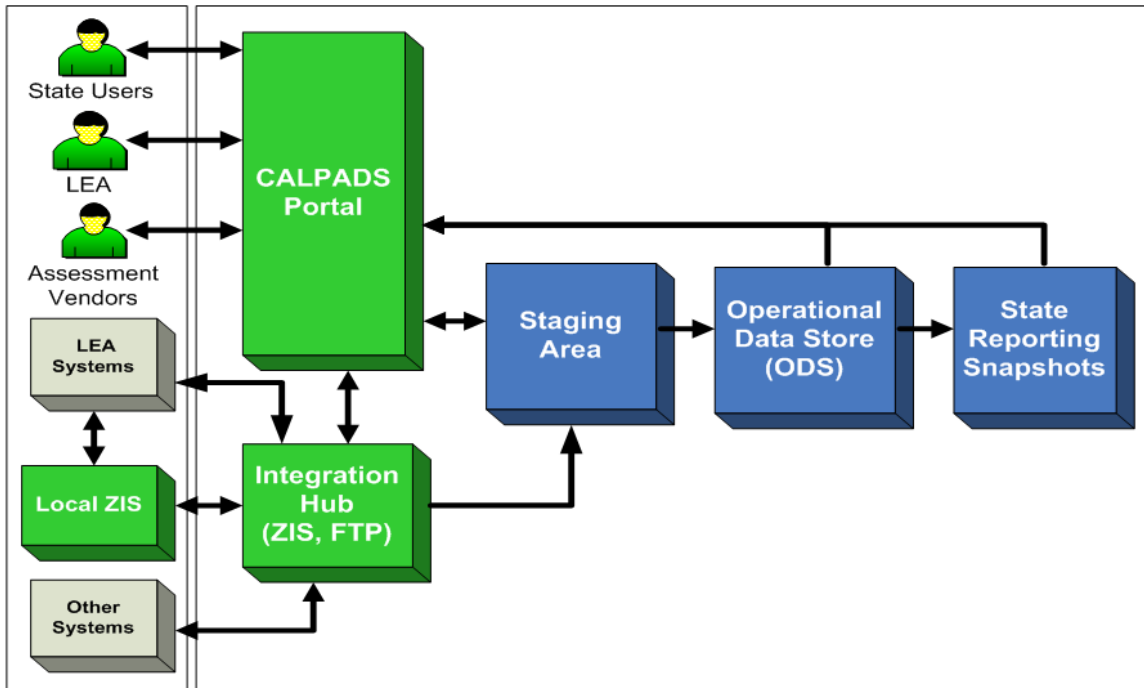
Each of these components is described in Instructions Table 2-2 below.

Instructions Table 2-2: System Component Descriptions

Component	Description

Portal	The Portal will provide users the ability to:
	▪ **LEA Users:**
	  o Request and maintain statewide student identifiers
	  o Submit and review required data transmissions via batch or online
	  o Maintain LEA specific information regarding data submission and auditing
	  o Perform reporting and data extraction activities
	▪ **State Users:**
	  o Manage data collection windows
	  o Manage the list of expected schools
	  o Administer CALPADS users
	  o View state reports
	  o Download report extracts
	▪ **Assessment Vendors:**
	  o Upload assessment data into CALPADS and download assessment submissions for LEAs

Integration Hub	The Integration Hub is a logical component that contains the Zone Integration Server (ZIS) and FTP / Landing Zone: ▪ The ZIS is the single interface point to CALPADS for other systems. It will provide a Schools Interoperability Framework (SIF) interface that the LEA ZIS

	servers can use for data exchange with CALPADS. ▪ The ZIS can be used to submit requests for web services to other systems (i.e. invoke web services offered by assessment vendors to receive assessment results). ▪ The Landing Zone is a temporary storage for all incoming files to CALPADS. Data from the file transmission are processed at the Landing Zone before they are posted to the Staging database.
Staging Area	The Staging Area is the temporary storage for LEA submitted data until these are corrected, validated, and approved for loading to the CALPADS Operational Data Store (ODS). The Staging Area is the initial data loading point for all data submissions.
Operational Data Store (ODS)	The ODS captures and maintains all validated student and teacher related data submitted to the LEAs and assessment vendors in a longitudinal structure. This data store is the source of reporting and data extraction.
State Reporting Snapshots	The state reporting snapshot is a view of data in the CALPADS ODS at particular points-in-time based on a data collection window. Before the start of the data collection window, CALPADS takes a current snapshot of data for the LEA and stores it in the Snapshot database. The LEA has an opportunity to review and certify each snapshot. Once certified the data is frozen for official state reporting and analysis.

2.3   Activities Supported

CALPADS supports the following major activities:

▪ Ongoing Student Enrollment

▪ Scheduled Data Collection and Certification

▪ Assessment Management

Each of these activities is introduced in the following sections.

2.3.1 Ongoing Student Enrollment

Ongoing student enrollment activities in CALPADS include:

▪ Assign SSIDs

▪ Enroll Students

▪ Enter Student Information

▪ Enter Student Program Information

▪ Maintain Enrollment Data

▪ Maintain Student Information

▪ Maintain Program Information

Additional information is presented about each of these functions in Chapter 4: SSID Enrollment.

2.3.2 Scheduled Data Collection and Certification

CALPADS supports the collection of scheduled data for state reporting. Activities include the upload of data, reconciliation of data, and certification of data.

The annual data collections are identified in Instructions Table 2-3.

Instructions Table 2-3: Data Collected Annually

Annual Data Collections	
Fall 1	▪ Annual Enrollment Update ▪ Title III Eligible Immigrants
Fall 2	▪ Course Enrollment ▪ Staff Assignments ▪ English Learner (EL) Services
Spring 1	▪ English Language Acquisition Status ▪ Title III Eligible Immigrants
EOY 1	▪ Course Completion ▪ Career Technical Education (CTE)
EOY 2	▪ Program Participation
EOY 3	▪ Discipline and Truancy
EOY 4	▪ Waivers

The general timeframe for each data collection is represented in the following Figure 2-3.

Figure 2-3: Data Collection Windows

2.3.3 Assessment Management

Note: To be added when assessment functionality is incorporated.

3. Navigation

CALPADS was designed with ease of user navigation in mind. The CALPADS "Home Page" displays upon successful login by the user. The Tab Panel is displayed at the top of each page within CALPADS. The series of tabs allow the authorized user to move directly between interfaces and to return to the "Home Page" as needed. Through these tabs, the user may directly navigate to the interface with which they need to perform a specific task or acquire the information they need. Links available on the "Home Page" also direct the user to outstanding tasks left to complete. Access to all of the interfaces, functional areas, and functions the user may perform is determined by the user's authorization. Areas for which a user is not authorized will either be hidden from the user or inactivated. The user may also click on the Help Link from this page or any other page to access the CALPADS online Help information. Within each of the user interfaces and functional areas, the user is led through the pages with clearly labeled, logical buttons and links.

3.1   Tabs

Tabs for each of the CALPADS interfaces are found across the top of the "Home Page" as well as all other pages in CALPADS. The tab for an area will be active if the user has authority to use that interface. Once a main tab is selected, a subset of additional tabs may appear on a second row allowing the user access to sub-menus within the system. An example of the CALPADS **navigational** tabs is shown in Figure 3-1.

Figure 3-1: Navigational Tabs

The user may select the **Home** Tab at any time to return to the CALPADS "Home" page.

3.2   Sub-Menu Link

Links are used throughout CALPADS to allow a user to move logically from one page to another and are denoted by underlined text. In some instances, when a user accesses an interface, they will be presented with links to sub-menus within that interface allowing them to move quickly into the desired area. An example of sub-menu links is shown in Figure 3-2.

Figure 3-2: Sub-Menu Links
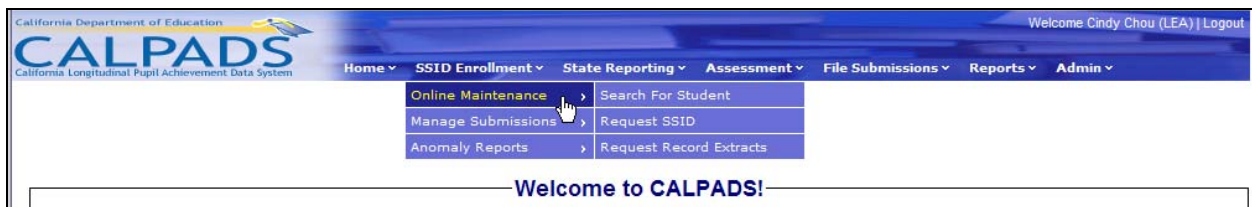
3.3 Bread Crumb Trail

A **Bread Crumb Trail** appears at the top of each page showing the path that the user has taken to get to the current page. Each entry in the **bread crumb trail** signifies a tab, link, or button that the user has selected in reaching the current point, with the current location in bold letters. The **bread crumb trail** is particularly useful in helping the user retrace steps. An example is shown in Figure 3-3.

Figure 3-3: Bread Crumb Trail

3.4 Filter Options

Many of the CALPADS pages allow the user to view lists of data. In most cases, where there are large amounts of data to be displayed, the user has the option of using **Filters** to refine the data displayed in order to locate the information needed easier. In each instance where **Filter Options** are used, the user will be presented with several options from which they may choose. In general, the user can utilize fewer options for a broader search and multiple options for a more refined search of the data. When **Filter Options** are available, the screen will display two action buttons – **Apply Filters** and **Reset Filters.** When the user selects the **Apply Filters** button, the system begins a search of the data based on the options that have been selected. When the **Reset Filters** button is selected, the system deletes any filter options that have been entered and resets all options to their default values. Specific instructions for the **Filter Options** in a particular interface are included in this manual in the section for that interface. An example of **Filter Options** is shown in Figure 3-4.

Figure 3-4: Filter Options
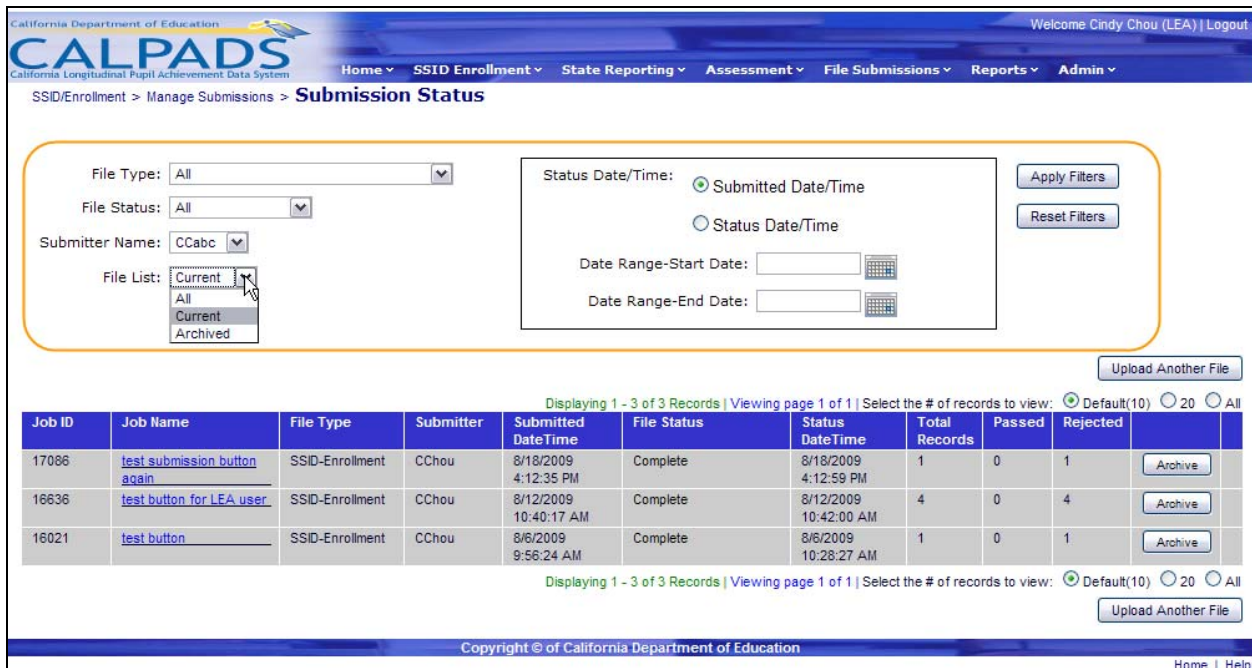
3.5   Links

Links provide a way for the user to move from the page they are currently viewing to another page containing additional information about a specific area. **Links** are denoted by underlined text. As mentioned previously, **links** are sometimes used as part of the CALPADS menu system but there are other uses as well. Throughout CALPADS there are many instances in which the system displays data with a count of records for that specific type of data. If the count is underlined, the user may click on that count link to view the details that make up that count. In other instances, a field name may be in blue and therefore linked to the detailed information about that field. Lookup Links are also used which allow the user to click on the link to see a list of valid values for the related field. In this case, when the user selects a value from the list, the linked field will be populated with the selected value. See Figure 3-5 for examples of **Links.**

Figure 3-5: Links

Job ID	Job Name	File Type	Submitter	Submitted DateTime	File Status	Status DateTime	Total Records	Passed	Rejected
17086	test submission button again	SSID-Enrollment	CChou	8/18/2009 4:12:35 PM	Complete	8/18/2009 4:12:59 PM	1	0	1
16636	test button for LEA user	SSID-Enrollment	CChou	8/12/2009 10:40:17 AM	Complete	8/12/2009 10:42:00 AM	4	0	4
16021	test button	SSID-Enrollment	CChou	8/6/2009 9:56:24 AM	Complete	8/6/2009 10:28:27 AM	1	0	1

3.6   Navigating Within a Page

Frequently, the CALPADS user is working with large amounts of data. The page navigation items are designed to help the user move efficiently through the data and to provide an indication of the subset of data the user is currently viewing. Some tools also allow a user to organize the data being viewed (e.g. sorting columns). Page Navigation items are included in Table 3-1.

Instructions Table 3-1: Navigating Within a Page

Page Navigation		Description
1	Navigating through pages of data Select the # of records to view: ⦿ Default(10) ○ 20 ○ All	The system defaults to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button
2	Page Number Display Viewing page 1 of 134 1 2 3 4 5 6 7 8 9 10 ...	The **page display** shows the current page being displayed and the total number of pages for that list. The user may select a page number to view
3	Total Records Display Displaying 1 - 10 of 1339 Records	The **total records** show the number of records returned which may be viewed

	Sorting data in a list.	To sort a particular column, the user may select a column heading link. The red arrow in the column heading indicates that the column can be sorted. The first click on the field name orders records in ascending order; the second click on the field name orders records in descending order
4		
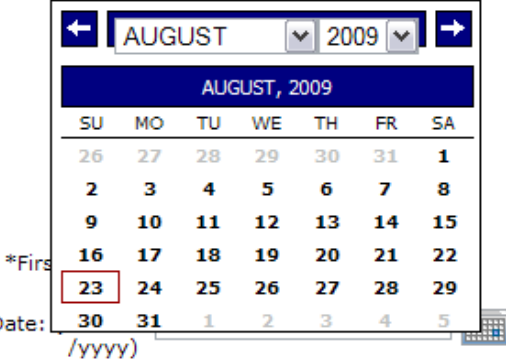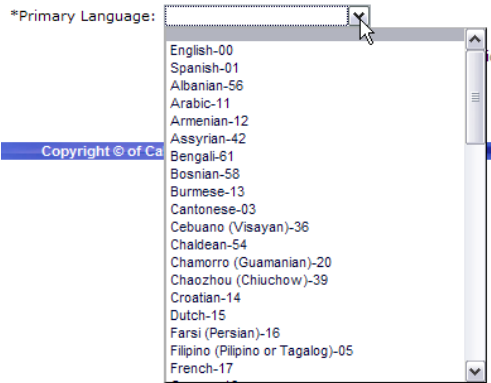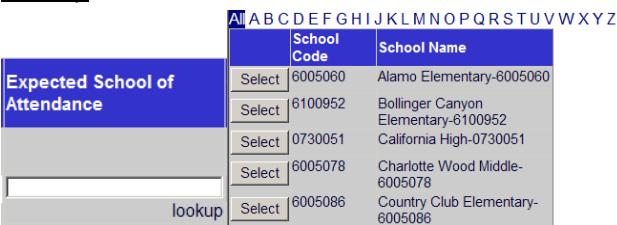
Submitted DateTime▼	File Status	Status DateTime
8/20/2009 12:02:32 PM	Complete	8/20/2009 12:04:11 PM
8/18/2009 2:47:44 PM	Complete	8/18/2009 2:51:48 PM
8/18/2009 1:56:40 PM	Upload Failed	8/18/2009 1:56:40 PM
8/18/2009 1:56:40 PM	Upload Failed	8/18/2009 1:56:40 PM

5	Alphabet Bar All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	The user may select a letter to limit the display of the list to items that begin with that letter

3.7   Data Tools

There are many tools throughout CALPADS to help the user move through the system and enter data efficiently. Several of these tools are highlighted in Table 3-2.

Instructions Table 3-2: Data Tools
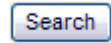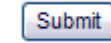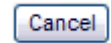
Navigation Tools		Description
1	Calendar Tool	When the user selects the calendar icon, the system displays an interactive calendar from which the user can select a date. The text box will then be populated with the selected date. This ensures that the date will be entered in the correct format.
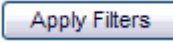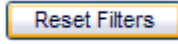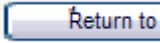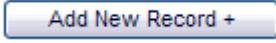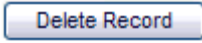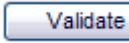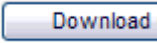
2	Dropdown Box *Primary Language: [dropdown] English-00 Spanish-01 Albanian-56 Arabic-11 Armenian-12 Assyrian-42 Bengali-61 Bosnian-58 Burmese-13 Cantonese-03 Cebuano (Visayan)-36 Chaldean-54 Chamorro (Guamanian)-20 Chaozhou (Chiuchow)-39 Croatian-14 Dutch-15 Farsi (Persian)-16 Filipino (Pilipino or Tagalog)-05 French-17	When the user selects the **Arrow** button, a list of valid data for that field will display. The dropdown list is generally used for shorter lists of data.
3	Lookup Link All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **Expected School of Attendance** |	School Code	School Name
Select	6005060	Alamo Elementary-6005060
Select	6100952	Bollinger Canyon Elementary-6100952
Select	0730051	California High-0730051
Select	6005078	Charlotte Wood Middle-6005078
Select	6005086	Country Club Elementary-6005086 | lookup	When the user selects the Lookup link, a popup window will display where a user may search for the correct value for the field and select the value to populate the text box. The lookup link is generally used for longer lists of data.

3.8   Action Buttons

Almost every page in CALPADS will include one or more clearly labeled button(s) which the user will select to take some kind of action. Some of these buttons are simply related to navigating through the system and others instruct the system to take specific actions for that interface and data. Depending on the authority of a user, some buttons may be inactive. In other instances, buttons may be active at only specific times depending on the transactions that are taking place. Many of the buttons used in the system are described in general terms in Table 3-3. The individual instructions for each interface and function of the system include specific instructions for each button.

Instructions Table 3-3: Action Buttons

	Action Buttons	Description
1	**Search** Button	If selected, the system will begin a search based on the criteria that have been entered.
2	**Reset** Button	If selected, the system will reset any fields that have been changed back to their default values.
3	**Submit** Button	If selected, the system will perform the user's selected operation on the interface and return the matching data or appropriate error message.
4	**Cancel** Button	If selected, the system will cancel the process.

5	Apply Filters Button	If selected, the system will begin a search based on the filter criteria that have been entered.
6	Reset Filters Button	If selected, the system will reset all filter options to their default values.
7	Return to xxxx Button	If selected, the system will return to the page indicated in the button. See specific interface instructions areas for detailed information.
8	Edit Button or Edit Link	If selected, the system will move from read only mode into edit mode allowing the user to make changes to the data.
9	Add a new record button	If selected, the system will add a new line with *Blank* values so that the user may create a new record. In some instances this button may read "Add a new (interface label) record +".
10	Delete Record Button	If selected, the system will display a message for the user to confirm the deletion and will then either cancel the process or remove the record from the ODS dependent on the user's selection.
11	Validate Button	If selected, the system will search the ODS to verify that the data entered is valid.
12	Save and Buttons	If selected, the system will save the user's interactions and allow the user to perform some other action or move to another page. There may be more than one **Save and** button which allows the user to choose the next action.
13	Download Button	If selected, a request for a download of the information displayed on the page will be submitted. The user will then be notified when the file is ready to download. The user must then download the file using the "Download Requested Files" interface.

4.   CALPADS Login

The CALPADS "Login" page allows an authorized user, who has been assigned a User ID and Password, to log in to CALPADS. The role(s) assigned to users determine which interfaces the user has permission to access and which functions the user has permission to perform. The user system roles and system access levels are set according to the CDE specifications and are assigned to each user by a system administrator. The user may use the Forgot your Password link to retrieve his/her password. Upon successful login, the CALPADS "Home Page" displays, allowing the user to navigate to specific application throughout CALPADS.

User roles and system access levels are set according to the CDE specifications. The assigned role determines which interfaces the user has permission to access and which functions the user has permission to perform. The user may access the portal once a User ID and Password are obtained.

Screen 4-1: CALPADS Login Page
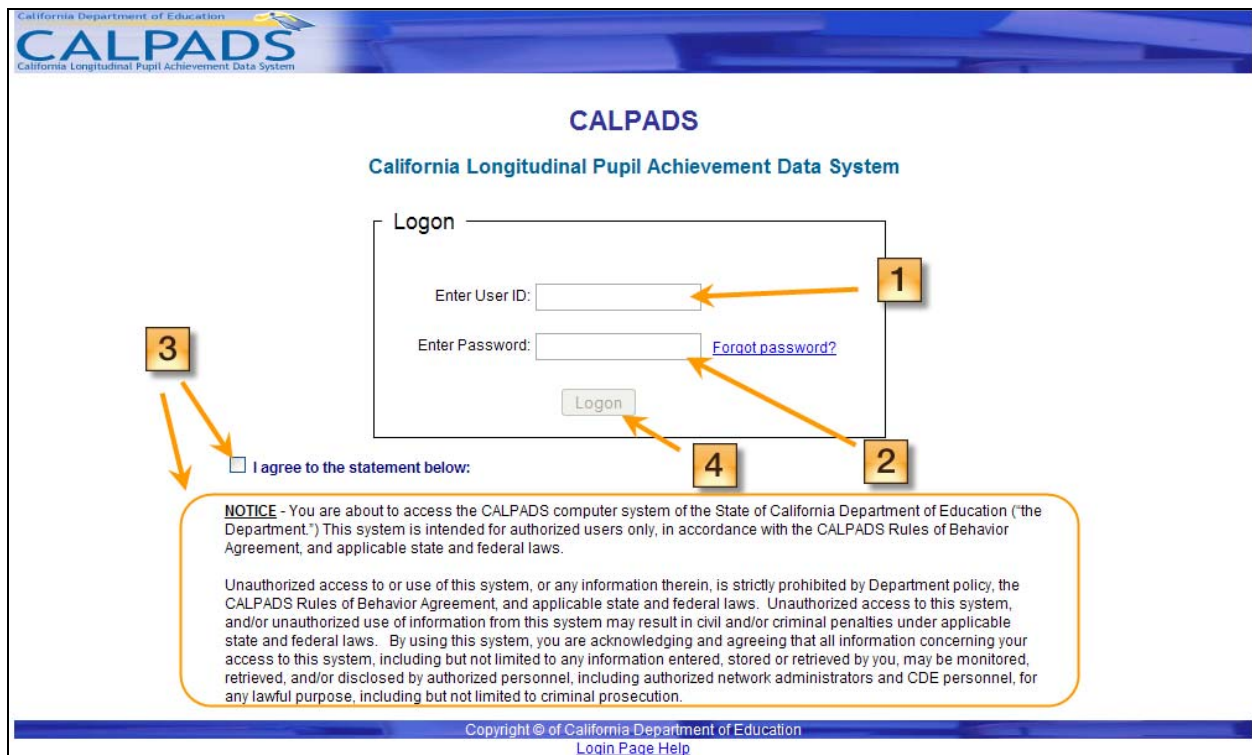
Instructions Table 4-1: Login to CALPADS

Step by Step Screen Instructions		Special Instructions
1	Enter the **User ID** in the text box	The value entered must be a valid User ID assigned by the user's LEA Administrator or assigned by a State User
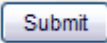
2	Enter the **Password** in the text box Note: If you are unable to log in, contact your System Administrator	▪ If the user is logging in for the first time, the password will be a system generated password provided through email once the LEA Administrator or State User creates the account ▪ The value entered must be the Password associated with the User ID ▪ 3 login attempts are allowed If these attempts fail, you will be locked out of the system for 10 minutes, at which point you can attempt to log in again
3	Read the **<u>Notice</u>** at the bottom of the screen and select the "I agree to the statement below" checkbox if agreed	The checkbox must be checked in order to login
4	Login	If selected, the system will verify the User ID and Password entered with the CALPADS account information and display the CALPADS "Home Page" or the appropriate error message
Optional Functions		
Forgot password?		If selected, the system will direct the user to the "Retrieve Password" page
Login Page Help		If selected, the system will direct the user to the User Manual instructions for the login screen
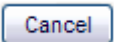
5.   Retrieve Password

This Retrieve Password function allows an authorized user to retrieve a forgotten password stored in the user's CALPADS account profile. The "Retrieve Password" page displays when a user selects the Forgot Your Password link on the CALPADS "Login" page.

Screen 5-1: Retrieve Password

Instructions Table 5-1: Retrieve Password

	Step by Step Screen Instructions	Special Instructions
1	The user's User ID will be pre populated with the value provided on the login screen. If the user did not provide the User ID, the user must enter the User ID for the password to retrieve on this screen	
2	Select a previously set security question for the **Security Question 1** using the dropdown list, then provide the answer to the question in the text box to the right	The value entered must be a valid answer to the password challenge question that was previously set up in Administration > Manage User Profile
3	Select a previously set security question for the **Security Question 2** using the dropdown list, then provide the answer to the question in the text box to the right	The value entered must be a valid answer to the password challenge question that was previously set up in Administration > Manage User Profile Both questions must be answered in order to retrieve the password
4	Submit	If selected, the system will validate the provided answers to the questions and if valid, the system will email a new temporary password to the email account stored in the user's profile. If the answer is invalid, the system will display an error message
	Optional Functions	

	If the **Cancel** button is selected, the password will not be retrieved and the user will be directed back to the login screen
Cancel	

6. CALPADS Home Page

The CALPADS "Home" page allows an authorized user to view the status of the user's CALPADS activities. It displays upon successful login.

Screen 6-1: CALPADS Home Page

The "Home" page is divided into the following sections:

- Upcoming Events: This section will notify the user of important upcoming events related to CALPADS

- Anomaly Status: When implemented, the status of the LEA's anomalies will display in this section with a count of each type of anomaly

- Status of Submissions: This section will provide the user with the status of each file submission

- CALPADS Notifications: This section will display notifications generated by CALPADS, such as the availability of files the user requested for download

7.   Manage User Profile

The "Manage User Profile" function allows an authorized LEA or School user to do the following:

- Manage Users assigned to the LEA through User Security (limited to LEA Administrators)
- Manage security questions and change current password through Manage User Profile
- Manage local code mappings (limited to LEA users with the appropriate role assigned)
- View results from the latest Direct Certification run (limited to users with the appropriate role assigned)

The "Manage User Profile" page is accessed through "Administration" as indicated in screen below

Screen 7-1: Administration
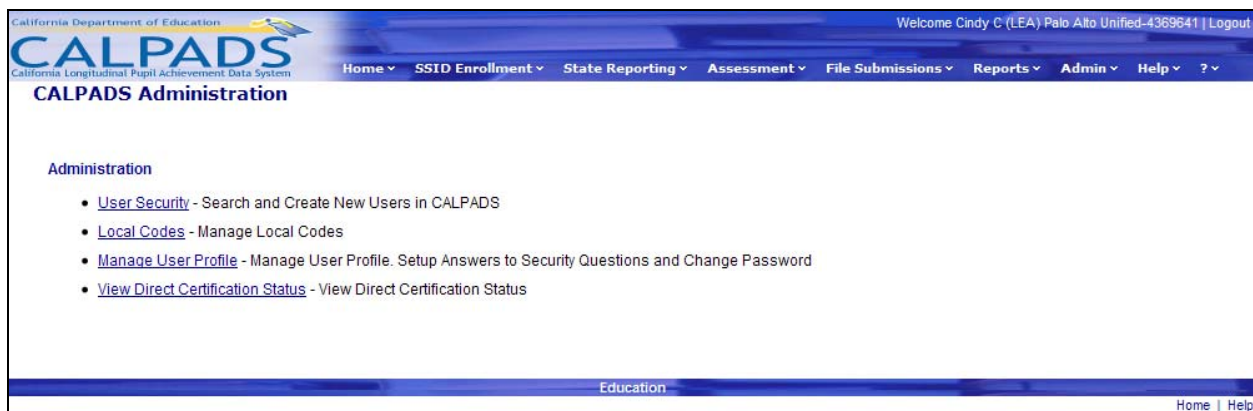
Access to each Administration link is limited by the user's security level and roles assigned:
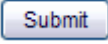
- The User Security link is accessible to LEA Administrators and State Administrators
- The Local Codes link is accessible to LEA Administrators, State Administrators, as well as LEA users with the Local Code Mapping role assigned
- The Manage User Profile link is accessible to all users
- The View Direct Certification Status link is accessible to users with the Direct Certification role assigned

7.1   Manage Security Questions

The Manage User Profile link allows an authorized user to access the appropriate page to set up or edit the user's security questions. It is selected from the **Admin** tab. The "Manage Security Questions" portion of the "Manage User Profile" page allows the user to set up the answers to security questions that are used on the "Password Retrieval" page when the Forgot Your Password link is selected at login. The answers to the security questions provided here are stored in the user's CALPADS account profile.

Screen 7-2: Manage Security Questions

Instructions Table 7-1: Manage Security Questions

	Step by Step Screen Instructions	Special Instructions
1	The user's User ID will be pre populated Note: if appropriate, the system will display a message to notify the user if the user does not have security question answers stored	
2	Select a security question for the **Security Question 1** field and provide the answer to the question in the text box to the right	The question must be different from Security Question 2
3	Select a security question for the **Security Question 2** field and provide the answer to the question in the text box to the right	The question must be different from Security Question 1
4	Submit	If "Submit" is selected, the answers to the Security Questions will be stored in the user's CALPADS account profile and will be used if the user chooses to retrieve a forgotten password
Optional Functions		
Reset		If selected, the **Reset** button resets all fields on the screen to the default value
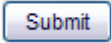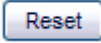
7.2 Change Password

The Manage User Profile link allows an authorized user to access the appropriate page to manage a user's password. It is selected from the **Admin** tab. The "Change Password" portion of the "Manage User Profile" page allows the user to change the user's current password used to log into CALPADS. The new password entered here will be stored in the user's CALPADS account profile.

Screen 7-3: Change Password

Instructions Table 7-2: Change Password

Step by Step Screen Instructions		Special Instructions
1	Enter your current password	The value entered must be the valid current password
2	Enter your new password in the "New Password" field	Password must: ▪ Be at least eight characters and up to fifteen characters in length ▪ Contain at least one uppercase letter ▪ Contain at least one lowercase letter ▪ Contain at least one of the following non-alphanumeric characters: ! @ # $ ^ & * - = _ + ? Password must not be: ▪ Same as the User ID ▪ Same as the current password A password will expire in 90 days
3	Re-enter your new password in the "Confirm Password" field	The password must be the same as the password entered in the "New Password" field
4	Submit	If "Submit" is selected, the passwords entered will be validated; If the passwords pass the validation, they will be stored in the user's CALPADS account profile
Optional Functions		
	Reset	If selected, the **Reset** button resets all fields on the screen to the default value
	Return to Administration Home	If selected, the user will be returned to the Administration landing page

8.   Code Management

The code management function in CALPADS allows an LEA Administrator to map the LEA's local codes to CALPADS system codes. The mapping allows a user to submit files for processing containing local code values that will then be translated into CALPADS code values based on the mapping conducted by the user. Once mappings are created, the Administrator may make additions and corrections to as well as delete the individual code value mappings within a Reference Code set.

8.1   Local Codes

The Manage Local Codes functionality allows an authorized user to map LEA local codes to the CALPADS codes. The interface will only display for users who are authorized LEA access level Administrators or for users that have the Local Code Mapping role assigned.

A user may perform the following functions with this interface:

- Edit a local code, state code, or name

- Delete a code mapping

- Add a new code mapping

Screen 8-1: Manage Local Codes (View Existing Mappings)

Instructions Table 8-1: Manage Local Codes (View Existing Codes)

	Step by Step Screen Instructions	Special Instructions
1	Select the **School Year** from the dropdown list	
2	Select the appropriate LEA using the <u>Lookup</u> link	
3	Select the Reference Code set you wish to view or work with using the dropdown list	
4	Select the **Search** button to display the LEA's existing code mappings for the selected Reference Code set	When the **Search** button is selected the system will filter by the Reference Code set selected
5	In the displayed results, four columns will be returned: **Edit** and **Delete** buttons, the **Local Code** column (displaying the local codes), the **State Code** (displaying the corresponding State Codes), and the State Code Name column (displaying the name of the corresponding State Code value)	This interface will vary depending on the code set in use. If mappings exist, the mappings appear in a list form with the option to edit each individual mapping

Screen 8-2: Manage Local Codes (Add or Modify Mappings)

Instructions Table 8-2: Manage Local Codes (Add or Modify Mappings)

	Step by Step Screen Instructions	Special Instructions
6	To add a new mapping, enter the Local Code in the empty text box then select the corresponding State Code from the dropdown list. Select the **Add** button to save the addition	The new mapping will appear as a new row at the bottom of the list
7	To edit an existing mapping, select the Edit link in the corresponding row of the mapping to modify. The Local Code and State Code fields will then turn to edit mode. Make the necessary corrections and select the Save link after the corrections are made	The edited values will replace the original values once the Save button is selected
8	To delete an existing mapping, select the Delete link next to the mapping to delete.	Once the Delete link is selected, the mapping will be removed from the list

9.   Direct Certification Status

The Direct Certification function allows an authorized user to view all actively enrolled students who either have or have not been previously certified through the National School Lunch Program (NSLP) Direct Certification process. This process is an exchange of student level data with the California Department of Social Services (CDSS) to determine if a student qualifies for free meals under the NSLP guidelines.

LEAs receive notification via the Home portal when the results data is loaded to CALPADS. The LEA is then able to view the previous NSLP Direct Certification run under the Reports section of the CALPADS portal. The results can also be downloaded in a file using the extract functionality from the Reports Tab. It includes the direct certification results for all primary enrolled students at the time the CALPADS extract was created for the Direct Certification process exchange.

In order to view the data, the user must be granted the Direct Certification role by the LEA Administrator.

Government privacy requirements state that previous year's NSLP information for each student be purged and reset annually.

9.1   View Direct Certification Status

The "View Direct Certification Status" function allows an authorized user to view the results of the latest Direct Certification run for all students in the user's LEA/School. The screen displays when the user selects the **View Direct Certification** tab from the **Administration** menu. Only users with the Direct Certification role assigned have access to this screen.

Filter options are available for the user to display a specific student or set of students. From this page, the user can navigate to the appropriate page to request a downloadable Direct Certification Extract.

Screen 9-1: View Direct Certification Status

Instructions Table 9-1: View Direct Certification Status

	Step by Step Screen Instructions	Special Instructions
1	The **Last Direct Cert Run** date will be displayed to notify the user of the date in which the most recent Direct Certification process was run	This is a read-only field
2	The **Academic Year** field will always be populated with the current year	This is a read-only field
3	The **LEA** field will default to the user's LEA	
4	Select a **School of Attendance** to display students enrolled in a particular school by using the <u>Lookup</u> link	This is an optional field

5	Select a **Cert Status** to display students with a particular Direct Certification result. Possible values are: ▪ All ▪ C - Certified ▪ N – Not Certified ▪ A – Invalid Address	Field defaults to All.
6	Choose a **Student Certified since** date using the Calendar tool or by entering a date in the MM/DD/YYYY format in order to display students who have been certified since a particular date within the current Academic Year	This is an optional field Students with a Certification Date on or after the date provided will be displayed
7	To display the results of a particular student, enter the **SSID** of the student if known	This is an optional field
8	To display the results of a particular student, enter the **Local ID** of the student if known	This is an optional field
9	Click on the **Apply Filter** button to generate the list of students based on the filter values provided	
10	Review the results shown	If the results do not produce the students the user is searching for, the user must adjust to filter values and generate a new list
Optional Functions		
	Request Direct Certification Extract	Select the **Reset Request Direct Certification Extract** button to navigate to the "Direct Certification Extract" screen where the user may request the extract
	Reset Filters	Select the **Reset Filters** button to reset all filters to the default values
	◉ Default(10) ◯ 20 ◯ All	The system will default to show up to **10** results per page; To show more than 5, select **20** or **ALL**
	1 2 3 4 5 6 7 8	If multiple pages of results are returned, click on any number to navigate to a different page.
	School Of Attendance / Local Student Id / SSID / Student First Name	Click on any column heading links to sort the results. The first click on the field name orders records in the ascending order, the second click orders information in descending order.

10. SSID Enrollment

The **SSID Enrollment** tab functions allow an authorized user to view, add, and maintain student enrollment records. These functions are organized into three categories:

- Perform Online Maintenance – Through this Online Maintenance option, the user may search for a particular student, determine if the student already exists in CALPADS, and enroll the student with the existing SSID or with a newly created SSID. Once an enrollment record is created for the student, the user may maintain the record.

- Manage Submissions – The Manage Submission option allows a user to request new SSIDs, create new enrollment records, and submit enrollment updates all in conjunction through the upload of batch files. Once a file is uploaded, the user may also view the status of each uploaded file.

- Anomaly Reports – The Anomaly Reports option allows a user to view existing anomalies as well as resolve the anomalies through designated resolution screens. These anomalies include Exit Reason Discrepancies (ERD), Concurrent Enrollments (CCE), and Multiple Identifiers (MID).

10.1 Online Maintenance

The Online Maintenance functions allow an authorized user to view, update or add new enrollment information for an individual student at a time. Through the **SSID Enrollment** and **Online Maintenance** tabs, the user has the ability to select from several links. The Search for Student link directs the user to the initial search page where the user may enter the search criteria to determine if the student has an existing SSID. The Request SSID link directs the user to the appropriate page to submit a request for the creation of a new SSID or assign an existing SSID.

10.1.1 Online Maintenance Menu

The Online Maintenance Menu directs the user to the appropriate pages to initiate the following actions:

- **Search for Student**
  - A user may select the Search for Student link to search for an existing student by SSID or by Demographic. The user may conduct more general or wildcard searches by providing partial information through this option.

- **Request SSID**
  - A user may enroll a student by requesting a new SSID or assigning an existing SSID through the Request SSID link

Screen 10-1: SSID Enrollment Online Maintenance
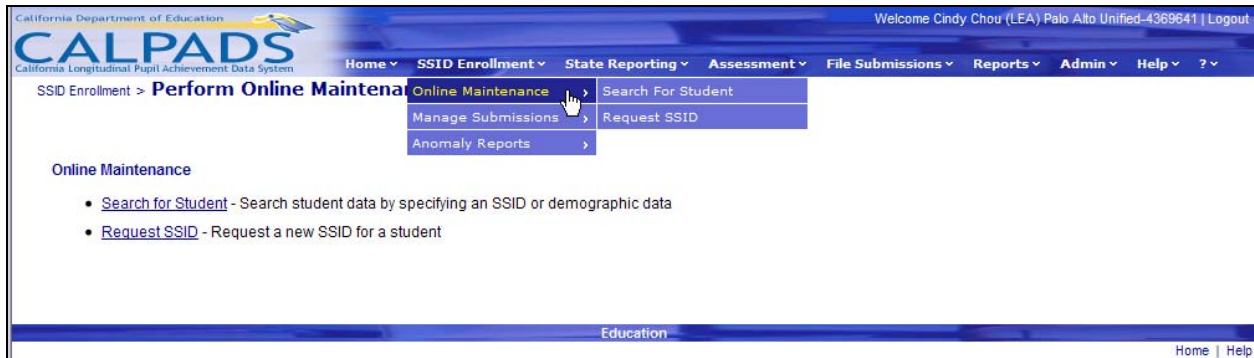
10.1.2 Student Search

The "Student Search" function allows an authorized user to initiate a search to determine if a student exists in the ODS. The page displays when the user selects the Search for Student link from the **Online Maintenance** menu through the **SSID Enrollment** tab.

The search options allow the user to conduct a specific search as well as a general search. Partial information may be submitted as search criteria. The two search methods are:

▪ Search by SSID: The user may utilize the Search By SSID option if the complete SSID or part of the SSID is known for the student.

▪ Search by Demographics: The user may utilize the Search By Demographic option if the SSID is not known but at least two demographic fields is known. Partial information is allowed (see below for instructions). If data are entered in more than the required two fields, the system will utilize the additional fields to filter records during the ODS search process.
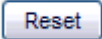
Screen 10-2: Search for Student
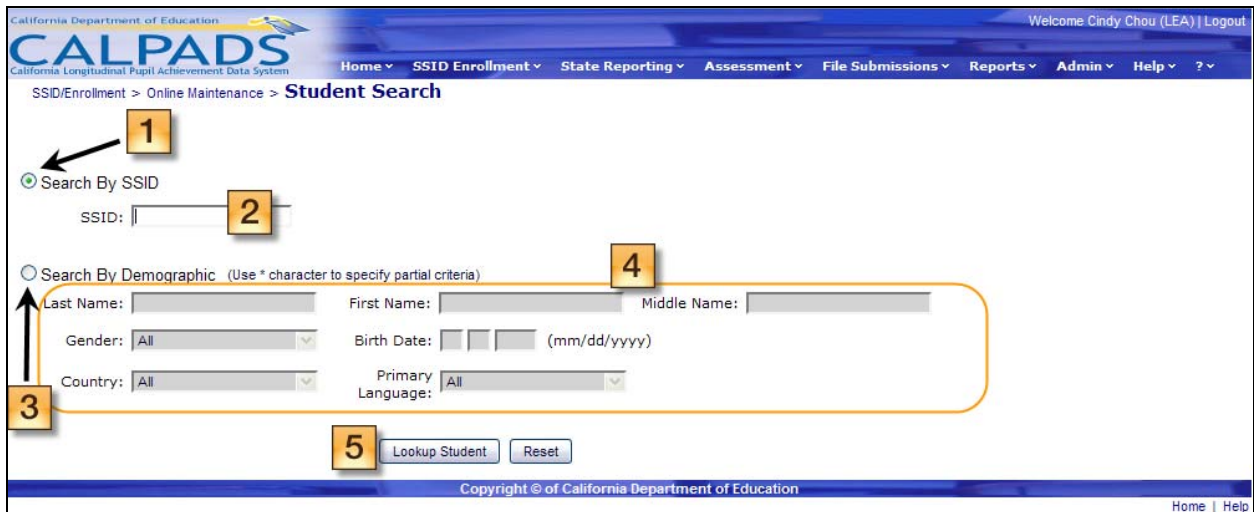
Instructions Table 10-1: Search for Student - Search by SSID

Step by Step Screen Instructions		Special Instructions
1	Select the **Search by SSID Radio** button	Make sure the **Radio** button is selected or the screen will return an error
2	Add all or part of the SSID	If entering partial number place an Asterisk before, in the middle of, or at the end of the partial SSID
5	Click **Lookup Student**	**Lookup Student** initiates the search
Optional Functions		
Reset		To restore all fields to the default values, click the **Reset** button

Instructions Table 10-2: Search for Student - Search by Demographics

Step by Step Screen Instructions		Special Instructions
3	Select the **Search by Demographics** radio button	Make sure the **Radio** button is selected or the screen will return an error
4	Add all or part of the Demographic information (two or more fields are required)	If entering partial information place an Asterisk before, in the middle of, or at the end of the information
5	Click **Lookup Student**	**Lookup Student** initiates the search If data are entered in more than the required two fields, the system will utilize the additional fields to filter records during the ODS search process
Optional Functions		
Reset		To restore all fields to the default values, click the **Reset** button

10.1.3 Search Results

The "Search Results" page displays 100 or fewer records containing data that matches the search criteria entered on the "Student Search" page. The system will display the search criteria utilized to identify matching records in the ODS at the top of the page and will display the identified matching records below in the search results section. The search results section will

display key elements from each candidate's record. The user may select a candidate's name to view additional details and to continue the Search for Student process.

The functionality on the "Search Results" page allows a user to:
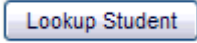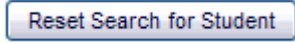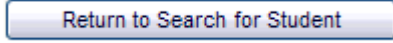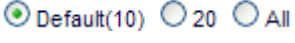
- Manage the search criteria data by modifying the submitted data, by applying filters or by modifying the view

- View key elements and select a student name in the search results section to view additional details of an existing student the system identified as a possible match

- Modify the number of records displayed when there are more than 10 results

- Manipulate the sort order of the returned records in the search results

- Navigate to selected pages when there is more than one page of results

Screen 10-3: Search Results

Instructions Table 10-3: View Search Results

	Step by Step Screen Instructions	**Special Instructions**
1	The criteria entered through the original search is displayed in these fields	Additional information may be entered here to conduct a new search through this page; Modify any field and select the **Lookup Student** button

2	View the search results to locate the student being searched for or to determine if the student has an existing SSID	Consider using a different set of filter values if the search does not return the correct student
3	Click on the Student's Name link to view additional student details	The "Student Detail" page will display for the selected student
Optional Functions		
Lookup Student		Displayed results may be modified by adding additional information in the search fields and clicking the **Lookup Student** button.
Reset Search for Student		Select the **Reset Search for Student** button to reset all filters to the default values
Return to Search for Student		Select the **Return to Search for Student** button display the "Search for SSID" page with *Blank* fields (the original search criteria will not be saved)
⊙ Default(10) ○ 20 ○ All		The system will default to show up to **10** results per page; To show more than 5, select **20** or **ALL**
1 2 3 4 5 6 7 8		If multiple pages of results are returned, click on any number to navigate to a different page.
Student Name	SSID	Local ID	Gender	Birth Date	Birth Country	Birth State Province		Click on any column heading links to sort the results. The first click on the field name orders records in the ascending order, the second click orders information in descending order.

10.1.4 Student Detail

The "Student Detail" page displays the following existing information in CALPADS when a user clicks on a Student Name link from the search results list on the "Search Results" page:

- Student Name History
- Demographic Information
- Guardian Information History
- Hispanic Ethnicity History

- Race Missing History

- Race History
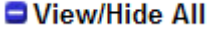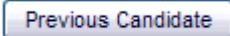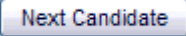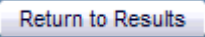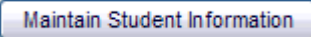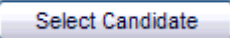
- School Enrollment History

A user may perform the following functions through the "Student Detail" page:

- View and compare the key elements and additional details of the candidates in the search results list

- Select to maintain an enrollment record for a candidate who has a or has had an enrollment in the user's LEA

- Select to maintain student information records created for a candidate during an enrollment period in the user's LEA

- Select a candidate to create a new enrollment record for

- Return to the "Search Results" page

Screen 10-4: Student Detail

Instructions Table 10-4: View Student Details

Step by Step Screen Instructions		Special Instructions
1	Verify the selected student's "Student Details": Information displayed includes Name, SSID, Local ID, Gender, Birth Date, Birth Country, Birth State Province, Primary Language, Grade Level, School Start Date, Reporting LEA, School of Attendance, and Actively Enrolled	

2	Review the student's details. The ⊟' button may be used to collapse an individual history section while the ⊞ button may be used to expand a section	Review all information to determine if the selected student is correct
Optional Functions		
Printer-friendly View		If selected, the system displays a printable form of the page
⊟ **View/Hide All**		To collapse all history details or expand all history details, select the ⊟' or ⊞.
Previous Candidate		If selected, the system will display the "Student Detail" page for the student listed before the currently displayed student on the "Search Results" page.
Next Candidate		If selected, the system will display the "Student Detail" page for the student listed after the currently displayed student on the "Search Results" page.
Return to Results		If selected, the system will return to the "Search Results" page
Maintain Enrollment		Button displays only if the user's LEA either has current ownership or has had previous ownership of the student; if the button is present and selected the "Maintain Student-Enrollment" page displays
Maintain Student Information		Button displays only if user's LEA either has current ownership or has had previous ownership of the student; if the button is present and selected the "Student Details" page displays
Select Candidate		To create a new enrollment record for the displayed student, select the **Select Candidate** button. If selected, the system will display either the "Request SSID" page for more user-input or the Request SSID "Candidate List" with the user-input values displayed in the criteria fields and the SSID of the result selected

10.1.5 Maintain Enrollment

The initial "Maintain Enrollment" page displays a view-only screen with the student's details displayed across the top to the page and the student's "School Enrollment History" displayed in the lower half of the page. It displays when an authorized user selects the **Maintain Enrollment** button from the "Student Detail" page.

When accessed, the system will validate the user's ID and security level and will only display an Edit link next to the existing enrollment records that the user is authorized to modify. Note that a new enrollment cannot be created from this page. In order to create a new enrollment, the user may navigate to the "Student Details" page and select the **Select Candidate** button.

An authorized user may perform the following SSID Enrollment functions through this interface:

▪ View a student's Enrollment History in the ODS

▪ Navigate to the "Edit Student Enrollment" page to update an existing enrollment record

▪ Navigate to the "Maintain Student Information" page to update existing information records

▪ Return to the "Student Detail" page

Screen 10-5: Maintain Enrollment

Instructions Table 10-5: Maintain Enrollment

Step by Step Screen Instructions		Special Instructions
1	The selected student's details will display at the top portion of the screen for reference	

2	View each enrollment record listed in the student's "Enrollment History" and validate each field value for each record. Fields shown include: Reporting LEA, School of Attendance, NPS School of Attendance, Enrollment Status, School Start Date, School Exit Date, Student Exit Reason, Expected School of Attendance, Completion Status, Met All UC/CSU Requirements	The **Edit** button will only display if the Enrollment record is in the user's LEA
Optional Functions		
Maintain Student Information		If this button is clicked, the system displays the "Maintain Student Information" page
Return to Student Details		If selected, the system will return to the "Search for Student-Student Details" page
Edit		The **Edit** button will appear next to all records owned by the user's LEA. If selected, the system will display the "Edit Student Enrollment" page for the corresponding record

10.1.6 Edit Student Enrollment

The "Edit Student Enrollment" page allows an authorized user to update an enrollment record. If the Edit link is present on the "Maintain Enrollment" page and when the user clicks the link, the system will display the page with the student's details displayed across the top of the page and the selected Enrollment record displayed in edit mode. The corresponding Enrollment record field values will pre-populate on this page with all fields editable except the **Reporting LEA** field. A user may only update one enrollment record at a time.

An authorized user may perform the following SSID Enrollment functions through this interface:

- Modify a student's existing Enrollment record
- Submit the modifications to update the Enrollment record in the ODS
- Return to the "Student Detail" page

Screen 10-6: Edit Student Enrollment

Instructions Table 10-6: Edit Student Enrollment Record

	Step by Step Screen Instructions	Special Instructions
1	View the selected student's details to make sure you are editing records for the correct student	
2	The **Reporting LEA** column displays the LEA's the student has attended. The user may only edit a record associated with the user's own LEA	This is a read only field
3	The **School of Attendance** is populated with the information returned from the ODS. To change the value, enter the school code if known or select the school using the <u>Lookup</u> link.	This is a required field
4	The Non-Public School **(NPS) School of Attendance** is populated with the information returned from the ODS. To change the value, enter the school code if known or select the school using the <u>Lookup</u> link	This is an optional field
5	The **Enrollment Status** is populated with the information returned from the ODS. To edit the value, select from the dropdown list	This is a required field
6	The **School Start Date** is populated with the information returned from the ODS. To edit the value, enter a date in the MM/DD/YYY format or select a date using the calendar tool	This is a required field

7	The **School Exit Date** is populated with the information returned from the ODS. To edit the value, enter a date in the MM/DD/YYY format or select a date using the calendar tool	This is an optional field
8	The **Student Exit Reason** is populated with the information returned from the ODS. To edit the value, select from the dropdown list	This is a required field if the **Student Exit Date** is not *Blank.* If **School Completion Status Code** = 'Graduated', then the **Student Exit Reason Code** must = 'Completer Exit'.
9	The **Expected School of Attendance** is populated with the information returned from the ODS. To change the value, enter the school code if known or select the school using the <u>Lookup</u> link	This is a required field if **Student Exit Reason Code =** T165 (TransEnrollDiscip) Or If School Type of **School of Attendance** (as indicated in the CDE County District School database) is an **Alternative School** And **Student Exit Reason Code =** T160 (TransCASchl)
10	The **Completion Status** is populated with the information returned from the ODS. To edit, select from the dropdown list	This is a required field if **If Student Exit Reason Code =** E230 (CompleterExit)
11	The **Met All UC/CSU** is populated with the information returned from the ODS. To edit the value, select or unselect the check box.	This is a required field if **School Completion Status** = 100 (Graduated)
12	The **Local ID** is populated with the information returned from the ODS. To change the value, enter the student's Local ID in the text box provided	This is a required field
13	[Validate Enrollment] Select **Validate Enrollment** to initiate the validation process of the information entered and continue posting the record	The system will perform the validations and display any error and warning messages or proceed with the posting process If fatal errors are found, select **Cancel Enrollment**, correct the errors and re-validate. If no fatal errors are found, select **Post Enrollment** to post the record to the ODS
Optional Functions		
[Delete Record]		If selected, the entire record will be deleted from the ODS

	If selected, the system will return to the "Enrollment History" page
Return to Enrollment History	
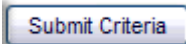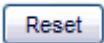
10.1.7 Request SSID from Online Maintenance

The "Request SSID" page, when accessed through the **Online Maintenance** sub menu, allows an authorized user to begin the process of requesting an SSID without using the Search for Student process. All fields on the screen will be blank. Since the search conducted through the "Request SSID" page directs the user to SSID assignment for a student, the user must enter complete values for all mandatory fields to determine the correct action through choosing a candidate or having the system generate a new SSID. The system will not validate partial data with the asterisk (*) wildcard.

Screen 10-7: Request SSID from Online Maintenance

Instructions Table 10-7: Request SSID from Online Maintenance

Step by Step Screen Instructions		Special Instructions
1	The **SSID** field will be *Blank.* To add a value, enter a complete and valid SSID in the provided text box	This is an optional field. If a SSID is provided, the system will return the record associated with the SSID
2	The **Legal First, Legal Middle, Legal Last,** and **Legal Suffix** name fields will be *Blank*. To add values, enter the names in the provided text boxes	The **Legal First** and **Legal Last** names fields are required. These fields must contain the student's complete name that may only include alphabetic letters, numbers, periods, hyphens and apostrophes

3	The **Gender** field will be *Blank.* To add a value, select from the dropdown list	This is a required field
4	The **Birth Date** field will be *Blank.* To add a value, enter a date in the MM/DD/YYYY format or choose a date from the calendar tool	This is a required field
5	The **Birth Country** field will be *Blank.* To add a value, select from the dropdown list	This is a required field
6	The **Birth State** field will be *Blank.* To add a value, select from the dropdown list	This is an optional field
7	The **Primary Language** field will be *Blank.* To add a value, select from the dropdown list.	This is a required field
8	The **Alias Last Name**, **Alias First Name**, and **Alias Middle Name** fields will be *Blank.* To add values, enter the names in the provided text boxes	These fields are optional and may only include alphabetic letters, numbers, periods, hyphens and apostrophes
9	When all required fields and any optional fields are completed, click **Submit Criteria** button [Submit Criteria]	If the data passes the validation processing and any existing records match either the SSID entered or the demographic data entered based on the CALPADS Matching Logic, the "Candidate List" page will display If the data passes the validation processing and no existing records match the data entered based on the CALPADS Matching Logic, the user will be notified with the option of requesting the creation of a new SSID
Optional Functions		
[Reset]		If selected, the system resets all fields to the default values

10.1.8 Request SSID from Search for Student – Student Details

The "Request SSID" page, when accessed by clicking the **Select Candidate** button from the "Student Details" page, allows an authorized user to begin the process of requesting an SSID using the Search for Student option through the Online Maintenance sub menu. The system will populate the demographic fields with the complete or partial data the user entered on the "Search for Student " page and will populate the SSID field with the selected candidate's existing SSID. Since the search conducted through the "Request SSID" page directs the user to the assignment of an SSID for a student, the user must enter complete values for all mandatory fields to determine whether the correct action is choosing the candidate or having the system generate a new SSID. The system will not validate partial data with the asterisk (*) wildcard.

Screen 10-8: Request SSID from Student Search – Student Details

Instructions Table 10-8: Request SSID from Student Search - Student Details

Step by Step Screen Instructions		Special Instructions
1	The **SSID** field will be populated with the SSID of the selected record from the "Student Detail" page. To change the value, enter a complete and valid SSID in the provided text box	This is an optional field If a SSID is provided, the system will return the record associated with the SSID
2	The **Legal First, Legal Middle, Legal Last,** and **Legal Suffix** name fields will be populated with the values specified in the search. To change the value, enter new names to overwrite the existing names in the provided text boxes	The **Legal First** and **Legal Last** names fields are required. These fields must contain the student's complete name that may only include alphabetic letters, numbers, periods, hyphens and apostrophes.
3	The **Gender** field will be populated with the value specified in the search. To change the value, select from the dropdown list.	This is a required field
4	The **Birth Date** field will be populated with the value specified in the search To change the value, enter in a date in the MM/DD/YYYY format or choose a date from the calendar tool.	This is a required field
5	The **Birth Country** field will be populated with the value specified in the Search. To change the value, select the Birth Country from the dropdown list	This is a required field
6	The **Birth State** field will be populated with the value specified in the search. To change the value, select the Birth Country from the dropdown list	This is an optional field
7	The **Primary Language** field will be populated the value was specified in the search. To change the value, select from the dropdown list.	This is a required field

Step by Step Screen Instructions		Special Instructions
8	The **Alias First, Alias Middle,** and **Alias Last** name fields with the values specified in the search. To change the value, enter new names to overwrite the existing names.	These fields are optional These fields must contain the student's complete alias name that may only include alphabetic letters, numbers, periods, hyphens and apostrophes
9	When all required fields and any optional fields are completed, click **Submit Criteria** button. Submit Criteria	If the data passes the validation processing and any existing records match either the SSID entered or the demographic data entered based on the CALPADS Matching Logic, the "Candidate List" page will display If the data passes the validation processing and no existing records match the data entered based on the CALPADS Matching Logic, the user will be notified with the option of requesting the creation of a new SSID
Optional Functions		
Reset		If selected, the system resets all the fields to their default values

10.1.9 Candidate List

The "Candidate List" page displays an existing record in the ODS that matches the criteria entered on the "Request SSID" page. The page displays the search criteria at the top of the page and the Candidate List on the lower portion of the page. The Candidate list is displayed in two sections: the top section will display a record matching the SSID, and the section below will display all records containing matching Demographic data that match the provided search criteria based on the CALPADS Matching Logic.

If there is no value for the SSID in the search criteria, the New SSID link will display at the bottom of the page for the user to request the creation of a new SSID for the student. If the user enters a valid SSID value or the system populates the field with a selected candidate's SSID from the "Student Detail" page, the New SSID link will not display.

A user may perform one of the following functions on this page:

- View key elements and additional detail about a candidate with the matching criteria and an existing SSID

- Continue the Request SSID process

- Continue the Search for Student process

- Change the sort order of the Candidate List

- Modify the page display and navigate through multiple pages
- Return to the "Request SSID" page

Screen 10-9: Candidate List

Instructions Table 10-9: View Candidate List

Step by Step Screen Instructions		Special Instructions
1	View the **Search Criteria**. The criteria entered on the "Request SSID" page will display	
2	View the **SSID Matching Results** to determine if the existing student with the SSID assigned is the correct student	
3	View the **Demographics Matching Results** to determine if the searched student matches any of the candidates shown.	Note: Multiple matches may appear
4	Select the <u>Student Name</u> link of the student to view additional details. The "Existing SSID – Student Details" page for that candidate will display.	A score will display next to each Match Result indicating the percentage of matched information

Optional Functions	
New SSID	The link is only available if the SSID field is *Blank*. If it is determined that none of the results match the student being searched for, the link can be selected to request a new SSID. If selected, the "New SSID – Enrollment" page will be displayed
Search Criteria Collapse/Expand Button	Click the button next to the Search Criteria to expand or collapse the box
Return to Request SSID	If selected, the system will return to the "Request SSID" page
Default(10) 20 All	The system will default to show up to **10** results per page; To show more than 5, select **20** or **ALL**
1 2 3 4 5 6 7 8	If multiple pages of results are returned, click on any number to navigate to a different page
Student Name / SSID / Local ID / Gender / Birth Date / Birth Country / Birth State Province / Primary Language / Grade Level	Click on any column heading links to sort the results. The first click on the field name orders records in the ascending order, the second click orders information in descending order

10.1.10   Existing SSID – Candidate Details

The "Existing SSID - Candidate Details" page displays the key elements for the candidate selected when a <u>Student Name</u> link is clicked on the "Candidate List" page. .

The "Existing SSID – Candidate Details" page has the following functionalities and limitations:

▪ View and compare the search criteria with the key elements and additional details of a candidate in the Candidate List

▪ Manipulate the page display to view the key elements and additional details for other candidates in the Candidate List

▪ Select to enroll the displayed candidate with an existing SSID

▪ Return to the "Candidate List" page

▪ The Maintain Student system functions are not available on this page

Screen 10-10: Existing SSID – Candidate Details

Welcome Cindy Chou (LEA) | Logout

CALPADS
California Longitudinal Pupil Achievement Data System

Home ∨   SSID Enrollment ∨   State Reporting ∨   Assessment ∨   File Submissions ∨   Reports ∨   Admin ∨   Help ∨   ? ∨

SSID/Enrollment > Online Maintenance > Request SSID > Candidate List > **Candidate Details**

Manage Search Criteria

SSID	Legal Last Name	Legal First Name	Legal Middle Name	Gender	Birth Date (mm/dd/yyyy)	Birth Country	Primary Language
2711568453	Cindy	Cindy		F	1/1/1993	US	00

	Alias Last Name	Alias First Name	Alias Middle Name

Printer-friendly View

View Candidate Student Details

Student	SSID	Local ID	Gender	Birth Date	Language	Birth Country	GradeLevel	School Start Date	Reporting District	School of Attendance	Actively Enrolled
Cindy, Cindy	2711568453	14	F	1/1/1993	00	US	10	9/1/2008	ABC Unified		Y

[Previous Candidate] [Next Candidate] [Return to Candidate List]

Candidate History

[Enroll Candidate]

View/Hide All

Student Name History **1**

Legal Last Name	Legal First Name	Legal Middle Name	Legal Name Suffix	Effective Start Date	Effective End Date
Cindy	Cindy			9/1/2008	

Alias Last Name	Alias First Name	Alias Middle Name	Effective Start Date	Effective End Date
No records found.				

Demographic Information **2**

Birth Country	Birth State Province	Birth City	Primary Language	Effective Start Date	Effective End Date
US			00	9/1/2008	

Guardian Information History **3**

Last Name	First Name	Effective Start Date	Effective End Date
No records found.			

Hispanic Ethnicity History **4**

Hispanic Ethnicity Indicator	Ethnicity Missing Indicator	Effective Start Date	Effective End Date
		9/1/2008	

Race Missing History **5**

Race Code Missing Indicator	Effective Start Date	Effective End Date
	9/1/2008	

Race History **6**

Race Code 1	Race Code 2	Race Code 3	Race Code 4	Race Code 5	Effective Start Date	Effective End Date
No records found.						

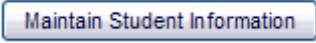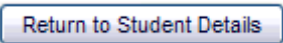**Enrollment History** **7**

Local ID	Reporting LEA	School of Attendance	Grade	NPS School of Attendance	Enrollment Status	School Start Date	School Exit Date	Student Exit Reason	Completion Status
14	ABC Unified		10	A Better Chance	10	9/1/2008			

8 [Enroll Candidate]

[Previous Candidate] [Next Candidate] [Return to Candidate List]

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Home | Help

Instructions Table 10-10: View Existing SSID - Candidate Details

Step by Step Screen Instructions		Special Instructions
1	Expand ⊞ the **Student Name History** to verify the selected candidate matches the student being enrolled. This section displays different names that have been assigned to this student in the past**.**	
2	Expand ⊞ the **Demographic Information** to verify the selected candidate matches the student being enrolled. This section displays **Birth Country**, **Birth State Province**, **Primary Language**, **Effective Start Date**, and **Effective End Date**	
3	Expand ⊞ the **Guardian Information** to verify the selected candidate matches the student being enrolled. This section displays **Last name**, **First name** , **Effective Start Date**, and **Effective End Date**	
4	Expand ⊞ the **Hispanic Ethnicity History** to verify the selected candidate matches the student being enrolled. This section displays **Hispanic Ethnicity Indicator, Ethnicity Missing Indicator, Effective Start Date,** and **Effective End Date**	
5	Expand ⊞ the **Race Missing History** to verify the selected candidate matches the student being enrolled. This section displays **Race Code Missing Indicator**, **Effective Start** and **Effective End Date**	
6	Expand ⊞ the **Race History** to verify the selected candidate matches the student being enrolled. This section displays **Race Code, Effective Start Date** and **Effective End Date**	
7	View the **Enrollment History** to verify the selected candidate matches the student being enrolled. This section displays **Local ID, Reporting LEA, School of Attendance, NPS School of Attendance, Grade Level, Enrollment Status, School Start Date, School Exit Date, Student Exit Reason,** and **Completion Status**	
8	Select **Enroll Candidate** to create a new enrollment record for the selected student in the user's LEA	If selected, the system will display the "Existing SSID Enrollment" page with all field values as *Blank*
Optional Functions		
⊟ View/Hide All		Click the button next to the Search Criteria to expand or collapse all history sections
Printer-friendly View		If selected, the page will be displayed in a printer-friendly format

Previous Candidate	Click to display the details of the previous candidate on the Candidate List
Next Candidate	Click to display the details of the next candidate on the Candidate List
Return to Candidate List	Click to return to the Candidate List

10.1.11 Existing SSID Enrollment

The "Existing SSID Enrollment" page allows an authorized user to enroll an existing SSID. The page displays when a user clicks the **Enroll Candidate** button on the "Candidate Details" page. All fields will be blank (*Blank*) and no previous enrollment records may be accessed from this page.

A user may perform the following functions on the "Existing SSID - Enrollment" page:

- Enter mandatory and optional data to create a new Enrollment record for a candidate with an existing SSID.

- Submit the candidate's new Enrollment record to be Posted in the ODS

- Return to the "Existing SSID – Candidate Details" page.

Screen 10-11: Existing SSID Enrollment

Instructions Table 10-11: Existing SSID Enrollment

Step by Step Screen Instructions		Special Instructions
1	The **Local Student ID** field will be *Blank*. To add a value, enter a Local Student ID in the text box provided	This is a required field
2	The **School Start Date** field will be *Blank*. To add a value, enter a date in the MM/DD/YYYY format or select a date using the calendar tool	This is a required field
3	The **Enrollment Status** field will be *Blank*. To add a value, select from the dropdown list	This is a required field
4	The **Reporting LEA** field will default to the user's LEA	If the user is authorized to enroll students in more than one LEA, the user may use the <u>Lookup</u> link to select a different LEA
5	The **School of Attendance** field will be *Blank*. To add a value, enter a complete School Code or select a school using the <u>Lookup</u> link	This is a required field
6	The **NPS School of Attendance** field will be *Blank*. The **School of Attendance** field will be *Blank*. To add a value, enter a complete School Code or select a school using the <u>Lookup</u> link	This is a required field if **School of Attendance** = 0000001
7	The **School Exit Date** field will be *Blank*. To add a value, enter a date in the MM/DD/YYYY format or select a date using the calendar tool	This is a required field if **Student Exit Reason** is not *Blank*
8	The **Student Exit Reason** will be *Blank.* To add a value, select from the dropdown list	This is a required field if **Student School Exit Date** is not *Blank.* If **School Completion Status** code equals Graduated the **Student Exit Reason** must equal Completer Exit
9	The **Expected School of Attendance** field will be *Blank*. The **School of Attendance** field will be *Blank*. To add a value, enter a complete School Code or select a school using the <u>Lookup</u> link	This is a required field if **Student Exit Reason Code =** T165 (TransEnrollDiscip) Or If School Type of **School of Attendance** (as indicated in the CDE County District School database) is an **Alternative School** And **Student Exit Reason Code =** T160 (TransCASchl)

10	The **School Completion Status** will be *Blank*. To add a value, select from the dropdown list.	This is a required field if **If Student Exit Reason Code =** E230 (CompleterExit)
11	The **Student Met all UC/CSU Requirements** will be *Blank*. Select Yes or No from the dropdown list.	This is a required field if **School Completion Status** = 100 (Graduated)
12	Select the **Validate Enrollment** button to validate the information entered Validate Enrollment	The system will perform the validations and display any error and warning messages or proceed with the posting process
Optional Functions		
	Return to Candidate Details	To return to the "Candidate Details" page, select the **Return to Candidate Details** button
	Search for Another Student	To conduct another search from the "Request SSID" page, select **Search for Another Student**

10.1.12   Existing SSID – Errors
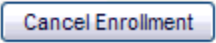
An Enrollment Validation Results box displays at the top of the "Existing SSID Enrollment" page if the submitted enrollment record contains errors. The user should review all messages with a "Warning" Error Level and must correct all errors with a "Fatal" Error Level in order to resubmit the enrollment record. The Fatal errors prevent the specific record from posting to the ODS database. The data must be fixed according to the error and resubmitted again in order for the record to post. Warnings do not prevent data from posting to the ODS database but warn the user that the data could create an anomaly in the ODS.

Screen 10-12: Existing SSID Enrollment - Errors

Instructions Table 10-12: Existing SSID Enrollment - Errors

Step by Step Screen Instructions		Special Instructions
1	Review all errors displayed: Warnings - Any warning associated with submitting the enrollment will display in this section. To proceed with posting the record, review the warnings and consider if corrections to the record need to be made Fatal Errors - Any fatal error associated with submitting an enrollment will display in this section. To proceed with posting the record, correct all fatal errors shown	Fatal Errors prevent the user from posting the record
2	After reviewing the displayed errors, select the **Cancel Enrollment** button and make the necessary corrections. Resubmit the record by selecting the **Validate Enrollment** again	If the record is resubmitted, the system will conduct the validations and/or rule requirement verifications once again based on the data entered

10.1.13 Existing SSID Enrollment – Post Enrollment

The Enrollment Validation Results box displays at the top of the "Existing SSID Enrollment" page with the message: "Validation Successful" if the submitted enrollment record does not contain any fatal errors. The user may then select the **Post Enrollment** button to post the record.

Screen 10-13: Existing SSID Enrollment – Post Enrollment

Instructions Table 10-13: Existing SSID Enrollment - Post Enrollment

Step by Step Screen Instructions		Special Instructions
1	To post the enrollment record containing the information entered, select the **Post Enrollment** button	
Optional Functions		
	Cancel Enrollment	If the user does not want to post the enrollment record containing the values entered, the user may select the **Cancel Enrollment** button

10.1.14 Existing SSID – Post Enrollment Confirmation
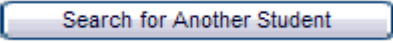
The "Post Enrollment Confirmation" page displays if the Existing SSID – Post Enrollment process is successful. The authorized user may:

- View the confirmation message and key student details

- Navigate to the "Request SSID Extract" page to generate a downloadable file of SSIDs

- Navigate to the "Search for SSID" page and begin a new search process for another student

Screen 10-14: Existing SSID - Post Enrollment Confirmation

Instructions Table 10-14: Existing SSID - Post Enrollment Confirmation

Step by Step Screen Instructions		Special Instructions
1	Review the student's information displayed. The new enrollment record created is now assigned to the shown student with the displayed SSID	
Optional Functions		
Search for Another Student		Select to search for another student through the "Search for Student" page
Request Record Extracts		Select to navigate to the "Request Record Extracts" screen in order to submit a request to download a file

10.1.15 New SSID Enrollment

The "New SSID Enrollment" page allows an authorized user to create both a new SSID and a new Enrollment record for a student who does not have an existing SSID. It displays when a user selects the New SSID link on the "Candidate List" page or when the system does not return any matches and the user selects to create a new SSID from the "Request SSID" page. All the fields will be blank and the user must enter or select data in the specified mandatory fields.

A user may perform the following functions through this page:
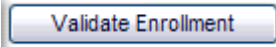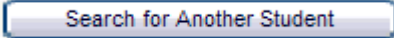
▪ Enter mandatory and optional data to create a new SSID and a new Enrollment record for a student who does not have an existing SSID

▪ Submit the student's new enrollment record to:

    o Initiate a system-generated, unique SSID for the student

    o Initiate the creation of Student Information records

    o Initiate the creation of an enrollment record

▪ Return to the "Candidate List" page

Screen 10-15: New SSID Enrollment

Instructions Table 10-15: New SSID Enrollment

Step by Step Screen Instructions		Special Instructions
1	The **Local Student ID** field will be *Blank*. To add a value, enter a Local Student ID in the text box provided	This is a required field

Step by Step Screen Instructions		Special Instructions
2	The **Birth City** field will be *Blank*. To add a value, enter the student's birth city in the text box provided.	This is an optional field
3	The **School Start Date** field will be *Blank*. To add a value, enter a date in the MM/DD/YYYY format or select a date using the calendar tool.	This is a required field
4	The **Enrollment Status** field will be *Blank*. To add a value, select from the dropdown list.	This is a required field
5	The **Grade Level** field will be *Blank*. To add a value, select from the dropdown list.	This is a required field
6	The **Reporting LEA** field will default to the user's LEA	If the user is authorized to enroll students in more than one LEA, the user may use the Lookup link to select a different LEA.
7	The **School of Attendance** field will be *Blank*. To add a value, enter the School Code if known or select a school using the Lookup link	This is a required field
8	The **NPS School of Attendance** field will be *Blank*. To add a value, enter the School Code if known or select a school using the Lookup link	This is a required field if **School of Attendance** = 0000001
9	The **School Exit Date** field will be *Blank.* To add a value, enter a date in the MM/DD/YYYY format or select a date using the calendar tool	This is a required field if **Student Exit Reason** is not *Blank*
10	The **Student Exit Reason** will be *Blank.* To add a value, select from the dropdown list	This is a required field if **Student School Exit Date** is not *Blank.* If **School Completion Status** code equals Graduated the **Student Exit Reason** must equal Completer Exit
11	The **Expected School of Attendance** field will be *Blank*. To add a value, enter the School Code if known or select a school using the Lookup link	This is a required field if **Student Exit Reason Code =** T165 (TransEnrollDiscip) Or If School Type of **School of Attendance** (as indicated in the CDE County District School database) is an **Alternative School** And **Student Exit Reason Code =** T160 (TransCASchl)

Step by Step Screen Instructions		Special Instructions
12	The **School Completion Status** will be *Blank*. To add a value, select from the dropdown list	This is a required field if **If Student Exit Reason Code =** E230 (CompleterExit)
13	The **Student Met all UC/CSU Requirements** will be *Blank*. Select Yes or No from the dropdown list	This is a required field if **School Completion Status** = 100 (Graduated)
14	Select the **Validate Enrollment** button to validate the information entered Validate Enrollment	The system will perform the validations and display any error and warning messages or proceed with the posting process If fatal errors are found, select **Cancel Enrollment**, correct the errors and re-validate. If no fatal errors are found, select **Post Enrollment** to post the record to the ODS
Optional Functions		
	Search for Another Student	To return to the "Request SSID" page without saving any of the information entered, select **Search for Another Student**

10.1.16 New SSID – Errors

The "New SSID Enrollment" page, with an Enrollment Validation Results box at the top of the screen, is re-displayed with error messages if the submitted enrollment record contains errors. The user should review all messages with a "Warning" Error Level and must correct all errors with a "Fatal" Error Level in order to resubmit the enrollment record.

Screen 10-16: New SSID – Errors

Instructions Table 10-16: New SSID - Errors

Step by Step Screen Instructions		Special Instructions
1	Review all errors displayed: Warnings - Any warning associated with submitting the enrollment will display in this section. To proceed with posting the record, review the warnings and consider if corrections to the record need to be made Fatal Errors - Any fatal error associated with submitting an enrollment will display in this section. To proceed with posting the record, correct all fatal errors shown	Fatal Errors prevent the user from posting the record
2	After reviewing the displayed errors, select the **Cancel Enrollment** button and make the necessary corrections. Resubmit the record by selecting the **Validate Enrollment** again	If the record is resubmitted, the system will conduct the validations and/or rule requirement verifications once again based on the data entered.

10.1.17   New SSID – Post Enrollment

The "New SSID Enrollment" page, with the Enrollment Validation Results box at the top of the page, is re-displayed with the message "Validation Successful" if the submitted enrollment record does not contain any fatal errors. The user may then select the **Post Enrollment** button to post the record.

Screen 10-17: New SSID – Post Enrollment

Instructions Table 10-17: New SSID – Post Enrollment

Step by Step Screen Instructions		Special Instructions
1	To post the enrollment record containing the information entered, select the **Post Enrollment** button	
Optional Functions		
	Cancel Enrollment	If the user does not want to post the enrollment record containing the values entered, the user may select the **Cancel Enrollment** button.

10.1.18 New SSID – Post Enrollment Confirmation
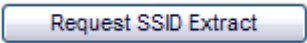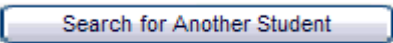
If the New SSID – Enrollment process is successful and the system displays the "Post Enrollment Confirmation" page, the user may:

- View the confirmation message and key student details
- Navigate to the "Request SSID Extract" page to generate a downloadable file of SSIDs
- Navigate to the "Request SSID" page and begin a new search process for another student

Screen 10-18: New SSID - Post Enrollment Confirmation

Instructions Table 10-18: New SSID - Post Enrollment Confirmation

Step by Step Screen Instructions		Special Instructions
1	Review the student's information displayed. The new SSID appears in the **SSID** column. In addition, the new enrollment record created is now assigned to the shown student.	
Optional Functions		
	Request SSID Extract	To generate a downloadable file of SSIDs, select the **Request SSID Extract** button. The "Request Record Extract" page will display
	Search for Another Student	To search for another student, select the **Search for Another Student** button. The "Search for Student" page will display

10.2 Manage Submissions

The **Manage Submissions** tab, accessed through the **SSID Enrollment** tab, allows authorized users to submit SSID Enrollment, Student Information and Student Program records by uploading batch files (e.g. all student's enrollment records within a school) for processing to CALPADS. The user may select a single file or multiple files to upload at one time. Once the files are selected, CALPADS will check for errors associated with the specific file type format. Details of records containing errors will then be available through a screen for the user to examine as well as download. If no errors are found, the batch files will be placed in a queue for processing and posting to the ODS.

During processing of the SSID Enrollment file, for all records submitted without an SSID, CALPADS uses the "Matching Logic" against the ODS to look for potential existing matches with the students being uploaded. If the records pass the validations, they are split into three groups: records with no matches, records with single/100% matches, and records with multiple matches. If the Auto Post function is turned on, those without matches are automatically posted with newly created SSIDs and those record additions or updates with single/100% matches are automatically posted with the correct SSIDs assigned. The multiple matched records will not be posted until the user indicates, through an interface, how to proceed with the posting process for each record. If the Auto Post function is turned off, the user will indicate how to proceed with posting for all records.

For records submitted with SSIDs, the user will be able to view a summary of the passed records by key elements of the SSID Enrollment File type and indicate whether to post or exclude the records of an individual school or all schools. The user will also be able to download the files grouped by school, all schools within the user's LEA, as well as by the key elements of the SSID Enrollment File in order to update the user's local School Information System (SIS).

Student Information and Program records may also be posted for an individual school or all schools within the file by verifying key element counts of the file type.

10.2.1 Manage Submissions Menu

The Manage Submissions interface directs the user to the appropriate pages to initiate the following actions:

- **Upload File** - A user may select the Upload File link to view the "Upload File" page where the user may select a batch file(s) to submit for processing

- **View Submission Status** - A user may select the View Submissions Status link to view the "Submission Status" page where an authorized user may manage previously submitted files

Screen 10-19: Manage Submissions Menu

10.2.2 Upload File
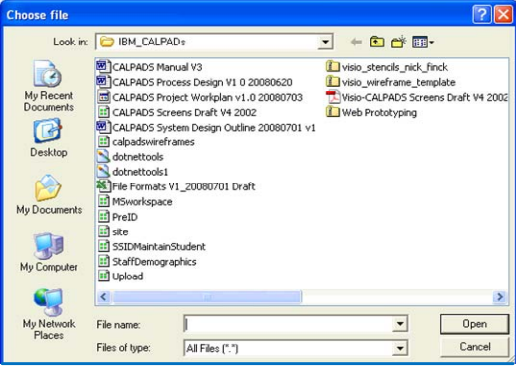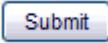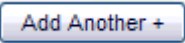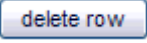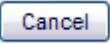
The Upload File screen allows an authorized user to select one or more batch file(s) to submit to CALPADS. It displays when the user selects the Upload File link from the **Manage Submissions** menu. The following restrictions apply:

▪ The user is required to enter a valid, unique name in the **Job Name** text box and select a valid, uniquely named file using the **Browse** button

▪ The system displays appropriate validation errors to the user if a duplicate Job Name and/or File Name are provided in the same upload session

Screen 10-20: File Upload
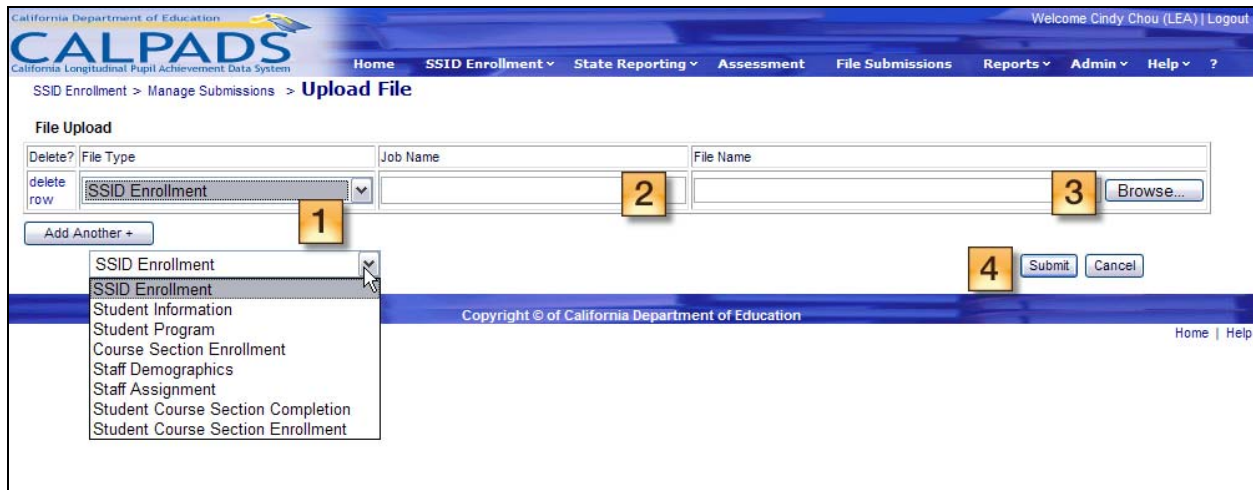
Instructions Table 10-19: File Upload

Step by Step Screen Instructions		Special Instructions
1	Select the **File Type** of the file	
2	In the first Upload Row, enter a valid, unique name in the **Job Name** text box to provide a *customized* name to the processing task	
3	Click on the **Browse** button [Browse] in the selected upload row and select a valid file to upload in the **File Upload** dialog box. 	The valid batch file extensions include: .CSV, .XML, and .XLS
4	Click on the **Submit** button [Submit] to initiate the upload process for the file(s)	Do not navigate away from the page until the file is finished uploading
Optional Functions		
[Add Another +]		To upload more than one file at a time, click this button and choose another file
[delete row]		To remove a selected file from the interface, click this button
[Cancel]		To cancel the process and remove the selected files, click this button

10.2.3 Upload File Results

The Upload File Results screen allows an authorized user to view the File Upload Results when all the files submitted for the upload process through the "Upload File" page have completed the defined validations. The system will display the assigned Job ID and the File Status for each of the user's submitted file.

A user may perform the following SSID Enrollment functions:

▪ View a file's upload status

▪ Make a selection to view a file's submission status

Screen 10-21: File Upload Results
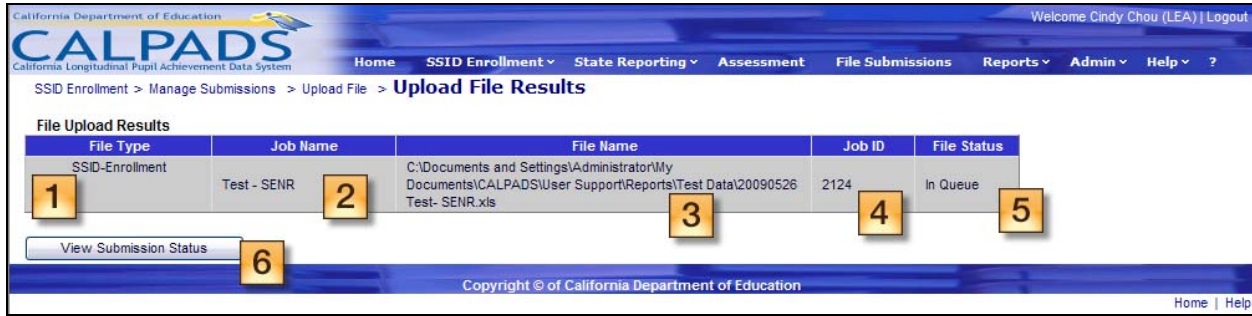
Instructions Table 10-20: File Upload Results

Step by Step Screen Instructions		Special Instructions
1.	View each **File Type** to make sure the selected file types are correct	
2.	View each file's **Job Name** to make sure all files intended to be uploaded are listed	The **Job Name** was assigned to each file from the previous screen by the user
3.	View each file's **File Name** to make sure all files intended to be uploaded are listed	The **File Name** is the name of the file from the user's computer
4.	View and note the **Job ID** assigned to each file	These ID's are automatically assigned to each file in order to keep track of each file
5.	View the **Status** of each file	The Status indicates the state in which the file is in. (Details of each status is available through the instructions for the "Submission Status" page)
6.	Select the **View Submission Status** button	The "Submission Status" page will display with the ability for the user to view the uploaded files and perform Submissions Status functions

10.2.4 Submission Status

The "Submission Status" page displays a complete list of all the submitted batch files and the status of each file, which will change as the system processes the file or the authorized user interacts with the file. It displays when the user clicks the **View Submission Status** button on the "File Upload Results" page.

The "Submission Status" interface has the following functionalities and limitations:

▪ View the status and details of submitted batch files

▪ Filter the results on the page to view specific files

- Modify the sort order of the files on the page

- Determine the reason a file failed to upload

- An authorized user may Archive files in a Complete state

- An authorized user may Remove a file in either an Upload Failed or an In Queue status to exclude it from the submission and posting processes

- Authorized user access to submitted files in any state is limited to 60 days from the submission date

- Return to the "File Upload" page

A file may be in one of the following possible states after the upload process or during the batch submission process:

- Upload Failed – a file did not pass the initial upload validations or rules processing

- In Queue – a file passed the initial upload validations and rules processing and is waiting to be processed (Queue: the process waiting line for files)

- Processing – a file is currently being processed by the system. Each record in the file is being processed by the Input Validation Rules.

- Ready for Review – a file has completed the initial submission processing and is ready for an authorized to review the results

- In Review – a file has completed the initial submission processing and an authorized user has reviewed the results, but has not made a selection on one or more sets of records in the file requiring user interaction

- Posting - the records within the file submitted for posting are currently being posted to the ODS

- Complete - an entire file of submitted records have been posted to the ODS or all records in the file have failed the Input Validation Rule processing

- Post Failed - at least one school in the file contains records that have failed on post validations. Users should review the rejected records to correct the errors, upload the file again after corrections are made, then resubmit the file for posting.

- Excluded – an entire file of submitted records was removed from the submission process and not posted to the ODS

- Cancelled - the entire file has been cancelled by CALPADS Support due to intervention for technical reasons or the file has been cancelled upon the user's request

Screen 10-22: Submission Status

<div align="center">**Instructions Table 10-21: View Submission Status**</div>

Step by Step Screen Instructions		Special Instructions
1.	Use the Filter Options to refine the list of files displayed at the bottom half of the page. To refine the list by **File Type**, **File Status**, **Submitter Name**, or **File List,** change one or more of the filter values using the drop down lists	A value must be displayed in each filter option if the user wishes to use filters.
2.	Use the Filter Options to refine the list of files displayed at the bottom half of the page. To refine the list by **Submitted Date/Time** or **Status Date/Time**, select the appropriate radio button and enter **Date Range – Start Date** and/or **Date Range – End Date** in the MM/DD/YYYY format or select a date using the calendar tool	Either the **Submitted Date/Time** or **Status Date/Time** must be selected if the user wishes to use filters. The **Date Range – Start Date** and **Date Range – End Date** are optional.
3.	Select the **Apply Filters** button once the filter options values are chosen	
4.	View the **File Status** of each submitted file in the results list at the bottom half of the page	
5.	For those files that have finished processing, results of each file will display. The number of **Total Records**, **Passed** records, and **Rejected** records is displayed to the right of each file	
6.	For those files that have finished processing, the **Job Name** will appear as a link available for the user to view details of the processed file. To view details of a file, click on the file's **Job Name**	The "File Details" page will display the contents of the file by School Name
Optional Functions		
Reset Filters		To restore all filter options fields to their default value, select the **Reset Filters** button.
Upload Another File		To upload another file, click on the **Upload Another File** button. If selected, the "File Upload" page will display
Remove		The system will only display the **Remove** button to authorized users and next to files in either an Upload Failed or an In Queue state; if selected, the corresponding file will be removed from the submission and posting processes
Archive		The system will only display

	the **Archive** button to authorized users and next to files in a Complete state; if selected, the corresponding file will be archived
Job ID Job Name File Type Submitter Submitted DateTime File Status Status DateTime	Click on any column heading links to sort the results. The first click on the field name orders records in the ascending order, the second click orders information in descending order
⦿ Default(10) ○ 20 ○ All	The system will default to show up to **10** results per page; To show more than 5, select **20** or **ALL**

10.2.5 File Details

The "File Details" page allows an authorized user to view details of a submitted file and to access passed and rejected records. This page is accessed when the user clicks the Job Name link of a particular file on the "Submission Status" page.

The selected file's key elements display at the top of the page along with a submission summary with a total count of all the schools in the batch file broken down by School Status. Also displayed on the page are the status and record results for all the schools in the file as well as for each school in the file. The Record Results section on the page displays an aggregate breakdown of the total records, passed records, and rejected records for all schools and each school within the file. The schools displayed can also be filtered by School Status.

An authorized user may perform the following functions on this interface:

- View the status and details for each school in a selected file

- Filter the school results displayed on the page

- Modify the sort order of the schools on the page

- View the details of Passed records for one or all the schools in a selected file

- View the details of Rejected records for one or all the schools in a selected file

- Return to the "Submission Status" page to view the selected file results

Screen 10-23: File Details

Instructions Table 10-22: View File Details

Step by Step Screen Instructions		Special Instructions
1.	View the key elements of the selected file. Fields shown include: **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, **Submitted Date/Time**, **File Status**, **Status Date/Time**	
2.	View the summary of the number of schools included in the file and summary of the number of schools with each type of School Status.	
3.	Select to filter the displayed schools by **School Status** by selecting from the drop down list. Then click the **Apply Filters** button.	
4.	View the **School**, **Status**, **Modified Date/Time**, and **Modifier** columns for each set of school records. The records for all of the schools in the file are displayed first with records for each individual school displayed below.	
5.	View the Record Results of each set of school records. The number of **Total Records**, **Passed** records, and **Rejected** records are shown for each school and all schools.	
6.	Click on the Passed records count link to view the details of the passed records in the corresponding submitted file.	The "Passed Records" page will display based on the file type If the number is 0, the number will be read-only and the link will not be available
7.	Click on the Rejected records count link to view the details of the rejected records in the corresponding submitted file.	The "Rejected Records" page will display based on the file type If the number is 0, the number will be read-only and the link will not be available
Optional Functions		
Reset Filters		To restore the **filter** option field to the default value, select the **Reset Filters** button.
Return to Submission Status		To return to the "Submission Status" page, select the **Return to Submission Status** button

				Click on any column heading links to sort the results. The first click on the field name orders records in the ascending order, the second click orders information in descending order
School	Status	Modified DateTime	Modifier	
⊙ Default(10) ○ 20 ○ All				The system will default to show up to **10** results per page; To show more than 5, select **20** or **ALL**

10.2.6 Passed Records (SSID Enrollment)

The "Passed Records" page allows the authorized user to view details of the validated data submitted for an individual school or for all the schools in the file. This page displays when the user clicks the Passed records count link on the "File Details" page.

A user may perform the following SSID Enrollment functions through this interface:

- View the status and details for the Passed records of one or all the schools in a submitted batch file

- View the status and details for the Passed records of one or all the schools by a specified match status

- View the status and details for the Passed records of one or all the schools by key Enrollment elements

- Exclude a school's set of records from the file submission

- Filter the school results displayed on the page

- Modify the sort order of the schools on the page

- Return to the "File Details" page

Screen 10-24: Passed Records (SSID Enrollment)

Instructions Table 10-23: View Passed Records (SSID Enrollment)

Step by Step Screen Instructions		Special Instructions
1.	View the details of the selected file from the "Submission Status" page for reference. Values displayed are **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, and **Submitted Date/Time**	
2.	View the details of the **School Status Summary**. The numbers shown are counts of the **Total Schools in File**, **Schools Ready for Review**, **Schools in Review**, **All Posted Schools**, **Excluded Schools**, **School, Original # of Schools to Post**, **Remaining # of records to Post**, **# of Records Posted**, **# of Records Selected**, and **# of Records Excluded** for all schools combined as well as individual schools.	
3.	To filter the results by **School Status** for each school and all schools combined, select from the drop down list. Then select **Apply Filters** for the system to only display results that match the chosen value.	Possible **School Status** values: All; In Queue; In Process; Ready for Review; In Review; Posting; Post Failed; Complete; Excluded; Cancelled A value must be chosen before the **Apply Filters** button is selected.
4.	View the details of the passed records by school or all schools. Along with the name of the school, additional information for each set of records includes: **School Status**, **Modified Date/Time, Modifier,** and **SSID Record Results**.	
5.	View the **Total** counts for each school and all schools in the file. These represent the total counts of passed records	
6.	View the **New** counts for each school and all schools. These counts represent the number of records with a **New** match status (no existing matches or new records in the file). Select the New count link (for an individual school or all schools) to view the details of records with a New match status	The "SSID Results" page will display with only New matches displayed
7.	View the **Single** counts for each school and all schools. These represent the total number of single matches. Select the Single count link (for an individual school or all schools) to view the details of records with a Single match status	The "SSID Results" page will display with only Single matches displayed
8.	View the **Multi** counts for each school and all schools. These represent the total counts of records with multiple matches. Select the Multi count link to display details of the multiple matched records.	The "SSID Results" page will display with only Multi matches displayed
9.	View the **Enroll Summary** counts for each school and all schools. These represent the total counts of records with enrollment history updates (records submitted with existing SSIDs). Select the Enroll Summary link to view high level counts of key Enrollment data elements that passed the validations and rule processing	The "Enrollment Update Submission Summary" page will display where the user may select to view details at the student level and post these records by school or all schools

Optional Functions	
Exclude	The system will only display the button to authorized users and next to schools with either a Ready for Review of in Review Status. If present and selected, the system will not include the corresponding School's set of records in the submission and posting Process
Reset Filters	To reset the filters to their original value, select the **Reset Filters** button
Return to File Details	To return to the "File Details" page, select the **Return to File Details** button
⦿ Default(10) ◯ 20 ◯ All	The system will default to show up to **10** results per page; To show more than 5, select **20** or **ALL**
School School Status Modified DateTime Modifier Total New Single Multi Enroll Summary	To sort the columns, select the column headings. First selection orders records by the ascending values; second selection reorders records by the descending values. Top row value of All Schools will not be included in the sort
If **Auto Post** is enabled for the user, all records with a **New** or **Single** (depending on the Autopost flag assigned to the user through User Security) match status will be automatically posted to the ODS If **Auto Post** is not turned on, the user must make a selection for each record with a **New** or **Single** match status as well as the records with a **Multi** match status	

10.2.7 SSID Results

The "SSID Results" page allows the authorized user to view the results of the SSID Enrollment file submission and posting processing. The page is accessed when the user selects a count link from the "Passed Records" page,

The SSID Results page displays the selected file's key elements across the top. The lower half of the page displays the details of all the Passed records in a submitted file that make up the selected count link on the "Passed Records" page. Each record has a section which may be collapsed or expanded by selecting the expand/collapse buttons 🔵.

Records that are not automatically posted to the ODS have a disposition in the left column. A record can have the disposition of Ready, the disposition of Selected, or a Disposition of Failed which meaning that at least one of the candidates for the selected record failed validations. Once a record is posted to the ODS, the record's disposition will change to Posted (indicated with a number 3).

A user may perform the following SSID Enrollment functions through this interface:

- View key elements and the submission and posting processing results details of an individual school's set of records or all the schools' records in a submitted batch file.

- Modify the sort order of the records on the page

- Filter the record results by School, Match Status and Disposition

- Select and Post records to the ODS

- Select records and Save selections to Post in the ODS at a later date

- Authorized users may download a file of the multiple candidates matching a submitted record

- Download the posted records

- Select to create a new SSID for a student

- Select to take no action on a record to maintain a Ready Disposition

- View additional details of records the system identified meeting the defined matching requirements for a submitted record

Screen 10-25: SSID Results

Instructions Table 10-24: View SSID Results and Make SSID Assignments

Step by Step Screen Instructions		Special Instructions
1.	View the details of the selected file from the "Submission Status" page for reference. Values displayed are **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, **Submitted Date/Time, File Status,** and **Status Date/Time**	
2.	Use the **Filter Options** to refine the list of files displayed at the bottom half of the page. To refine the list by **School**, **Match Status**, and **Disposition** change one or more of the filter values using the drop down lists. Select **Apply Filters** to display results matching the chosen values	If the **Apply Filters** button is selected, only records with the chosen value/values will display
3.	View the details of each record to determine if actions need to be made	
4.	Expand a record with a disposition indicating it is ready for selection using the expand/collapse button	When expanded, each record will display all possible SSID assignment options below the record to post
5.	The Matching Score displays the percentage of demographic value match for each listed candidate	Sorts by descending scores when first displayed
6.	For the selected student, choose the appropriate action: 1) Select the check box next to the appropriate candidate if the student matches any of the candidates shown. The candidates name link may be selected to view additional information of the candidate 2) Select the **New SSID** check box if no student matches any of the candidates shown and a new SSID needs to be created for the student 3) Select the **None of the Above** check box to take no action and direct the system to exclude the record from being posted	The first two actions will direct the system to create an enrollment record for the selected student when the **Post** button is selected. Only one check box may be selected for a student.
7.	Make appropriate SSID assignment selections for all other records to post	
8.	Select the **Post Selected** button to post the selected records with indicated SSID assignments	
Optional Functions		
Reset Filters		To reset the filters to their original value, select the **Reset Filters** button

Save Selected	If selected, the system will identify records with a selected check box and will save the selections on the " SSID Results" page and will display the saved selections when the user returns to the page
Download Candidates	The **Download Candidate** button will only display to authorized users and if selected, the system will submit a request for a file of the matching candidates for submitted records
Download Posted	If selected, the system will display the "Request Record Extract" page for the user to request to download a SSID extract file
⦿ Default(10) ○ 20 ○ All	The system will default to show up to **10** results per page; To show more than 5, select **20** or **ALL**
Disp Student Name | Match Status | SSID | Local ID | Gender | Birth Date | Birth Country | Birth State | Primary Language | Grade Level | School Start Date	To sort the columns, select the column headings. First selection orders records by the ascending values; second selection reorders records by the descending values. Top row value of All Schools will not be included in the sort.

10.2.8 Enrollment Submission Summary

The "Enrollment Submission" page allows an authorized user to post or exclude the records making up the count of enrollment record updates. It is accessed when the user selects an Enroll Summary count link for an individual school or all schools within the file from the "Passed Records" page.

This page will display a summary of key Enrollment data submitted in records that were submitted with SSIDs and that have passed the defined validations. The file's key information will also be displayed across the top of the page for the user's reference. An **Enrollment Update Summary** in the middle portion of the screen indicates the total count of records

included in the summary, a summary count of records containing updates and a summary count of records containing exits.

The SSID Enrollment **Key Element** list will contain the Element Name in a collapsible/expandable section. When the section is expanded, the system will display the specified CALPADS' Value Name(s) for the element with the count of records containing that specified value. If the count is not zero, each element's value count is a link leading to the "Submission Details" page where the individual records containing the selected element will be shown. Additionally, the system will display any warnings generated from the submission. A user may view details of the students associated with the warning messages by selecting a warning message <u>count</u> link.

A user may perform the following SSID Enrollment functions through this interface:

- View a summary of the values submitted in a file for key Enrollment elements or warning messages

- View a summary count of records submitted with existing known SSIDs representing enrollment updates and enrollment exits

- View the details of individual records containing either a specific Key Enrollment value or a blank value

- Select to Post the displayed set or sets of records to the ODS

- Select to Exclude the displayed set or sets of records from the posting process

- Manipulate the display of records on the page

- Return to the "Passed Records" page

Screen 10-26: Enrollment Submission Summary

Instructions Table 10-25: Verify Enrollment Submission Summary

Step by Step Screen Instructions		Special Instructions
1.	View the values of the selected file from the "Submission Status" page. Values displayed are **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, **Submitted Date/Time, File Status,** and **Status Date/Time**	
2.	To filter the results by a particular school or all schools, select from the drop down list. Then select **Apply Filters** button for the system to only display results that match the chosen value	A value must be chosen before the **Apply Filters** button is selected.
3.	View the **Enrollment Update Summary** box where the **Total # of Enrollment Records**, **# of Updated Enrollments**, and **# of Exited Enrollments** record counts are displayed	The total represents all passed records submitted with SSIDs
4.	The **Warning Messages** is the first Key Element category displayed. To view each count of records of each type of warning message, click on the expand/collapse button ⏺ on the left to expand the Warning Messages box	If the Warning Messages box is expanded, each warning type associated with the file will be listed with the count of records containing the particular warning message
5.	If the count of records containing warning messages is not zero, click on the count link to view details of the records that contain the warning messages and determine if corrections need to be made	If the link is selected, the system will display the "Submission Details" page with the individual records containing the selected warning
6.	The following Key Elements will be specific elements related to SSID Enrollment File type. To view the count of records with the possible values for a Key Element, use the expand/collapse buttons ⏺	If the particular Key Element's box is expanded, each possible value of the element will display with the count of records containing the value
7.	If the value count is not zero, click on the count link to view details of the records that contain the particular value and verify the count shown	If the link is selected, the system will display the "Submission Details" page with the individual records containing that value
8.	Repeat steps 6 and 7 for all Key Elements of the file	

9.	After viewing the details of the records for the school(s) select the **Post** button to post the records to the ODS or select the **Exclude** button to exclude records from posting	If **Post** is selected, the system will display a confirmation message and will then either post the displayed school or schools to the ODS or cancel the process, dependent on the user's selection If **Exclude** is selected, the system will display a confirmation message and will then either not post the displayed school or schools to the ODS or cancel the process, dependent on the user's selection
Optional Functions		
Printer-friendly View		To display a printable form of the page, select the **Printer-friendly View** button
Return to Passed Records		To return to the "Passed Records" page, select the **Return to Passed Records** button

10.2.9 Submission Details

The "Submission Details" page allows an authorized user to view the records in the submitted file containing the Key Element value selected. The page is accessed when a user selects a Key Element value count link on the "Enrollment Submission Summary" page.

The selected file's key elements are displayed across the top of the page. Below the file's elements, the system displays a Filter Criteria box containing the values for the School, Key Element Name, and Key Element Value fields utilized to identify the records displayed on the page. The individual records, their key elements and additional elements are displayed on the lower portion of the page.

A user may perform the following SSID Enrollment functions through this interface:

- View submitted records containing a specified Key Element value
- Manipulate the page display and navigation
- Return to the "Enrollment Submission Summary" page

Screen 10-27: Submission Details

Instructions Table 10-26: View Submission Details (SSID Enrollment)

Step by Step Screen Instructions		Special Instructions
1.	View the details of the selected file from the "Submission Status" page for reference. Values displayed are **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, **Submitted Date/Time**, **File Status**, and **Status Date/Time**	
2.	View the Filter criteria details in **School**, **Key Element Name** and **Key Element** fields. The values are populated from the "Submission Status" page and cannot be changed unless a different count is selected from the "Enrollment Submission Summary" page	
3.	View the details of the records that make up the selected count: **Student Name**, **SSID**, **Local ID**, **School of Attendance**, **NPS School of Attendance**, **Enrollment Status**, **School Start Date**, **School Exit Date**, **Exit Reason Code**, **Expected School of Attendance**, **School Completion Status**, **Student Met all UC/CSU Requirements**	
Optional Functions		

Return to Submission Summary	To return to the "Enrollment Submission Summary" page, select the **Return to Submission Summary** button
Printer-friendly View	To display a printable form of the page, select the **Printer-friendly View** button.
◉ Default(10) ○ 20 ○ All	The system will default to show up to **10** results per page; To show more than 5, select **20** or **ALL**
Student Name / SSID / Local ID / School Of Attendance / NPS School Of Attendance	Click on any column heading to sort the column. The first click sorts in ascending order, the second click sorts in descending order

10.2.10   Submission Summary (Student Information and Student Program)

The "Submission Summary" page allows the user to either post one or all schools to the ODS or to exclude one or all schools from being posted to the ODS. This page displays when the user clicks the Passed records count link on the "File Details" page for a Student Information file or Student Program file.

A "Submission Summary" page is available for each file type. The page displays summary counts of Key Elements across the top and key element from the selected file type. The Key Element box will contain the Element Name (depending on the File Type) in a collapsible/ expandable section. When the section is expanded, the system will display the specified CALPADS' Value Name(s) for the element with the count of records containing that specified value. If the count is not zero, each element's value count is a link leading to the "Submission Details" page where the individual records containing the selected element will be shown. If a mandatory element is missing in a record, it will display as a rejected record. If the element is optional, the count of records that did not have the element populated will also be displayed. The first element of each list will be the Warning Messages to alert the user to any warning errors the system may have identified during the validations and/or rules processes. The second key element is an All Records selection for the user to view the details of all the records regardless of the Key Element values.

A user may perform the following functions through this interface:

▪ Reduce the number of results by using the School filter

▪ View a summary of the values submitted in a file for key State Reporting elements or warning messages

▪ View the details of individual records containing either a specific State Reporting element value or a blank value

- Select to Post the displayed school or all schools to the ODS
- Select to Exclude the displayed school or all schools from the posting process
- Manipulate the display of records on the page
- Return to the "File Details" page

Screen 10-28: Submission Summary - Student Information

Screen 10-29: Submission Summary - Student Program

Instructions Table 10-27: Verify Submission Summary (Student Information and Student Program)

Step by Step Screen Instructions	Special Instructions
1. View the values of the selected file from the "Submission Status" page. Values displayed are **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, **Submitted Date/Time, File Status,** and **Status Date/Time**	
2. To filter the results by a particular school or all schools, select from the dropdown list. Then select **Apply Filters** for the system to only display results that match the chosen value	A value must be chosen before the **Apply Filters** button is selected
3. View the **Record Results** box where the **Total Records**, **Passed** record and **Rejected** record counts are displayed	
4. The **Warning Messages** is the first Key Element displayed. To view each count of records for each type of warning message, click on the expand/collapse button to view the list of Warning Messages and counts of each message	
5. If the count of records containing warning messages is not zero, click on the count link to view details of the records that contain the warning messages.	
6. The **All Records** count is the second Key Element category displayed. This notifies the user of the total number of passed records regardless of the Key Element values. click on the expand/collapse button to view the count of ALL Records	
7. If the count of All Records is not zero, click on the count link to display the details of the submitted records	The record layout will display with the users inputted values for each Key Element within the record
8. The following Key Elements will be specific elements related to the File Type (Student Information or Student Program). To view the count of records containing a particular value for a Key Element, click on the expand/collapse button to view the counts	If the particular Key Element's box is expanded, the populated values of the element will display with the count of records containing the value
9. If the value count is not zero, click on the count link to view details of the records that contain the particular value and verify the counts	The All Records count link may also be selected to view details of all records containing the Key Element, regardless of the value

10.	After viewing the details of the records for the school(s) select the **Post** button to post the records to the ODS or select the **Exclude** button to exclude records from posting	If **Post** is selected, the system will display a confirmation message and will then either post the displayed school or schools to the ODS or cancel the process, dependent on the user's selection If **Exclude** is selected, the system will display a confirmation message and will then either not post the displayed school or schools to the ODS or cancel the process, dependent on the user's selection
Optional Functions		
Return to File Details		To return to the "File Details" page, select the **Return to File Details** button
Printer-friendly View		To display a printable form of the page, select the **Printer-friendly View** button

10.2.11 Rejected Records

The "Rejected Records" page allows an authorized user to view the details of records in a submitted file that have failed the defined validations and rules processing and therefore cannot be posted. It displays when the user selects a Rejected Records Count link from the "File Details" page.

The file's key elements are displayed across the top of the page. Below the file's elements, the system displays a SSID Record Results box and a Filter Options box.

A user may perform the following functions through this interface:

- View the status and details of rejected records for an individual school or all the schools in a submitted batch file
- View the status and details for rejected records by a specified match status
- Select the details of rejected records by the Error Category or by the Error Description
- Manipulate the page display and navigation
- Modify the sort order of the records displayed on the page
- Modify the sort order in the SSID Record Results box
- Return to the "File Details" page

Screen 10-30: Rejected Records

Instructions Table 10-28: View Rejected Records

Step by Step Screen Instructions		Special Instructions
1.	View the details of the selected file from the "Submission Status" page for reference. Values displayed are **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, and **Submitted Date/Time**	
2.	To filter the list of records containing errors by **School**, select an individual school or all schools from the drop down list	A value must be chosen before the **Apply Filters** button is selected.
3.	To filter the list of records containing errors by **Error Category**, select an individual error category or all error categories from the drop down list	A value must be chosen before the **Apply Filters** button is selected.
4.	To view a record for an individual student using a known **SSID**, enter the ID in the text box provided	
5.	To view a record for an individual student using a known **Local ID**, enter the ID in the text box provided	
6.	Select the **Apply Filters** button once all desired filter criteria is selected or entered	If the **Apply Filters** button is clicked, this selection will direct the system to only display records that match the chosen value
7.	The Error categories display in the **SSID Record Results** box. To view the counts of records for each type of error message, click on the +/- link to expand/collapse the individual fatal error counts	If the Error category is expanded, each error associated with the file will be listed with the count of records containing a particular error
8.	View each error message displayed and the counts of records containing each error	
9.	Click on the **Show** button to the right of each error count to view the records and details of the records that make up the count	The individual records containing the selected error will display at the bottom portion of the page
10.	View all records with the selected error to determine the corrections necessary for these records to pass the validations	To post these records to the ODS, corrections need to take place in the source file, which can then be resubmitted for processing
11.	Select the **View Details** button to view the user's inputted values for the particular record	The system will display the record layout on another screen
Optional Functions		
Reset Filters		To reset the filters to their original value, select the **Reset Filters** button

Download Error List	If selected the system will request a download of a file with the list of the rejected records for the user to download. The user may then download the file through the "Download Requested Records" page
Return to File Detail	If selected, the system will return to the, "File Details" page
Printer-friendly View	To display a printable form of the page, select the **Printer-friendly View** button
⊙ Default(10) ○ 20 ○ All	The system will default to show up to **10** results per page; To show more than 5, select **20** or **ALL**
Student Name	SSID	Local ID	School Of Attendance	Error Code	To sort the columns, select the column headings. First selection orders records by the ascending values; second selection reorders records by the descending values.

10.3 SSID Anomalies

The **SSID Anomalies** functions allow an authorized user to view all SSID Anomalies detected from the latest run of the anomaly process. The SSID Anomalies include Multiple Identifiers (MIDs), Exit Reason Discrepancies (ERDs), and Concurrent Enrollments (CCEs). The user may use the **SSID Anomalies** menu to navigate to each anomaly type resolution page as well as download the SSID Anomaly Status Report. The functionality on each resolution page allows a user to view a current list of students identified with each type of SSID Anomaly in the ODS. The students listed may have active enrollments in the LEA or may have previously been enrolled in the LEA. Each resolution page will provide contact information of each LEA involved in each anomaly.

The MID Resolution Screen allows the user to resolve a MID if the user is the MID Owner. The MID Owner is the LEA of the first SSID displayed in each MID set. The CCE and ERD resolution screens include **Resolve** buttons that direct the user to the appropriate page to make corrections to a student's enrollment records.

Each resolution screen also includes the functionality to download anomaly reports. The available reports include: the Multiple Identifier (MID) Anomalies - Unresolved Report, the Multiple Identifier (MID) Anomalies - Resolved Report, the Exit Reason Discrepancy (ERD) Anomalies Report, and the Concurrent Enrollment (CCE) Anomalies Report. The SSID Anomaly Status Report may be downloaded through the **SSID Anomalies** menu.

10.3.1 Anomaly Reports Menu

The Anomaly Reports Menu directs the user to the appropriate pages to initiate following actions:

- **Manage Multiple Identifiers (MID)** - A user may select the Manage Multiple Identifiers (MID) link to display the "MID Resolution" page where the user may view a list of students identified with potential multiple identifiers in the ODS resulting from the latest anomaly process run and take the appropriate actions to resolve MID anomalies.

- **Manage Exit Reason Discrepancies (ERD)** - A user may select the Manage Exit Reason Discrepancies (ERD) link to display the "ERD Resolution" page where the user may view a list of students identified with exit reason discrepancies in the ODS resulting from the latest anomaly process run. The user may then take the appropriate actions to resolve the ERD anomalies.

- **Manage Concurrent Enrollments (CCE)** - A user may select the Manage Concurrent Enrollments (CCE) link to display the "CCE Resolution" page where the user may view a list of students identified with concurrent enrollments in the ODS resulting from the latest anomaly process run. The user may then take the appropriate actions to resolve the CCE anomalies.

- **View SSID Anomaly Status** - A user may select the SSID Anomaly Status link to display the SSID Anomaly Status report. This report allows a user to view the results of the most recent anomaly status check run by CALPADS. This includes the number of ERD, CCE, and MID anomalies detected as well as the percentage of enrollment the number of CCEs and MIDs combined represent.

Screen 10-31: Anomaly Reports Menu
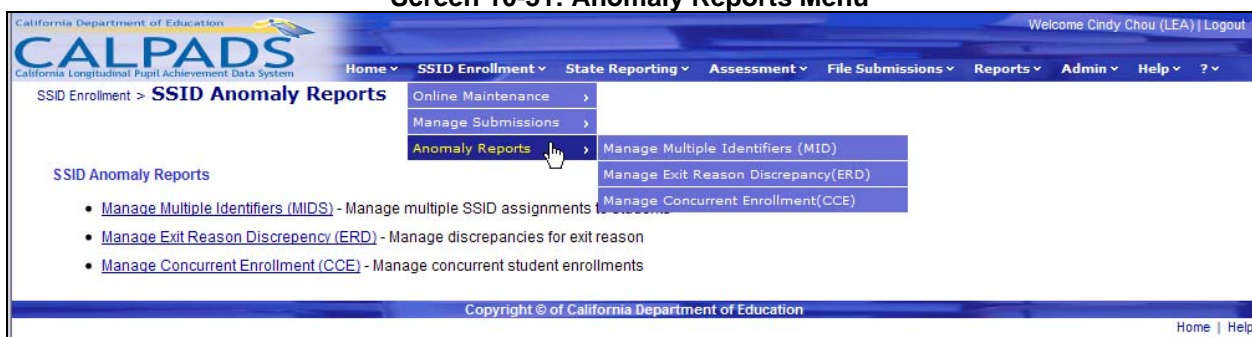
10.3.2 Exit Reason Discrepancy (ERD) Resolution

The "ERD Resolution" page provides authorized users the functionality to view the ERDs resulting from the latest anomaly process run for a specified enrollment period. It is accessed when the user selects the ERD Resolution link from the **Anomaly Reports** menu.

The Processed Date, located below the Filter Option box on the interface, indicates the date the weekly SSID Anomaly Process generated the displayed list of ERD anomalies. The Calendar indicates the CALPADS Reporting Calendar used in the process with specified 'From' and 'Through' dates used to identify exited enrollments for the Calendar Report Period. Each ERD

anomaly displayed will list the student's enrollment records in descending order with the most recent enrollment record in bold. The user will also have the ability to view School Contact information in order to work with members involved in order to determine the correct resolution for the anomalies. The user may then select a **Resolve** button to navigate to the appropriate page to correct a student's enrollment record. A user may utilize the available filter options to either reduce the number of results or to display specific results based on the selections.

A user may perform the following SSID Anomaly functions through this interface:

- View a list of ERD anomalies for the user's LEA based on user specified selections

- Resolve the anomaly by selecting the Resolve button to navigate to the "Maintain Enrollment" page for a student

- Filter the results displayed on the page

- Select a candidate's <u>Name</u> link to view the student's details

- Mark an ERD as reviewed and filter by all reviewed ERDs

Screen 10-32: Exit Reason Discrepancy (ERD) Resolution

Instructions Table 10-29: Exit Reason Discrepancy Resolution

Step by Step Screen Instructions		Special Instructions
1.	Use the Filter Options to refine the list of ERD anomalies displayed based on the values chosen Choose to display ERDs considered for a particular **Reporting Period**	The screen will display all ERDs that fall within the Report Period chosen
2.	The **LEA** field will default to the user's LEA. If the user has access to multiple LEA's, the user may select another LEA using the <u>Lookup</u> link	
3.	To display a list of ERDs with students belonging to the specific School, select a **School** using the <u>Lookup</u> link	
4.	To display all anomalies for a particular student, enter the student's **SSID** in the text box provided	
5.	To display all anomalies for a particular student, enter the student's **Local ID** in the text box provided	
6.	To display all ERDs with a specific **Resolution** status, select a value using the dropdown list: Resolved – display all anomalies that have been Marked as Reviewed Not Resolved – display all anomalies that have not been Marked as Reviewed	The Resolution status is indicated by a user. Once an anomaly is Marked as Reviewed, the Resolution status is considered "Resolved"
7.	Select the **Apply Filters** button to refine the list of ERD anomalies displayed based on the values chosen	If selected, the system will base the search on the provided filter criteria values then either display the filtered list of records or display a message that no records were found based on the criteria provided
8.	View the additional information defining the resulting list of ERD anomalies. Information includes: **Processed Date**, **Academic Year**, and Reporting **Calendar**, **As Of** date	The Processed Date displayed is the system SSID Anomaly Process run date and is updated each time the system performs the process The system displays the corresponding Academic Year, Calendar, and As Of dates used to generate the data

9.	View the details of each displayed ERD anomaly to determine the appropriate actions to take in order to resolve the anomaly. To view each record involved in an anomaly, use the expand/collapse button ⊙ to view the records involved. Information to determine the student involved includes: SSID, Student Name, Birth Date, Gender, Primary Language, Grade Level, Local ID, LEA, School of Attendance, and Enrollment Status Information to determine the Exit Reason Discrepancy includes: LEA, School Name, Enrollment Status, Warning Type, Start Date, Exit Date, Exit Reason, Exit Category, and Completion Status	Note: The Warning Legend is displayed at the bottom of the screen
10.	To view additional details of a student, click on the student's <u>Name</u> link	The "Search for Student – Student Details" page will display for the selected student.
11.	If the anomaly involves another School/LEA, select the <u>School Contacts</u> link to display contact information for the representative from the another school/LEA	Communication with another LEA may be necessary to resolve the anomaly. You may realize that one of the LEAs involved in an anomaly assigned the wrong SSID to a student.
12.	Select the **Resolve** button to resolve the anomaly by editing the student's enrollment record belonging to your LEA. The student's Exit Reason and Completion Status may need to be changed.	The "Maintain Enrollment – Edit" page will display for the selected enrollment record with the values of the selected enrollment record pre-populated If an LEA assigned a wrong SSID to a student, resulting in the system marking the student in an anomaly, an enrollment record may need to be removed and a new SSID may need to be requested
13.	Repeat steps 9-12 for any other unresolved anomalies.	
Optional Functions		
Reset Filters		To reset all filters to their original values, select the **Reset Filters** button
⊙ Default(10) ○ 20 ○ All		The system will default to show up to **10** results per page; To show more than 5, select **20** or **ALL**

	A user may indicate an anomaly or set of anomalies as reviewed/resolved by selecting the check box to the left of the anomaly followed by the **Mark Selected As Reviewed** button
Mark Selected As Reviewed	

10.3.3 Concurrent Enrollment (CCE) Resolution

The "CCE Resolution" page provides authorized users the functionality to view the CCEs resulting from the latest anomaly process run for a specified enrollment period. It is accessed when the user selects the CCE Resolution link from the **Anomaly Reports** menu.

The Processed Date, located below the Filter Option box on the interface, indicates the date the weekly SSID Anomaly Process generated the displayed list of CCE anomalies. The Calendar indicates the CALPADS Reporting Calendar used in the process with specified 'From' and 'Through' dates used to identify open enrollments for the Calendar Report Period. The user will also have the ability to view School Contact information in order to work with members involved in order to determine the correct resolution for the anomalies. Each CCE anomaly displayed will list the student's enrollment records in descending order with the most recent enrollment record in bold. The user may then select a **Resolve** button to navigate to the appropriate page to correct a student's enrollment record. A user may utilize the available Filter Options to either reduce the number of results or to display specific results based on the selections.

A user may perform the following SSID Anomaly functions through this interface:

- View a list of CCE anomalies for the user's LEA based on user specified selections

- Resolve the anomaly by selecting the Resolve button to navigate to the "Maintain Enrollment" page for a student

- Filter the results displayed on the page

- Select a candidate's Name link to view the student's details

- Mark a CCE as reviewed and filter by all reviewed CCEs

Screen 10-33: Concurrent Enrollment (CCE) Resolution

Instructions Table 10-30: Concurrent Enrollments Resolution

	Step by Step Screen Instructions	Special Instructions
1.	Use the Filter Options to refine the list of CCE anomalies displayed based on the values chosen Choose to display CCEs considered for a particular **Reporting Period**	The screen will display all CCEs that fall within the Report Period chosen
2.	The **LEA** field will default to the user's LEA. If the user has access to multiple LEA's, the user may select another LEA using the <u>Lookup</u> link	
3.	To display a list of CCEs with students belonging to the specific School, select a school using the <u>Lookup</u> link	
4.	To display all anomalies for a particular student, enter the student's SSID in the text box provided	
5.	To display all anomalies for a particular student, enter the student's Local ID in the text box provided	
6.	To display all CCEs with a specific **Resolution** status, select a value using the dropdown list: Resolved – display all anomalies that have been Marked as Reviewed Not Resolved – display all anomalies that have not been Marked as Reviewed	The Resolution status is indicated by a user. Once an anomaly is Marked as Reviewed, the Resolution status is considered "Resolved"
7.	Select the **Apply Filters** button to refine the list of CCE anomalies displayed based on the values chosen	If selected, the system will base the search on the provided filter criteria values then either display the filtered list of records or display a message that no records were found based on the criteria provided
8.	View the additional information defining the resulting list of CCE anomalies. Information includes: **Processed Date**, **Academic Year**, and **Reporting Calendar**	The Processed Date displayed is the system SSID Anomaly Process run date and is updated each time the system performs the process The system displays the corresponding Academic Year, Calendar, and As Of dates used to generate the data

9.	View the details of each displayed CCE anomaly to determine the appropriate actions to take in order to resolve the anomaly. To view each record involved in an anomaly, use the expand/collapse button ▶ to view the records involved. Information to determine the student includes: SSID, Student Name, Birth Date, Gender, Primary Language, Grade Level, Local ID, LEA, School of Attendance, Enrollment Status, Exit Date, Exit Reason, Exit Category, and Completion Status Information to determine the Concurrent Enrollments include: LEA, School Name, Enrollment Status, Start Date, and Exit Date	
10.	To view additional details of a student, click on the student's Name link.	The "Search for Student – Student Details" page will display for the selected student
11.	If the anomaly involves another School/LEA, select the **School Contacts** button to display contact information for the representative from the another school/LEA	Communication with another LEA may be necessary to resolve the anomaly You may realize that one of the LEAs involved in an anomaly assigned the wrong SSID to a student or another LEA marked the student with the wrong enrollment status
12.	Select the **Resolve** button to resolve the anomaly by editing the student's enrollment record belonging to your LEA. One or a combination of these elements may need to be changed: Start Date, Exit Date, and Enrollment Status	The "Maintain Enrollment – Edit" page will display for the selected enrollment record with the values of the selected enrollment record pre-populated If an LEA assigned a wrong SSID to a student, resulting in the system marking the student in an anomaly, an enrollment record may need to be removed and a new SSID may need to be requested
13.	Repeat steps 9-12 for any other unresolved anomalies.	
Optional Functions		
	Reset Filters	To reset all filters to their original values, select the **Reset Filters** button

	The system will default to show up to **10** results per page; To show more than 5, select **20** or **ALL**
⊙ Default(10) ○ 20 ○ All	
Mark Selected As Reviewed	A user may indicate an anomaly or set of anomalies as reviewed/resolved by selecting the check box to the left of the anomaly followed by the **Mark Selected As Reviewed** button

10.3.4 Multiple Identifiers (MID) Resolution

The "MID Resolution" page provides authorized users the functionality to view the MIDs resulting from the latest anomaly process run for a specified enrollment period. It is accessed when the user selects the MID Resolution link from the **Anomaly Reports** menu.

The Processed Date, located below the Filter Option box on the interface, indicates the date the weekly SSID Anomaly Process generated the displayed list of CCE anomalies. The Calendar indicates the CALPADS Reporting Calendar used in the process with specified 'From' and 'Through' dates used to identify open enrollments for the Calendar Report Period.

The user will also have the ability to view School Contact information in order to work with members involved in order to determine the correct resolution for the anomalies. The user may utilize the School, SSID, Disposition, Focus ID Status, MID Ownership, SSID, and Local ID Filter Options to either reduce the number of results shown or to display specific results based on the selections.

The MID Set is owned by the LEA associated with the Focus ID's enrollment. The Focus ID of a MID Set is the SSID with the most recent Start Date and the SSID all members of the set were matched against. The Focus ID is always displayed in the first row of a MID Set. The owning LEA is given the option to resolve the anomaly by combining an SSID with the Focus ID or marking it as a Different student than the Focus ID. Once the user selects either the Combine or Different resolution, the system will complete the resolution of the anomaly based on the user selections. If the user selects to combine SSIDs, the system will keep the SSID with the earliest creation date and retire all other SSIDs marked to combine. If the user marks an SSID as Different, the system will disassociate the specified SSID with the Focus ID.

MID Sets that have not been resolved and posted to the ODS have the disposition of Ready. Once a record is posted to the ODS, the record's disposition changes to Posted. Once posted, the MID Set is no longer available for selection.

A user may perform the following SSID Anomaly functions through this interface:

- View a list of MID anomalies based on the user selections

- Resolve the anomaly by combining SSIDs with the Focus ID or marking SSIDs as Known Non-anomalies with the Focus ID

- Filter the results displayed on the page

- Post resolutions records to the ODS

- Select a candidate's Name link to view the student's details

- Navigate to the "Other MID Resolution" page to resolve MIDs not detected by the Anomaly process

Screen 10-34: Multiple Identifiers (MID) Resolution

Instructions Table 10-31: Multiple Identifiers (MID) Resolution

Step by Step Screen Instructions		Special Instructions
1.	Use the **Filter Options** to refine the list of CCE anomalies displayed based on the values chosen. The **LEA** field will default to the user's LEA. If the user has access to multiple LEA's, the user may select another LEA using the <u>Lookup</u> link	
2.	To display a list of MIDs with students belonging to the specific **School**, select a school using the <u>Lookup</u> link	
3.	To filter the results by **Disposition**, select from the drop down list	Possible values are: All: displays all MIDs Ready: no selection has been saved or posted Selected: a resolution has been selected and saved Posted: the resolution has been posted successfully Failed: the resolution may not be posted due to failed validation
4.	To filter the results by **Focus ID Status**, select from the drop down list	Possible values are: All, Active, Inactive
5.	To filter the results by **MID Ownership**, select from the drop down list	Possible values are: All: displays all MIDs Reporting LEA: displays all MIDs owned by the user's LEA Other District: displays all MIDs owned by another LEA but for which the user's LEA is involved in
6.	To display all anomalies for a particular student, enter the student's SSID in the text box provided	
7.	To display all anomalies for a particular student, enter the student's Local ID in the text box provided	
8.	Select the **Apply Filters** button to refine the list of MID anomalies displayed based on the values chosen	If selected, the system will base the search on the provided filter criteria values then either display the filtered list of records or display a message that no records were found based on the criteria provided

9.	View the **Processed Date** to determine the most recent run of the MID process	The Processed Date displayed is the system SSID Anomaly Process run date and is updated each time the system performs the process The system displays the corresponding Processed Date and Calendar dates used to generate the data
10.	View the details of each displayed MID Anomaly to determine the appropriate actions needed in order to resolve each anomaly To view each record involved in an anomaly, use expand/collapse button to display all records involved	The SSID shown in the collapsed state is the Focus ID and therefore the LEA of the Focus ID has the option to resolve the MID
11.	To view additional details of a student, click on the student's <u>Name</u> link	The "Student Details" page will display for the selected student
12.	All SSIDs involved in the selected MID set will appear with **Combine**, **Different** and **None** radio buttons. For each SSID, select the **Combine** radio button if the student with the SSID is in fact the same student as the student with the Focus ID. If an SSID listed belongs to a different student (than the Focus ID student), select the **Different** radio button. Select the **None** option to take no action with the SSID. <u>All</u> members in the box need to have a resolution selected in order for the whole MID anomaly set to be indicated as resolved and ready to be posted	The radio buttons direct the system to either combine the SSID with the Focus ID, disassociate the SSID with the Focus ID, or take no action with the selected SSID If the user selects a resolution for some members in a MID anomaly set, but leaves the other members unselected, the partial resolution will not be posted
13.	Repeat steps 10-12 for any other unresolved anomalies the user's LEA is associated with	

		Once selected, the system will combine the records indicated to combine and assign the earliest known SSID out of the records to each record. The replaced SSIDs will then be retired. The system will also retain the SSIDs indicated as Different and disassociate these SSIDs with the Focus ID of the set
14.	To post the resolved MID anomalies, select the **Post Selected** button Note: the system will run validation errors if the user is attempting to Combine two SSIDs. If the resolution does not pass the validations, the system will display the appropriate error message under the selected SSID to combine. If the SSID does not meet validations, the disposition of the MID will change to "Failed". To view the error messages, select the expand/collapse button 🔵 to the left of the selected SSID	Certain restrictions apply when attempting to resolve a MID using the **Combine** option: 1) If the combination/merging of two SSIDs will result in an overlapping enrollment, the system will prevent the user from posting the resolution and display an error message 2) If the owning LEA is attempting to combine the Focus ID with an SSID that has an open enrollment in another LEA, the system will prevent the user from posting the resolution and display an error message
Optional Functions		
	Reset Filters	To reset all filters to their original values, select the **Reset Filters** button
	Resolve MID Not on Report	To resolve a known MID anomaly not identified by the system MID process, select the **Resolve MID Not on Report** button to display the "Other MID Resolution" page
	⦿ Default(10) ◯ 20 ◯ All	The system will default to show up to **10** results per page; To show more than 5, select **20** or **ALL**

10.3.5 Other MID Resolution

The "Other MID Resolution" page provides authorized users the functionality to combine SSIDs not identified by the MID process. This page is accessed when the user selects the **Other MID Resolution** button from the "Multiple Identifier (MID) Resolutions" page.

The user must enter the two SSIDs to be combined in the **SSID 1** and **SSID 2** fields. At least one of the SSIDs to combine must belong to the user's LEA. The second SSID can belong to either the user's LEA or another LEA. However, certain restrictions apply: 1) If the combination/merging of two SSIDs will result in an overlapping enrollment, the system will prevent the user from posting the resolution and display an appropriate error message 2) If the user is attempting to combine the user's SSID with an SSID that has an open enrollment in another LEA, the system will prevent the user from combining the two SSIDs and display an appropriate error message. The user will select the Validate button to confirm that the SSIDs entered belong to the correct students.

Once validated, each SSID's key enrollment and demographic elements will display. If the SSIDs entered pass all validations, the system notifies the user of the SSID that will be kept if combined and the **Combine SSIDs** button will be active. After the user clicks **Combine SSIDs**, the system will retire the SSID to retire and associate all records to the SSID that is kept.

Screen 10-35: Other MID Resolution

Instructions Table 10-32: Other Multiple Identifiers Resolution

Step by Step Screen Instructions		Special Instructions
1	Enter one SSID of the student with multiple identifiers belonging in the **SSID 1** text box	One of the SSIDs must be a valid SSID in user's LEA
2	Enter the alternate SSID of the student with multiple identifiers in the **SSID 2** text box	The other SSID must be a valid SSID and must not be active in a different LEA
3	Select the **Validate** button to display the key demographic and enrollment information for each SSID record and initiate the validation process	1) If the combination/merging of two SSIDs will result in an overlapping enrollment, the system will prevent the user from posting the resolution and display an appropriate error message 2) If the user is attempting to combine the user's SSID with an SSID that has an open enrollment in another LEA, the system will prevent the user from combining the two SSIDs and display an appropriate error message The errors must be resolved before the combination may occur
4	View the key elements displayed for each record to validate that the retrieved records are the ones to combine. To view additional information of a record, select the student's <u>Name</u> link	The "Student Details" page will display for the selected student
5	If the SSIDs entered pass all validation checks, the system will display a notice of successful validation and indicate the SSID that will be kept	The other SSID will be retired and all data of the retired SSID will be associated with the kept SSID
6	Select the **Combine SSIDs** button to retire the SSID with the later start date and map the retired SSID's associated data to the SSID with the earliest start date (the SSID being kept)	When selected, the system will associate all data to the oldest SSID, retire the other SSID, and map the associated data to the kept SSID
Optional Functions		
Cancel		To cancel the process, select the **cancel** button. If selected, the system will cancel the process, removing any messages displayed and redisplay the "Other MID Resolution" page

11. State Reporting

The State Reporting functions allow an authorized user to perform the functions necessary for maintaining and submitting required State Reporting data.

The user may access the data (belonging to the user's LEA) categorized in the following file types:

- Student Enrollment
- Student Information
- Student Program
- Student Course Section
- Course Section
- Staff Demographics
- Staff Assignments
- Student Discipline
- Student Health
- Student Waivers

Through State Reporting, the user may also manage the certification of data during data collection windows. The State Reporting system functions are divided into the following categories:

- Perform Online Maintenance – Through this option, the user may enter and maintain student data, course section data and staff data individually (one record at a time). A link to maintain Student Enrollment information is also available through the Maintain Student Data section.

- Manage Submissions – The Manage Submissions option allows a user to submit and maintain multiple entries of student information, course section information, and staff information through batch files. Records of different file types may also be submitted simultaneously through this option.

- Manage Certifications – The user may use the Manage Certifications functions to validate and certify data (through reports) based on certain certification/data collection windows.

Each of the State Reporting function categories listed above is a **menu** tab which, when selected will display sub-menu links for the authorized user to perform the required functions within each of those categories.

11.1 Online Maintenance

The Online Maintenance functions for State Reporting allow an authorized user to manage student, staff, and course data individually through the Maintain Student Data, Maintain Staff Data, and Maintain Course Data links. The Maintain Student Data function provides the ability to access student data by searching for an individual student by SSID or by viewing a list of students based on available filter options. The system will provide the appropriate links to access an individual's Student Enrollment, Student Information, and Student Program data. Information may be entered, updated, and maintained in all of these areas. (Student Enrollment data may be accessed through this area but if selected, will direct the user back to the SSID Enrollment tab). The Maintain Staff Data function provides the ability to view and maintain

individual staff member data. The data may be accessed by searching for an individual using a known SEID or by viewing a list of existing staff members with available user selections. The Course Section and Student Course Section functions allow a user to manage the courses offered by the LEA along with managing the students enrolled in each Course Section. A user may only edit data owned by the user's LEA.

11.1.1 Online Maintenance Menu

The Online Maintenance Menu directs the user to the appropriate pages which allows the user to initiate the following actions:

▪ **Maintain Student Data -** A user may select the Maintain Student Data link to display the "Student Data Search" page where the user may search for an existing student to input or update student state reporting information.

▪ **Maintain Staff Data -** A user may select the Maintain Staff Data link to display the "Staff Data Search" page where the user may search for a staff member in order to input or update staff state reporting information.

▪ **Maintain Course Data -** A user may select the Maintain Course Data link to display the "Course Data" page where the user may choose to input/update course section or student course section state reporting information.

Screen 11-1: State Reporting Online Maintenance Menu
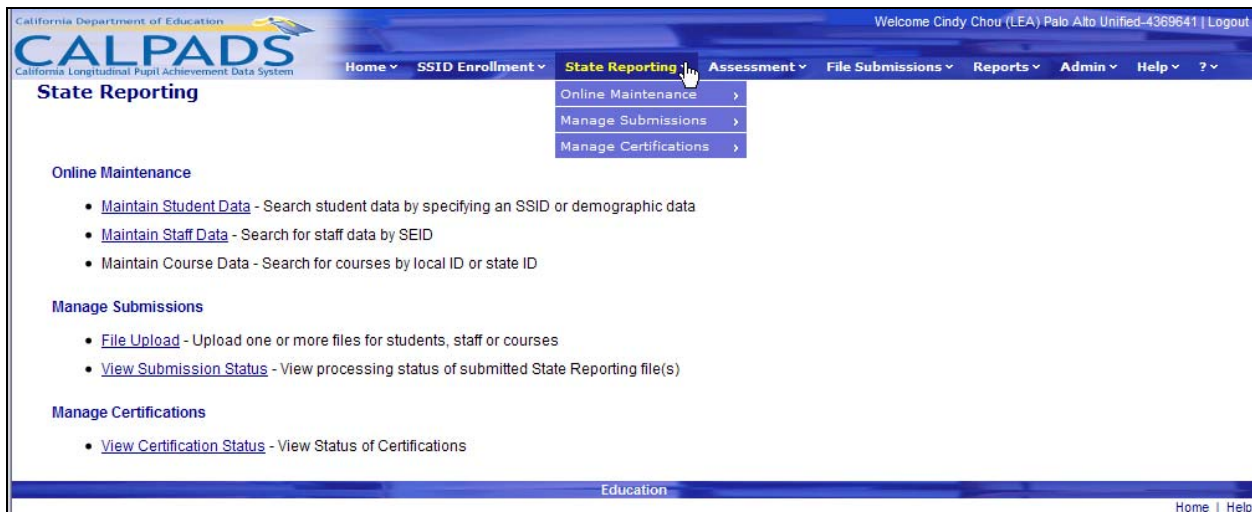
11.1.2 Student Data Search

The "Student Data Search" page provides an authorized user with the ability to search for a student in order to conduct maintenance on individual student's data. It is accessed when the user selects **Maintain Student Data** from the State Reporting and Online Maintenance tabs.

A user may select the **Search by SSID** radio button to search for a single enrolled student, or the **View List of Enrolled Students** radio button and user selections to produce a list of students to choose from. To search by SSID, the user must enter a valid and complete SSID. If the user selects to view a list of students, several filter options are available:

- By School – The user must select one or all schools the user is authorized to view.

- By Grade – The user must select one or all grades to view.

- By Enrollment Status – The user must select either the **Currently Enrolled** or **Previously Enrolled** radio button.

- Include Enrolled Students on or after Specified Date – The user may designate a specific date for the system to base the search on.
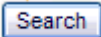
Screen 11-2: Student Data Search

Instructions Table 11-1: Student Data Search - Search by SSID

Step by Step Screen Instructions		Special Instructions
1	Select the **Search by SSID** Radio button	Make sure the radio button is selected or the screen will return an error
2	Enter a complete SSID	The system will return an error if the entered SSID is non-numeric and not complete (must contain 10 digits)
9	Click the **Search** button Search	If selected, the search will initiate and if a match is determined the user will be directed to the "Student Data – Student Details" page
Optional Functions		

Reset	If selected, all fields will be restored to the default values

Instructions Table 11-2: Student Data Search – View List of Enrolled Students

Step by Step Screen Instructions		Special Instructions
3	Select the **View List of Enrolled Students** radio button	Make sure this radio button is selected or the screen will return an error
4	Select the LEA using the <u>Lookup</u> link	This is a required field
5	Select the School using the <u>Lookup</u> link	This is a required field If more than 1000 records match the specified criteria, the user must narrow the search criteria
6	Select one grade or all grades from the Select Grade dropdown list	An individual grade or All grades must be selected, If more than 1000 records match the specified criteria, the user must narrow the search criteria
7	Choose to include only enrolled or previously enrolled students by selecting the appropriate radio button	An enrollment status or all enrollment statuses must be selected If more than 1000 records match the specified criteria, the user must narrow the search criteria
8	To utilize the **Include Enrolled Students on or after Specified Date** filter, enter a specific date in the MM/DD/YYYY format or use the calendar tool to choose the desired date	This user selection is optional If more than 1000 records match the specified criteria, the user must narrow the search criteria, the system will return an error if the date is not in the MM/DD/YYYY format
9	Click the **Search** button Search	If selected, the search will initiate, using the specified filter values, and the user will be directed to the "Student Data Enrolled List" page
Optional Functions		
Reset		If selected, the system will restore all fields to the default values

11.1.3 Student Data - Enrolled List
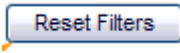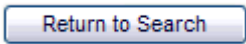
The "Student Data Enrolled List" page allows an authorized user to view either currently enrolled and/or previously enrolled students in the user's LEA. It displays when the user selects the **View List of Enrolled Students** radio button on the "Student Data Search" page.

Based on the user selected filter criteria, a list of students is displayed at the bottom half of the screen. The top half of the screen also allows for modification of the filter criteria. Once the list is produced, the user may refine the list further by selecting a letter from the Student Last Name alphabet bar to display only those students with last names beginning in the selected letter.

Screen 11-3: Student Data Enrolled List

Instructions Table 11-3: View Student Data Enrolled List

Step by Step Screen Instructions	Special Instructions
1	The LEA field is read-only if the user has access to a single LEA	

2	To use the **School** filter option, enter a School Code if known or select a school using the <u>Lookup</u> link	A value must be selected before clicking on the **Apply Filters** button
3	To use the **Grade** filter option, select a grade or all grades from the dropdown list	A value must be selected before clicking on the **Apply Filters** button
4	To use the **Enrollment Status** filter option, select one of the following radio buttons: **Currently Enrolled**, **Previously Enrolled** or **All**	A value must be selected before clicking on the **Apply Filters** button
5	To use the **Include Students on or after Specified Date** filter option, enter a date in the MM/DD/YYYY format or select a date using the calendar tool	This is an optional field
6	Once the required filter options are selected, click the **Apply Filters** button to produce the student list based on the filters values chosen	
7	To further refine the list of results, select the first letter of the student's last name from the alphabet bar	Only those records starting with the selected alphabet letter, in addition to the user specified filter values, will display
8	To view more details of the student, select the <u>Student Name</u> link	If selected, the "Student Data – Student Details" page will be displayed with links to data separated by file type
Optional Functions		
Reset Filters		Click this button to restore all filter fields to the default values
Student Name	Local ID	SSID	Gender	Birth Date	Primary Language	Click on any column heading links to sort the results, the first click on the field name provides records in ascending order, the second click provides information in descending order
Printer-friendly View		Click this link to display the information on the page in a printer-friendly format
Return to Search		Click this button to return to the "Student Data Search" page
Default(10) 20 All		The system will default to show up to 10 results per page, to show more than 10, click the **20** or **ALL** button

1 2 3 4 5 6 7 8 9 10 ..	If multiple pages of results are returned, navigate through the pages by selecting the page number of the page to display

11.1.4 Student Data – Student Details

The "Student Data – Student Details" page provides an authorized user access to functions which are used to maintain student data. It displays when the user either selects a <u>Student Name</u> link on the "Student Data Enrolled List" page or selects to Search by SSID on the "Student Data Search" page and the system identifies a record with a matching SSID. Alternatively, this page will display when a user selects the **Maintain Student Information** button from the "Student Detail" page resulting from the SSID Enrollment Search for Student process.

The system will display the student's key elements at the top portion of the Selected Student Details box for reference. The following links will display at the bottom portion and direct the user to the appropriate pages to maintain the selected student data category:

▪ <u>Student Enrollment</u> Link - If selected, the system will direct the user to the "Maintain Enrollment History" page, which resides in the SSID Enrollment area of the portal (see Chapter 3 – SSID Enrollment for instructions), where the user can view and maintain the selected student's enrollment data.

▪ Student Information - The following links direct the user to view categories of a student's Student Information data: (Once any of the following links are selected, navigation to any of these sub-category pages is available through a sub-menu on the "Student Information History" page ([displayed at the top of the page])

   o <u>Demographics</u> Link - If selected, the system will display the student's Demographic History where the user may view and maintain the selected student's Demographic Data.

   o <u>Grade</u> Link - If selected, the system will display the Grade History where the user may view and maintain the selected student's Grade Level Information.

   o <u>Student Status</u> Link - If selected, the system will display the Student Status History where the user may view and maintain information relating to the selected student's Student Status.

   o <u>English Language</u> Link - If selected, the system will display the English Language History where the user may view and maintain the selected student's English Language Data.

   o <u>Address</u> Link - If selected, the system will display the Address History where the user may view and maintain the selected student's Address and Previous Addresses.

▪ <u>Student Discipline</u> Link - If selected, the system will display the "Discipline History" page where the user can view and maintain the selected student's Discipline Data.

▪ <u>Student Health</u> Link - If selected, the system will display the "Health History" page where the user can view and maintain the selected student's Health Information.

- ▪ <u>Student Waivers</u> Link - If selected, the system will display the "Waivers History" page where the user can view and maintain the selected student's Waiver Information.

- ▪ <u>Student Course Section</u> Link - If selected, the system will display the "Course Section History" page where the user can view and maintain the selected student's Course Section Information.

Screen 11-4: Student Details

Instructions Table 11-4: Student Details
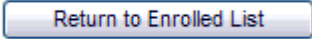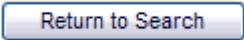
Optional Functions	
Return to Enrolled List	A click on this button will return the user to the "Student Data Enrolled List" page
Return to Search	A click on this button will return the user to the "Student Data Search" page

11.1.5 Student Information History

The "Student Information History" page provides an authorized user with a sub-menu to navigate to the appropriate Student Information section. It is accessed when the user selects any of the sub-category links under the Student Information bullet on the "Student Details" page.

A user may perform the following functions through this interface:

- ▪ View the selected student's historical Information records and navigate to pages for additions and updates:

- o Demographics – If the **Update** button or the **Add a New Record +** button is selected for this sub-category the system will pre-populate existing field information from the selected record for the user to modify

- o All other sub-categories – If the Update link is selected for all other sub-categories the system will also pre-populate existing field information from the selected record for the user to modify, but if the **Add a New Record +** button is selected for all other sub-categories the system will display a page with all empty record fields for the user to populate

- Return to the Student Data "Student Details" page.

Screen 11-5: Student Information History - Demographics

Screen 11-6: Student Information History – Grade History

Screen 11-7: Student Information History – Student Status History

Screen 11-8: Student Information History – Language History

Screen 11-9: Student Information History – Address History

Instructions Table 11-5: View Student Information History

Step by Step Screen Instructions	Special Instructions
1	Use the sub-menu to navigate to each student information section in order to review the existing Student Information records: **Demographics**, **Grade History**, **Student Status History**, **Language History**, and **Address History**	
2	For each section (**Demographics**, **Grade History**, **Student Status History**, **Language History**, and **Address History**), review all existing records to determine if the data need to be modified or updated	If the user is authorized to edit the student's information, the system will display an **Update** button at the top of the screen (as seen in Demographics section) or an Update link next to each existing record (as seen in all other sections: Grade, Student Status, Language, and Address histories)
Optional Functions	
The following options are unique to the Demographics section:	
Update	Selecting the button will allow the user to add an additional demographics record containing the original data of the selected record with any modifications or additions the user makes, and the system will save all previous records and allow the user to page through each demographic record

Previous Demographic Record Next Demographic Record	If the student has multiple existing Demographic records, the user may page through the records using the **Previous Demographic Record** and **Next Demographic Record** buttons
(1 of 1 record(s).)	Numbers may vary, this text notifies the user of the record the user is currently viewing out of the total number of demographic records for the student
The following option is unique to all other sections:	
Update Update link	An Update link will appear next to each existing record if the user is authorized to modify, and the link may be selected to add a record containing the original data of the selected record with any modifications or additions the user makes, this link appears in the **Grade History**, **Student Status History**, **Language History**, and **Address History** sections
The following options are available in all sections:	
Return to Student Details	A click on this button will return the user to the "Student Details" page for the selected student
Add a new record +	In the Grade History, Student Status History, Language History and Address History sections the **Add a new record +** button may be selected to create a new record using a new record form containing empty field values *If this button is selected in the Demographics section the fields will be pre-populated

11.1.6 Maintain Student Demographics

The "Maintain Student Demographics" page provides an authorized user with the ability to update the student's demographic information after viewing the pre-populated field's information. The user may also delete the record once the demographic information has been viewed. This page displays when the user selects the **Update** button or **Add a New Record +** button from the "Student Information History" page under the **Demographics** section.

Screen 11-10: Maintain Student Demographics

Instructions Table 11-6: Add/Modify Demographic Information (Update or Add a New Record+)

	Step by Step Screen Instructions	Special Instructions
1	**The Record Effective Start Date** and **Record Effective End Date** fields will be populated with the value for the record that was selected on the "Student Information History" page if the user clicked the **Update** button (the fields will be *blank* if the user clicked the **Add a New Record+** button) To change the value, enter a date in the MM/DD/YYYY format or choose a date from the calendar tool	The **Record Effective Start Date** is a required field The Effective dates should reflect the actual dates that the change/addition is valid, to the best of the user's knowledge If the record is submitted with a Blank/BLANK value for the Effective End Date field and the student has a subsequent enrollment record, the system will auto-populate the Effective End Date with a value of one day before the start of the next school enrollment.
Name		
2	The **Legal First, Legal Middle, Legal Last, and Legal Suffix Name** fields will be populated with the value for the record that was selected on the "Student Information History" page. To change the value, enter new names to overwrite the existing names and select a suffix value from the dropdown list	The **Legal First** and **Legal Last Names** fields are required, and additionally these fields must contain the student's complete name that may only include alphabetic letters, numbers, periods, hyphens and apostrophes.
3	The **Alias Legal First, Alias Legal Middle,** and **Alias Legal Last Name** fields will be populated with the value for the record that was selected on the "Student Information History" page To change the value, enter new names to overwrite the existing names	These fields must contain the student's complete alias name that may only include alphabetic letters, numbers, periods, hyphens and apostrophes
Student Information		
4	The **Birth Date** field will be populated with the value for the record that was selected on "Student Information History" page To change the value, enter a date in the MM/DD/YYYY format or choose a date from the calendar tool	This is a required field
5	The **Gender** field will be populated with the value for the record that was selected on the "Student Information History" page To change the value, select from the dropdown list	This is a required field

6	The **Birth Country, Birth State Province, and Birth City** fields will be populated with the value for the record that was selected on the "Student Information History" page To change the values, select the Birth Country and Birth State Province from the dropdown lists. Enter a Birth City value to overwrite the existing value	The **Birth Country** field is required
7	The **Primary Language** field will be populated with the value for the record that was selected on the "Student Information History" page To change the value, select from the dropdown list	This is a required field
8	The **Birth Country Special Circumstance Indicator** field will be selected with the value for the record that was selected on the "Student Information History" page To change the value, select a different radio button	This is an optional field
9	The **Initial Ninth Grade Entry Year** field will be populated with the value for the record that was selected on the "Student Information History" page To change the value, select a year from the dropdown list	This is an optional field
Ethnicity and Race		
10	The **Hispanic Ethnicity Indicator** field will be populated with the values for the record that was selected on the "Student Information History" page To change the value, select from the dropdown list	This field is required if the **Ethnicity Missing Indicator** field is *Blank*
11	The **Ethnicity Missing Indicator** field will be populated with the value for the record that was selected the "Student Information History" page To change the value, select the appropriate (**Y** or **N**) radio button	This field is required if the **Hispanic Ethnicity Indicator** field is *Blank*
12	The **Race Code 1-5** field will be populated with the values for the record that was selected on the "Student Information History" page To change the value(s), select from the dropdown lists	Race Code 1 is required if the **Race Code Missing Indicator** field is *Blank*
13	The **Race Code Missing Indicator** field will be populated with the value for the record that was selected on the "Student Information History" page To change the value, select the appropriate (**Y** or **N**) radio button	This field is required if the **Race Code 1** field is *Blank*
Parent Guardian Information		
14	**The Parent/Guardian Highest Education Level Code** field will be populated with the value for the record that was selected on the "Student Information History" page To change the value, select from the dropdown list	This field is required

15	The **Guardians First Name** and **Last Name** fields will be populated with the value for the record that was selected on the "Student Information History" page To change the value, enter new names to overwrite the existing names	These fields are optional
16	Validate To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the inputted data. If the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel button** must be selected to correct the data. If the entered data passes the Input Validation Rules, select the **Post** button to post the record. The system will save the original record and create a new record containing the new modifications or additions.
Optional Functions		
	Delete Record	The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection Note: if only one demographic record exists for the student, the record cannot be deleted
	Return to Student Detail	Click this button to return to the "Student Details" page

11.1.7 Maintain Student Grade
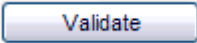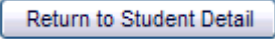
The "Maintain Student Grade" page provides the ability for an authorized user to update the student's grade level history. This page displays when the user selects the Update link (with pre-populated fields) or the **Add a New Record +** button (with empty fields) from the **"**Grade History" page.
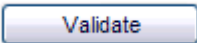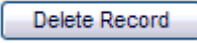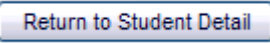
Screen 11-11: Maintain Student Grade

Instructions Table 11-7: Add/Modify Grade Information (Update)

Step by Step Screen Instructions	Special Instructions
1 The **Record Effective Start Date and Record Effective End Date** fields will be populated with the value for the record that was selected on the "Grade History" page To change the value, enter in a date in the MM/DD/YYYY format or choose a date from the calendar tool	The **Record Effective Start Date** is a required field The Effective dates should reflect the actual dates that the change/addition is valid, to the best of the user's knowledge If the record is submitted with a Blank/BLANK value for the Effective End Date field and the student has a subsequent enrollment record, the system will auto-populate the Effective End Date with a value of one day before the start of the next school enrollment.
2 The **Grade Level Code** will be populated with the value for the record that was selected on the "Grade History" page To change the value, select from the dropdown list	This is a required field

3	Validate To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the inputted data. If the entered data do not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel** button must be selected to correct the data, If the entered data passes the Input Validation Rules, select the **Post** button to post the record. The system will save the original record and create a new record containing the new modifications or additions.
Optional Functions		
	Delete Record	The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection Note: if only one grade level record exists for the student, the record cannot be deleted
	Return to Student Detail	Click this button to return to the "Student Details" page

Instructions Table 11-8: Add Grade Information (Add a New Record +)

	Step by Step Screen Instructions	Special Instructions
1	**The Record Effective Start Date and Record Effective End Date** fields will be *blank* To add a value, enter in a date in the MM/DD/YYYY format or choose a date from the calendar tool	The **Record Effective Start Date** is a required field The Effective dates should reflect the actual dates that the change/addition is valid, to the best of the user's knowledge If the record is submitted with a Blank/BLANK value for the Effective End Date field and the student has a subsequent enrollment record, the system will auto-populate the Effective End Date with a value of one day before the start of the next school enrollment.
2	The **Grade Level Code** field will be *blank* Too add a value, select from the dropdown list	This is a required field
3	[Validate] To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the inputted data. If the entered data do not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel** button must be selected to correct the data. If the entered data passes the Input Validation Rules, select the **Post** button to post the record.
Optional Functions		
	[Delete Record]	The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection
	[Return to Student Detail]	Click this button to return to the "Student Details" page

11.1.8 Maintain Student Language

The "Maintain Student Language" page provides the ability for an authorized user to update Language information for the student. This page displays when the user selects the Update link (with fields populated) or the **Add a New Record +** button (without fields populated) from the "Language History" page.
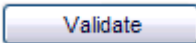
Screen 11-12: Maintain Student Language

Instructions Table 11-9: Add/Modify Language Information (Update)

Step by Step Screen Instructions		Special Instructions
1	**The Record Effective Start Date and Record Effective End Date** fields will be populated with the values for the record that was selected on the "Language History" page To change the values, enter in a date in the MM/DD/YYYY format or choose a date from the calendar tool	The **Record Effective Start Date** is a required field The Effective dates should reflect the actual dates that the change/addition is valid, to the best of the user's knowledge If the record is submitted with a Blank/BLANK value for the Effective End Date field and the student has a subsequent enrollment record, the system will auto-populate the Effective End Date with a value of one day before the start of the next school enrollment.
2	The **English Language Acquisition Status Code** field will be populated with the value for the record that was selected on the "Language History" page To change the value, select from the dropdown list	This is a required field

3	The **English Language Acquisition Status Start Date** field will be populated with the value for the record that was selected on the "Language History" page To change the value, enter a new date in the MM/DD/YYYY format or select a date using the Calendar Tool	This is a required field
4	The **Student Advanced or Proficient for ELA Code** field will be populated with the value for the record that was selected on the "Language History" page To change the value, select from the dropdown list	This field is required if the **English Language Acquisition Status State Code** field = RFEP (Reclassified Fluent English Proficient)
5	Validate To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the inputted data. If the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel** button must be selected to correct the data, If the entered data passes the Input Validation Rules, select the **Post** button to post the record. The system will save the original record and create a new record containing the new modifications or additions.
Optional Functions		
	Delete Record	The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection
	Return to Student Detail	Click this button to return to the "Student Details" page

Instructions Table 11-10: Add Language Information (Add a New Record +)

Step by Step Screen Instructions	Special Instructions
1	**The Record Effective Start Date and Record Effective End Date** fields will be *Blank* To add a value, enter in a date in the MM/DD/YYYY format or choose a date from the calendar tool	The **Record Effective Start Date** is a required field The Effective dates should reflect the actual dates that the change/addition is valid, to the best of the user's knowledge If the record is submitted with a Blank/BLANK value for the Effective End Date field and the student has a subsequent enrollment record, the system will auto-populate the Effective End Date with a value of one day before the start of the next school enrollment.
2	The **English Language Acquisition Status Code** will be *Blank* To add a value, select from the dropdown list	This is a required field
3	The **English Language Acquisition Status Start Date** field will be *Blank* To add a value, enter a new date in the MM/DD/YYYY format or select a date using the Calendar Tool	This is a required field
4	The **Student Advanced or Proficient for ELA Code** field will be *Blank* To add a value, select from the dropdown list	This field is required if the **English Language Acquisition Status State Code** field = RFEP (Reclassified Fluent English Proficient)
5	Validate To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the inputted data. If the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel** button must be selected to correct the data. If the entered data passes the Input Validation Rules, select the **Post** button to post the record.
Optional Functions	

Delete Record	The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection
Return to Student Detail	Click this button to return to the "Student Details" page

11.1.9 Maintain Student Address

The "Maintain Student Address" page allows an authorized user to update the student's address information. The page displays when the user selects the <u>Update</u> link (with fields populated or the **Add a New Record +** button (without fields populated) from the "Address History" page.

Screen 11-13: Maintain Student Address
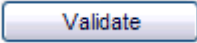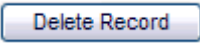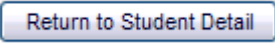
Instructions Table 11-11: Add/Modify Address Information (Update)

	Step by Step Screen Instructions	Special Instructions
1	**The Record Effective Start Date and Record Effective End Date** fields will be populated with the values for the record that was selected on the "Address History" page To change the values, enter in a date in the MM/DD/YYYY format or choose a date from the calendar tool	The **Record Effective Start Date** is a required field The Effective dates should reflect the actual dates that the change/addition is valid, to the best of the user's knowledge If the record is submitted with a Blank/BLANK value for the Effective End Date field and the student has a subsequent enrollment record, the system will auto-populate the Effective End Date with a value of one day before the start of the next school enrollment.
2	The **Primary Residence Category** field will be populated with the value for the record that was selected on the "Address History" page To change the value, select from the dropdown list	This is a required field
3	The **Residence Address Line 1 and Line 2** field will be populated with the value for the record that was selected on the "Address History" page To change the value, enter the address line(s) in the text boxes provided	This field is required if **Primary Residence Category Code** not = 100, 110, 120, OR 130 (Homeless)
4	The **Residence City** field will be populated with the value for the record that was selected on the "Address History" page To change the value, enter the city in the text box provided	This field is required if **Primary Residence Category Code** not = 100, 110, 120, OR 130 (Homeless)
5	The **Residential State/Province** field will be populated with the value for the record that was selected on the "Address History" page To change the value, select from the dropdown list	This field is required if **Primary Residence Category Code** not = 100, 110, 120, OR 130 (Homeless)
6	The **Residence Zip** field will be populated with the value for the record that was selected on the "Address History" page To change the value, enter the zip code in the text box provided	This field is required if **Primary Residence Category Code** not = 100, 110, 120, OR 130 (Homeless)

7	Validate To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the inputted data. il the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel** button must be selected to correct the data. If the entered data passes the Input Validation Rules, select the **Post** button to post the record. The system will save the original record and create a new record containing the new modifications or additions.
Optional Functions		
	Delete Record	The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection
	Return to Student Detail	Click this button to return to the "Student Details" page

Instructions Table 11-12: Add Address Information (Add a New Record +)

Step by Step Screen Instructions		Special Instructions
1	**The Record Effective Start Date and Record Effective End Date** fields will be *Blank* To add a value, enter in a date in the MM/DD/YYYY format or choose a date from the calendar tool	The **Record Effective Start Date** is a required field The Effective dates should reflect the actual dates that the change/addition is valid, to the best of the user's knowledge If the record is submitted with a Blank/BLANK value for the Effective End Date field and the student has a subsequent enrollment record, the system will auto-populate the Effective End Date with a value of one day before the start of the next school enrollment.
2	The **Primary Residence Category** field will be *Blank* To add a value, select from the dropdown list	This is a required field
3	The **Residence Address Line 1 and Line 2** field will be *Blank*. To add a value, enter the address line(s) in the text boxes provided	This field is required if **Primary Residence Category Code** not = 100, 110, 120, OR 130 (Homeless)
4	The **Residence City** field will be *Blank* To add a value, enter the city in the text box provided	This field is required if **Primary Residence Category Code** not = 100, 110, 120, OR 130 (Homeless)
5	The **Residential State/Province** field will be *Blank* To add a value, select from the dropdown list	This field is required if **Primary Residence Category Code** not = 100, 110, 120, OR 130 (Homeless)
6	The **Residence Zip** will be *Blank* To add a value, enter the zip code in the text box provided	This field is required if **Primary Residence Category Code** not = 100, 110, 120, OR 130 (Homeless)

7	Validate To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the inputted data. If the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, the **Cancel** button must be selected to correct the data. If the entered data passes the Input Validation Rules, select the **Post** button to post the record.
Optional Functions		
	Delete Record	The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection
	Return to Student Detail	Click this button to return to the "Student Details" page

11.1.10   Program History

The "Program History" page allows an authorized user to view a student's historical program records. This page is accessed when a user selects the Student Program link on the "Student Details" page.

The selected student's key elements appear across the top of the page. A Filter Options box is displayed immediately below the elements for the user to modify the student's list of historical records by one or all the available Academic Years of records in the ODS. The system will only display the Program records belonging to the user's LEA. On the lower half of the page, the selected student's historical records are displayed in reverse chronological order.

Through this page, the authorized user may:

▪ View one or all of a student's Program records belonging to the user's LEA

▪ Create a new record by selecting an Update link or an **Add a New Record +** button to update data the student's Student Program data. If an Update link is selected, the system will pre-populate existing information for the user to modify. If an **Add a New Record +** button is selected, the system will display a page with all empty record fields for the user to populate.

▪ Return to the "Student Details" page

Screen 11-14: Program History

Instructions Table 11-13: View Student Information History

	Step by Step Screen Instructions	Special Instructions
1	Select an **Academic Year** to view the student's program records in a particular Academic Year and select **Apply Filters**	The filter will default to *All*
2	Review all existing records to determine if updates need to be made or if a new record needs to be created (student has no existing records)	If the user is authorized to update existing records or to add a new record, the system will display an <u>Update</u> link next to each existing record or an **Add a new record +** button if no records exist
Optional Functions		

	An Update link will appear next to each existing record the user is authorized to modify, this link may be selected to add a program record containing the original data of the selected record with any modifications or additions the user makes
Update Update link	
Add New Record +	The **Add a new record +** button may be selected to create a new record using a new record form containing empty field values

11.1.11   Program

The "Program" page allows an authorized user to update a student's program information for a particular record and to enter a new program record. It is accessed by clicking the Update link on the "Program History" page or by selecting the **Add a new record +** button on the "Program History" page.

Screen 11-15: Program

Instructions Table 11-14: Add/Modify Program Information (Update)

Step by Step Screen Instructions		Special Instructions
1	The **School of Attendance LEA** field will be populated with the user's LEA To change the value use the <u>Lookup</u> link to select the appropriate LEA	This is a required field
2	The **School of Attendance** field will be populated with the value for the record that was selected on the "Program History" page To change the value, use the <u>Lookup</u> link to select the appropriate school	This is a required field
3	The **Education Program Code** field will be populated with the value for the record that was selected on the "Program History" page To change the value, select from the dropdown list	This is a required field

4	The **Education Membership Code** field will be populated with the value for the record that was selected on the "Program History" page To change the value, select from the dropdown list	This is a required field
5	The **Membership Start Date** field will be populated with the value for the record that was selected on the "Program History" page To change the value, enter a date in the MM/DD/YYYY or select a date from the calendar tool	This is a required field
6	The **Membership End Date** field will be populated with the value for the record that was selected on the "Program History" page To change the value, enter a date in the MM/DD/YYYY or select a date from the calendar tool	This is an optional field
7	The **California Partnership Academy ID** field will be populated with the value for the record that was selected on the "Program History" page To change the value, enter the ID in the provided text box	This is a required field if the **Education Program Code** field = 113 (California Partnership Academy)
8	The **Migrant ID** field will be populated with the value for the record that was selected on the "Program History" page To change the value, enter the ID in the provided text box	This is a required field if the **Education Program** *Code* field = 135 (Migrant)
9	The **Primary Disability Code** field will be populated with the value for the record that was selected on the "Program History" page To change the value, select from the dropdown list	This is a required field if the **Education Program Code** field =144 (Special Education)
10	The **District of Special Education Accountability** field will be populated with the value for the record that was selected on the "Program History" page To change the value, enter a complete District code if known or select a district using the Lookup link	This is a required field if the **Education Program Code** field =144 (Special Education)
11	The **Academic Year ID** field will be populated with the value for the record that was selected on the "Program History" page To change the value, select from the dropdown list	This is an optional field
12	The **Education Service Code** field will be populated with the value for the record that was selected on the "Program History" page To change the value, select from the dropdown list	This is required if **Education Program Code** = 122 (NCLB Title 1 Part A Basic Targeted)

13	Validate To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the inputted data. If the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel** button must be selected to correct the data. If the entered data passes the Input Validation Rules, select the **Post** button to post the record. The system will create a new record containing the original data of the selected record and any modifications or additions made to the data.
Optional Functions		
	Cancel	Click this button to return to the "Student Details" page without saving any information entered

Instructions Table 11-15: Add Program Information (Add a New Record +)

Step by Step Screen Instructions		Special Instructions
1	The **School of Attendance LEA** field will be populated with the user's LEA To change the value use the <u>Lookup</u> link to select the appropriate LEA	This is a required field
2	The **School of Attendance** field will be *Blank* To add the value, use the <u>Lookup</u> link to select the appropriate school	This is a required field
3	The **Education Program Code** field will *Blank* To add the value, select from the dropdown list	This is a required field
4	The **Education Membership Code** field will *Blank* To add the value, select from the dropdown list	This is a required field
5	The **Membership Start Date** field will be *Blank* To add the value, enter a date in the MM/DD/YYYY or select a date from the calendar tool	This is a required field
6	The **Membership End Date** field will be *Blank* To add the value, enter a date in the MM/DD/YYYY or select a date from the calendar tool	This is an optional field

7	The **California Partnership Academy ID** field will be *Blank* To add the value, enter the ID in the provided text box	This is a required field if the **Education Program Code** field = 113 (California Partnership Academy)
8	The **Migrant ID** field will be *Blank* To add the value, enter the ID in the provided text box	This is a required field if the **Education Program** *Code* field = 135 (Migrant)
9	The **Primary Disability Code** field will be *Blank* To add the value, select from the dropdown list	This is a required field if the **Education Program Code** field =144 (Special Education)
10	The **District of Special Education Accountability** field will be *Blank* To add the value, enter a CD if known or select a district using the <u>Lookup</u> link	This is a required field if the **Education Program Code** field =144 (Special Education)
11	The **Academic Year ID** field will be *Blank* To add the value, select from the dropdown list	This is an optional field
12	The **Education Service Code** field will be *Blank* To add the value, select from the dropdown list	This is required if **Education Program Code** = 122 (NCLB Title 1 Part A Basic Targeted)
13	Validate To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the inputted data. If the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel** button must be selected to correct the data. If the entered data passes the Input Validation Rules, select the **Post** button to post the record.
Optional Functions		
	Cancel	Click this button to return to the "Student Details" page without saving any information entered

11.1.12   Staff Data Search

The "Staff Data Search" page provides the ability for an authorized user to 1) search for a staff member in order to conduct maintenance on an individual staff member's data or 2) create a new Staff Demographic record if none exists. This page is accessed when the user selects **Maintain Staff Data** from the State Reporting and Online Maintenance tabs.

A user can view and edit only staff member records entered by the user's LEA for the period the staff member was employed by the LEA. Each LEA adds its own Staff Demographics record using the State Educator Identifier (SEID) assigned by the California Commission on Teacher Credentialing (CTC).

If the staff member does have an existing Staff Demographic record for the LEA, a user may select the **Search by SEID** radio button to search for the staff member, or the **View List of Existing Staff** radio button and user selections to produce a list of staff to choose from. To search by SEID, the user must enter a valid and complete SEID. If the user selects to view a list of existing staff, several filter options are available:

The View List of Existing Staff offers the following options on this interface:

- By Staff Demographics
  - Active by Specified Date - The user may designate a specific Employment Date on which to base the search

- By Staff Assignment
  - District Office Staff
  - Staff with No Assignments
  - All
  - School
  - Academic Year

If the staff member does not have an existing Staff Demographic record for the LEA, a user may click the **Add a new staff record +** button to add the record. A SEID assigned by the CTC is required.

Screen 11-16: Staff Data Search

Instructions Table 11-16: Staff Data Search - Search by SEID

Step by Step Screen Instructions		Special Instructions
1	Select the **Search by SEID** Radio button	Make sure the radio button is selected or the screen will return an error
2	Enter a complete SEID	The system will return an error if the entered SSID is non-numeric or not complete (must contain 10 digits), or if the SEID entered is invalid (i.e. not in the list of valid SEIDS from the CTC)

13	Click the **Search** button Search	If selected, the search will initiate and if a match is determined the user will be directed to the "Staff Data – Staff Details" page
		If the SEID is a valid SEID (i.e. in the list of SEIDS assigned by the CTC) and no Staff Demographic record exists for the staff member, the user will be prompted to create a new record.
		If the user selects Yes to the *create new record* prompt, the Staff Demographics screen is displayed (see Staff Demographics - Details)
Optional Functions		
Reset		If selected, all fields will be restored to the default values

Instructions Table 11-17: Staff Data Search – View List of Existing Staff by Staff Demographics

Step by Step Screen Instructions		Special Instructions
3	Select the **View List of Existing Staff** radio button	Make sure this radio button is selected or the screen will return an error
4	Select the **By Staff Demographics** radio button	Make sure this radio button is selected or the screen will return an error
5	The **LEA** field will be pre-populated with the user's LEA	This is a required field
6	To utilize the **Active Staff on or After Date** filter, enter a specific date in the MM/DD/YYYY format or use the calendar tool to choose the desired date	This user selection is optional The system will return all Staff members with an Employment End Date that is blank or on or after the specified date
13	Click the **Search** button Search	If selected, the search will initiate, using the specified filter values, returning the "Staff List" screen if there are staff records that meet the criteria
Optional Functions		

		If selected, the system will restore all fields to the default values
Reset		

Instructions Table 11-18: Staff Data Search – View List of Existing Staff by Staff Assignments

Step by Step Screen Instructions		Special Instructions
3	Select the **View List of Existing Staff** radio button	Make sure this radio button is selected or the screen will return an error
7	Select the **By Staff Assignments** radio button	Make sure this radio button is selected or the screen will return an error
8	Choose to view staff members in one of the following categories by selecting the corresponding radio button: ▪ **District Office Staff**: If selected, all staff members with a Staff Assignment record matching the user's LEA/School along with a Non Classroom Based or Support Assignment code will be returned ▪ **Staff with No Assignments**: If selected, all staff members without a Staff Assignment record matching the user's LEA/school will be returned ▪ **All**: If selected, all staff members with a Staff Assignment record matching the user's LEA/school will be returned	This user selection is required
9	The **LEA** field will be pre-populated with the user's LEA	This is a required field
10	Select the **School** of assignments to include using the Lookup link	This is a required field
11	Select one Academic Year or all Academic Years of assignments to include from the **Academic Year** dropdown list	An individual year or All years must be selected
13	Click the **Search** button Search	If selected, the search will initiate, using the specified filter values, returning the "Staff List" screen if there are staff records that meet the criteria
Optional Functions		
Reset		If selected, the system will restore all fields to the default values

Instructions Table 11-19: Staff Data Search - Add a New Staff Record
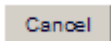
Step by Step Screen Instructions		Special Instructions
12	Click the **Add a new staff record +** button ![Add a new staff record +]	If selected, the user will be directed to the "Verify SEID" screen where the user may begin the process of creating a new Staff Demographic record
Optional Functions		
![Reset]		If selected, all fields will be restored to the default values

Screen 11-17: Verify SEID
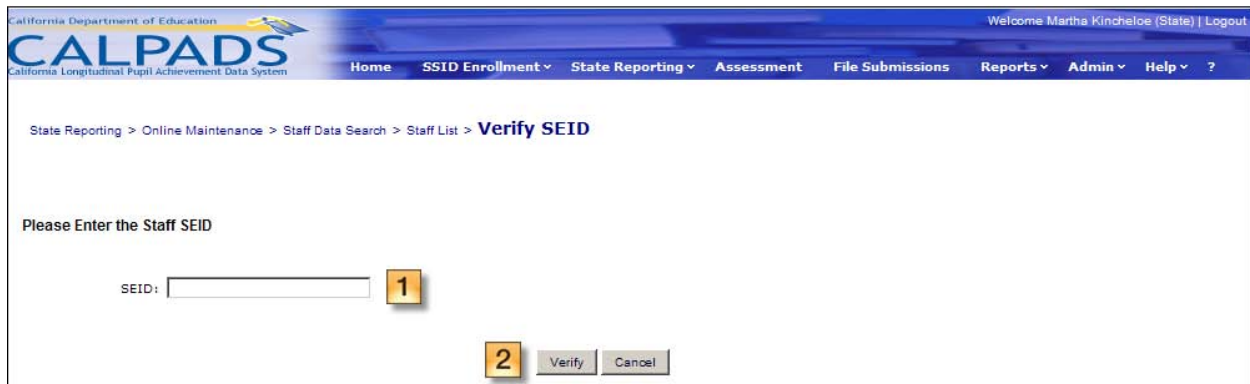
Instructions Table 11-20: Verify SEID

Step by Step Screen Instructions		Special Instructions
1	Enter a complete **SEID**	The system will return an error if the entered SSID is non-numeric or not complete (must contain 10 digits), or if the SEID entered is invalid (i.e. not in the list of valid SEIDS from the CTC)

2	Click the **Verify** button Verify	If the SEID is a valid SEID (i.e. assigned by the CTC) and no Staff Demographic record exists for the staff member, the user will be prompted to create a new record If the user enters Yes to the *create new record* prompt, the Staff Demographics screen is displayed (see Staff Demographics - Details)
Optional Functions		
Cancel		If selected, the process will be cancelled

11.1.13   Staff Data - Staff List

The "Staff Data - Staff List" page provides an authorized user with a list of staff members assigned to the user's LEA. This page is accessed when the user selects the **View List of Existing Staff** radio button on the "Staff Data Search" page.

The list of staff members displays on the bottom half of the screen, based on the user selected filter criteria. The top half of the screen allows for modification of the filter criteria. Once the list is produced, the user may refine the list further by selecting a letter from the Staff Last Name alphabet bar to display only those staff members with last names beginning with the selected letter.

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Screen 11-18: Staff Data – Staff List

Instructions Table 11-21: View Staff List

Step by Step Screen Instructions		Special Instructions
1	The resulting list of staff members based on the user criteria provided on the "Staff Data Search" page is displayed. To further refine the list of results, select the first letter of the staff member's last name from the alphabet bar	Only those records starting with the selected alphabet letter, in addition to the user specified filter values, will display
2	To view additional details of the Staff member, select the <u>Staff Name</u> link	If selected, the "Staff Data – Staff Details" page will be displayed

Optional Functions	
-Filter Options· [Apply Filters]	If the results do not return the staff member the user is searching for, the user may modify the filter criteria to conduct a new search
	Enter the new search criteria in the **Filter Options** box then click the **Apply Filters** button
[Reset Filters]	Click this button to restore all filter fields to the default values
[Staff Name Local ID SEID]	Click on any column heading links to sort the results, the first click on the field name provides records in ascending order, the second click provides information in descending order
[Return to Search]	Click this button to return to the "Staff Data Search" page
⊙ Default(10) ○ 20 ○ All	The system will default to show up to 10 results per page, to show more than 10, click the **20** or **ALL** button
1 2 3 4 5 6 7 8 9 10 ..	If multiple pages of results are returned, navigate through the pages by selecting the page number of the page to display
[Add a new staff record +]	If the staff member does not exist in CALPADS, the user may select the **Add a new staff record +** button and the user will be directed to the "Verify SEID " screen where the user may begin the process of creating a new Staff Demographic record

11.1.14 Staff Data – Staff Details

The "Staff Data – Staff Details" page provides an authorized user access to functions which are used to maintain a selected staff member's data. It displays when the user either selects a <u>Staff Name</u> link on the "Staff Data – Staff List" page or selects to Search by SEID on the "Staff Data Search" page and the system identifies an existing Staff Demographics record for the user's LEA with a matching SEID.

The system will display the staff's key elements at the top portion of the Selected Staff Details box for reference. The following links will display at the bottom portion and direct the user to the appropriate pages to maintain the selected staff's data:

- Staff Demographics – If selected, the system will direct the user to the "Staff Demographics History" page where the user may view and maintain the selected staff member's Staff Demographic data for the user's LEA/school

- Staff Assignment – If selected, the system will direct the user to the "Staff Assignment History" page where the user may view and maintain the selected staff member's Staff Assignment data for the user's LEA/school

Screen 11-19: Staff Details

Instructions Table 11-22: Staff Details

Optional Functions	
Return to Staff List	If selected, the user will be directed to the "Staff Data-Staff List" page
Return to Search	If selected, the user will be directed to the "Staff Data Search" page

11.1.15   Staff Demographics History

The "Staff Demographics History" page allows an authorized user to view, add, or update Staff Demographics data for an existing staff member in the user's LEA. The page displays when the user selects the Staff Demographics link on the "Staff Details" page.

The system displays the staff member's key elements at the top of the screen followed by each existing Staff Demographics record (on separate pages) of the staff member in a read-only format. The system will display an **Update** button next to each existing record for the user to modify and an **Add a new record +** button for the user to create a new Staff Demographics record. If the **Update** button is selected, the system will pre-populate the information from the existing record for the user to modify. If the **Add a New Record +** button is selected, the system will display a page with all empty record fields for the user to populate.

Screen 11-20: Staff Demographics History

Step by Step Screen Instructions		Special Instructions
1	If the staff has multiple existing Demographic records, use the **Previous Demographic Record** and **Next Demographic Record** buttons to page through and view all of the staff's existing demographic records	
2	For each section (**Name History**, **Staff Information History**, **Hispanic Ethnicity History**, and **Race History**), review all existing records to determine if the data need to be modified or updated	
Optional Functions		
Update		If selected, the user may modify the selected demographic record The system will pre-populate the existing field values for the user to modify
Add New Record +		If selected, the user may create a new record using a new record form containing empty field values
(1 of 1 record(s).)		Numbers may vary, this text notifies the user of the record the user is currently viewing out of the total number of demographic records for the staff member
Return to Staff Details		If selected, the user will be directed to the "Staff Data - Staff Details" page for the selected staff member

11.1.16   Staff Demographics - Details

The "Staff Data – Demographics Details" page allows an authorized user to update a selected staff member's demographic information that belongs to the user's LEA after viewing the existing information. The user may also delete the record once the demographic information has been viewed. This page displays when the user selects the **Update** button or **Add a New Record +** button from the "Staff Demographics History" page or if the user selects the **Add a New Staff Record** radio button from the "Staff Data Search" page.

Screen 11-21: Staff Demographics - Details

Instructions Table 11-24: Add/Modify Staff Demographic Record (Update or Add a New Record+)

	Step by Step Screen Instructions	Special Instructions
1	**The Record Effective Start Date** and **Record Effective End Date** fields will be populated with the value for the record that was selected on the "Staff Demographic History" page if the user clicked the **Update** button (the fields will be *blank* if the user clicked the **Add a New Record+** button) To change the value, enter a date in the MM/DD/YYYY format or choose a date from the calendar tool	The **Record Effective Start Date** is a required field The Effective dates should reflect the actual dates that the change/addition is valid, to the best of the user's knowledge
Name		
2	The **Legal First, Legal Middle,** and **Legal Last** fields will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the fields will be *blank* if the user clicked the **Add a New Record+** button) To change the value, enter new names to overwrite the existing names	The **Legal First** and **Legal Last Names** fields are required, and additionally these fields must contain the staff's complete name that may only include alphabetic letters, numbers, periods, hyphens and apostrophes
3	The **Alias Legal First, Alias Legal Middle,** and **Alias Legal Last Name** fields will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the fields will be *blank* if the user clicked the **Add a New Record+** button) To change the value, enter new names to overwrite the existing names	These fields are optional These fields must contain the staff's complete alias name that may only include alphabetic letters, numbers, periods, hyphens and apostrophes
Staff Information		
4	The **SEID** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button)	This is a required field Must be a valid SEID in the CCTC file
5	The **Local Staff ID** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, enter the Local Staff ID in the text box provided	This is a required field

6	The **Birth Date** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, enter a date in the MM/DD/YYYY format or choose a date from the calendar tool	This is a required field
7	The **Gender** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, select from the dropdown list	This is a required field
Ethnicity and Race		
8	The **Ethnicity Missing Indicator** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, select the appropriate (**Y** or **N**) radio button	This field is required if the **Hispanic Ethnicity Indicator** field is *Blank*
9	The **Hispanic Ethnicity Indicator** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, select from the dropdown list	This field is required if the **Ethnicity Missing Indicator** field is *Blank*
10	The **Race Code Missing Indicator** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, select the appropriate (**Y** or **N**) radio button	This field is required if the **Race Code 1** field is *Blank*
11	The **Race Code 1-5** fields field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value(s), select from the dropdown lists	**Race Code 1** is required if the **Race Code Missing Indicator** field is *Blank*
Other Staff Information		
12	The **Degree Status Code** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button)	This field is a required field

13	The **Employment Status Code** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button)	This field is a required field
14	The **Employment Start Date** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button)	This field is a required field
15	The **Employment End Date** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button)	This is an optional field
16	The **LEA Service Years** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button)	This field is a required field
17	The **Total Service Years** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button)	This field is a required field
16	Validate To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the inputted data. If the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel button** must be selected to correct the data. If the entered data passes the Input Validation Rules, select the **Post** button to post the record. The system will save the original record and create a new record containing the new modifications or additions.
Optional Functions		

Delete Record	The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection Note: if only one demographic record exists for the student, the record cannot be deleted
Return to Demographic History	Click this button to return to the "Staff Demographic History" page

11.1.17 Staff Data – Assignment History

The "Assignment History" page allows an authorized user to view, add, or update the user LEA's Staff Assignment data for an existing staff member. This page displays when the user selects the Staff Assignment link on the "Staff Details" page.

The system will display the staff member's key elements at the top of the screen followed by each existing Staff Assignment record of the staff member in a read-only format. The system will display an **Edit** link next to each existing record for the user to modify and an **Add a new record +** button for the user to create a new Staff Assignment record. If the **Edit** link is selected, the system will pre-populate the information from the existing record for the user to modify. If the **Add a New Record +** button is selected, the system will display a page with empty record fields for the user to populate for the user's LEA.

Screen 11-22: Staff Assignment History

Instructions Table 11-25: View Staff Assignment History

	Step by Step Screen Instructions	Special Instructions
1	Select an **Academic Year** to view the staff's assignment records in a particular Academic Year and select **Apply Filters**	The filter will default to *All*
2	Review all existing records to determine if updates need to be made or if a new record needs to be created (staff member has no existing records)	If the user is authorized to update existing records or to add a new record, the system will display an <u>Edit</u> link next to each existing record or an **Add a new record +** button if no records exist
Optional Functions		
Edit		The <u>Edit</u> link may be selected to modify the original data of the selected record, using the "Assignment" page
Add a new record +		The **Add a new record +** button may be selected to create a new record, using the "Assignment" page containing empty field values

11.1.18   Staff Data – Assignment Details

The "Assignment" page allows an authorized user to add a new assignment for a staff member or update a staff member's assignment record after viewing the existing information. The user may also delete a Staff Assignment record through this page. This page displays when the user selects an <u>Edit</u> link or the **Add a New Record +** button from the "Assignment History" page.

Screen 11-23: Assignment- Details

Instructions Table 11-26: Add/Modify Staff Assignment Record

	Step by Step Screen Instructions	Special Instructions
1	The **Academic Year** field will be populated with the value for the record that was selected on the "Staff Assignment History" page if the user clicked the Edit link (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, select a value from the dropdown list	This is a required field The **Academic Year** indicates the school year associated with the assignment
2	The **LEA** field will be populated with the user's LEA	This is a required field

3	The **School of Assignment** field will be populated with the value for the record that was selected on the "Staff Assignment History" page if the user clicked the <u>Edit</u> link (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, select a school using the <u>Lookup</u> link	This is a required field If Staff Job Classification Code = 26 (Charter School Non-certificated Teacher), then **School of Assignment** must be a charter school (CDS)
4	The **Job Classification Code** field will be populated with the value for the record that was selected on the "Staff Assignment History" page if the user clicked the <u>Edit</u> link (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, select a value from the dropdown list	This is a required field
5	The **Job Classification FTE Percentage** field will be populated with the value for the record that was selected on the "Staff Assignment History" page if the user clicked the <u>Edit</u> link (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, enter a value in the text box provided	This is a required field The value must be in this format: XXX.X , submitted by tenths of a percentage, and must be greater than or equal to 1 but less than 200 Example: 50% should be submitted as 50 or 50.0
6	The **Non Classroom Based Job Assignment Code 1-7** fields will be populated with the value for the record that was selected on the "Staff Assignment History" page if the user clicked the <u>Edit</u> link (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, select a value from the dropdown list	This field is required for all non-teaching Job Classification (Staff Job Classification Code = 10 – Administrator, 11- Pupil Services, and 25 – Non-certificated Administrator) Note: Those with Staff Job Classification Code 12 - Teacher may also have approved **Non-Classroom Based Job Assignments**.

7	**Validate** To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the entered data. If the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel button** must be selected to correct the data. If the entered data passes the Input Validation Rules, select the **Post** button to post the record. The system will save the original record and create a new record containing the new modifications or additions.
Optional Functions		
	Delete Record	The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection
	Return to Staff Assignment History	Click this button to return to the "Staff Assignment History" page

11.1.19   Course Data Submissions

The "Course Data Submissions" landing page provides an authorized user with access to functions that can be used to maintain course data. This page is accessed when the user selects the Maintain Course Data link from the State Reporting and Online Maintenance tabs.

The page displays a **Select Course Submission** box with links to maintain the following State Reporting data:

- Course Section
- Student Course Section

If the user selects the Course Section link, the system will display the "Course Summary" page and the user will be prompted to select a set of filter values to display a list of the existing courses and course sections in the user's LEA. If the user selects the Student Course Section link, the system will display the "Student Course Section – Course List" page and the user will be prompted to select a set of filter values to display a list of the existing courses, course sections and student course section data in the user's LEA.

Screen 11-24: Course Data Submissions
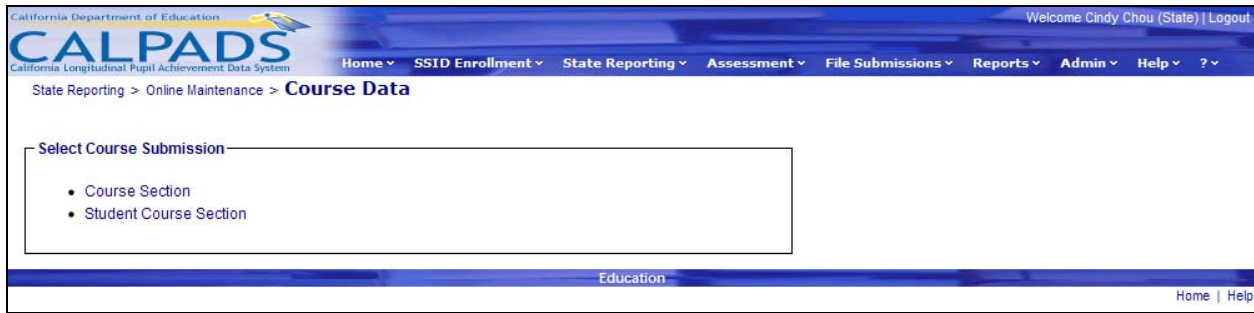
11.1.20 Course Summary
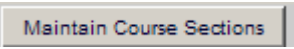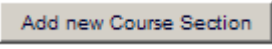
The "Course Summary" page allows an authorized user to maintain the course section data of the user's LEA. This page displays when the user selects the Course Section link on the "Course Data Submissions" page.

The system will display a **Filter Options** box at the top of the page for the user to display a list of courses based on the filter values provided. The user must initially select the filter values to display a list of the LEAs' courses on the lower half of the page. If the user is authorized, the system will display buttons for the user to edit or add courses. A course must be selected before adding the course section data.

Screen 11-25: Course Summary
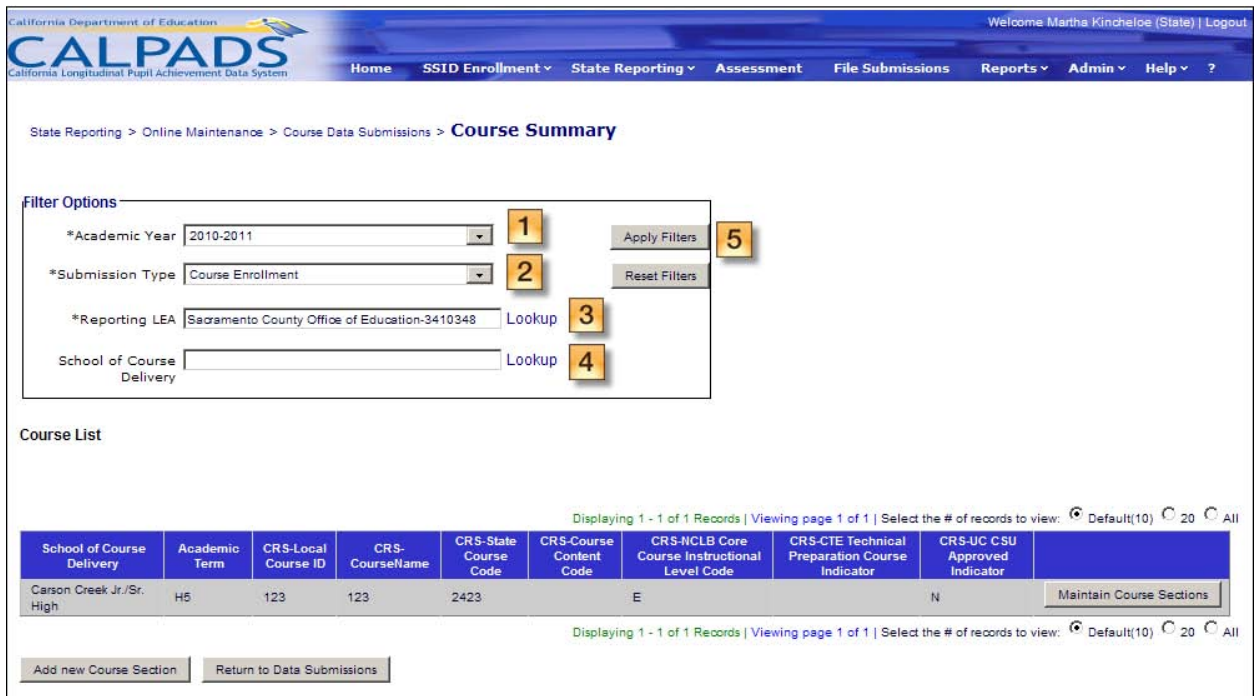
Instructions Table 11-27: View Course Summary

Step by Step Screen Instructions		Special Instructions
1	Select an **Academic Year** to view the Course Section records in a particular Academic Year using the dropdown list	
2	Select a **Submission Type** to view the Course Section records for Submission Type Course Enrollment or Course Completion using the dropdown list	
3	The **Reporting LEA** field will default to the user's LEA	
4	Select a **School of Course Delivery** using the <u>Lookup</u> link	
5	Click the **Apply Filters** button	A list of courses based on the user's filter selections will display at the bottom half of the page
Optional Functions		
Reset Filters		Click this button to restore all filter fields to the default values
Maintain Course Sections		The **Maintain Course Sections** button may be selected to update an existing "Course Details" record or create a new record using a new "Course Details" form containing empty field values
Add new Course Section		The **Add new Course Section** button may be selected to create a new record using a new "Course Details" form containing empty field values

11.1.21   Course Data – Course Section Details

The "Course Section Details" page enables an authorized user to update all components of the Course Section record. The page displays when a user selects either the **Maintain Course Sections or Add new Course Section** button on the "Course Summary" page. When the **Maintain Course Sections** button is clicked, the fields on the "Course Section Details" page will contain the values from the selected course section record. The fields will be *Blank,* when the **Add new Course Section** button is clicked.

The "Course Section Details" page is divided into two sections to manage the relationships between a course (CRS) and its associated course section data. The top portion of the screen is used to manage course data. The bottom half of the screen is used to maintain course section

information associated with the course data. The user may navigate through the existing course sections associated with the selected course data. At least one course section must be added when creating a new course. The combination of the course (CRS) and course section components results in a complete CALPADS Course Section record.

These two sections of the "Course Section Details" page allow the user to keep the course (CRS) components of the CALPADS Course Section record the same while editing the course section components as well as to create an entirely new Course Section record consisting of both the course (CRS) and course section components.

Screen 11-26: Course Data – Course Section Details

Instructions Table 11-28: Add/Modify Course Section Record
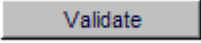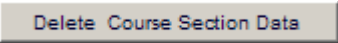
Step by Step Screen Instructions		Special Instructions
1	The **Academic Year** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is a required field The **Academic Year** indicates the school year associated with the file
2	The **Submission Type** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is a required field
3	The **Reporting LEA** field will default to the user's LEA	This is a required field
4	The **School of Delivery** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a school using the <u>Lookup</u> link	This is a required field The **School of Delivery** must match the School of Attendance in the enrollment record.
5	The **CRS-State Course Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is a required field if the **Local Course ID** is not mapped to **State Course Code** in CALPADS
6	The **CRS-Local Course ID** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, enter a value in the text box provided	This is a required field
7	The **CRS-Course Name** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, enter a value in the text box provided	This is a required field The **CRS- Course Name** may only include Alphabetic letters, numbers, periods, hyphens and apostrophes

8	The **CRS-Course Content Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is an optional field If **CTE Technical Preparation Course Indicator** = Y, then **Course Content Code** must = 154 (Career Technical Education) or a CTE **State Course Code** ((i.e., 4010-5955) must be populated
9	The **CRS-NCLB Core Course Instructional Level Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is a required field If **HQT Competency Code** on the Course Section record is populated, then the **NCLB Core Course Instructional Level Code** must equal E (Elementary Core) or S (Secondary Core)
10	The **CRS-CTE Technical Preparation Course Indicator** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select the appropriate radio button	This is an optional field
11	The **CRS-UC CSU Approved Indicator** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select the appropriate radio button	This is a required field
12	Use the **Previous Course Section Data, Next Course Section Data,** or **Add New Course Section Data or Delete Course Section Data** buttons to update an existing course section data or create new course section data to submit along with the above course data or to delete the course section data	
13	The **Course Section ID** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, enter a value in the text box provided	This is a required field The **Course Section ID** must be unique by **Academic Term**

14	The **Academic Term Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is a required field
15	The **Class ID** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, enter a value in the text box provided	This is a required field if the **Submission Type** = CRSE (Enrollment) The **Class ID** must be unique within **School of Course Delivery** and **Academic Year ID** The **Class ID** may only include Alphabetic letters, numbers, periods, hyphens and apostrophes
16	The **SEID** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, enter a valid SEID in the text box provided, then select the Lookup link to verify the SEID and populate the Staff Name and Local Staff ID fields	This is a required field The **SEID** must be a valid SEID in the CCTC file If the **SEID** equals 9999999999, then the School Type must be a Charter School and the **NCLB Core Course Instructional Level Code** must = N or the **CTE Course Section Provider Category** must= "1" (Regional Occupational Center or Program) or the **Course Section Instructional Level Code** must = 16 (College)
17	The **Staff Name** field will be populated with the Name associated with the value provided in the **SEID** field	This is read-only field and auto-populates as a new **SEID** value is provided The Staff Name will only be populated if a Staff Demographics record exists for the SEID

18	The **Local Staff ID** field will be populated with the Name associated with the value provided in the **SEID** field	This is read-only field and auto-populates as a new **SEID** value is provided The Staff Name will only be populated if a Staff Demographics record exists for the SEID
19	The **Course Instructional Level** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is an optional field
20	The **Education Service Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is an optional field
21	The **Language of Instruction Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is required if **Education Service Code** = 1 (Primary Language Instruction and ELD Instruction and/or SDAIE Instruction) Or if **Instructional Strategy** = 600 (Alternative EL Program - Bilingual (Various Models)) The **Language of Instruction Code** must not equal 00 (English) or 37 (Sign Language)
22	The **Instructional Strategy Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is an optional field
23	The **Independent Study Indicator** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select the appropriate radio button	This is a required field

24	The **Distance Learning Indicator** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select the appropriate radio button	This is a required field
25	The **Multiple Teacher Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is an optional field If **Multiple Teacher Code** is populated, then two or more Course Section records with the same **Class ID** must be submitted with different **SEID**s (Exception when SEID = 9999999999)
26	The **Education Program Funding Source Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is an optional field
27	The **CTE Course Provider Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is required if **Course Content Code** = 154 (Career Technical Education) or a CTE **State Course Code** is populated (i.e., 4010-5955)
28	The **HQT Competency Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is required if **NCLB Core Course Instructional Level Code** = E (Elementary Core) or S (Secondary Core)

29	Validate	The system will run all Input Validation Rules against the inputted data.
	To validate the edited information to submit, select the **Validate** button	If the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel button** must be selected to correct the data.
		If the entered data passes the Input Validation Rules, select the **Post** button to post the record.
		The system will save the original record and create a new record containing the new modifications or additions.
Optional Functions		
	Delete Course Section Data	The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection
Cancel		Click this button to return to the "Course Data - Course Section Details" page without saving any of the data on this page

11.1.22   Student Course Section – Course List

The "Student Course Section - Course List" page enables an authorized user to either update current Student Course Section data or to add new Student Course Section data. This page displays when a user selects the Student Course Section link from the "Course Data Submissions" page The user must first select the course, then the associated course section in order to view and manage the Student Course Section records.

Screen 11-27: Student Course Section – Course List

Instructions Table 11-29: Student Course Section – Course List

Step by Step Screen Instructions		Special Instructions
1	Select an **Academic Year** to view the course data of each existing Course Section record in a particular Academic Year using the dropdown list	
2	Select a **Submission Type** to view the course data of each existing Course Section record for either the Course Enrollment or Course Completion Submission Type using the dropdown list	
3	The **Reporting LEA** field will default to the user's LEA	
4	Select a **School of Course Delivery** using the Lookup link	
5	Click the **Apply Filters** button	A list of courses based on the user's filter selections will display at the bottom half of the page
6	Click the **Select** button to choose the appropriate set of course data to view a list of course sections associated with the course data selected	The user will be directed to the "Course Section List" page where a list of associated course section records will be displayed
Optional Functions		

| Reset Filters | Click this button to restore all filter fields to the default values |

11.1.23 Student Course Section – Course Section List

The "Student Course Section – Course Section List" page enables an authorized user to select the appropriate Course Section record to view and to maintain Student Course Section data. This page is accessed when a user clicks on the **Select** button from the "Student Course Section - Course List" page. Key element values of the previously selected course record display at the top of the screen for reference.

Screen 11-28: Student Course Section – Course Section List

Instructions Table 11-30: Student Course Section – Course Section List

Step by Step Screen Instructions	Special Instructions
1	The **Academic Year** field will default to the Academic Year value contained in the course record selected from "Course List" page	
2	To view a particular Course Section record, enter the **Course Section ID** of the record to display in the text box provided	

3	To view Course Sections with a particular **SEID**, enter the **SEID** in the text box provided	
4	To view Course Sections with a particular **Local Staff ID**, enter the **SEID** in the text box provided	
5	Click the **Apply Filters** button	A list of Course Section records based on the user's filter selections will display at the bottom half of the page
6	Click the **Add Students** button to choose the appropriate Course Section record to view a list of existing Student Course Sections or add a new Student Course Section record for the Course Section record selected	The user will be directed to the "Student Course Section List" page where a list of associated Student Course Section records will be displayed
Optional Functions		
Reset Filters		Click this button to restore all filter fields to the default values

11.1.24   Student Course Section – Student Course Section List

The "Student Course Section - Student Course Section List" provides an authorized user with a list of the existing student course section records associated with the selected course section data. This page is displayed when a user clicks on the **Add Students** button from the "Student Course Section - Course Section List" page.

In order to access this page, the user must first select the appropriate course and course section, which determines the specific Course Section record for which the system will display a list of existing Student Course Section records. Key element values of the previously selected Course Section record (course and course section components displayed separately) display at the top of the screen for reference.

Screen 11-29: Student Course Section – Student Course Section List

Instructions Table 11-31: Student Course Section – Student Course Section List

Step by Step Screen Instructions		Special Instructions
1	Verify the selected Course Section record is the correct record to maintain Student Course Section data for	If the selected Course Section record is incorrect, return to the Course List or Course Section List to select a different record
2	To view a record for an individual student using a known **SSID**, enter the ID in the text box provided	
3	To view a record for an individual student using a known **Local ID**, enter the ID in the text box provided	
4	Click the **Apply Filters** button once all desired filter criteria are selected or entered	If the **Apply Filters** button is clicked, this selection will direct the system to only display records that match the chosen value

5	View the existing Student Course Section records associated with the selected Course Section record	Determine if any of the existing records need to be modified or if a new Student Course Section record needs to be created
6	Select the **Edit** button of a particular Student Course Section record displayed to update the record or select the **Add a new record +** button to create a new Student Course Section record for the displayed Course Section	The user will be directed to the "Student Course Section Details" page The fields on the "Student Course Section Details" page will be pre-populated with the existing values of the selected record if the user selected the **Edit** button The fields will be *Blank* if the user selected the **Add a new record +** button

11.1.25   Student Course Section – Student Course Section Details

The "Student Course Section Details" page enables an authorized user to update an existing Student Course Section record or to submit a new Student Course Section record to CALPADS. This page displays when a user clicks on the **Edit** button or the **Add a new record +** button from the Student Course Section List page.

When the **Edit** button is clicked, the fields on the page will contain the values from the selected Student Course Section record. the fields will be *Blank* when the **Add a new record +** button is clicked. Key element values of the previously selected Course Section record (course and course section components displayed separately) display at the top of the screen for reference.

Screen 11-30: Course Data – Student Course Section Details

Instructions Table 11-32: Add/Modify Student Course Section Record (Edit or Add Another Student +)

Step by Step Screen Instructions		Special Instructions
1	The **SSID** field will be populated with the value for the record that was selected on the "Student Course Section List" page if the user clicked the **Edit** button (the field will be *blank* if the user clicked the **Add a new record +** button) To change the value, enter a new value in the text box provided, then verify the SSID using the Lookup link and populate the Local Student ID and Student Name fields	This is a required field

2	The **Local Student ID** field will be auto-populated with the selected SSID's existing Local Student ID value	If this value is incorrect, updates must be made to the appropriate SSID Enrollment record for the user's LEA
3	The **Student Name** field will be auto-populated with the selected SSID's existing Student Name value	If this value is incorrect, updates must be made to the student's latest Student Demographic record
4	The **Student Credits Attempted** field will be populated with the value for the record that was selected on the "Student Course Section List" page if the user clicked the **Edit** button (the field will be *blank* if the user clicked the **Add a new record +** button) To change the value, enter a value in the text box provided	This is a required field only for End of Year reporting of Student Course Completion data (i.e. the **Submission Type** = SCSC) and if the selected course is a departmentalized course (grade 9-12) The Decimal is included in the format: (xx.xx)
5	The **Student Credits Earned** field will be populated with the value for the record that was selected on the "Student Course Section List" page if the user clicked the **Edit** button (the field will be *blank* if the user clicked the **Add a new record +** button) To change the value, enter a value in the text box provided	This is a required field only for End of Year reporting of Student Course Completion data (i.e. the **Submission Type** = SCSC) and if the selected course is a departmentalized course (grade 9-12) The Decimal is included in the format: (xx.xx)
6	The **Course Final Grade** field will be populated with the value for the record that was selected on the "Student Course Section List" page if the user clicked the **Edit** button (the field will be *blank* if the user clicked the **Add a new record +** button) To change the value, enter a value in the text box provided	This is a required field only for End of Year reporting of Student Course Completion data (i.e. the **Submission Type** = SCSC) and if the selected course is a departmentalized course (grade 7-12)
7	The **UC/CSU Admission Requirement** field will be populated with the value for the record that was selected on the "Student Course Section List" page if the user clicked the **Edit** button (the field will be *blank* if the user clicked the **Add a new record +** button) To change the value, select a value from the dropdown list	This is a required field only for End of Year reporting of Student Course Completion data (i.e. the **Submission Type** = SCSC) and if the selected course is a departmentalized course (grade 7-12)

8	Validate To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the inputted data. If the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel button** must be selected to correct the data. If the entered data passes the Input Validation Rules, select the **Post** button to post the record. The system will save the original record and create a new record containing the new modifications or additions.
Optional Functions		
Delete Record		The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection
Cancel		Click this button to return to the "Student Course Section - Student Course Section List" page without saving any of the data on this page

11.2 Manage Submissions

The **State Reporting** and **Manage Submissions** tabs provide an authorized user with the ability to submit batch files (e.g. all Course Section records for a school) of any Record Type to CALPADS for processing. The user may select a single file or multiple files to upload at one time. Once the files are selected, CALPADS will check for errors associated with the specific file type format. Details of records containing errors will then be available through a screen for the user to examine as well as download. If no errors are found, the valid data will be displayed for users to review. The user may then submit all or part of the batch file for posting. The batch files will then be placed in a queue for processing and posting to the ODS.

11.2.1 Manage Submissions Menu

The Manage Submissions interface directs an authorized user to the appropriate pages to initiate the following actions:

- **Upload File** - A user may select the Upload File link to view the "Upload File" page where the user may select a batch file(s) to submit for processing

- **View Submission Status** - A user may select the View Submissions Status link to view the "Submission Status" page where an authorized user may manage previously submitted files

Screen 11-31: Manage Submissions Menu
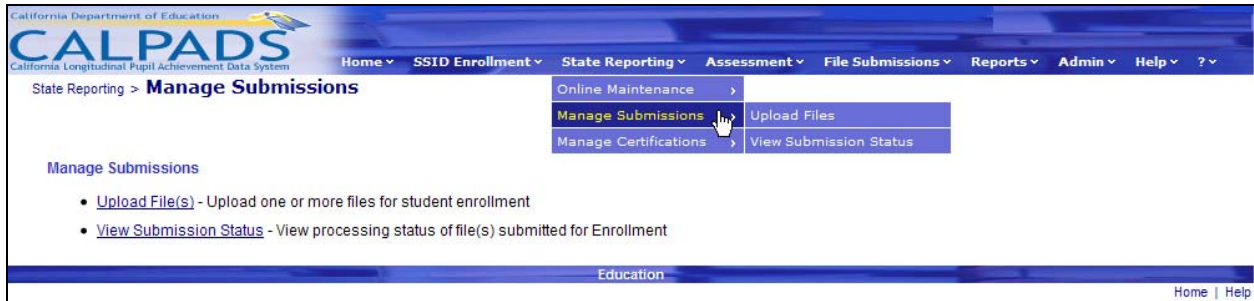
11.2.2 Upload File

The "File Upload" page allows an authorized user to select one or more batch file(s) to submit to CALPADS. This page displays when the user selects the Upload File link from the **Manage Submissions** menu.
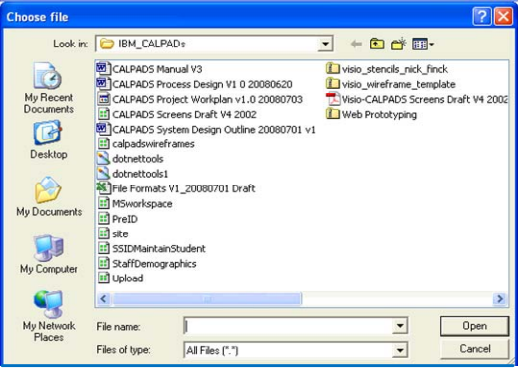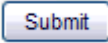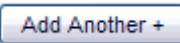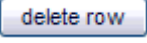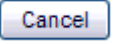
The following restrictions apply to the upload:

- The user is required to enter a valid, unique name in the **Job Name** text box and select a valid, uniquely named file using the **Browse** button

- The system displays appropriate validation errors to the user if a duplicate Job Name and/or File Name are provided in the same upload session

Screen 11-32: File Upload
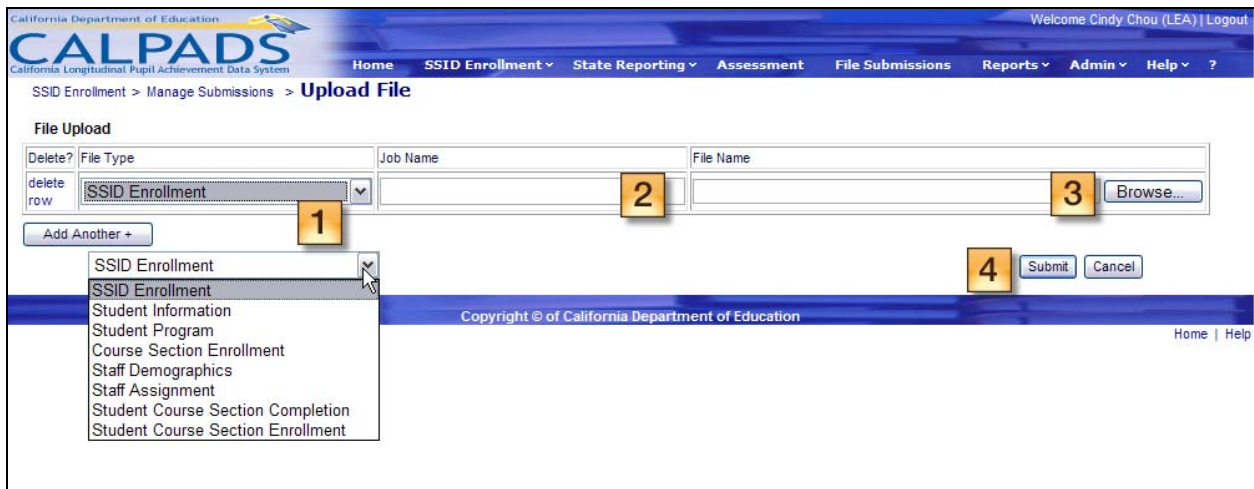
Instructions Table 11-33: File Upload

Step by Step Screen Instructions		Special Instructions
1	Select the **File Type** of the file	
2	In the first Upload Row, enter a valid, unique name in the **Job Name** text box to provide a *customized* name to the processing task	
3	Click on the **Browse** button [Browse] in the selected upload row and select a valid file to upload in the **File Upload** dialog box.	The valid batch file extensions include: .CSV, .XML, and .XLS
4	Click on the **Submit** button [Submit] to initiate the upload process for the file(s)	Do not navigate away from the page until the file is finished uploading
Optional Functions		
[Add Another +]		To upload more than one file at a time, click this button and choose another file
[delete row]		To remove a selected file from the interface, click this button
[Cancel]		To cancel the process and remove the selected files, click this button

11.2.3 Upload File Results

The "File Upload Results" page allows an authorized user to view the results of the file upload for all the files submitted through the "Upload File" page. The system will display the assigned Job ID and the File Status for each of the user's submitted file. This page displays when the uploaded file(s) have completed the defined validations.

A user may perform the following SSID Enrollment functions:

- View a file's upload status
- Make a selection to view a file's submission status

Screen 11-33: File Upload Results
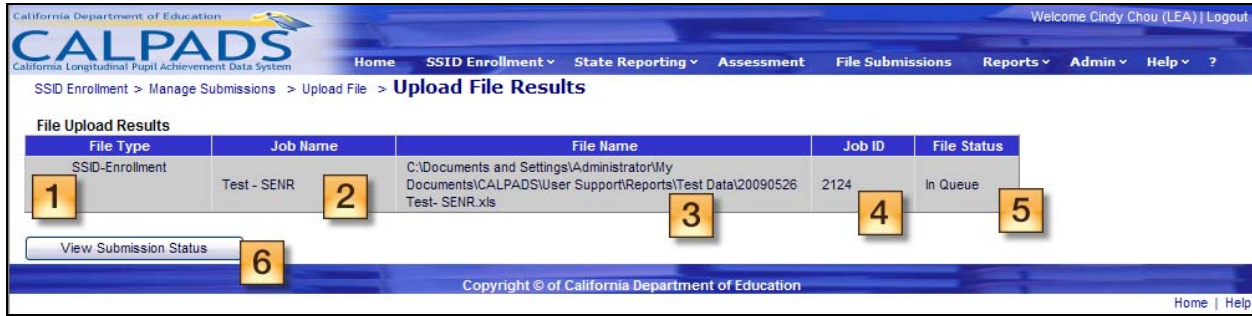
Instructions Table 11-34: File Upload Results

Step by Step Screen Instructions		Special Instructions
1.	View each **File Type** to make sure the selected file types are correct	
2.	View each file's **Job Name** to make sure all files intended to be uploaded are listed	The **Job Name** was assigned to each file from the previous screen by the user
3.	View each file's **File Name** to make sure all files intended to be uploaded are listed	The **File Name** is the name of the file from the user's computer
4.	View and note the **Job ID** assigned to each file	These ID's are automatically assigned to each file in order to keep track of each file
5.	View the **Status** of each file	The Status indicates the state in which the file is in. (Details of each status is available through the instructions for the "Submission Status" page)
6.	Select the **View Submission Status** button	The "Submission Status" page will display with the ability for the user to view the uploaded files and perform Submissions Status functions

11.2.4 Submission Status

The "Submission Status" page provides an authorized user with a complete list of all the submitted batch files and the status of each file as it changes due to the system processing the file or the authorized user interacting with the file. This page displays when the user clicks the **View Submission Status** button on the "File Upload Results" page.

The "Submission Status" interface has the following functionalities and limitations:

- View the status and details of submitted batch files

- Filter the results on the page to view specific files

- Modify the sort order of the files on the page

- Determine the reason a file failed to upload

- An authorized user may Archive files in a Complete state

- An authorized user may Remove a file in either an Upload Failed or an In Queue status to exclude it from the submission and posting processes

- Authorized user access to submitted files in any state is limited to 60 days from the submission date

- Return to the "File Upload" page

A file may be in one of the following possible states after the upload process or during the batch submission process:

- Upload Failed – a file did not pass the initial upload validations or rules processing

- In Queue – a file passed the initial upload validations and rules processing and is waiting to be processed (Queue: the process waiting line for files)

- In Process – a file is currently being processed by the system. Each record in the file is being processed by the Input Validation Rules.

- Ready for Review – a file has completed the initial submission processing and is ready for an authorized to review the results

- In Review – a file has completed the initial submission processing and an authorized user has reviewed the results, but has not made a selection on one or more sets of records in the file requiring user interaction

- Posting - the records within the file submitted for posting are currently being posted to the ODS

- Complete - an entire file of submitted records have been posted to the ODS or all records in the file have failed the Input Validation Rule processing

- Post Failed - at least one school in the file contains records that have failed on post validations. Users should review the rejected records to correct the errors, upload the file again after corrections are made, then resubmit the file for posting.

- Excluded – an entire file of submitted records was removed from the submission process and not posted to the ODS

- Cancelled - the entire file has been cancelled by CALPADS Support due to intervention for technical reasons or the file has been cancelled upon the user's request

Screen 11-34: Submission Status

Instructions Table 11-35: View Submission Status

Step by Step Screen Instructions		Special Instructions
1.	Use the Filter Options to refine the list of files displayed at the bottom half of the page. To refine the list by **File Type**, **File Status**, **Submitter Name**, or **File List,** change one or more of the filter values using the drop down lists	A value must be displayed in each filter option if the user wishes to use filters.
2.	Use the Filter Options to refine the list of files displayed at the bottom half of the page. To refine the list by **Submitted Date/Time** or **Status Date/Time**, select the appropriate radio button and enter **Date Range – Start Date** and/or **Date Range – End Date** in the MM/DD/YYYY format or select a date using the calendar tool	Either the **Submitted Date/Time** or **Status Date/Time** must be selected if the user wishes to use filters. The **Date Range – Start Date** and **Date Range – End Date** are optional.
3.	Select the **Apply Filters** button once the filter options values are chosen	
4.	View the **File Status** of each submitted file in the results list at the bottom half of the page	
5.	For those files that have finished processing, results of each file will display. The number of **Total Records**, **Passed** records, and **Rejected** records is displayed to the right of each file	
6.	For those files that have finished processing, the **Job Name** will appear as a link available for the user to view details of the processed file. To view details of a file, click on the file's **Job Name**	The "File Details" page will display the contents of the file by School Name
Optional Functions		
Reset Filters		To restore all filter options fields to their default value, select the **Reset Filters** button.
Upload Another File		To upload another file, click on the **Upload Another File** button. If selected, the "File Upload" page will display
Remove		The system will only display the **Remove** button to authorized users and next to files in either an Upload Failed or an In Queue state; if selected, the corresponding file will be removed from the submission and posting processes

Archive	The system will only display the **Archive** button to authorized users and next to files in a Complete state; if selected, the corresponding file will be archived
Job ID Job Name File Type Submitter Submitted DateTime File Status Status DateTime	Click on any column heading links to sort the results. The first click on the field name orders records in the ascending order, the second click orders information in descending order
⊙ Default(10) ○ 20 ○ All	The system will default to show up to **10** results per page; To show more than 5, select **20** or **ALL**

11.2.5 File Details

The "File Details" page provides an authorized user with the details of a submitted file. This page is accessed when the user clicks the Job Name link of a particular file on the "Submission Status" page.

The selected file's key elements display at the top of the page and the submission summary for the entire batch file with a total count of all the schools in the file and a breakdown of the aggregate count by School Status displays next. Also displayed on the page are the status and record results for all the schools in the file as well as for each school in the file. The Record Results section on the page displays an aggregate breakdown of the total records, passed records, and rejected records for all schools and each school within the file. The schools displayed can also be filtered by School Status.

An authorized user may perform the following functions on this interface:

- View the status and details for each school in a selected file

- Filter the school results displayed on the page

- Modify the sort order of the schools on the page

- View the details of Passed records for one or all the schools in a selected file

- View the details of Rejected records for one or all the schools in a selected file

- Return to the "Submission Status" page to view the selected file results

Screen 11-35: File Details

Instructions Table 11-36: View File Details

Step by Step Screen Instructions	Special Instructions
1. View the key elements of the selected file. Fields shown include: **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, **Submitted Date/Time**, **File Status**, **Status Date/Time**	
2. View the summary of the number of schools included in the file and summary of the number of schools with each type of School Status.	
3. Select to filter the displayed schools by **School Status** by selecting from the drop down list. Then click the **Apply Filters** button.	
4. View the **School**, **Status**, **Modified Date/Time**, and **Modifier** columns for each set of school records. The records for all of the schools in the file are displayed first with records for each school displayed below.	
5. View the Record Results of each set of school records. The number of **Total Records**, **Passed** records, and **Rejected** records are shown for each school and all schools.	
6. Click on the Passed records count link to view the details of the passed records in the corresponding submitted file.	The "Passed Records" page will display based on the file type If the number is 0, the number will be read-only and the link will not be available
7. Click on the Rejected records count link to view the details of the rejected records in the corresponding submitted file.	The "Rejected Records" page will display based on the file type If the number is 0, the number will be read-only and the link will not be available
Optional Functions	
Reset Filters	To restore the **filter** option field to the default value, select the **Reset Filters** button.
Return to Submission Status	To return to the "Submission Status" page, select the **Return to Submission Status** button

School	Status	Modified DateTime	Modifier	Click on any column heading links to sort the results. The first click on the field name orders records in the ascending order, the second click orders information in descending order
⦿ Default(10) ○ 20 ○ All				The system will default to show up to **10** results per page; To show more than 5, select **20** or **ALL**

11.2.6 Submission Summary (Staff Demographics, Staff Assignment, Course Section, Student Course Section)

The "Submission Summary" page enables an authorized user to either post data to the ODS or to exclude data from posting to the ODS for one school or for all schools in the selected file. This page displays when the user clicks a **Passed** records count link on the "File Details" page.

The "Submission Summary" page displays with information about the selected file across the top and key elements from the selected file type. A "Submission Summary" page for each file type is available which displays the summary counts of each Key Element of the appropriate file.

The **Key Element** box contains the Element Name (depending on the File Type) in a collapsible/expandable section. When the section is expanded, the system will display the specified CALPADS' Value Name(s) for the element with the count of records containing that specified value. If the count is not zero, each element's value count is a link leading to the "Submission Details" page where the individual records containing the selected element will be shown. If a mandatory element is missing in a record, it will display as a rejected record. If the element is optional, the count of records that did not have the element populated will also be displayed. The first element of each list will be the Warning Messages to alert the user to any warning errors the system may have identified during the validations and/or rules processes. The second key element is an All Records selection for the user to view the details of all the records regardless of the Key Element values.

A user may perform the following functions through this interface:

- Reduce the number of results by using the School filter
- View a summary of the values submitted in a file for key State Reporting elements or warning messages
- View the details of individual records containing either a specific State Reporting element value or a blank value
- Select to Post the displayed school or all schools to the ODS
- Select to Exclude the displayed school or all schools from the posting process
- Manipulate the display of records on the page
- Return to the "File Details" page

Screen 11-36: Submission Summary – Staff Demographics

Screen 11-37: Submission Summary – Staff Assignment

Screen 11-38: Submission Summary – Course Section

Screen 11-39: Submission Summary – Student Course Section

Instructions Table 11-37: Verify Submission Summary (Staff Demographics, Staff Assignment, Course Section, Student Course Section)

Step by Step Screen Instructions	Special Instructions
1. View the values of the selected file from the "Submission Status" page. Values displayed are **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, **Submitted Date/Time, File Status,** and **Status Date/Time**	
2. To filter the results by a particular school or all schools, select from the dropdown list. Then select **Apply Filters** for the system to only display results that match the chosen value	A value must be chosen before the **Apply Filters** button is selected
3. View the **Record Results** box where the **Total Records**, **Passed** record and **Rejected** record counts are displayed	
4. The **Warning Messages** is the first Key Element displayed. To view each count of records for each type of warning message, click on the ⊙ expand/collapse button to view the list of Warning Messages and counts of each message	
5. If the count of records containing warning messages is not zero, click on the count link to view details of the records that contain the warning messages.	
6. The **All Records** count is the second Key Element category displayed. This notifies the user of the total number of passed records regardless of the Key Element values. click on the ⊙ expand/collapse button to view the count of ALL Records	
7. If the count of All Records is not zero, click on the count link to display the details of the submitted records	The record layout will display with the users inputted values for each Key Element within the record
8. The following Key Elements will be specific elements related to the File Type (Student Information or Student Program). To view the count of records containing a particular value for a Key Element, click on the ⊙ expand/collapse button to view the counts	If the particular Key Element's box is expanded, the populated values of the element will display with the count of records containing the value
9. If the value count is not zero, click on the count link to view details of the records that contain the particular value and verify the counts	The All Records count link may also be selected to view details of all records containing the Key Element, regardless of the value

10.	After viewing the details of the records for the school(s) select the **Post** button to post the records to the ODS or select the **Exclude** button to exclude records from posting	If **Post** is selected, the system will display a confirmation message and will then either post the displayed school or schools to the ODS or cancel the process, dependent on the user's selection If **Exclude** is selected, the system will display a confirmation message and will then either not post the displayed school or schools to the ODS or cancel the process, dependent on the user's selection
Optional Functions		
	Return to File Details	To return to the "File Details" page, select the **Return to File Details** button

11.2.7 Passed Records - Submission Details

The "Passed Records - Submission Details" page provides an authorized user with the details of each individual record in the submitted file. The page displays when the user selects a Key Element Count link from the "Submission Summary" page.

The user may use the **Next Record** and **Previous Record** buttons to page through and view all records in the file. The user may view all records with a particular Key Element value or all records in the file. Once the user has verified that the details of the records are correct, the user may then use the **Return to List** button to return to the "Submission Summary" page in order to post/exclude one or all schools in the file.

Screen 11-40: Passed Records – Submission Details

Instructions Table 11-38: Verify Passed Records – Submission Details

Step by Step Screen Instructions		Special Instructions
1.	Verify the values of each field in the displayed record	
2.	Use the **Next Record** or **Previous Record** buttons to navigate to the details of another record in the selected set of records. Then verify the values of each field of the next record	
3.	Once all records have been reviewed, use the **Return to List** button to navigate back to the "Submission Summary" page in order to Post or Exclude the selected school or all schools in the file	

11.2.8 Rejected Records

The "Rejected Records" page provides an authorized user with the details of records in a submitted file that have failed the defined validations and rules processing and therefore cannot be posted. This page is accessed when the user selects a Rejected Records Count link from the "File Details" page.

The file's key elements are displayed across the top of the page. Below the file's elements, the system displays an SSID Record Results box and a Filter Options box.

A user may perform the following functions through this interface:

- View the status and details of rejected records for an individual school or all the schools in a submitted batch file

- View the status and details for rejected records by a specified match status

- Select the details of rejected records by the Error Category or by the Error Description

- Manipulate the page display and navigation

- Modify the sort order of the records displayed on the page

- Modify the sort order in the SSID Record Results box

- Return to the "File Details" page

Screen 11-41: Rejected Records

Instructions Table 11-39: View Rejected Records

Step by Step Screen Instructions		Special Instructions
1.	View the details of the selected file from the "Submission Status" page for reference. Values displayed are **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, and **Submitted Date/Time**	
2.	To filter the list of records containing errors by **School**, select an individual school or all schools from the drop down list	A value must be chosen before the **Apply Filters** button is selected.
3.	To filter the list of records containing errors by **Error Category**, select an individual error category or all error categories from the drop down list	A value must be chosen before the **Apply Filters** button is selected.
4.	To view a record for an individual student using a known **SSID**, enter the ID in the text box provided	
5.	To view a record for an individual student using a known **Local ID**, enter the ID in the text box provided	
6.	Select the **Apply Filters** button once all desired filter criteria is selected or entered	If the **Apply Filters** button is clicked, this selection will direct the system to only display records that match the chosen value
7.	The Error categories display in the **SSID Record Results** box. To view the counts of records for each type of error message, click on the +/- link to expand/collapse the individual fatal error counts	If the Error category is expanded, each error associated with the file will be listed with the count of records containing a particular error
8.	View each error message displayed and the counts of records containing each error	
9.	Click on the **Show** button to the right of each error count to view the records and details of the records that make up the count	The individual records containing the selected error will display at the bottom portion of the page
10.	View all records with the selected error to determine the corrections necessary for these records to pass the validations	To post these records to the ODS, corrections need to take place in the source file, which can then be resubmitted for processing
11.	Select the **View Details** button to view the user's inputted values for the particular record	The system will display the record layout on another screen
Optional Functions		
Reset Filters		To reset the filters to their original value, select the **Reset Filters** button

	If selected the system will request a download of a file with the list of the rejected records for the user to download. The user may then download the file through the "Download Requested Records" page
	If selected, the system will return to the, "File Details" page
⊙ Default(10) ○ 20 ○ All	The system will default to show up to **10** results per page; To show more than 5, select **20** or **ALL**
Staff Name **SEID** **Local ID**	To sort the columns, select the column headings. First selection orders records by the ascending values; second selection reorders records by the descending values.

11.2.9 Rejected Records – Submission Details

The "Rejected Records – Submission Details" page provides an authorized user with the details of each individual failed record in the submitted file. The page is accessed when the user selects a **View Details** button from the "Rejected Records" page.

The user may use the **Next Record** and **Previous Record** buttons to page through and view all rejected records in the file. The user may view all records containing a specific error or all rejected records in the file. Once the user has determined the wrong value for each record, the user must correct the records in the original source file and resubmit the file for processing.

Screen 11-42: Rejected Records – Submission Details

Instructions Table 11-40: View Rejected Records – Submission Details

Step by Step Screen Instructions		Special Instructions
1.	The Fatal Error of the record displayed is located at the top of the screen	
2.	View the values of each field in the displayed record to determine the correction(s) necessary	
3.	Use the **Next Record** or **Previous Record** and **Return to List** buttons to navigate to the details of another record in the selected set of records	

11.3 Manage Certifications

The State Reporting Manage Certifications interface allows an authorized user to view and manage the LEA's certifications for State Reporting. The user will use the Certification pages to view a list of snapshots of the user's LEAs data created by CALPADS through various reports,

view the certification status of each snapshot, certify each snapshot after verifying data through viewing the appropriate reports for a certain certification window, and view a list of certification errors/warnings. The user may also decertify the LEA's data after it has already been certified and request a new snapshot to be created.

11.3.1 Manage Certifications Menu

The "Manage Certifications" page provides an authorized user access to a menu page with a sub-menu <u>View Certification Status</u> link to the "Certification Status" page where the user can manage the LEA's certifications. This page is accessed when the user selects **View Certification Status** from the **Manage Certifications** menu.

Through this interface, the user can access interfaces to manage the LEA's certifications for the following State Reporting data collections:

- Fall 1 – Annual Enrollment Update/Title III Eligible Immigrants

- Fall 2 – Course Enrollment/Staff Assignments/English Learner (EL) Services

- Spring 1 – English Learners Acquisition Status/Title III Eligible Immigrants

- End of Year 1 – Course Completion/Career Technical Education (CTE)

- End of Year 2 – Program Participation

- End of Year 3 – Discipline/Truancy

- End of Year 4 – Waivers

Screen 11-43: Manage Certifications Menu
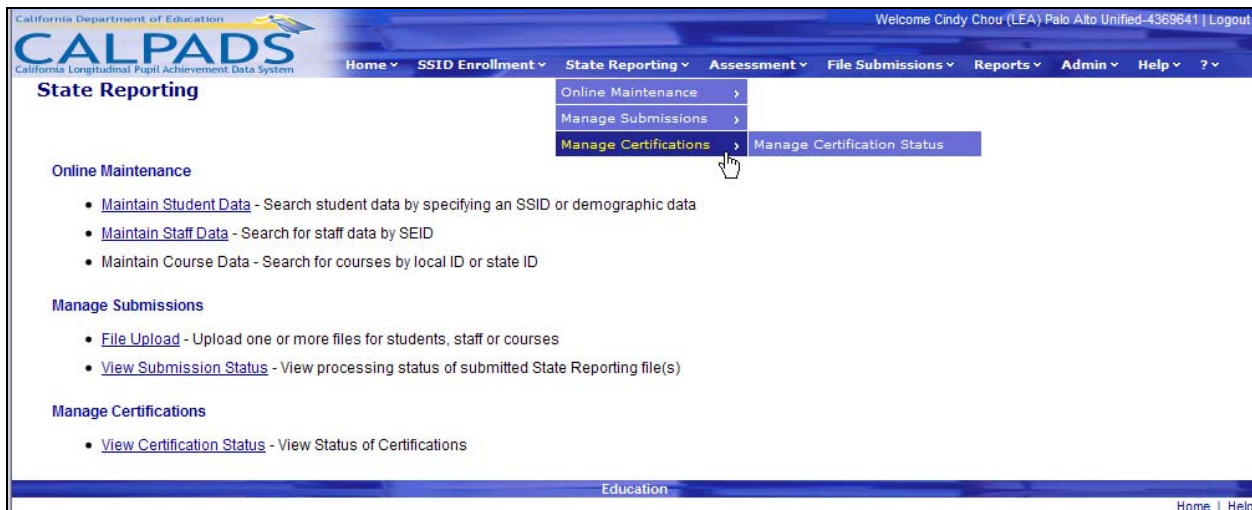
11.3.2 Certification Status

The "Certification Status" page provides an authorized user with a list of the defined CALPADS snapshot(s) of the user LEA's data taken automatically by the system for a specified Certification collection window. This page is accessed when an authorized user selected the <u>View Certifications Status</u> link on the "Manage Certifications" menu page.

From this interface the user will be able to:

- View a list of CALPADS snapshot(s), their certification status and other key elements

- Select the Snapshot name link to view details of the snapshot through reports

- View the Total count of errors as a link, when the count is not zero

- Select an errors count link to view the system identified validation errors and rules processing requirements

- Download the certification status information

Filter Options can be used to refine the list of snapshots displayed based on specified criteria. The user may select from the following Filter Options:

- LEA

- Academic Year

- Snapshot

- Certification Status – the following states are used:
    - Decertified – LEA: LEA decertified the snapshot for the Collection Window
    - New Snapshot Requested: A new snapshot has been requested
    - Certified – LEA Level 1: LEA Level 1 has certified the snapshot for the Collection Window
    - Certified – LEA Level 2 – LEA Level 2 has certified the snapshot for the Collection Window
    - Snapshot Created: A new snapshot has been created
    - Snapshot Reviewed: The snapshot has been reviewed by the LEA

Screen 11-44: Certification Status

Instructions Table 11-41: View Certification Status

Step by Step Screen Instructions		Special Instructions
1	The **LEA** textbox defaults to the user's LEA. If the user has access to multiple LEAs, use the <u>Lookup</u> link to select a different LEA to view	
2	The **Academic Year** field defaults to the Current Academic Year. The user may change the academic year by selecting from the drop down list	
3	The **Snapshot** field defaults to All. The user may select a different value from the drop down list	
4	The **Certification Status** field defaults to All. The user may select a different value from the drop down list	
5	Click on the **Apply Filters** button to produce the snapshot list based on the specified filter criteria	The system will filter the results based on the selected criteria options and will display the identified files in the results list on the page
6	View the snapshot created including the Certification Status of each snapshot to determine the actions necessary to complete the certification process	Definitions of the Certification Statuses are listed above
7	View the Errors counts and Anomalies Percent for each Snapshot. The Total numbers of Fatal Errors is displayed first, followed by the Anomalies Percent (total number of MIDs and CCEs as a percentage of Total Enrollment). Click on a count link to view details of the records containing the Errors	**A snapshot cannot be certified unless all Fatal Errors are corrected and the Anomalies % does not exceed the predetermined threshold** When one of the count links is selected, the "Certification Details Edit" page will display
8	Click on the <u>Snapshot</u> link to view additional information of the Snapshot file and take appropriate action to certify the snapshot	When the <u>Snapshot</u> link is selected, the "Certification Details" page is displayed
Optional Functions		
[Reset Filters]		When the **Reset Filters** button is selected, the system will clear the selections and set them to their default values
[Download]		Select the **Download** button to download the Certification Status information
⊙ Default(5) ○ 10 ○ 20 ○ All		The system will default to show up to 5 results per page. To show more than 5, select **10**, **20** or **ALL**

LEA	Snapshot Code	Snapshot		Snapshot Due Date	Snapshot Create Date	To sort a particular column, select the column heading link. The first click on the field name orders records in ascending order; the second click on the field name orders records in descending order
Override	This button is only visible to CDE users with the proper authority When the **Override** button is selected, the system will change Fatal errors to Warnings allowing the LEA to certify its data
Printer-friendly View	To display a printable form of the page, select the **Printer-friendly View** button

11.3.3 Certification Details

The "Certifications Details" page displays for an authorized user the Key Elements of the selected snapshot, the Certification Reports (Aggregate and Additional Supporting Reports), and a history of the selected snapshot. This page is accessed when the user selects the Snapshot Name link on the "Certifications Status" page.

From this interface, the user is able to:

- View the history and Key Elements of a selected snapshot

- View the mandatory Certification report(s) (i.e. Aggregate Reports) of a selected snapshot which must be reviewed before the snapshot can be certified

- View the additional supporting Certification report(s) of a selected snapshot to assist in determining if data is ready for certification

- Certify the selected snapshot using the **Certify** button which is only enabled after all required Certification reports have been viewed

- Decertify the selected snapshot using the **Decertify** button which is only enabled after the user has Certified the snapshot

- Recreate a selected snapshot after it has been decertified

- Manipulate the page display and page navigation

- Return to view the "Certifications Status" page

Screen 11-45: Certification Details

Instructions Table 11-42: View Certification Details

Step by Step Screen Instructions		Special Instructions
1.	The Key Elements (LEA, Snapshot Name, Create Date, Certification Status, Last Review Date, Total Records, Total Errors, and Anomaly Percentage) for the selected snapshot will be displayed in the top portion of the screen	These are read-only fields
2.	Review the Snapshot History: The history displays all activity related to the particular snapshot being reviewed	
3.	The system displays the Aggregate Reports for the selected snapshot. If the <u>Report Name</u> link is selected, the system generates and displays a report with the defined State Reporting Certification data	These reports must be reviewed before the Snapshot can be certified
4.	The **Reviewed** icon will display as completed (a green circle with a check mark in the middle) after a user has selected a link to review the report. If the report has not been viewed, the icon displayed is a red circle with an "x"	All aggregate reports must be marked as reviewed before the Snapshot can be certified
5.	The system displays additional supporting reports for the selected snapshot. If the <u>Report Name</u> link is selected, the system generates and displays a report to aid the user in determining if the data is ready for certification	Viewing the additional reports is optional, but provides supporting information for the Aggregate Reports
6.	Select one of the following buttons to complete the task	See descriptions of buttons below
Optional Functions		
	Certify	The **Certify** button will only be enabled when the Reviewed column contains a completed icon ✅ for each mandatory Certification Report. If the **Certify** button is selected, the system will set the snapshot's status to Certified, freeze the snapshot creating process and display the **Decertify** button

Decertify	The **Decertify** button will only be enabled after the snapshot has been certified. If present and the **Decertify** button is selected, the system will set the snapshot's status to decertified, unfreeze the snapshot creating process and automatically submit a request for a new snapshot to generate (a new snapshot will be available within 1 hour of the decertifying)
Return to Certification Status	If the **Return to Certification Status** button is selected, the system will display the "Certifications Status" page
Default(10) 20 All	The system will default to show up to 10 results per page, to show more than 10, click the **20** or **ALL** button
Snapshot Create Date / Certification Status / Last Reviewer / Last Review Date/Time	To sort a particular column, select the column heading link. The first click on the field name orders records in ascending order; the second click on the field name orders records in descending order.

11.3.4 Certification Error Details

The "Certification Error Details" page displays for an authorized user the Key Elements of the selected snapshot with summary and detailed information of the errors. This page is accessed when the user selects a Total Errors or Anomalies Percentage count link on the "Certifications Status" page.

From this interface, the user will be able to:

- View the identified Error Categories of a selected snapshot

- View the aggregate count for each Error Category

- View the identified Validation Error(s) of each Error Category

- View the aggregate count for each Validation Error by Category

- View the school total count for each Validation Error by Category

- Modify the display of records with Certification Validation Errors in a selected snapshot

- Launch a report on the lower portion of the screen to view the details associated with a validation error

- Manipulate the page display and page navigation

- Return to view the "Certifications Status" page

Screen 11-46: Certification Error Details

Instructions Table 11-43: View Certification Error Details

Step by Step Screen Instructions	Special Instructions
1. View the Key Elements for the selected snapshot from the "Certifications Status" page for reference. Values displayed are LEA, Snapshot Name, Create Date, Certification Status, Last Review Date, Total Records, and Total Errors (Fatal Errors and Warnings)	
2. The results by Error Category display in the **Certification Results Summary** box with an aggregate count for the each Certification Error Category. To view the counts of each Certification Error within a Category, click on the **collapse/expand** button ⊙ next to an Error Category	If a particular Error Category is expanded, each error message classified in the category will be listed with the count of the number of records containing the particular error
3. To display the details of all records with a particular error message, click on an <u>error message count</u> link	All records containing the selected error message will display in the list at the bottom portion of the page
4. To filter the list of records containing errors by **School**, select an individual school using the <u>Lookup</u> link	
5. To filter the list of records containing errors by **Error Category**, select an individual subject category or all subject categories from the drop down list	
6. To view the list of records containing errors by **Error Message,** select an individual type or all types from the drop down list.	
7. To view the list of records containing warnings, fatal errors, or both, select a **Severity** using the drop down list	
8. Select the **Apply Filters** button once all desired filter criteria is selected or entered	If the **Apply Filters** button is clicked, this selection will direct the system to only display records that match the chosen value(s)
9. Review the displayed records and details of records to determine the corrections necessary to certify the Snapshot	
Optional Functions	
Reset Filters	To reset the filters to their original value, select the **Reset Filters** button
Return to Certification Status	If selected, the system will display the "Certifications Status" page

	The system will default to show up to 10 results per page, to show more than 10, click the **20** or **ALL** button
	To sort the columns, select the column headings. First selection orders records by the ascending values; second selection reorders records by the descending values

![CALPADS logo](California Department of Education CALPADS California Longitudinal Pupil Achievement Data System)

12. Reports

Through the Reports Tab, an authorized user has several options to view and extract data from CALPADS:

- ODS Reports: Select to view available reports displaying data representing the Operational Data Store (ODS)
- Snapshot Reports: Select to view available reports displaying data representing the Snapshot Database (data to certify)
- Extracts: Select to request and retrieve downloadable CALPADS extracts to aid in local analysis and reconciliation of local data

Screen 12-1: Reports Menu

12.1 ODS Reports

The Operational Data Store (ODS) Reports display the most up-to-date data in CALPADS. Reports show aggregate counts of data as well as data at the detail level in support of the aggregate counts. The content of each report is customizable by the report filters listed for a specific report. Reports may also be exported/downloaded in several formats.

Users may access the ODS Reports by selecting the ODS Report link from the Reports menu. All ODS Reports will be listed and accessible to authorized users on the Reports Home landing page. The user may view a report by selecting a specific report link. The user will then be prompted to select values for a set of available filter options. The screens below provide instructions for the user to generate reports.

Screen 12-2: Report Instructions

| English Language Acquisition Status: | EL-English Learner, EO-English ▾ | | Special Education | Y, N ▾ |
| LEP (EL + Selected RFEP): | Y, N ▾ | | User Comments: | |

◁◁ ◁ 1 of 1 ▷ ▷▷   Select a format ▾ Export   🗘

2.2 Title III Eligible Immigrants - Count by Birth Country

Academic Year:	2008-2009	LEA:	Selma Unified	User ID:	CDETST\calpads_rptadmin
View:	ODS	School Type:	Adult Education Centers,Alternative Schools of Choice,Elementary Schools (Public),High Schools (Public),Intermediate/Middle Schools (Public),N/A,Unified School District	Created Date:	9/24/2009
As of:	9/24/2008	School:	Abraham Lincoln Middle,Andrew Jackson Elementary,Eric White Elementary,George Washington Elementary,Indianola Elementary,James Garfield Elementary,NPS School Group for Selma Unified,Selma Adult,Selma High,Selma Independent,Selma Unified Terry Elementary,Theodore Roosevelt Elementary,Woodrow Wilson Elementary	Transaction ID:	XXXXXXXXXXXXXX

Select to expand/collapse columns

⊟ School Code	School Name	Birth Country	⊞ Gender	Total
Total - Selected Schools				6
6007322	Terry Elementary	Total:		6
		CANADA	Total	3
		MEXICO	Total	3

12.2 Snapshot Reports

The Snapshot Reports display data from the Snapshot Database. These reports display the data to be certified for each Data Certification Window. Reports show aggregate counts of data as well as data at the detail level in support of the aggregate counts. The

content of each report is customizable by the report filters listed for a specific report. Reports may also be exported/downloaded in several formats.

Users may access the Snapshot Reports by selecting the Snapshot Report link from the Reports menu. All Snapshot Reports will be listed and accessible to authorized users on the Reports Home landing page. The user may view a report by selecting a specific report link. The user will then be prompted to select values for a set of available filter options. The screens below provide instructions for the user to generate reports.

Screen 12-3: Report Instructions

English Language Acquisition Status:	EL-English Learner, EO-English [v]		Special Education	Y, N [v]
LEP (EL + Selected RFEP):	Y, N [v]		User Comments:	

[<<] [<] 1 of 1 [>] [>>]	Select a format [v] Export	[refresh]

2.2 Title III Eligible Immigrants - Count by Birth Country

Academic Year:	2008-2009	LEA:	Selma Unified	User ID:	CDETST\calpads_rptadmin
View:	ODS	School Type:	Adult Education Centers,Alternative Schools of Choice,Elementary Schools (Public),High Schools (Public),Intermediate/Middle Schools (Public),N/A,Unified School District	Created Date:	9/24/2009
As of:	9/24/2008	School:	Abraham Lincoln Middle,Andrew Jackson Elementary,Eric White Elementary,George Washington Elementary,Indianola Elementary,James Garfield Elementary,NPS School Group for Selma Unified,Selma Adult,Selma High,Selma Independent,Selma Unified Terry Elementary,Theodore Roosevelt Elementary,Woodrow Wilson Elementary	Transaction ID:	XXXXXXXXXXXXX

Select to expand/collapse columns

[−] School Code	School Name	Birth Country	[+] Gender	Total
Total - Selected Schools				6
6007322	Terry Elementary	Total:		6
		CANADA	Total	3
		MEXICO	Total	3

12.3 Report Specifications

12.3.1   Report 1.1 Enrollment - Primary Status by Subgroup

Description: Reports the count of students with an Enrollment Status of "Primary" by specific student subgroups at the school level

Views/Type: ODS and Snapshot / Certification

Links: From Column: *School Name* to Report: *1.2 Enrollment – Primary Status Student List*

                         From Column: *Title III Eligible Immigrants* to Report *2.2 Title III Eligible Immigrants by Birth Country*

Calculations: Primary Enrollments Total: Sum of students with Enrollment Status Code = Primary

                         English Learners Total: Sum of Primary Enrollments with English Language Acquisition Status Code = EL

                         Title III Eligible Immigrants Total: Sum of Primary Enrollments that are Title III Eligible Immigrants (See Glossary for Definition)

                         Gifted and Talented Total: Sum of Primary Enrollments with Education Program Code = GATE

                         Title I Part C Migrant Total: Sum of Primary Enrollments with Education Program Code = Title I Part C Migrant

                         Special Education Total: Sum of Primary Enrollments with Education Program Code = Special Education

                         LEP (EL + Selected RFEP) Total: Sum of Primary Enrollments that are Limited English Proficient (See Glossary for Definition)

                         Socio-economically Disadvantaged Total: Sum of Primary Enrollments that are Socio-economically Disadvantaged (See Glossary for Definition)

1.1 Enrollment - Primary Status by Subgroup

Academic Year:	2008-2009	LEA:	Coalinga-Huron Joint Unified	User ID:	NORTHAMERICA\jaimem
View:	ODS	School Type:	Continuation High Schools,District Community Day Schools,Elementary Schools (Public),High Schools (Public),Intermediate/Middle Schools (Public),N/A,Unified School District	Created Date:	6/15/2009
As Of:	6/15/2009	School:	Annie E. Cheney Kindergarten,Cambridge High,Chesnut High (Continuation),Coalinga High,Coalinga Middle,Coalinga-Huron Joint Unified,Henry F. Bishop Elementary,Huron Elementary,Huron Middle,Miles W. Culwell Community Day,Nell Dawson Elementary,NPS School Group for Coalinga-Huron Joint Unified,Sunset Elementary	Transaction ID:	XXXXXXXXXXXXX

				Subgroups					
School Code	School Name	Primary Enrollments	English Learners	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migrant	Special Education	LEP (EL + Selected RFEP)	Socio-Economically Disadvantaged
1031376	Coalinga High	21	9	0	2	2	2	1	2
6005979	Sunset Elementary	21	9	0	2	2	2	1	2
TOTAL-Selected Schools		42	18	0	4	4	4	2	4

This report is confidential and use is restricted to authorized individuals.

The data on this report is filtered by the user selections that appear on the last page of this report.

Page 1 of 2

1.1 Enrollment - Primary Status by Subgroup

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL

12.3.2 Report 1.2 Enrollment - Primary Status Student List

Description: Reports the primary enrolled students included in the school level counts on Report 1.1 Enrollment - Primary Status by Subgroups

Views Available: ODS and Snapshot

Links: From Column: *Student Name* to Report: *8.1 Student Profile - List*

	1.2 - Enrollment - Primary Status Student List		
Academic Year: ALL	LEA: Alameda County Office of Education	User ID: CAL4PADS-350139\Administrator	
View: ODS	School Type: Juvenile Court Schools,Opportunity Schools	Created Date: 4/13/2009	
As of: 4/13/2009	School: Alameda County Juvenile Hall/Court,Alameda County Opportunity	Transaction ID: XXXXXXXXXXXX	

									Key Indicators					
School Code	School Name	SSID	Student Name	Local ID	Gender	Ethnicity/Race	Grade	English Learner	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migrant	Special Education	LEP (EL + Selected RFEP)	Socio-economically Disadvantaged
0130427	Alameda County Opportunity	3152466809	Teresa.M.DuBois	167678	F	Am Indian / Alskn Nat	07	Y	Y	N	N	N	Y	Y
		2463749865	Terry..DeBouis	167678	F	Am Indian / Alskn Nat	08	Y	Y	N	N	N	Y	Y
		8129819265	Jameson.Kemp.Jennings	167667	M	Native Hawaiian/Pacific Islander	01	Y	Y	N	N	N	Y	Y
		7129819264	Jamison.Khemp.Jennings	332805	M	Black or African American	02	Y	Y	N	N	N	Y	Y
		5236524182	Robert..Vasquez	167658	M	Am Indian / Alskn Nat	04	Y	Y	N	N	N	Y	Y
		4283428365	Rob.DeGarcia.Vasquez	167658	M	Am Indian / Alskn Nat	05	Y	Y	Y	N	N	Y	N

This report is confidential and use is restricted to authorized individuals.

The data that appears on this report is filtered by the user selections that appear on the last page of this report.

user Comments Appear Here

Page 1 of 3

12.3.3   Report 1.3 Enrollment - Primary Status Disaggregated

Description: Reports the primary enrolled students by Grade within Ethnicity/Race and Gender who are included in the school level counts on Report 1.1 Enrollment - Primary Status by Subgroups

Views Available: ODS and Snapshot

Links: From Column: *School t*o Report: *8.1 Student Profile*

Calculations: Gender Total: Sum of Primary Enrollments by Gender

                    Grade Total: Sum of Primary Enrollments by Grade

                    School Total: Sum of Primary Enrollments by School

                    Selected Schools Total: Sum of Primary Enrollments by the schools selected for the report

                    Number (#): Sum of Primary Enrollments in each ethnicity/race category

                    Percentage (%): Percentage of Primary Enrollments for each ethnicity/race category

1.3 Enrollment - Primary Status Disaggregated

Academic Year:	2008-2009	LEA:	Alameda County Office of Education	User ID:	NORTHAMERICA\jalmem
View:	ODS	School Type:	County Community,County Office of Education (COE),Juvenile Court Schools,N/A,Opportunity Schools,Special Education Schools (Public)	Created Date:	6/15/2009
As of:	6/15/2009	School:	Alameda County Community,Alameda County Juvenile Hall/Court,Alameda County Office of Education,Alameda County Opportunity,Alameda County Special Education,NPS School Group for Alameda County Office of Education	Transaction ID:	XXXXXXXXXXXXX

School Code	School Name	Grade	Gender	Total #	Hispanic #	Hispanic %	Am Indian/Alskn Nat #	Am Indian/Alskn Nat %	Asian #	Asian %	Black/African Am #	Black/African Am %	Nat Hwiin/Othr Pac Islndr #	Nat Hwiin/Othr Pac Islndr %	White #	White %	Multiple #	Multiple %	Missing #	Missing %
Total - Selected Schools				32	2	6.25 %	6	18.75 %	14	43.75 %	3	9.38 %	0	0.00 %	3	9.38 %	0	0.00 %	4	12.50 %
0130401	Alameda County Juvenile Hall/Court	Total		21	2	9.52 %	3	14.29 %	12	57.14 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	4	19.05 %
		11	Total	8	0	0.00 %	0	0.00 %	6	75.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	2	25.00 %
			M	5	0	0.00 %	0	0.00 %	3	60.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	2	40.00 %
			F	3	0	0.00 %	0	0.00 %	3	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
		03	Total	2	0	0.00 %	0	0.00 %	2	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
			M	1	0	0.00 %	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
			F	1	0	0.00 %	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
		07	Total	4	0	0.00 %	1	25.00 %	1	25.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	2	50.00 %
			M	3	0	0.00 %	1	33.33 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	2	66.67 %
			F	1	0	0.00 %	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
		09	Total	2	1	50.00 %	0	0.00 %	1	50.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
			F	2	1	50.00 %	0	0.00 %	1	50.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
		02	Total	1	0	0.00 %	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
			M	1	0	0.00 %	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
		05	Total	0	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
			F	0	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
		06	Total	1	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
			M	1	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %

The data that appears on this report are filtered by the user selections that appear on the last page of this report.

1.3 Enrollment - Primary Status Disaggregated

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
English Language Acquisition Status:	ALL	Title III Eligible Immigrant:	ALL	LEP (EL + Selected RFEP):	ALL
Title I Part C Migrant:	ALL	Socio-Economically Disadvantaged:	ALL	Special Education:	ALL
Gifted and Talented:	ALL	Interdistrict Transfer:	ALL	District of Geographic Residence:	ALL
Primary Residence Category:	ALL	Graduating Class Year:	ALL		

12.3.4 Report 1.4 Enrollment Count – State View

Description: Reports the statewide count of enrolled students at the school level by grade within Race and Gender. The statewide view counts students with a Primary Enrollment Status and students with a Short Term Enrollment Status who do not have a primary enrollment. The counts are disaggregated by Ethnicity/Race as well as Gender and Grade. This report is available during and after the Fall 1 certification window.

Views Available: Snapshot

Links: From Column: *School Name t*o Report: *8.1 Student Profile List*

Calculations: Gender Total: Sum of enrollments by Gender

Grade Total: Sum of enrollments by Grade

School Total: Sum of enrollments by school

Selected Schools Total: Sum of enrollments by the schools selected for the report

Number (#): Sum of enrollments in each ethnicity/race category

Percentage (%): Percentage of enrollments for each ethnicity/race category

1.4 Enrollment Count - State View

Academic Year:	2008-2009	LEA:	Center Joint Unified	User ID:	CDETST\calpads_rptadmin
View:	Snapshot	School Type:	ALL	Created Date:	9/23/2009
As of:	3/27/2009	School:	ALL	Transaction ID:	XXXXXXXXXXXXX

School Code	School Name	Grade	Gender	Total #	Hispanic #	Hispanic %	Am Indian/Alskn Nat #	Am Indian/Alskn Nat %	Asian #	Asian %	Black/African Am #	Black/African Am %	Nat Hwiin/Othr Pac Islndr #	Nat Hwiin/Othr Pac Islndr %	White #	White %	Multiple #	Multiple %	Missing #	Missing %
Total - Selected Schools				25	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	25	100.00 %
3430378	Center High	Total		25	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	25	100.00 %
		12	Total	25	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	25	100.00 %
			M	25	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	25	100.00 %

In the state view of enrollment, the LEA enrollment count is modified to
1) add students with a "Short Term" Enrollment Status who do not have a "Primary" Enrollment Status as of Census Day and
2) eliminate students in concurrent enrollments that the LEA does not own as of Census Day.

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
English Language Acquisition Status:	ALL	Title III Eligible Immigrant:	ALL	LEP (EL + Selected RFEP):	ALL
Title I Part C Migrant:	ALL	Socio-Economically Disadvantaged:	ALL	Special Education:	ALL
Gifted and Talented:	ALL	Interdistrict Transfer:	1-Other Interdistrict Transfer Agreement,2-Public School Choice - Program Improvement,3-Public School Choice Transfer - Persistently Dangerous,C-Conversion Only		
Primary Residence Category:	100-Temporary Shelters,110-Hotels/motels,120-Temporarily Doubled Up,130-Temporarily Unsheltered,200-Permanent Housing,210-Foster Family Home or Kinship Placement,220-Licensed Children's Institution,230-Residential School/ Dormitory,240-Health Institution,250-Incarceration Institution,260-Development Center,270-State Hospital,300-Other,310-Unknown,C-Conversion Only	Graduating Class Year:	ALL		

12.3.5 Report 1.5 Enrollment - By Status Disaggregated

Description: Reports the count and percentage of enrolled students according to their enrollment status. The counts are disaggregated by Ethnicity/Race as well as Gender and Grade.

Views Available: ODS and Snapshot

Links: From Column: *School Name t*o Report: *8.1 Student Profile List*

Calculations: Gender Total: Sum of enrollments by Gender

                      Grade Total: Sum of enrollments by Grade

                      School Total: Sum of enrollments by Enrollment Status Code

                      Selected Schools Total: Sum of enrollments by the schools selected for the report

                      Number (#): Sum of enrollments by Enrollment Status Code in each ethnicity/race category

                      Percentage (%): Percentage of enrollments for each ethnicity/race category

1.5 Enrollment - By Status Disaggreagated

Academic Year:	2008-2009	LEA:	Alameda County Office of Education	User ID:	NORTHAMERICA\jaimem
View:	ODS	School Type:	County Community,County Office of Education (COE),Juvenile Court Schools,N/A,Opportunity Schools,Special Education Schools (Public)	Created Date:	6/15/2009
As Of:	6/15/2009	School:	Alameda County Community,Alameda County Juvenile Hall/Court,Alameda County Office of Education,Alameda County Opportunity,Alameda County Special Education,NPS School Group for Alameda County Office of Education	Transaction ID:	XXXXXXXXXXXXX

School Code	School Name	Enrollment Status	Grade	Gender	Total #	Hispanic #	Hispanic %	Am Indian/Alskn Nat #	Am Indian/Alskn Nat %	Asian #	Asian %	Black/African Am #	Black/African Am %	Nat Hwiin/Othr Pac Islndr #	Nat Hwiin/Othr Pac Islndr %	White #	White %	Multiple #	Multiple %	Missing #	Missing %
Total - Selected Schools					32	2	6.25 %	6	18.75 %	14	43.75 %	3	9.38 %	0	0.00 %	3	9.38 %	0	0.00 %	4	12.50 %
0130401	Alameda County Juvenile Hall/Court	Total			21	2	9.52 %	3	14.29 %	12	57.14 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	4	19.05 %
		Primary enrollment	Total		21	2	9.52 %	3	14.29 %	12	57.14 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	4	19.05 %
			11	Total	8	0	0.00 %	0	0.00 %	6	75.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	2	25.00 %
				M	5	0	0.00 %	0	0.00 %	3	60.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	2	40.00 %
				F	3	0	0.00 %	0	0.00 %	3	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
			03	Total	2	0	0.00 %	0	0.00 %	2	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
				M	1	0	0.00 %	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
				F	1	0	0.00 %	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
			07	Total	4	0	0.00 %	1	25.00 %	1	25.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	2	50.00 %
				M	3	0	0.00 %	1	33.33 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	2	66.67 %
				F	1	0	0.00 %	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
			09	Total	2	1	50.00 %	0	0.00 %	1	50.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
				F	2	1	50.00 %	0	0.00 %	1	50.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
			02	Total	1	0	0.00 %	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
				M	1	0	0.00 %	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
			05	Total	0	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
				F	0	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
			06	Total	1	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
				M	1	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %

This report is confidential and use is restricted to authorized individuals.

The data that appears on this report are filtered by the user selections that appear on the last page of this report.

1.5 Enrollment - By Status Disaggreagated

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
English Language Acquisition Status:	ALL	Title III Eligible Immigrant:	ALL	LEP (EL + Selected RFEP):	ALL
Title I Part C Migrant:	ALL	Socio-Economically Disadvantaged:	ALL	Special Education:	ALL
Gifted and Talented:	ALL	Interdistrict Transfer:	ALL	District of Geographic Residence:	ALL
Primary Residence Category:	ALL	Graduating Class Year:	ALL		

12.3.6 Report 1.6 Graduates and Dropouts by Subgroup

Description: Reports the number of graduates and dropouts by defined subgroups

Views Available: ODS and Snapshot

Links: From: Column Headings to Reports: *1.7 Graduates by Subgroup – Student List* or *1.8 Dropouts by Subgroup – Student List*

Calculations: Graduates:

Title III Eligible Immigrants: Sum of Graduates that are Title III Eligible Immigrants

Gifted and Talented Education: Sum of Graduates with Gifted and Talented Education

Title I Part C Migrant: Sum of Graduates in the Title I Part C Migrant program

Special Education: Sum of Graduates in Special Education

LEP (EL + Selected RFEP): Sum of Graduates that are Limited English Proficient (See Glossary for Definition)

Socio-economically Disadvantaged: Sum of Graduates that are Socio-economically Disadvantaged (See Glossary for Definition)

Dropouts (See Glossary for Definition):

Title III Eligible Immigrants: Sum of Dropouts that are Title III Eligible Immigrants

Gifted and Talented Education: Sum of Dropouts with Gifted and Talented Education

Title I Part C Migrant: Sum of Dropouts in the Title I Part C Migrant program

Special Education: Sum of Dropouts in Special Education

LEP (EL + Selected RFEP): Sum of Dropouts that are Limited English Proficient (See Glossary for Definition)

Socio-economically Disadvantaged: Sum of Dropouts that are Socio-economically Disadvantaged (See Glossary for Definition)

1.6 - Graduates and Dropouts by Subgroup

Academic Year: 2008-2009	LEA: Selma Unified	User ID: CDETST\calpads_rptadmin
View: ODS	School Type: Adult Education Centers,Alternative Schools of Choice,Continuation High Schools,Elementary Schools (Public),High Schools (Public),Intermediate/Middle Schools (Public),N/A,Unified School District	Created Date: 9/24/2009
As of: 10/7/2008	School: Abraham Lincoln Middle,Andrew Jackson Elementary,Eric White Elementary,George Washington Elementary,Heartland High (Continuation),Indianola Elementary,James Garfield Elementary,NPS School Group for Selma Unified,Selma Adult,Selma High,Selma Independent,Selma Unified,Terry Elementary,Theodore Roosevelt Elementary,Woodrow Wilson Elementary	Transaction ID: XXXXXXXXXXXXX

		Graduates						Dropouts					
School Code	School Name	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migrant	Special Education	LEP(EL + Selected RFEP)	Socio-Economically Disadvantaged	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migrant	Special Education	LEP(EL + Selected RFEP)	Socio-Economically Disadvantaged
1036872	Selma High	2	4	2	14	3	1	2	7	2	16	3	2
TOTAL - Selected Schools		2	4	2	14	3	1	2	7	2	16	3	2

Grade: ALL	Ethnicity/Race: ALL	Gender: ALL

12.3.7 Report 1.7 Graduates by Subgroup – Student List

Description: Reports the list of students counted as Graduates in Report 1.6 Graduates and Dropouts by Subgroup

Views Available: ODS and Snapshot

Links: From Column: *Student Name* to Report: *8.1 Student Profile - List*

1.7 - Graduates by Subgroup - Student List

Academic Year:	2008-2009	LEA:	Selma Unified	User ID:	CDETST\calpads_rptadmin	
View:	ODS	School Type:	Adult Education Centers,Alternative Schools of Choice,Continuation High Schools,Elementary Schools (Public),High Schools (Public),Intermediate/Middle Schools (Public),N/A,Unified School District	Created Date:	9/24/2009	
As of Date:	10/7/2008	School:	Abraham Lincoln Middle,Andrew Jackson Elementary,Eric White Elementary,George Washington Elementary,Heartland High (Continuation),Indianola Elementary,James Garfield Elementary,NPS School Group for Selma Unified,Selma Adult,Selma High,Selma Independent,Selma Unified,Terry Elementary,Theodore Roosevelt Elementary,Woodrow Wilson Elementary	Transaction ID:	XXXXXXXXXXXXX	

School Code	School Name	SSID	Student Name	Local ID	Gender	Ethnicity/Race	UC/CSU Requirements Met	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migrant	Special Education	LEP (EL + Selected RFEP)	Socio-economically Disadvantaged
1036672	Selma High	2131262651	Skillern, Ramon	PRG018	M	Missing	N	N	N	N	Y	N	N
		2669646982	Geary, Mary	PRG015	M	Missing	N	N	N	N	Y	N	N
		2966173402	Taylor, Carol	PRG013	M	Missing	Y	N	N	N	Y	N	N
		4631199355	Jarvis, Eric	PRG009	M	Missing	N	N	N	N	Y	N	N
		4648390795	Stewart, Roberto	PRG008	M	Missing	N	N	N	N	Y	N	N
		4765356540	Kurtz, Bryan	PRG017	M	Missing	N	N	N	N	Y	N	N
		7765566085	Reade, Mary	PRG007	M	Missing	N	N	N	N	Y	N	N
		7851802770	Hill, Randall	PRG012	M	Missing	Y	N	N	N	Y	N	N
		8428345470	Tipton, Marguerite T.	PRG010	M	Missing	N	N	N	N	Y	N	N
		8858566956	Hart, Gerald B.	PRG011	M	Missing	Y	N	N	N	Y	N	N
		9298046384	Cales, Brian	PRG014	M	Missing	Y	N	N	N	Y	N	N
		9498892432	Frasher, Linda	PRG016	M	Missing	N	N	N	N	Y	N	N
		9680569007	Heap, Maria	PRG006	M	Missing	N	N	N	N	N	N	Y
		6870689616	Berry, Kenneth	PRG002	M	White	Y	N	Y	N	N	N	N
		5965939157	Funk, Robert	PRG003	M	Am Indian/Alskn Nat	Y	N	Y	N	N	Y	N
		3941814780	Baker, Patrick X.	PRG004	M	Multiple	Y	N	N	N	Y	N	N
		2066700666	Robbins, Kenneth	PRG005	M	Hispanic	N	N	Y	Y	Y	N	N
		4842463318	Brannan, Xavier	PRG001	M	Black/African Am	N	N	Y	Y	N	N	N

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
Title III Eligible Immigrant:	ALL	Gifted and Talented:	ALL	Title I Part C Migrant:	ALL
Special Education:	ALL	LEP (EL + Selected RFEP):	ALL	Socio-economically Disadvantaged:	ALL

12.3.8 Report 1.8 Dropouts by Subgroup – Student List

Description: Reports the list of students counted as Dropouts in Report 1.6 Graduates and Dropouts by Subgroup

Views Available: ODS and Snapshot

Links: From Column: *Student Name* to Report: *8.1 Student Profile - List*

	1.8 - Dropouts by Subgroup - Student List		
Academic Year: 2008-2009	LEA: Selma Unified	User ID: CDETST\calpads_rptadmin	
View: ODS	School Type: Adult Education Centers,Alternative Schools of Choice,Continuation High Schools,Elementary Schools (Public),High Schools (Public),Intermediate/Middle Schools (Public),N/A,Unified School District	Created Date: 9/24/2009	
As Of: 10/7/2008	School: Abraham Lincoln Middle,Andrew Jackson Elementary,Eric White Elementary,George Washington Elementary,Heartland High (Continuation),Indianola Elementary,James Garfield Elementary,NPS School Group for Selma Unified,Selma Adult,Selma High,Selma Independent,Selma Unified,Terry Elementary,Theodore Roosevelt Elementary,Woodrow Wilson Elementary	Transaction ID: XXXXXXXXXXXXX	

School Code	School Name	SSID	Student Name	Local ID	Gender	Ethnicity/Race	UC/CSU Requirements Met	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migrant	Special Education	LEP (EL + Selected RFEP)	Socio-economically Disadvantaged
1036672	Selma High	1174077606	Ash, Curtis R.	PRG020	M	Missing	N	N	N	N	Y	N	N
		1305050398	Marlin, Gloria	PRG029	F	Missing	N	N	N	N	Y	N	N
		1356916937	Valdez, Stephen	PRG039	F	Missing	N	N	N	N	N	N	N
		1789403646	Beaudry, Johnny	PRG023	F	Missing	N	N	N	N	Y	N	N
		2083845262	Campbell, Milagros E.	PRG036	F	Missing	N	N	Y	N	N	N	N
		2104059047	Vansant, Maureen	PRG043	F	Missing	N	N	N	N	N	N	N
		2287888312	Massingill, Bryce	PRG022	M	Missing	N	N	N	N	Y	N	N
		2679350545	Fleming, Earl	PRG025	F	Missing	N	N	N	N	Y	N	N
		2861196311	Stanley, Phillip	PRG016	M	Missing	N	N	N	N	N	N	N
		3336245730	Pena, Terry	PRG008	M	Missing	N	N	N	Y	N	N	N
		3418206963	Rowe, Pearl	PRG021	M	Missing	N	N	N	N	Y	N	N
		3866994461	Deering, Margaret	PRG018	M	Missing	N	N	N	N	Y	N	N
		4167103735	Boone, Amber	PRG019	M	Missing	N	N	N	N	Y	N	N

Grade: ALL	Ethnicity/Race: ALL	Gender: ALL
Title III Eligible Immigrant: ALL	Gifted and Talented: ALL	Title I Part C Migrant: ALL
Special Education: ALL	LEP (EL + Selected RFEP): ALL	Socio-Economically Disadvantaged: ALL

12.3.9 Report 1.9 Completers and Dropouts - Count

Description: Reports the Dropouts and Successful HS Completers counts by category

Views Available: ODS and Snapshot

Links: From Column: *School Name t*o Report: *1.9 Completers and Dropouts – Student List*

Calculations: <u>Successful HS Completers (See Glossary for Definition)</u>:

All Graduates Total: Sum of Graduates (See Glossary for Definition)

Graduates That Met UC/CSU Requirements Total: Sum of Graduates that Met UC/CSU Requirements

CHSPE Total: Sum of Completers that Passed CHSPE

GED Total: Sum of Completers that Completed the GED

Special Ed Cert Total: Sum of Completers with a Special Education Certificate of Completion

<u>Dropouts (See Glossary for Definition)</u>:

Same School No Show Total: Sum of Dropouts with an Exit Category Code = N420 (NoShowSameSchl)

Other Dropout: Sum of Other Dropouts

CALPADS
California Department of Education
California Longitudinal Pupil Achievement Data System

1.9 Completers and Dropouts - Count		
Academic Year: 2008-2009	**LEA:** Selma Unified	**User ID:** CDETST\calpads_rptadmin
View: ODS	**School Type:** Adult Education Centers,Alternative Schools of Choice,Continuation High Schools,Elementary Schools (Public),High Schools (Public),Intermediate/Middle Schools (Public),N/A,Unified School District	**Created Date:** 9/24/2009
As Of: 10/7/2008 12:00:00 AM	**School:** Abraham Lincoln Middle,Andrew Jackson Elementary,Eric White Elementary,George Washington Elementary,Heartland High (Continuation),Indianola Elementary,James Garfield Elementary,NPS School Group for Selma Unified,Selma Adult,Selma High,Selma Independent,Selma Unified,Terry Elementary,Theodore Roosevelt Elementary,Woodrow Wilson Elementary	**Transaction ID:** XXXXXXXXXXXXX

		Successful HS Completers					Dropouts	
School Code	School Name	All Graduates	Graduates That Met UC/CSU Requirements	CHSPE	GED	Special Ed Cert	Same School No Show	Other
1036672	Selma High	18	22	17	6	3	10	34
TOTAL - Selected Schools		18	22	17	6	3	10	34

Grade: ALL	Ethnicity/Race: ALL	Gender: ALL

12.3.10 Report 1.10 Completers and Dropouts – Student List

Description: Reports the students included in the school level counts on report 1.9 - Completers and Dropouts

Views Available: ODS and Snapshot

Links: From Column: *Student Name* to Report: *8.1 Student Profile*

1.10 - Completers and Dropouts - Student List

Reporting Academic Year: 2008-2009	LEA: Selma Unified	User ID: CDETST\calpads_rptadmin
View: ODS	School Type: Adult Education Centers,Alternative Schools of Choice,Continuation High Schools,Elementary Schools (Public),High Schools (Public),Intermediate/Middle Schools (Public),N/A,Unified School District	Created Date: 9/24/2009
As of Date: 10/7/2008	School: Abraham Lincoln Middle,Andrew Jackson Elementary,Eric White Elementary,George Washington Elementary,Heartland High (Continuation),Indianola Elementary,James Garfield Elementary,NPS School Group for Selma Unified,Selma Adult,Selma High,Selma Independent,Selma Unified,Terry Elementary,Theodore Roosevelt Elementary,Woodrow Wilson Elementary	Transaction ID: XXXXXXXXXXXXX

						Successful HS Completers					Dropouts	
School Code	School Name	SSID	Student Name	Local ID	Gender	Ethnicity/Race	Graduated	UC/CSU Requirements Met	CHSPE	GED	Special Ed Cert.	No Show	Other
1036672	Selma High	1332217765	Parrish, Lynne	PRG030	F	Am Indian/Alskn Nat	N	Y	Y	N	N	N	N
		1372610856	Sanchez, Herbert	PRG035	F	Asian	N	Y	Y	N	N	N	N
		1735093585	Wagner, Charlotte	PRG032	F	N	N	Y	Y	N	N	N	N
		2066700666	Robbins, Kenneth	PRG005	M	Hispanic	Y	Y	N	N	N	N	N
		2130042486	Mcintosh, Ben	PRG024	F	N	N	N	N	Y	N	N	N
		2131262651	Skillern, Ramon	PRG018	M	N	Y	N	N	N	N	N	N
		2225028611	Gibson, Richard	PRG022	M	N	N	Y	N	Y	N	N	N
		2669646982	Geary, Mary	PRG015	M	N	Y	N	N	N	N	N	N
		2917485955	Brooks, Chad E.	PRG040	F	N	N	N	Y	N	N	N	N
		2966173402	Taylor, Carol	PRG013	M	N	Y	Y	N	N	N	N	N
		3039745768	Randazzo, Katherine	PRG037	F	N	N	N	Y	N	N	N	N
		3369476924	Stegall, Quentin	PRG044	F	N	N	N	Y	N	N	N	N
		3492789287	Wharton, Bradley	PRG036	F	N	N	Y	Y	N	N	N	N
		3510897006	Walker, Jose	PRG021	M	N	N	Y	N	N	Y	N	N
		3564497698	Proctor, Sherry	PRG019	M	N	N	Y	N	N	Y	N	N
		3936621925	Long, Mary	PRG020	M	N	N	N	N	N	Y	N	N
		3941814780	Baker, Patrick X.	PRG004	M	Multiple	Y	Y	N	N	N	N	N

Grade: ALL	Ethnicity/Race: ALL	Gender: ALL

12.3.11   Report 1.11 Completer Exits – Count Disaggregated

Description: Reports the number of Completer Exits from the specified school year according to their completion status category. The completer exits are disaggregated by Ethnicity/Race as well as Gender.

Views Available: ODS and Snapshot

Links: From Column: *School Name t*o Report: *8.1 Student Profile*

Calculations: Completion Status Total: Sum of completer exits by School Completion Status Code

School Total: Sum of Completer Exits by school

Selected Schools Total: Sum of Completer Exits by the schools selected for the report

Number (#): Sum of Completer Exits by Completion Status Code in each ethnicity/race category

Percentage (%): Percentage of Completer Exits for each ethnicity/race category

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
English Language Acquisition Status:	ALL	LEP (EL + Selected RFEP):	ALL	Title III Eligible Immigrant:	ALL
Title I Part C Migrant:	ALL	Socio-Economically Disadvantaged:	ALL	Special Education:	ALL
Gifted and Talented:	ALL	Successful HS Completer Type:	ALL	Graduating Class Year:	All
Met UC/CSU Requirements:	ALL				

12.3.12 Report 1.12 Dropouts – Count Disaggregated

Description: Reports the number of Dropouts from the specified school year. The counts are also disaggregated by Ethnicity/Race as well as Gender and Grade.

Views Available: ODS and Snapshot

Links: From Column: *School Name t*o Report: *8.1 Student Profile*

Calculations: School Total: Sum of Dropouts by school

Selected Schools Total: Sum of Dropouts by the schools selected for the report

Number (#): Sum of Dropouts in each ethnicity/race category

Percentage (%): Percentage of Dropouts for each ethnicity/race category

1.12 - Droupouts - Count Disaggregated

Academic Year:	2008-2009	LEA:	Selma Unified	User ID:	CDETST\calpads_rptadmin
View:	ODS	School Type:	Adult Education Centers,Alternative Schools of Choice,Continuation High Schools,Elementary Schools (Public),High Schools (Public),Intermediate/Middle Schools (Public),N/A,Unified School District	Created Date:	9/24/2009
As of:	10/7/2008 12:00:00 AM	School:	Abraham Lincoln Middle,Andrew Jackson Elementary,Eric White Elementary,George Washington Elementary,Heartland High (Continuation),Indianola Elementary,James Garfield Elementary,NPS School Group for Selma Unified,Selma Adult,Selma High,Selma Independent,Selma Unified,Terry Elementary,Theodore Roosevelt Elementary,Woodrow Wilson Elementary	Transaction ID:	XXXXXXXXXXXXX

School Code	School Name	Grade	Gender	Total #	Hispanic #	Hispanic %	Am Indian/Alskn Nat #	Am Indian/Alskn Nat %	Asian #	Asian %	Black/African Am #	Black/African Am %	Nat Hwiin/Othr Pac Islndr #	Nat Hwiin/Othr Pac Islndr %	White #	White %	Multiple #	Multiple %	Missing #	Missing %
Total - Selected Schools				44	1	2.27 %	1	2.27 %	1	2.27 %	1	2.27 %	0	0.00 %	1	2.27 %	2	4.55 %	37	84.09 %
1036672	Selma High	Total		44	1	2.27 %	1	2.27 %	1	2.27 %	1	2.27 %	0	0.00 %	1	2.27 %	2	4.55 %	37	84.09 %

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
English Language Acquisition Status:	ALL	Title III Eligible Immigrant:	ALL	LEP (EL + Selected RFEP):	ALL
Title I Part C Migrant:	ALL	Socio-Economically Disadvantaged:	ALL	Special Education:	ALL
Gifted and Talented:	ALL	Dropout Type:	ALL	Exit Reason:	ALL
Graduating Class Year:	All				

12.3.13　　Report 1.13 Exits - Count Disaggregated

Description:　　　　Reports the number of students who withdrew from the specified school year according to their exit category. The exits are disaggregated by ethnicity/race as well as gender.

Views Available:　　ODS and Snapshot

Links:　　　　　　From Column: *School Name t*o Report: *8.1 Student Profile*

Calculations:　　　Gender Total: Sum of exits by Gender

Exit Code Total:　Sum of exits by Student Exit Category Code

School Total: Sum of exits by School

Selected Schools Total: Sum of exits by the schools selected for the report

Number (#): Sum of exits by Student Exit Category Code in each ethnicity/race category

Percentage (%): Percentage of exits for each ethnicity/race category

1.13 Exits - Count Disaggregated

Exit From/Throu Dates: 8/16/2007 - 8/15/2008	LEA: Selma Unified	User ID: CDETST\calpads_rptadmin
View: ODS	School Type: Adult Education Centers,Alternative Schools of Choice,Continuation High Schools,Elementary Schools (Public),High Schools (Public),Intermediate/Middle Schools (Public),N/A,Unified School District	Created Date: 9/24/2009
	School: Abraham Lincoln Middle,Andrew Jackson Elementary,Eric White Elementary,George Washington Elementary,Heartland High (Continuation),Indianola Elementary,James Garfield Elementary,NPS School Group for Selma Unified,Selma Adult,Selma High,Selma Independent,Selma Unified,Terry Elementary,Theodore Roosevelt Elementary,Woodrow Wilson Elementary	Transaction ID: XXXXXXXXXXXXX

School Code	School Name	Exit Code	Exit Reason	Gender	Total #	Hispanic #	Hispanic %	Am Indian/Alskn Nat #	Am Indian/Alskn Nat %	Asian #	Asian %	Black/African Am #	Black/African Am %	Nat Hwiin/Othr Pac Islndr #	Nat Hwiin/Othr Pac Islndr %	White #	White %	Multiple #	Multiple %	Missing #	Missing %
Total - Selected Schools					88	2	2.27 %	3	3.41 %	2	2.27 %	2	2.27 %	0	0.00 %	2	2.27 %	3	3.41 %	74	84.09 %
1036672	Selma High	Total			88	2	2.27 %	3	3.41 %	2	2.27 %	2	2.27 %	0	0.00 %	2	2.27 %	3	3.41 %	74	84.09 %
		E230	CompleterExit	Total	44	1	2.27 %	2	4.55 %	1	2.27 %	1	2.27 %	0	0.00 %	1	2.27 %	1	2.27 %	37	84.09 %
				F	22	0	0.00 %	1	4.55 %	1	4.55 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	20	90.91 %
				M	22	1	4.55 %	1	4.55 %	0	0.00 %	1	4.55 %	0	0.00 %	1	4.55 %	1	4.55 %	17	77.27 %
		T270	TransDropAdult	Total	11	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	11	100.00 %
				M	11	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	11	100.00 %
		T380	TransInstNoHSDip	Total	10	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	10	100.00 %
				F	9	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	9	100.00 %
				M	1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	100.00 %
		E140	NoKnownEnroll	Total	5	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	5	100.00 %
				F	5	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	5	100.00 %
		T460	TransHomeSchl	Total	5	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	5	100.00 %
				F	5	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	5	100.00 %
		E400	Other	Total	2	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	2	100.00 %
				F	2	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	2	100.00 %
		N420	NoShowSameSchl	Total	10	1	10.00 %	1	10.00 %	1	10.00 %	1	10.00 %	0	0.00 %	1	10.00 %	2	20.00 %	3	30.00 %
				M	10	1	10.00 %	1	10.00 %	1	10.00 %	1	10.00 %	0	0.00 %	1	10.00 %	2	20.00 %	3	30.00 %
		E300	ExpellNoKnownEnrol l	Total	1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	100.00 %
				F	1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	100.00 %

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL	
English Language Acquisition Status:	ALL	Title III Eligible Immigrant:	ALL	LEP (EL + Selected RFEP):	ALL	
Title I Part C Migrant:	ALL	Socio-Economically Disadvantaged:	ALL	Special Education:	ALL	
Gifted and Talented:	ALL	Exit Reason:	ALL			

12.3.14   Report 1.14 Dropouts Count – State View

Description: Reports the official/statewide count of dropouts by Ethnicity/Race within Grade and Gender. The statewide dropout count is adjusted for lost transfers, and re-enrolled dropouts. This report is available during and after the Fall 1 certification window

Views Available: Snapshot

Links: From Column: *School Name t*o Report: *8.1 Student Profile*

Calculations: School Total: Sum of Dropouts by school

Selected Schools Total: Sum of Dropouts by the schools selected for the report

Number (#): Sum of Dropouts in each ethnicity/race category

Percentage (%): Percentage of Dropouts for each ethnicity/race category

1.14 Dropouts Count - State View

Academic Year:	2008-2009	LEA:	Selma Unified	User ID:	CDETST\calpads_rptadmin
View:	Snapshot	School Type:	ALL	Created Date:	9/24/2009
As of:	3/27/2009	School:	ALL	Transaction ID:	XXXXXXXXXXXXX

School Code	School Name	Grade	Gender	Total #	Hispanic #	Hispanic %	Am Indian/Alskn Nat #	Am Indian/Alskn Nat %	Asian #	Asian %	Black/African Am #	Black/African Am %	Nat Hwiin/Othr Pac Islndr #	Nat Hwiin/Othr Pac Islndr %	White #	White %	Multiple #	Multiple %	Missing #	Missing %
Total - Selected Schools				44	1	2.27 %	1	2.27 %	1	2.27 %	1	2.27 %	0	0.00 %	1	2.27 %	2	4.55 %	37	84.09 %
1036672	Selma High	Total		44	1	2.27 %	1	2.27 %	1	2.27 %	1	2.27 %	0	0.00 %	1	2.27 %	2	4.55 %	37	84.09 %
		12	All	44	1	2.27 %	1	2.27 %	1	2.27 %	1	2.27 %	0	0.00 %	1	2.27 %	2	4.55 %	37	84.09 %
			F	22	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	22	100.00 %
			M	22	1	4.55 %	1	4.55 %	1	4.55 %	1	4.55 %	0	0.00 %	1	4.55 %	2	9.09 %	15	68.18 %

In the state view of dropouts, the LEA dropout count is modified to
1) eliminate re-enrolled dropouts and
2) add lost transfers

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
English Language Acquisition Status:	ALL	Title III Eligible Immigrant:	ALL	LEP (EL + Selected RFEP):	ALL
Title I Part C Migrant:	ALL	Socio-Economically Disadvantaged:	ALL	Special Education:	ALL
Gifted and Talented:	ALL	Dropout Type:	ALL	Exit Reason:	ALL
Graduating Class Year:	ALL				

12.3.15 Report 2.2 Title III Eligible Immigrants - Count by Birth Country

Description: Reports the unduplicated number of primary enrolled Title III Eligible Immigrants by Birth Country

Views Available: ODS and Snapshot

Links: From Column: *School Name t*o Report: *8.1 Student Profile*

Calculations: Gender Total: Sum of Title III Eligible Immigrants (See Glossary for Definition) by Gender

                      Birth Country Total: Sum of Title III Eligible Immigrants by Birth Country

                      School Total: Sum of Title III Eligible Immigrants by School

                      Selected Schools Total: Sum of Title III Eligible Immigrants by the schools selected for the report

2.2 Title III Eligible Immigrants - Count by Birth Country

Academic Year:	2008-2009	LEA:	Selma Unified	User ID:	CDETST\calpads_rptadmin
View:	ODS	School Type:	Adult Education Centers,Alternative Schools of Choice,Elementary Schools (Public),High Schools (Public),Intermediate/Middle Schools (Public),N/A,Unified School District	Created Date:	9/24/2009
As of:	9/24/2008	School:	Abraham Lincoln Middle,Andrew Jackson Elementary,Eric White Elementary,George Washington Elementary,Indianola Elementary,James Garfield Elementary,NPS School Group for Selma Unified,Selma Adult,Selma High,Selma Independent,Selma Unified,Terry Elementary,Theodore Roosevelt Elementary,Woodrow Wilson Elementary	Transaction ID:	XXXXXXXXXXXXX

School Code	School Name	Birth Country	Gender		Total
Total - Selected Schools					6
6007322	Terry Elementary	Total:			6
		CANADA	Total		3
			M		3
		MEXICO	Total		3
			M		3

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
English Language Acquisition Status:	ALL	LEP (EL + Selected RFEP):	ALL	Title I Part C Migrant:	ALL
Socio-Economically Disadvantaged:	ALL	Special Education:	ALL	Gifted and Talented:	ALL

12.3.16   Report 2.3 Title III Eligible Immigrants – Percentage Change

Description: Reports the % change in the number of primary enrolled Eligible Immigrants between an average of the two previous years and the selected year.*Note: due to data constraints, this report may not be available for the first years CALPADS is implemented.

Views Available: Snapshot

Links: From Column: *School Name t*o Report: *8.1 Student Profile*

Calculations: Total for Selected School: Sum of primary enrolled Title III Eligible Immigrants for the selected academic year

Avg 2 Prev Years: The average of the count of Title III Eligible Immigrants for the two years prior to the current: (Last Years Count + Year Before Last Year Count) / 2

2.3 Title III Eligible Immigrants - Percent Change

Academic Year:	2008-2009	LEA:	Selma Unified	User ID:	CDETST\calpads_rptadmin
View:	Snapshot	School Type:	ALL	Created Date:	9/24/2009
As of:	3/27/2009	School:	ALL	Transaction ID:	XXXXXXXXXXXXX

School Code	School Name	Total for Selected Academic Year	Avg 2 Prev Years	% Change
6007322	Terry Elementary	6	0	Undefined
Total - Selected Schools:		6	0	**Undefined**

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
English Language Acquisition Status:	ALL	LEP (EL + Selected RFEP):	ALL	Title I Part C Migrant:	ALL
Socio-Economically Disadvantaged:	ALL	Special Education:	ALL	Gifted and Talented:	ALL

12.3.17 Report 2.4 - English Learner Education Services - Student Count Unduplicated

Description: Reports the unduplicated number of English Learners (ELs) and the number of ELs who are receiving EL Education Services. The count is reported by Education Service type <u>as of Fall 2 Report Period</u>.

Students Included: Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US

Courses Included: Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes

Views/Type: ODS and Snapshot

Links: From Row: *School* to Report 2.7 English Learner Education Services - Student List [for the selected school].

From Column: *Total # of English Learners (ELs)* to Report 2.6 English Learner - Count by Primary Language [for all selected schools]

Calculations: Total # of English Learners (ELs): Count of unique SSIDs that are English Learners (ELs). English Language Acquisition Status State Code=EL

Primary Language Instruction and May Also Be Receiving ELD Instruction and/or SDAIE Instruction: Unduplicated Count English Learners (ELs) receiving EL Education Service Code = 1

ELD Instruction Only: Unduplicated Count of English Learners (ELs) receiving EL Education Service Code = 2

SDAIE Instruction Only: Unduplicated Count English Learners (ELs) receiving EL Education Service Code = 3

ELD Instruction and SDAIE Instruction But Not Primary Language Instruction: Unduplicated Count of English Learners (ELs) receiving EL Education Service Code = 4

No Service Received at This School: Unduplicated Count of English Learners (ELs) who are not receiving EL Education Services at the particular school

Glossary References: *English Learners*, *English Learner Education Services*

School Code	School Name	Total # of English Learners (ELs)	Primary Language Instruction and May Also Be Receiving ELD Instruction and/or SDAIE Instruction (1)	ELD Instruction Only (2)	SDAIE Instruction Only (3)	ELD Instruction and SDAIE Instruction But Not Primary Language Instruction (4)	No Service Received at This School
8876544	Kennedy High	201	50	51	45	50	5
8776788	Mcclatchy High	208	52	60	35	59	2
TOTAL- Selected Schools		409	102	111	80	109	7

12.3.18   Report 2.5 - English Learner Education Services - Unduplicated Count of Teachers Providing EL Services

Description:	Reports the unduplicated count of Teachers providing English Language Education Services to English Learners (ELs) <u>as of Fall 2 Report Period</u>.
Students Included:	Enrollment Status = Primary (10), Secondary (20), and Short Term (30); Grade Level = KN, 01-12, UE, US
Courses Included:	Course section with 0 enrollments: No; Course section with SEID = 9999999999: No
Views/Type:	ODS and Snapshot
Links:	From Row: *School* to Report 4.3 Staff Teaching Assignments - Detail [for the selected school]
Calculations:	Total # Teachers Providing Services to EL: Unduplicated Count of Teachers (Educator Identifier Statewide California) providing English Language Education Services to ELs (Education Service Code).
	Education Service Description Primary Language Instruction and May Also Be Providing ELD Instruction and/or SDAIE Instruction: Unduplicated Count of Teachers (Educator Identifier Statewide California) providing English Language Education Services to ELs for Education Service Code = 1
	ELD Instruction Only: Unduplicated Count of Teachers (Educator Identifier Statewide California) providing English Language Education Services to ELs for Education Service Code = 2
	SDAIE Instruction Only: Unduplicated Count of Teachers (Educator Identifier Statewide California) providing English Language Education Services to ELs for Education Service Code = 3
	ELD Instruction and SDAIE Instruction But Not Primary Language Instruction: Unduplicated Count of Teachers (Educator Identifier Statewide California) providing English Language Education Services to ELs for Education Service Code = 4
Glossary References:	*English Learners, English Learner Education Services, Providing EL Services, Teacher*

School Code	School Name	Total # Teachers Providing Services to ELs	Primary Language Instruction and May Also Be Providing ELD Instruction and/or SDAIE Instruction (1)	ELD Instruction Only (2)	SDAIE Instruction Only (3)	ELD Instruction and SDAIE Instruction But Not Primary Language Instruction (4)
8876544	Kennedy High	60	15	12	16	17
8776788	Mcclatchy High	74	25	10	18	21
TOTAL- Selected Schools		134	40	22	34	38

12.3.19   Report 2.6 - English Learner - Count by Primary Language

Description: Reports the number of English Learners <u>as of Fall 2 Report Period</u>. The count is reported at the school level by grade level within Primary Home Language. It aggregates school level data to the LEA level.

Students Included: Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US

Courses Included: Course section with 0 enrollments: N/A; Course section with SEID = 9999999999: N/A

Views/Type: ODS and Snapshot

Links: From Row: *School* to Report 2.7 English Learner Education Services - Student List [for the selected school]

Calculations: # English Learners (ELs): Count of students that are English Learners (English Language Acquisition Status State Code = EL)

Glossary References: *English Learners*

School Code	School Name	Primary Language	>Grade	# English Learners (ELs)
8876544	Kennedy High	Cantonese	KN	20
			01	15
			02	10
			All	**45**
		Spanish	01	20
			02	20
			All	**40**
		TOTAL	KN	40
			01	35
			02	30
			All	**85**
8776788	Mcclatchy High	Spanish	10	
			11	
			All	
		TOTAL	10	
			11	
			All	
TOTAL - Selected Schools		Cantonese	KN	
			01	
			02	
			All	
		Spanish	10	
			11	
			All	
		TOTAL	KN	
			01	
			02	
			10	
			11	
			All	

12.3.20   Report 2.7 - English Learner Education Services - Student List

Description: Reports all English Learner students <u>as of the Fall 2 Report Period</u> and identifies the EL Education Services received, if any.

Students Included: Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US

Courses Included: Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes

Views/Type: ODS and Snapshot

Links: None

Calculations: # Course Sections Served: Count of course sections in which the student is receiving the service

Glossary References: *English Learners, English Learner Education Services*

School Code	School Name	SSID	Student Name	Local ID	Gender	Ethnicity/ Race	Eng Lang Acq Status	Primary Language	Educ Service Description	Class Inst Lang	# Course Sections Served
8876544	Kennedy High	3948573932	Borne, Will	A001	M	White	EL	18-German	*1-Primary Language Instruction and ELD Instruction and/or SDAIE Instruction	18-German	1
										00-English	1
									2-ELD Instruction		2
									3-SDAIE Instruction Only		4
8876544	Kennedy High	1234567891	Carey, Ronald C.	A002	M	Hispanic	EL	03-Cantonese	None		0
8876544	Kennedy High	9876543218	Malory, Harry	A003	M	White	EL	01-Spanish	3-SDAIE Instruction Only		2
8876544	Kennedy High	3285747668	Wilson, Renatta	A004	F	Multiple	EL	01-Spanish	3-SDAIE Instruction Only		4
8876544	Kennedy High	4857385869	Wise, Bert F.	A005	M	White	EL	01-Spanish	4-ELD Instruction and SDAIE Instruction But Not Primary Language Instruction		2

* Student will be counted in this category

12.3.21   Report 2.11 - English Learner Instructional Plan - Count of ELs by Instructional Strategy

Description: Reports the unduplicated count of English Learners who are enrolled in course sections with an EL Instructional Plan, by the Instructional Strategy used in the delivery of the course content <u>as of the Fall 2 Report Period</u>.

Students Included: Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US

Courses Included: Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes

Views/Type: ODS and Snapshot

Links: From Row: *School* to Report 3.7 Course Section Enrollment – Count and Details [for the selected school]

Calculations: Total # of English Learner (EL) Students: Count of English Learners

Instructional Setting – Alternative EL Program – Two-Way Immersion: Count of students enrolled in one or more Course Sections for which the Instructional Strategy Code = 400

Instructional Setting – Structured English Immersion and/or English Learner Mainstreaming: Count of students enrolled in one or more Course Sections for which the Instructional Strategy Code = 500

Instructional Setting – Alternative EL Program - Bilingual: Count of students enrolled in one or more Course Sections for which the Instructional Strategy.Code = 600

Instructional Setting – English Learner Mainstreaming: Count of students enrolled in one or more Course Sections for which the Instructional Strategy Code = 650

Other Instructional Setting: Count of students enrolled in one or more Course Sections for which the Instructional Strategy.Code = 300 Home and Hospital, 700 Special Education, or null

Glossary References: *English Learner Instructional Plan*

			Instructional Setting				
School Code	School Name	Total # of English Learner (EL) Students	Alternative EL Program - Two-Way Immersion - Various Models (400)	Structured English Immersion and/or English Learner Mainstreaming (500)	Alternative EL Program - Bilingual - Various Models (600)	English Learner Mainstreaming (650)	Other Instructional Setting
8876544	Kennedy High	466	111	127	131	40	57
8776788	Mcclatchy High	383	105	115	114	1	48
TOTAL - Selected Schools		849	216	242	245	41	105

12.3.22 Report 3.1 - Class Size - by Content Area

Description: Reports number of classes, class enrollment and average class size by content area category for each school <u>as of Fall 2 Report Period</u>.

Students Included: Enrollment Status = Primary (10), Secondary (20), and Short Term (30); Grade Level = KN, 01-12, UE, US

Courses Included: Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes

Views/Type: ODS and Snapshot

Links: From Column: *Content Area* to Report 3.2 Classes Enrollment – by Content Area [for all selected schools]

Calculations: # Classes: Count of Class IDs (Class Identifier) relating to a specific content area category (Content Area Category Code).

Class Enrollment: Count of SSIDs in all classes relating to a specific content area category (Content Area Category Code).

Average Class Size: Class Enrollment / # of Classes

Glossary References: *Class/Class ID*

School Code	School Name	Content Area	# Classes	Class Enrollment	Average Class Size
3777777	Aotari Rohnert Park	15-Foreign Language	13	410	31.5
		18-Mathematics	15	420	28.0
		27-AP Mathematics	2	58	29.0
		40-Career Technical Education	1	28	28.0
		ALL	30	888	29.6
3777778	El Camino High				
3777779	Phoenix High				
TOTAL-Selected Schools					

12.3.23   Report 3.2 Class Enrollment – by Content Area

Description:	Reports class size by content area category <u>as of Fall 2 Report Period</u>. Students are disaggregated into ethnicity/race categories.
Students Included:	Enrollment Status = Primary (10), Secondary (20), and Short Term (30); Grade Level = KN, 01-12, UE, US
Courses Included:	Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes
Views/Type:	ODS and Snapshot
Links:	From Column: *Content Area* to Report 3.3 Classes Enrollment – Student List [for all selected schools]
Calculations:	Total Number: Count of students in each Class ID (Class Identifier)
	Number: Count of students in each Class by each disaggregated race/ethnicity category
	Percent: (Number / Total Number) Count of students by each disaggregated Race/Ethnicity category in each Class ID as a percent of total students in each Class ID
Glossary References:	*Class/Class ID*

School Code	School Name	Content Area	Class ID	State Course Code	Local Course ID	Term	Sec ID	TOTAL #	Hispanic #	Hispanic %	Am Indian / Alskn Nat #	Am Indian / Alskn Nat %	Asian #	Asian %	Black / African #	Black / African %	Nat Hwiin / Othr Pac Islndr #	Nat Hwiin / Othr Pac Islndr %	White #	White %	Multiple Race #	Multiple Race %	Missing #	Missing %
3777777	Aotari Rohnert Park	14-English Language Arts	CE1	2101-Comprehensive English	ENG001-Comprehensive	Q1	01	32	2	6.3%	2	6.3%	4	12.5%	5	15.6%	2	6.3%	15	46.9%	1	3.1%	1	3.1%
				2100-Reading Improvement	ENG002-Reading	Q1	03																	
		14-English Language Arts	ELC1	2101-Comprehensive English	ENG013-Shakespeare	Q1	11	29																
						Q1	12																	
		15-Foreign Language	CH1	2215-Chinese (Advanced)	MA44-Chinese 4	FY	44	28																
		18-Mathematics	AM1	2414-Analytic geometry/ pre-calculus	AB76-Advanced Mathematics	Q1	15	32																
3777778	El Camino High																							
3777779	Phoenix High																							

12.3.24 Report 3.3 Class Enrollment - Student List

Description: Reports list of students, <u>active as of Fall 2 Report Period</u>, in each class by course section and by school

Students Included: Enrollment Status = Primary (10), Secondary (20), and Short Term (30); Grade Level = KN, 01-12, UE, US

Courses Included: Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes

Views/Type: ODS and Snapshot

Links: None

Glossary References: *Class/Class ID*

School Code	School Name	Content Area	Class ID	State Course Code	Local Course ID	Term	Sec ID	SEID	Teacher Name	SSID	Student Name	Local ID	Grade	Gender	Ethnicity /Race
3777777	Aotari Rohnert Park	xx-Multiple	ESC1	2101-Comprehensive English	COM23-English	Q1	10	3334442456	Black, Jordan	3948573932	Borne, Will	A001	10	M	Asian
								3345544899	Gree, Harold	1234567891	Carey, Ronald C.	A002	10	M	White
				2611-General Science	ABR21-Science	Q1	14	3334442578	Smith, Mary	9876543218	Malory, Harry	A003	10	M	Missing
								3285747668		3285747668	Wilson, Renatta	A004	10	F	Multiple
			ESC2	2101-Comprehensive English	COM23-English	Q1	11	1234354657	Jones, Jack	3452345672	Aidam, Manny	A005	10	M	Black/Afr
										1234562534	Lee, Felicia	A006	10	F	Asian
				2611-General Science	ABR21-Science	Q1	15	3111111789	Glass, Perry	7643634571	Chen, Harry T.	A007	10	M	Asian
										2345623451	Smith, John H.	A008	11	M	White
		14-English Language Arts	ELC4	2101-Comprehensive English	ENG54-English Lang & Comp	Q1	12	3452346234	Liu, David						

12.3.25 Report 3.4 - NCLB Core Course Section Compliance - Count by Content Area

Description: Reports number of course sections, number of NCLB Core Courses, number of NCLB Compliant Course Sections, as well as percentage of Core Course Sections that are NCLB Compliant by Content Area, <u>as of the Fall 2 Report Period.</u>

Students Included: N/A

Courses Included: Course section with 0 enrollments: Yes; Course section with SEID = 9999999999: No

Views/Type: ODS and Snapshot

Links: From Column: *Core Course Sections* to Report 3.5 NCLB Core Course Section Compliance - Detail [for all selected schools]

Calculations: # Core Course Sections : Count of course section IDs (Course Section Identifier) with a NCLB Core Course Indicator and Instructional Level Code = E or S relating to a specific content area category (Content Area Category Code)

NCLB Compliant Course Section: Count of NCLB Compliant Course Sections (by Course Section Identifier) relating to a specific content area category (Content Area Category Code)

% of Core Course Sections-NCLB Compliant: Percent of NCLB Core course sections (# NCLB Compliant Course Sections / # Core Course Sections) that are NCLB Compliant, relating to a specific relating to a specific content area category (Content Area Category Code)

Glossary References: *NCLB Compliant Course Section*

School Code	School Name	NCLB Core Course Instructional Level	Content Area	# Core Course Sections	# NCLB Compliant Core Course Sections	% of Core Course Sections - NCLB Compliant
3777777	Aotari Rohnert Park	S-Secondary	25-AP English	40	35	87.5%
			14-English Language Arts	37	32	86.5%
			15-Foreign Languages	36	30	83.3%
			18-Mathematics	46	40	87.0%
			ALL	159	137	86.2%
3777778	El Camino High	S-Secondary				
3777779	Phoenix High	S-Secondary				
TOTAL-Selected Schools						

12.3.26   Report 3.5 - NCLB Core Course Section Compliance - Detail

Description: Reports the local NCLB Core course sections <u>as of the Fall 2 Report Period</u>, identifying the teacher and HQT competency in NCLB core courses.

Students Included: N/A

Courses Included: Course section with 0 enrollments: Yes; Course section with SEID = 9999999999: No

Views/Type: ODS and Snapshot

Links: None

Glossary References: *NCLB Compliant Course Section*

School Code	School Name	State Course Code	Local Course ID	Term	Sec ID	Class ID	SEID	Teacher Name	Teacher Local ID	NCLB Core & Inst Lvl	HQT Cont Area Comp *
3777777	Aotari Rohnert Park	2414-Analytic geometry/ pre-calculus	AB76-Advanced Mathematics	S1	01	CE1	1245453545	Hatch, Michael	123	S-Sec	D-HOUSSE
							1423546676	Chang, David	125	S-Sec	D-HOUSSE
				S1	02	CE1	2342222534	Jones, Mike	124	S-Sec	A-Exam
			BB76-Geometry	S1	11	ELC1	3334442456	Black, Jordan	126	S-Sec	G-VPSS
				S1	12	ELC1	3334442456	Black, Jean	126	S-Sec	A-Exam
		2215-Chinese (Advanced)	MA44-Chinese 4	S1	44	CH1	3845839486	Chou, Tom	131	S-Sec	A-Exam
				FY	45	CH2	9384937654	Chang, Drew	132	S-Sec	A-Exam
		2106-English Literature	PE01-English Literature 1	FY	13	EL1	4839497654	English, Justin	133	S-Sec	G-VPSS
				S1	14	EL2	1230533457	Watson, Pam	134	S-Sec	G-VPSS
			PE02-English Literature 2	S1	15	EL3	6565451234	Carter, Mia	135	S-Sec	A-Exam
				FY	16	EL4	4343431111	Brand, Jon	136	S-Sec	
3777778	El Camino High										
3777779	Phoenix High (Continuation)										

* Noncompliance is identified by the lack of a HQT Content Area Competency

12.3.27   Report 3.6 - Course Section Enrollment - Count by Content Area

Description: Reports the number of course sections of each Local Course within a State Course Code and the number of students enrolled in each local course <u>as of the Fall 2 Report Period</u>. Also reports details about all courses by State Course Code and identified local courses mapped to the state code.

Students Included: Enrollment Status = Primary (10), Secondary (20), and Short Term (30); Grade Level = KN, 01-12, UE, US

Courses Included: Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes

Views/Type: ODS and Snapshot

Links: From Column: *Core Course Sections* to Report 3.7 Course Section Enrollment – Count and Details [for all selected schools]

Calculations: # Course Sections: Count of Course Section IDs (Course Section Identifier) in each Local Course ID (Course Identifier)

                        # Students Enrolled: Total unduplicated count of students in each Local Course (Course Identifier)

Glossary References: *N/A*

School Code	School Name	Content Area	State Course Code	Local Course ID	# Course Sections	# Students Enrolled
3777777	Aotari Rohnert Park	14-English Language Arts	2101-Comprehensive English	ENG001-Comprehensive English	8	240
				ENG-54English Language & Composition	7	210
			2106-English Literature	PE01-English Literature 1	4	120
				PE02-English Literature 2	5	150
		15-Foreign Languages	2215-Chinese (Advanced)	MA44-Chinese 4	3	90
		18-Mathematics	2414-Analytic geometry/ pre-calculus	AB76-Advanced Mathematics	9	270
				BB76-Geometry	5	150
3777778	El Camino High					
3777779	Phoenix High					

12.3.28   Report 3.7 - Course Section Enrollment - Count and Details

Description: Reports the details of local course sections by Content Area and State Course Code <u>as of Fall 2 Report Period</u>. Included are education service, language of instruction, instructional strategy, education program fund source and course section enrollment.

Students Included: Enrollment Status = Primary (10), Secondary (20), and Short Term (30); Grade Level = KN, 01-12, UE, US

Courses Included: Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes

Views/Type: ODS and Snapshot

Links: From Column: *Sec ID* to Report 3.8 Course Section Enrollment – Student List [for all selected schools]

Calculations: Course Section Enrollment: Count of students in each Local Course Section (Course Section Identifier)

Glossary References: *N/A*

School Code	School Name	Content Area	State Course Code	Local Course ID	Sec ID	Term	Class ID	Mul Teach Strat	Non-Std Inst Lvl	Educ Service	Inst Lang	Inst Strat	Ind Study	Dist Learn	Pgm Fund Source	UC/CSU Approved	Course Section Enrollment
3777777	Aotari Rohnert Park	xx-Multiple	2101-Comprehensive English	ENG001-Comprehensive English	01	Q1	CE1	2-Job Share		1-Prim Lan-ELD & SDAIE	01-Spanish	650-English Learner Mainstreaming					32
					02	Q1	CE1	2-Job Share		1-Prim Lan-ELD & SDAIE	01-Spanish	650-English Learner Mainstreaming					32
			2611-General science	SCI002-Science 1	11	Q1	CE1	2-Job Share									29
					12	Q1	CE1	2-Job Share									33
		18-Mathematics	2414-Analytic geometry/ pre-calculus	AB76-Advanced Mathematics	03	Q1	AM1		14-Honors-UC	2-ELD Only			Y		113-Cal Part Ac	Y	32
					12	FY	AM2		14-Honors-UC	2-ELD Only					113-Cal Part Ac	Y	35
					13	FY	AM3		14-Honors-UC	2-ELD Only					113-Cal Part Ac	Y	33
				BB76-Geometry	05	Q1	GE1									Y	31
		15-Foreign Language	2215-Chinese (Advanced)	MA44-Chinese 4	15	Q1	CH1		16-College					Y			28
					02	FY	CH2		16-College								29
		14-English Language Arts	2107-English Literature	PE01-English Literature 1	16	Q1	EL1									Y	28
					03	FY	EL2									Y	27
				PE02-English Literature 2	20	Q1	EL3									Y	29
					11	FY	EL4									Y	30
3777778	El Camino High																

12.3.29 Report 3.8 - Course Section Enrollment - Student List

Description: Reports a list of students in each course section and class by school who are <u>active as of the Fall 2 Report Period</u>.

Students Included: Enrollment Status = Primary (10), Secondary (20), and Short Term (30); Grade Level = KN, 01-12, UE, US

Courses Included: Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes

Views/Type: ODS and Snapshot

Links: None

Glossary References: *Class/Class ID*

School Code	School Name	State Course Code	Local Course ID	Sec ID	Term	Class ID	SEID	Teacher Name	SSID	Student Name	Local ID	Grade	Gender	Ethnicity/ Race	UC/CSU Admission Req
3777777	Aotari Rohnert Park	2101-Comprehensive English	ENG54-English Language & Composition	11	Q1	ELC1	3334442456 1234565656	Black, Jordan Jones, Mary	3948573932	Borne, Will	A001	10	M	Asian	B: English
									1234567891	Carey, Ronald C.	A002	10	M	White	B: English
									9876543218	Malory, Harry	A003	10	M	Missing	
									3285747668	Wilson, Renatta	A004	10	F	Multiple	B: English
				12	Q1	ELC1									

12.3.30   Report 4.1 Staff - Count and FTE by Job Classification

Description: Reports number of staff and total FTE by job classification <u>active for the Fall 2 Report Period</u>. Included are SEIDs employed as of Census Day and, for school tracks that are not in session on Census Day, SEIDs employed as of the first day that a track is in session within 30 days after Census Day. Reported is certificated staff in the following job classifications: Administrators, Pupil Services, Teachers, and Itinerant or Pull-out/Push-In Teachers as well as non-certificated staff, who have a SEID, in the following job classifications: Non-certificated Administrator and Charter School Non-certificated Teacher.

Students Included: N/A

Courses Included: N/A

Views/Type: ODS and Snapshot

Links: From Row: *School* to Report 4.2 Staff - Count and FTE by Job Classification Disaggregated [for the selected school]

Calculations: Unduplicated Total - # Staff: Count of unique SEIDs (Educator.Identifier Statewide California) at the School of Assignment for each of the following Educational Service Job Classification. Codes: 10-Administrator, 11-Pupil Services, 12-Teacher, 25-Non-certificated Administrator, 26- Charter School Non-certificated Teacher, & 27- Itinerant or Pull-Out/Push-In Teacher

Unduplicated Total – FTE: Sum of FTE (Educator Assignment.Full Time Equivalent Percentage) for all unique SEIDs (Educator.Identifier Statewide California) at the School of Assignment for each of the following Educational Service Job Classification Codes: 10-Administrator, 11-Pupil Services, 12-Teacher, 25-Non-certificated Administrator, 26- Charter School Non-certificated Teacher, & 27- Itinerant or Pull-Out/Push-In Teacher / 100

Teacher - # Staff: Count of SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 12 - Teacher

Teacher - FTE: Sum of FTE (Educator Assignment Full Time Equivalent Percentage) for all SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 12 – Teacher / 100

Administrator - # Staff: Count of SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 10 - Administrator

Administrator - FTE: Sum of FTE (Educator Assignment Full Time Equivalent Percentage) for all SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 10 – Administrator / 100

Pupil Services - # Staff: Count of SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 11 - Pupil Services

Pupil Services - FTE: Sum of FTE (Educator Assignment Full Time Equivalent Percentage) for all SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 11 - Pupil Services / 100

Charter School Non-certified Teacher with SEIDs - # Staff: Count of SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 26 - Charter School Non-certificated Teacher

Charter School Non-certified Teacher with SEIDs - FTE: Sum of FTE (Educator Assignment Full Time Equivalent Percentage) for all SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 26 - Charter School Non-certificated Teacher / 100

Non-certified Administrator with SEIDs - # Staff: Count of SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 25 - Non-certificated Administrator

Non-certified Administrator with SEIDs - FTE: Sum of FTE (Educator Assignment Full Time Equivalent Percentage) for all SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 25 - Non-certificated Administrator / 100

Itinerant or Pull-Out/Push-In Teacher - # Staff: Count of SEIDs (Educator.Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 27 – Itinerant or Pull-Out/Push-In Teacher

Itinerant or Pull-Out/Push-In Teacher – FTE: Sum of FTE (Educator Assignment.Full Time Equivalent Percentage) for all SEIDs (Educator.Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 27 – Itinerant or Pull-Out/Push-In Teacher / 100

Duplicated Total - Selected Schools: **# Staff**: Count of SEIDs at the Selected Schools of Assignments for each of the following Educational Service Job Classification Code columns: 12 – Teacher, 10 – Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher, 25 - Non-certificated Administrator, & 27 – Itinerant or Pull-Out/Push-In Teacher

Unduplicated Total - Selected Schools: **# Staff**: Count of unique SEIDs at the Selected Schools of Assignments for each of the following Educational Service Job Classification Code columns: 12 – Teacher, 10 – Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher, 25 - Non-certificated Administrator, & 27 – Itinerant or Pull-Out/Push-In Teacher. **FTE**: Sum of FTEs (Educator Assignment Full Time Equivalent Percentage) at the Selected Schools of Assignment for all unique SEIDs for each of the following Educational Service Job Classification Code columns: 12 - Teacher, 10 – Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher, 25 - Non-certificated Administrator, & 27 – Itinerant or Pull-Out/Push-In Teacher

Glossary References: *Full Time Equivalent*

School Code	School Name	Unduplicated Total		Teacher (12)		Administrator (10)		Pupil Services (11)		Charter School Non-certificated Teacher with SEID (26)		Non-certified Administrator with SEID (25)		Itinerant or Pull-Out/Push-In Teacher with SEID (27)	
		# Staff	FTE	# Staff	FTE	# Staff	FTE	# Staff	FTE	# Staff	FTE	# Staff	FTE	# Staff	FTE
3777778	Aotari Rohnert Park	73	61.3	45	38.3	20	10.0	20	12.0	0	0.0	1	1.0	1	1.0
3777779	Phoenix High	54	48.6	30	24.0	12	9.6	20	14.0	0	0.0	1	1.0	1	1.0
0101881	Sacramento Charter High	68	51.2	25	21.3	8	6.4	7	3.5	20	10.0	20	10.0	20	10.0
Duplicated Total - Selected Schools				100		40		47		20		22		22	
Unduplicated TOTAL-Selected Schools		195	161.0	85	83.5	34	26.0	40	29.5	17	10.0	19	12.0	19	12.0

12.3.31 Report 4.2 Staff - Count and FTE by Job Classification Disaggregated

Description:
Reports number of staff and total FTE by job classification <u>active for the Fall 2Report Period</u> by race and ethnicity. Included are SEIDs employed as of Census Day and, for school tracks that are not in session on Census Day, SEIDs employed as of the first day that a track is in session within 30 days after Census Day. Reported is certificated staff in the following job classifications: Administrators, Pupil Services, Teachers, and Itinerant or Pull-out/Push-In Teachers as well as non-certificated staff, who have a SEID, in the following job classifications: Non-certificated Administrator and Charter School Non-certificated Teacher.

Students Included:
N/A

Courses Included:
N/A

Views/Type:
ODS and Snapshot

Links:
From Row: *School Name* to Report 4.4 Staff Profile – List [for the selected school]

Calculations:
Unduplicated Total - # Staff: Count of unique SEIDs at the School of Assignment for each of following Educational Service Job Classification Codes: 12 - Teacher, 10 - Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher, 25 - Non-certificated Administrator, & 27 – Itinerant or Pull-Out/Push-In Teacher

Unduplicated Total - FTE: Sum of FTEs (Educator Assignment Full Time Equivalent Percentage) at the School of Assignment all unique SEIDs for each of the following Educational Service Job Classification Codes: 12 - Teacher, 10 - Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher, 25 - Non-certificated Administrator, & 27 – Itinerant or Pull-Out/Push-In Teacher / 100

Teacher - # Staff: Count of SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 12 - Teacher

Teacher - FTE: Sum of FTE (Educator Assignment Full Time Equivalent Percentage) for all SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 12 – Teacher / 100

Administrator - # Staff: Count of SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 10 - Administrator

Administrator - FTE: Sum of FTE (Educator Assignment Full Time Equivalent Percentage) for all SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 10 – Administrator / 100

Pupil Services - # Staff: Count of SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 11 - Pupil Services

Pupil Services - FTE: Sum of FTE (Educator Assignment Full Time Equivalent Percentage) for all SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 11 - Pupil Services / 100

Charter School Non-certified Teacher with SEIDs - # Staff: Count of SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 26 - Charter School Non-certificated Teacher

Charter School Non-certified Teacher with SEIDs - FTE: Sum of FTE (Educator Assignment Full Time Equivalent Percentage) for all SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 26 - Charter School Non-certificated Teacher / 100

Non-certified Administrator with SEIDs - # Staff: Count of SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 25 - Non-certificated Administrator

Non-certified Administrator with SEIDs - FTE: Sum of FTE (Educator Assignment Full Time Equivalent Percentage) for all SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 25 - Non-certificated Administrator / 100

Duplicated Total - Selected Schools: **# Staff**: Count of SEIDs at the Selected Schools of Assignments for each of the following Educational Service Job Classification Code = 12 – Teacher, 10 – Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher, 25 - Non-certificated Administrator, & 27 – Itinerant or Pull-Out/Push-In Teacher

Unduplicated Total - Selected Schools **# Staff:** Count of unique SEIDs at the Selected Schools of Assignments for each of the following Educational Service Job Classification Code = 12 – Teacher, 10 – Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher & 25 - Non-certificated Administrator. **FTE:** Sum of FTEs (Educator Assignment Full Time Equivalent Percentage) at the Selected Schools of Assignment for all unique SEIDs with the following Educational Service Job Classification Code = 12 - Teacher, 10 – Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher, 25 - Non-certificated Administrator, & 27 – Itinerant or Pull-Out/Push-In Teacher

Glossary References: *Full Time Equivalent*

School Code	School Name	>Ethnicity /Race	>Gender	Unduplicated Total		Teacher (12)		Administrator (10)		Pupil Services (11)		Charter School Non-certificated Teacher with SEIDs (26)		Non-certified Administrator with SEIDs (25)		Itinerant or Pull-Out/Push-In Teacher (27)	
				# Staff	FTE	# Staff	FTE	# Staff	FTE	# Staff	FTE	# Staff	FTE	# Staff	FTE	# Staff	FTE
3777777	Aohnert Park	Asian	F	6	4.600	5	4.000	1	0.100	1	0.500	0	0.000	0	0.000	0	0.000
			M	3	2.200	2	1.600	1	0.100	1	0.500	0	0.000	0	0.000	0	0.000
			All	9	6.800	7	5.600	2	0.200	2	1.000	0	0.000	0	0.000	0	0.000
		Hispanic	F	10	9.000	8	6.400	1	0.100	1	0.500	1	1.000	1	1.000	1	1.000
			M	3	2.200	2	1.600	1	0.100	1	0.500	0	0.000	0	0.000	0	0.000
			All	14	11.200	10	8.000	2	0.200	2	1.000	1	1.000	1	1.000	1	1.000
		Multiple	F	7	5.400	6	4.800	1	0.100	1	0.500	0	0.000	0	0.000	0	0.000
			M	5	3.800	4	3.200	1	0.100	1	0.500	0	0.000	0	0.000	0	0.000
			All	12	9.200	10	8.000	2	0.200	2	1.000	0	0.000	0	0.000	0	0.000
		ALL	F	46	35.600	34	27.200	9	0.900	7	3.500	2	2.000	2	2.000	2	2.000
			M	31	21.500	21	16.800	7	0.700	8	4.000	0	0.000	0	0.000	0	0.000
			All	77	57.100	55	44.000	16	1.600	15	7.500	2	2.000	2	2.000	2	2.000
3777778	El Camino High			74	62.250	45	38.250	20	10.000	20	12.000	1	1.000	1	1.000	1	1.000
Duplicated Total - Selected Schools		All	All			155		56		62		24		24		24	
Unduplicated Total - Selected Schools		All	All	273	220.100	132	127.500	48	27.600	53	37.000	20	14.000	20	14.000	20	14.000

12.3.32   Report 4.3 - Staff Teaching Assignments - Detail

Description: Reports the teaching assignments for each SEID reported as <u>active for the Fall 2 Report Period</u>. Included are SEIDs employed as of Census Day and, for school tracks that are not in session on Census Day, SEIDs employed as of the first day that a track is in session within 30 days after Census Day. Reported is certificated staff in the following job classifications: Administrators, Pupil Services, Teachers, and Itinerant or Pull-out/Push-In Teachers as well as non-certificated staff, who have a SEID, in the following job classifications: Non-certificated Administrator and Charter School Non-certificated Teacher.

Students Included: N/A

Courses Included: Course section with 0 enrollments: Yes; Course section with SEID = 9999999999: No

Views/Type: ODS and Snapshot

Links: From Column: *Teacher Name* to Report 4.4 Staff Profile – List [for all selected schools]

Calculations: None

Glossary References: *Teacher*

School Code	School Name	SEID	Teacher Name	Local Staff ID	State Course Code	State Course Description	Local Course ID	Local Course Name	Sec ID	Trm	Class ID	NCLB Core Course Ind & Inst Lvl	HQT Content Area Comp	UC/CSU Aprv	Non-Std Inst Lvl	Educ Service	Inst Lang	Inst Strat
3777778	Aotari Rohnert Park	1234566765	Carter, David	7656	2360	IB Music	MUS4	Music 4	5	Q1	1003	Sec	Exam	N				
		5234451234	Hatch, Chris	5235	2101	Comprehensive English	ENG02	Comprehensive English 2	2	Q1	2003	Sec	HOUSSE-2	Y	College			Ind Stu
3777777	Kennedy High	2234452534	Adams, George	1234	2433	Algebra Readiness	AB76	Advanced Algebra	11	Q1	3442	Sec	Exam	Y	Honors-UC	ELD Only	Spanish	
		1245453456	Chou, Cindy	3542	2413	Geometry	GEO1	Geometry	3	Q1	5667	Sec	Exam	N				
		3845839486	Smith, Janice	6457	2215	Chinese (Advanced)	CHI4	Chinese 4	1	Q1	6778	Sec	None	N				
3777779	Mcclatchy High	2234452534	Adams, George	1234	2101	Comprehensive English	ENG01	Comprehensive English 1	1	Q2	6887	Sec	HOUSSE-1	N		SDAIE Only		
		5234451234	Hatch, Chris	5235	2420	Math A	ALG1	Algebra	14	Q2	9007	Sec	Course	N				

12.3.33   Report 4.4 - Staff Profile - List

Description: Reports demographics, employment status, and FTE by job classification for each SEID <u>active as of Fall 2 Report Period.</u> This includes SEIDs employed as of Census Day and, for school tracks that are not in session on Census Day, SEIDs employed as of the first day that a track is in session within 30 days after Census Day. Reported is certificated staff in the following job classifications: Administrators, Pupil Services, Teachers, and Itinerant or Pull-out/Push-In Teachers as well as non-certificated staff, who have a SEID, in the following job classifications: Non-certificated Administrator and Charter School Non-certificated Teacher.

Students Included: N/A

Courses Included: N/A

Views/Type: ODS and Snapshot

Links: None

Calculations: Teacher - FTE: FTE (Educator Assignment Full Time Equivalent Percentage) for each SEID (Educator Identifier Statewide California) with Educational Service Job Classification Code = 12 - Teacher

Administrator - FTE: FTE (Educator Assignment Full Time Equivalent Percentage) for each SEID (Educator Identifier Statewide California) with Educational Service Job Classification Code = 10 - Administrator

Pupil Services - FTE: FTE (Educator Assignment Full Time Equivalent Percentage) for each SEID (Educator Identifier Statewide California) with Educational Service Job Classification Code = = 11 - Pupil Services

Charter Sch Non-certificated Teacher - FTE: FTE (Educator Assignment Full Time Equivalent Percentage) for each SEID (Educator Identifier Statewide California) with Educational Service Job Classification Code = 26 - Charter School Non-certificated Teacher

Non-certificated Administrator - FTE: FTE (Educator Assignment Full Time Equivalent Percentage) for each SEID (Educator Identifier Statewide California) with Educational Service Job Classification Code = 25 - Non-certificated Administrator

Itinerant or Pull-Out/Push-In Teacher - FTE: FTE (Educator Assignment. Full Time Equivalent Percentage) for each SEID (Educator. Identifier Statewide California) with Educational Service Job Classification.Code = 27 – Itinerant or Pull-Out/Push-In Teacher

Glossary References: *Full Time Equivalent*

									Employment					FTE by Job Classification					
School Code	School Name	SEID	Staff Name	Local Staff ID	Gender	Birth Date	Ethnicity/Race	Highest Degree	Employment Start Date	Employment End Date	Employment Status Category	Years in LEA	Total Years of Service	Teacher (12)	Admin (10)	Pupil Services (11)	Charter Sch Non-certificated Teacher (26)	Non-certificated Admin (25)	Itinerant or Pull-out/Push-In Teacher (27)
3777778	Aotari Rohnert Park	5234451234	Hatch, Chris	5235	M	12/13/1965	Multiple	M-Master	3/10/1998		2-Probationary	10	15	0.6	0.2	0.1	0.0	0.0	0.0
3777777	Kennedy	2234452534	Adams, George	1234	M	5/24/1960	White	Associate	8/10/1997		1-Tenured	11	30	0.4	0.2	0.0	0.0	0.0	0.0
		1245453456	Chou, Cindy	3542	F	10/15/1969	Asian	M-Master	10/11/2001		4-Other	7	8	0.7	0.0	0.3	0.0	0.0	0.0
		1245453666	Davis, Clay	5566	F	1/15/1969	White	A-Associate	9/11/2001		4-Other	7	8	0.0	0.0	0.0	0.0	1.0	1.0
3777779	Mcclatchy High	2234452534	Adams, George	1234	M	5/24/1960	White	A-Associate	8/10/1997		1-Tenured	11	30	0.3	0.1	0.0	0.0	0.0	0.0
		3845839486	Smith, Janice	6457	F	9/11/1970	White	B-Baccalaureate	5/12/2008	10/3/2008	3-Temporary	0	2	0.5	0.5	0.0	0.0	0.0	0.0

12.3.34　　Report 4.5 Staff Non Classroom Based or Support Assignment - Detail

Description:　　Reports the staff assignments for SEIDs employed as of Fall 2 Report Period and, for school tracks that are not in session on Census Day, for SEIDs employed as of the first day that a track is in session within 30 days after Census Day. Reported is certificated staff in the following job classifications: Administrators, Pupil Services, Teachers, and Itinerant or Pull-out/Push-In Teachers as well as non-certificated staff, who have a SEID, in the following job classifications: Non-certificated Administrator and Charter School Non-certificated Teacher.

Students Included:　　N/A

Courses Included:　　N/A

Views/Type:　　ODS and Snapshot

Links:　　From Column: *Staff Name* to Report 4.4 Staff Profile - List [for all selected schools]

Glossary References:　　*Full Time Equivalent*

School Code	School Name	SEID	Staff Name	Local Staff ID	Job Classification	FTE	Non Classroom Based or Support Assignment
3777778	Kennedy High	5234451234	Hatch, Chris	5235	10-Administrator	0.5	0107-Admin staff personnel services
							0106-Admin public relations/information
					11-Pupil Services	0.5	0224-Special ed program specialist
3777777	Lotari Rohnert Park	2234452534	Adams, George	1234	11-Pupil Services	1.0	0400-Counselor
		1245453456	Chou, Cindy	3542	11-Pupil Services	0.8	0205-Social worker
3777779	Mcclatchy High	2234452534	Adams, George	1234	25-Non-certificated Administrator	1.0	0106-Admin public relations/information
		3845839486	Smith, Janice	6457	11-Pupil Services	1.0	0400-Counselor

12.3.35   Report 8.1 / 8.1a / 8.1b / 8.1c - Student Profile - List

Description: Reports a list of individual student data that supports aggregate views in other reports

8.1 Student Profile – List: Includes Active students on the As Of date

8.1a Student Profile Exits – List: Includes students that exited between the Exit From and Through Date period

8.1b Student Profile Dropouts – List: Includes students reported in all Dropout reports except Report 1.14 Dropouts Count - State View

8.1c Student Profile Dropouts - State View – List: Includes students reported as Dropouts in Report 1.14 Dropouts Count - State View

Views Available: ODS and Snapshot (8.1c is a Snapshot only report)

Links: None

12.3.36   Report 8.2 Socio-economically Disadvantaged - Student List

Description: Lists students that are Socio-economically Disadvantaged as determined by either Parent Education information or Free or Reduced Price Meal eligibility. This report is available only to staff who have the Free and Reduced Lunch role.

Views Available: ODS and Snapshot

Links: None

		8.2-Socio-economically Disadvantaged - Student List			
Academic Year:	ALL	LEA:	Alameda County Office of Education	User ID:	CAL4PADS-350139\Administrator
View:	ODS	School Type:	Juvenile Court Schools,Opportunity Schools	Created Date:	20090402
As of:	20090402	School:	Alameda County Juvenile Hall/Court,Alameda County Opportunity	Transaction ID:	XXXXXXXXXXXXX

School Code	School Name	SSID	Student Name	Local ID	Gender	Race/Ethnicity	Grade	Free or Reduced Price Meal Program Eligible	Parent HS Diploma	Socio-Economically Disadvantaged
0130401	Alameda County Juvenile Hall/Court	1098543876	Elizabeth.Ann.Queen	167717	F	Hispanic	05	N	N	N
0130401	Alameda County Juvenile Hall/Court	6547894321	Beth.Ann.Queene	167717	F	Hispanic	04	N	N	N
0130401	Alameda County Juvenile Hall/Court	4325670987	Bethann..Queenie	167717	F	Hispanic	05	N	N	N
0130401	Alameda County Juvenile Hall/Court	3214560987	Margaret.Josephine.Malone	167703	F	ASIAN	05	Y	N	Y
0130401	Alameda County Juvenile Hall/Court	2103450987	Margaret.J.Sullivan	167703	F	Black or African American	05	Y	N	Y
0130401	Alameda County Juvenile Hall/Court	7890654321	Margarrett..Sullivan	167703	F	Black or African American	05	Y	N	Y
0130427	Alameda County Opportunity	6785432890	Olivier.Keplinger.Kensington	167691	M	Black or African American	05	Y	N	Y
0130427	Alameda County Opportunity	9786534213	Theresa.Mary.DeBois	167678	F	Black or African American	05	Y	N	Y
0130427	Alameda County Opportunity	3152466809	Teresa.M.DuBois	167678	F	Am Indian / Alskn Nat	02	Y	N	Y
0130427	Alameda County Opportunity	2463749865	Terry..DeBouis	167678	F	Am Indian / Alskn Nat	03	Y	N	Y
0130427	Alameda County Opportunity	9182918246	James.Kemp.Jennings	167667	M	Am Indian / Alskn Nat	05	Y	N	Y
0130427	Alameda County Opportunity	8129819265	Jameson.Kemp.Jennings	167667	M	Native Hawaiian/Pacific Islander	04	Y	N	Y
0130427	Alameda County Opportunity	7129819264	Jamison.Khemp.Jennings	332805	M	Black or African American	04	Y	N	Y
0130427	Alameda County Opportunity	6172612739	Roberto.O.Vasquez	167658	M	Black or African American	05	Y	N	Y
0130427	Alameda County Opportunity	5236524182	Robert..Vasquez	167658	M	Am Indian / Alskn Nat	04	Y	N	Y

12.3.37　Report 9.1 Multiple Identifier (MID) Anomalies Report

Description:　Identifies all of a school's SSIDs that potentially have multiple SSIDs assigned (i.e., MID Anomaly). The SSIDs listed (i.e., MID Set) have exactly matching demographics. The MID Set contains SSIDs in the same school, in another school within the LEA, or in another LEA. All of the MID Sets in which an LEA has SSIDs are reported for the LEA.

The report displays the results of the most recent MID process, which is run nightly against the ODS throughout the Academic Year based on the Reporting Calendar which defines enrollment dates considered for an upcoming Data Submission.

Views Available:　ODS

Links:　None

9.1 Multiple Identifier (MID) Anomalies - Unresolved

Reporting LEA:	ABC Unified	School:	- All -	MID Reporting Period:	Last 14 months from processed date
Local ID:		MID Ownership:	All-1	Disposition:	- All -
SSID:		Focus ID Status:	All		
Processed :	06/28/2010	Calendar:	Fall1		

Focus ID	SSID	Student Name	Birth Date	Gender	Primary Language	State Province	Birth Country	Score	Grade Level	Local ID	LEA	School Name	Start Date	Exit Date	Exit Reason	PRIMARY CONTACT
6305171310	6305171310	ImmigrantC, EligibleC Primary	01/04/2000	F	00	CA-AB	CA	100.00	03	30	Palo Alto Unified	Addison Elementary	09/02/2007	08/01/2008	T160	LEA PaloAlto	A User support@csis.k12.ca.us 916-325-9210
	7063669877	ImmigrantC, EligibleC Primary	01/04/2000	F	00	CA-AB	CA	100.00	03	30	ABC Unified	Aloha Elementary	09/02/2008		N/A	Abc Leauser	A User support@csis.k12.ca.us 916-325-9210
6401127497	6401127497	LearnerC, EnglishC Primary	01/04/2000	F	00	US-CA	US	100.00	03	26	Palo Alto Unified	Barron Park Elementary	09/02/2008		N/A	Hope Durbin	A User support@csis.k12.ca.us 916-325-9210
	1291705413	LearnerC, EnglishC Primary	01/04/2000	F	00	US-CA	US	100.00	03	26	Palo Alto Unified	Barron Park Elementary	09/02/2008		N/A	Jan Clanton	A User support@csis.k12.ca.us 916-325-9210
	5494594656	LearnerC, EnglishC Primary	01/04/2000	F	00	US-CA	US	100.00	03	26	ABC Unified	Aloha Elementary	09/02/2008		N/A	Abc Leauser	A User support@csis.k12.ca.us 916-325-9210
6553984061	6553984061	ImmigrantD, EligibleD Primary	10/10/2001	M	07		CN	100.00	02	31	Palo Alto Unified	Addison Elementary	09/01/2008		N/A	Larry Hurst	A User support@csis.k12.ca.us 916-325-9210
	1803701992	ImmigrantD, EligibleD Primary	10/10/2001	M	07		CN	100.00	02	31	Palo Alto Unified	Addison Elementary	09/01/2008		N/A	Larry Hurst	A User support@csis.k12.ca.us 916-325-9210
	9512592254	ImmigrantD, EligibleD Primary	10/10/2001	M	07		CN	100.00	02	31	ABC Unified	Aloha Elementary	09/01/2008		N/A	Abcunified Leausenwithallroles	A User support@csis.k12.ca.us 916-325-9210
6670994815	6670994815	LearnerB, EnglishB Primary	05/24/1999	M	00	US-CA	US	100.00	04	25	Palo Alto Unified	Barron Park Elementary	08/15/2008		N/A	LEA PaloAlto	A User support@csis.k12.ca.us 916-325-9210
	2692962628	LearnerB, EnglishB Primary	05/24/1999	M	00	US-CA	US	100.00	04	25	ABC Unified	Aloha Elementary	08/15/2008		N/A	Abc Leauser	A User support@csis.k12.ca.us 916-325-9210
	5913303456	LearnerB, EnglishB Primary	05/24/1999	M	00	US-CA	US	100.00	04	25	Palo Alto Unified	Barron Park Elementary	08/15/2008		N/A	Sally Smith	A User support@csis.k12.ca.us 916-325-9210
6693684028	6693684028	SocioEconA, SocioEconA Primary	01/01/1998	F	00	US-CA	US	100.00	05	40	Palo Alto Unified	Lucille M. Nixon Elementary	09/01/2008		N/A	LEA PaloAlto	A User support@csis.k12.ca.us 916-325-9210
	2617729457	SocioEconA, SocioEconA Primary	01/01/1998	F	00	US-CA	US	100.00	05	40	ABC Unified	Aloha Elementary	09/01/2008		N/A	Abc Leauser	A User support@csis.k12.ca.us 916-325-9210

12.3.38   Report 10.1 Exit Reason Discrepancy (ERD) Anomalies Report

Description: Identifies discrepancies between a student's enrollment records resulting from inconsistencies between the student's exit reason and subsequent enrollment status.

ERDs are reported by school. The report lists students who are either currently enrolled or have been enrolled in the school and have an ERD associated with the enrollment record listed. The other enrollment record(s) with which the reporting school's enrollment record has a discrepancy is also listed. Each ERD is categorized by an ERD Warn Type (See Warning Legend below).

The report displays the results of the most recent ERD process, which is run nightly against the ODS throughout the Academic Year based on the Reporting Calendar which defines enrollment dates considered for an upcoming Data Submission.

Warning Legend:
A - Completer Re-enrolled: Student is coded as completing CA K-12 education but has been re-enrolled in a CA K-12 school. This indicates a potential SSID assignment error.
B - Non-Returning Student Re-enrolled: Student is coded as a non-returning student but has been enrolled in another CA K-12 school. This indicates either an SSID assignment error or a re-enrolled dropout.
C - Potential Dropout: Student has not enrolled in another K-12 public school by the reports "As of" Date. This indicates a possible dropout.

Views Available: ODS

Links: None

Calculations: LEA Summary Totals:

Number of ERD Anomalies:

     School Totals: Counts the total number of ERDs for each school reported

     LEA Totals: Counts the total number of ERDs for each LEA reported

Completer Re-enrolled (Warn Type A) Total:

     School Totals: Counts the total number of Type A ERDs for each school reported

     LEA Totals: Counts the total number of Type A ERDs for each LEA reported

Unexpected Re-enrollment (Warn Type B) Total:

     School Totals: Counts the total number of Type B ERDs for each school reported

     LEA Totals: Counts the total number of Type B ERDs for each LEA reported

Potential Dropout (Warn Type C) Total:

School Totals: Counts the total number of Type C ERDs for each school reported

LEA Totals: Counts the total number of Type C ERDs for each LEA reported

				Birth	Primary	Grade	Warn			Enrollment	School	Exit	Exit	Exit	Completion	
SSID	Student Name	Local ID	Gender	Date	Language	Level	Type	LEA	School of Attendance	Status	Start Date	Date	Reason	Category	Status	School Contact
1343741297	Sharma, Abhi	AH000	F	01/01/1991	00	12	A	ABC Unified	Artesia High	Primary enrollment	09/30/2009					A User support@csis.k12.ca.us 916-325-9210
	Sharma, Abhi	1	F	01/01/1991	00	12	A	Palo Alto Unified	Palo Alto High	Primary enrollment	05/02/2009	06/26/2009	E230	CompleterExit	100	A User support@csis.k12.ca.us 916-325-9210
1357456926	GATEA, GATEA Primary	9	F	01/01/1991	00	12	C	ABC Unified	Artesia High	Primary enrollment	12/02/2008	03/25/2009	E490	Summer or Intersession Exit		A User support@csis.k12.ca.us 916-325-9210
1832994303	Kincheloe, Maggie	MHK004	F	09/01/1996	00	10	A	ABC Unified	Artesia High	Primary enrollment	03/09/2009					A User support@csis.k12.ca.us 916-325-9210
	Kincheloe, Maggie	MHK004	F	09/01/1996	00	10	A	Benicia Unified	Benicia High	Primary enrollment	02/02/2009	03/02/2009	E230	CompleterExit	100	abhi new asharma @gmail.com 9283409832094
	Kincheloe, Maggie	MMK	F	09/01/1996	00	10	A	Fillmore Unified	Fillmore Senior High	Primary enrollment	03/09/2009					abhi new asharma @gmail.com 9283409832094
5514229427	Rizzi, Jillian M	Update01	F	04/04/1992	00	12	C	ABC Unified	Artesia High	Primary enrollment	09/01/2008	06/04/2009	T160	TransCASchl		A User support@csis.k12.ca.us 916-325-9210
5531226985	Kinch, Magee	MKgee	F	09/01/1996	00	09	A	ABC Unified	Artesia High	Primary enrollment	09/01/2009					A User support@csis.k12.ca.us 916-325-9210
	Kinch, Magee	MG9999	F	09/01/1996	00	09	A	Palo Alto Unified	Palo Alto High	Primary enrollment	09/01/2009	09/10/2009	T280	TransCollege		abhi new asharma @gmail.com 9283409832094
	Kinch, Magee	MKKK9	F	09/01/1996	00	09	A	Palo Alto Unified	Palo Alto High	Primary enrollment	09/11/2009					abhi new asharma @gmail.com 9283409832094

* Most recent enrollment for Reporting LEA

Warning Legend:
A - Completer Re-enrolled: Student is coded as completing CA K-12 education but has been re-enrolled in a CA K-12 school. This indicates a potential SSID assignment error.
B - Non-Returning Student Re-enrolled: Student is coded as a non-returning student but has been enrolled in another CA K-12 school. This indicates either an SSID assignment error or a re-enrolled dropout.
C - Potential Dropout: Student has not enrolled in another K-12 public school by the reports "As of" Date. This indicates a possible dropout.

LEA Summary
ABC Unified

School ID	School Name	Number of ERD Anomalies	Total Warnings	-A- Completer Re-enrolled	-B- Unexpected Re-enrollment	-C- Potential Dropout
1930361	Artesia High	8	8	3	1	4
6010862	Aloha Elementary	1	1	0	0	1
	Total	9	9	3	1	5

12.3.39   Report 11.1 Concurrent Enrollment (CCE) Anomalies Report

Description: Identifies all of a Reporting LEA's students who have concurrent enrollments during the period for which the report is requested.

The report lists all of the Reporting LEA's enrollment records for a student as well as the enrollment records for the student in other entities that show a concurrent enrollment for the period. The Reporting LEA's records are listed first, with other LEA's records following. Each list is ordered descending by School Start Date.

CCE anomalies are reported by school. (1) is displayed next to the enrollment record(s) that includes a census date.

The report displays the results of the most recent CCE process, which is run nightly against the ODS throughout the Academic Year based on the Reporting Calendar which defines enrollment dates considered for an upcoming Data Submission.

Views Available: ODS

Links: None

Calculations: LEA Summary Totals:

Number of CCE Anomalies:

School Total: Total number of CCE Anomalies for all schools reported

LEA Total: Total number of CCE Anomalies for all LEAs reported

11.1 Concurrent Enrollment (CCE) Anomalies

Reporting LEA:	ABC Unified	School:	- All -	Processed :	06/28/2010	Resolution:	All
Local ID:		Academic Year:	2009-2010	Open Enrollments:	8/16/2008		
SSID:		Calendar:	Fall 1		10/7/2009		

SSID	Student Name	Local ID	Gender	Birth Date	Primary Language	Grade Level	LEA	School of Attendance	Enrollment Status	School Start Date	Exit Date	Exit Reason	Exit Category	Completion Status	Primary Contact
1832994303	Kincheloe, Maggie	MHK004	F	09/01/1996	00	10	ABC Unified	Artesia High	Primary enrollment	03/09/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
	Kincheloe, Maggie	MMK	F	09/01/1996	00	10	Fillmore Unified	Fillmore Senior High	Primary enrollment	03/09/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
2010526817	Below, Jacob	JN011	M	09/01/1996	00	08	ABC Unified	Carmenita Middle	Primary enrollment	09/01/2009	09/30/2009	T160	TransCASchl	N/A	A User support@csis.k12.ca.us 916-325-9210
	Below, Jacob	JNN01	M	09/01/1996	00	08	Palo Alto Unified	David Starr Jordan Middle	Primary enrollment	09/29/2009	10/07/2009	T160	TransCASchl	N/A	A User support@csis.k12.ca.us 916-325-9210
2085299370	Fourteenday, CCE	143	M	01/01/1993	00	10	ABC Unified	Artesia High	Primary enrollment	09/03/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
	Fourteenday, CCE	12	M	01/01/1993	00	10	Palo Alto Unified	Palo Alto High	Primary enrollment	07/25/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
2352330033	Gamble, Hillary	HG47	F	09/01/1996	00	09	ABC Unified	Artesia High	Primary enrollment	09/01/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
	Gamble, Hillary	HH334	F	09/01/1996	00	09	Palo Alto Unified	Palo Alto High	Primary enrollment	09/01/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
3059577832	Potters, H	HP334	M	09/01/1996	00	08	ABC Unified	Artesia High	Primary enrollment	09/01/2009	10/01/2009	N420	NoShowSameSchl	N/A	A User support@csis.k12.ca.us 916-325-9210
	Potters, H	PP0	M	09/01/1996	00	08	Palo Alto Unified	David Starr Jordan Middle	Primary enrollment	09/15/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
3755822141	ImmigrantB, EligibleB Primary	6	M	02/03/1992	01	11	ABC Unified	Artesia High	Primary enrollment	08/15/2008		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
	ImmigrantB, EligibleB Primary	Bug2117Primary	M	02/03/1992	01	11	Natomas Unified	Inderkum High	Primary enrollment	09/04/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
4178118148	Jonas, Matt	MJ005	M	09/05/1996	01	11	ABC Unified	Carmenita Middle	Primary enrollment	10/01/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210

LEA Summary

ABC Unified

School Name	Number of CCE Anomalies
Artesia High	14
Carmenita Middle	3
Benito Juarez Elementary	1
Total	18

12.3.40   Report 12.1 SSID Anomaly Status

Description: Presents for each LEA the number of anomalies in each anomaly category and calculates the percentage that the total is of the LEA's Enrollment for the Report Period. The anomaly categories include Exit Reason Discrepancies (ERD), Concurrent Enrollments (CCE), and Multiple Identifiers (MID). This report presents data that is produced by the scheduled CALPADS Anomaly Process as well as anomalies detected at enrollment (e.g., 14 Day CCE).

Views Available: ODS

Links: None

Calculations: Report Period Enrollment: Total enrollment for the upcoming Report Period

Multiple Identifier (MID) Anomalies: Sum of all MIDs for the reporting LEA detected by the latest Anomaly Process

Concurrent Enrollment (CCE) Anomalies: Sum of all CCEs for the reporting LEA detected by the latest Anomaly Process

Exit Reason (ERD) Anomalies: Sum of all ERDs for the reporting LEA detected by the latest Anomaly Process

Total Open Anomalies (MIDs and CCEs): Sum of MID and CCE totals

Anomaly % of Enrollment: Total Open Anomalies (MIDs and CCEs) as a percentage of Report Period Enrollment

12.1 SSID Anomaly Status

Reporting LEA:	ABC Unified	Academic Year:	2008-2009	Report Period Dates:	From:	8/16/2007
Enrollments As Of:	3/27/2009	Calender:	Fall1		Through:	3/27/2009
Processed Date:	09/22/2009					

LEA Code	LEA Name	Report Period Enrollment (1)	Multiple Identifier (MID) Anomalies (2)	Concurrent Enrollment (CCE) Anomalies (3)	Exit Reason (ERD) Anomalies (4)	Total Open Anomalies (MIDs and CCEs) (5)=(2)+(3)	Anomaly % of Enrollment (Column 5/Column 1)
1964212	ABC Unified	63	32	8	1	40	63.49 %
TOTAL		63	32	8	1	40	63.49 %

Report is updated on a weekly basis

12.4 Extracts

Data extracts are used to download the most current data from the Operational Data Store (ODS). Extracts may be downloaded and utilized to reconcile CALPADS data with a user's local Student Information System (SIS). Available CALPADS Extracts include:

- SSID Extract: an SSID Extract file is available to download after a user successfully posts a Student Enrollment File with SSID Requests (SSID assignments). The SSIDs in the file (along with limited demographics) may be imported into a local student information system and/or used locally in the user's local analysis tools system

- Candidate List: A file of the Candidate List records for a Student Enrollment batch file submission of SSID requests may be downloaded. The data can be used locally for analysis and confirmation of candidates. Additionally, specific LEAs have authorization from CDE to resolve the candidate list outside of CALPADS and upload a file of resolved candidates to CALPADS

- Rejected Records Extract: A Rejected Records Extract (of any CALPADS record type) may be downloaded to view the Rejected Records of any batch file submitted that has completed the validation process

- Replacement SSIDs: A file of Replacement SSIDs resulting from the MID combination process may be downloaded for the user to replace all SSIDs that are retired. The SSIDs in the file (along with limited demographics) may be imported into a local student information system and/or used locally in the user's local analysis tools system.

- ODS Extracts: An LEA may request an extract of the current data contained in the ODS for each CALPADS record type. The file may be used to provide data for local data analysis as well as to compare CALPADS data with local data in order to identify the data in the local Student Information system that needs to be submitted to CALPADS. The ODS Download is structured like the input file with the addition of a field at the end of each record indicating the upload date and the last date updated. The file cannot be used to upload data to CALPADS.

- Direct Certification Extracts: An authorized user may download an extract containing the direct certification results for all currently enrolled students with primary enrollments in the user's LEA. The information of the resulting file may then be imported into a local student information system and/or used locally in the user's local analysis tools system.

12.4.1 Request CALPADS Files

A request to download a CALPADS extract file must be submitted in order to obtain the file. Once a request is submitted, the file is placed in the queue of all requested extracts and is created according to the queue. The initial page to request a CALPADS extract is available through the "Extracts" page through the **Reports** tab. Through this page, each extract type is displayed as a link to direct the user to the appropriate request page.

Screen 12-4: Request CALPADS Files

CALPADS
California Longitudinal Pupil Achievement Data System

Welcome Martha Kincheloe (State) | Logout

Home   SSID Enrollment ˅   State Reporting ˅   Assessment   File Submissions   Reports ˅   Admin ˅   Help ˅   ?

Extracts Home

Extracts

.

Request CALPADS Files

- SSID Extract - Extract of the SSIDS assigned during a batch submission
- Candidate List - Extract of the potential SSID matches for a batch submission
- Rejected Records - Extract of the Rejected Records for a batch submission
- Replacement SSIDs - Extract of the SSIDs that have been retired as a result of the MID resolution process
- ODS Extracts - Extract of the current data contained in the ODS for each record type [As of 10 PM 11/10/2010]
- Direct Certification - Extract of the current Certifications in the ODS

.

Retrieve CALPADS Files

- SSID Extract - Download a SSID Extract file
- Candidate List - Download a Candidate List file
- SSID Rejected Records - Download a SSID Rejected Records file
- Student Information Rejected Records - Download a Student Information Rejected Records file
- Student Program Rejected Records - Download a Student Program Rejected Records file
- Staff Demographics Rejected Records - Download a Staff Demographics Rejected Records file
- Staff Assignment Rejected Records - Download a Staff Assignment Rejected Records file
- Course Section Rejected Records - Download a Course Section Rejected Records file
- Student Course Section Rejected Records - Download a Student Course Section Rejected Records file
- Replacement SSIDs - Download a Replacement SSID file
- Direct Certification - Download a Direct Certification file
- ODS Extracts - Download an ODS Extract file

Screen 12-5: Request SSID Extract

Instructions Table 12-1: Request SSID Extract
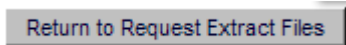
Step by Step Screen Instructions		Special Instructions
1	The **Reporting LEA** field will default to the user's LEA. If the user has access to multiple LEAs, select another LEA using the Lookup link	
2	The **Submitter** field will default to the user's name. To choose a different submitter of the SENR job to request the SSID Extract for, select a name from the drop down list	

3	Select the **Job ID** of the posted SENR batch file to download	
4	To download SSIDs for a particular **School** submitted within the file, select a School using the <u>Lookup</u> link	
5	To download SSIDs for a particular **Grade Level**, select a Grade from the dropdown list	
6	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	
7	Select the **Request File** button to submit the request	If records in the file are still in the posting process, the system will return an error. If successfully submitted, the request will be placed in the queue to be generated
Optional Functions		
Return to Request Extract Files		Select to return to the "Extracts" page

Screen 12-6: Request Candidate List

Instructions Table 12-2: Request Candidate List Extract

Step by Step Screen Instructions		Special Instructions
1	The **Reporting LEA** field will default to the user's LEA. If the user has access to multiple LEAs, select another LEA using the Lookup link	
2	The **Submitter** field will default to the user's name. To choose a different submitter of the SENR job to request the Candidate List Extract for, select a name from the drop down list	

3	Select the **Job ID** of the submitted SENR batch file	The Candidates listed on the SSID Results screen (for Single and Multi matches) will be included in the file
4	To download SSIDs for a particular **School** submitted within the file, select a School using the <u>Lookup</u> link	
5	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	
6	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated
Optional Functions		
Return to Request Extract Files		Select to return to the "Extracts" page

Screen 12-7: Request Rejected Records Extract

Instructions Table 12-3: Request Rejected Records Extract

Step by Step Screen Instructions		Special Instructions
1	The **Reporting LEA** field will default to the user's LEA. If the user has access to multiple LEAs, select another LEA using the Lookup link	
2	Select the **Record Type** of the submitted batch file	
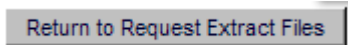
3	The **Submitter** field will default to the user's name. To choose a different submitter of the batch file job to request the Rejected Records Extract for, select a name from the drop down list	
4	Select the **Job ID** of the submitted batch file	
5	To include rejected records for a particular **School** submitted within the file, select a School using the <u>Lookup</u> link	
6	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	
7	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated
Optional Functions		
Return to Request Extract Files		Select to return to the "Extracts" page

Screen 12-8: Request Replacement SSIDs

Instructions Table 12-4: Request Replacement SSIDs

Step by Step Screen Instructions		Special Instructions
1	The **Reporting LEA** field will default to the user's LEA. If the user has access to multiple LEAs, select another LEA using the <u>Lookup</u> link	
2	To download Replacement SSIDs for a particular **School**, select a School using the <u>Lookup</u> link	
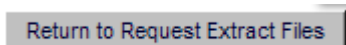
3	Specify the **Date Range** of the Enrollment records to include in the file. Enter the **Start Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	
4	Specify the **Date Range** of the Enrollment records to include in the file. Enter the **End Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	
5	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	
6	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated
Optional Functions		
Return to Request Extract Files		Select to return to the "Extracts" page

Screen 12-9: Request ODS Extract - SSID Enrollment

| | | California Department of Education | | | | | Welcome Martha Kincheloe (State) | Logout |

CALPADS
California Longitudinal Pupil Achievement Data System

Home   SSID Enrollment ⌄   State Reporting ⌄   Assessment   File Submissions   Reports ⌄   Admin ⌄   Help ⌄   ?

Reports > Extracts > **ODS Downloads**

Extract Type: ODS Extracts

Record Type: SSID Enrollment ODS Download   [1]

Active Student/Staff: ☐   [2]

Date Range

Start Date: _____ 🔲 ✕   [3]

End Date: _____ 🔲 ✕   [4]
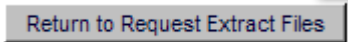
Reporting LEA: Sacramento County Office of Education-3410348   Lookup   [5]

School: _____   Lookup   [6]

Extract File Name: _____   [7]

[Return to Request Extract Files] [Request File]   [8]

Instructions Table 12-5: Request ODS Extract - SSID Enrollment

Step by Step Screen Instructions		Special Instructions
1	Select the **Record Type** of the ODS Download – SSID Enrollment ODS Download	All CALPADS Record Types are available to download

2	Check the checkbox to only include **Active Student/Staff** in the requested file	Actively enrolled student has Student School Exit Date that is blank or on or after the specified date
3	Specify the **Date Range** of the Enrollment records to include in the file. Enter the **Start Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Enrollment records active for any period within the date range specified will be included in the file
4	Specify the **Date Range** of the Enrollment records to include in the file. Enter the **End Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Enrollment records active for any period within the date range specified will be included in the file
5	The **Reporting LEA** field will default to the user's LEA.	
6	To download a file for a particular **School**, select a School using the <u>Lookup</u> link	
7	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	
8	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated
Optional Functions		
Return to Request Extract Files		Select to return to the "Extracts" page

Screen 12-10: Request ODS Extract - Student Information

Instructions Table 12-6: Request ODS Extract - Student Information

Step by Step Screen Instructions		Special Instructions
1	Select the **Record Type** of the ODS Download – Student Information ODS Download	All CALPADS Record Types are available to download

2	Check the checkbox to only include **Active Student/Staff** in the requested file	Actively enrolled student has Student School Exit Date that is blank or on or after the specified date
3	Specify the **Date Range** of the students with enrollments during the specified range to include in the file. Enter the **Start Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Students with enrollments active for any period within the date range specified will be included in the file (Date range based on Student School Start Date and Student School Exit Date)
4	Specify the **Date Range** of the students with enrollments during the specified range to include in the file. Enter the **End Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Students with enrollments active for any period within the date range specified will be included in the file (Date range based on Student School Start Date and Student School Exit Date)
5	The **Reporting LEA** field will default to the user's LEA.	
6	To download a file for a particular **School**, select a School using the <u>Lookup</u> link	
7	Specify an **Effective Date** for the Student Information records to include in the extract	The SINF record active on the Effective Date will be included for students with Enrollments during the Date Range specified in (3) and (4) above
8	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	
9	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated
Optional Functions		

Return to Request Extract Files	Select to return to the "Extracts" page

Screen 12-11: Request ODS Extract - Student Program

Instructions Table 12-7: Request ODS Extract - Student Program

Step by Step Screen Instructions		Special Instructions
1	Select the **Record Type** of the ODS Download – Student Program ODS Download	All CALPADS Record Types are available to download
2	Check the checkbox to only include **Active Student/Staff** in the requested file	Actively enrolled student has Student School Exit Date that is blank or on or after the specified date
3	Specify the **Date Range** of the students with Enrollment records to include in the file. Enter the **Start Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Program records of students with enrollments active for any period within the date range specified will be included in the file
4	Specify the **Date Range** of the students with Enrollment records to include in the file. Enter the **End Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Program records of students with enrollments active for any period within the date range specified will be included in the file
5	The **Reporting LEA** field will default to the user's LEA.	
6	To download a file for a particular **School**, select a School using the <u>Lookup</u> link	
7	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	
8	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated
Optional Functions		
Return to Request Extract Files		Select to return to the "Extracts" page

Screen 12-12: Request ODS Extract - Staff Demographics

Instructions Table 12-8: Request ODS Extract - Staff Demographics

Step by Step Screen Instructions		Special Instructions
1	Select the **Record Type** of the ODS Download – Staff Demographics ODS Download	All CALPADS Record Types are available to download
2	Check the checkbox to only include **Active Staff** in the requested file	Staff with Staff Employment End Date that is blank, or on or after the specified date

3	Specify the **Date Range** of the staff employed during the specified range to include in the file. Enter the **Start Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Staff employed for any period within the date range specified will be included in the file (based on Staff Employment Start Date and Staff Employment End Date)
4	Specify the **Date Range** of the staff employed during the specified range to include in the file. Enter the **End Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Staff employed for any period within the date range specified will be included in the file (based on Staff Employment Start Date and Staff Employment End Date)
5	The **Reporting LEA** field will default to the user's LEA.	
6	To download a file for a particular **School**, select a School using the <u>Lookup</u> link	
7	Specify an **Effective Date** for the Staff Demographics records to include in the extract	The SDEM record active on the Effective Date will be included for staff employed during the Date Range specified in (3) and (4) above
8	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	
9	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated
Optional Functions		
	Return to Request Extract Files	Select to return to the "Extracts" page

Screen 12-13: Request ODS Extract - Staff Assignment and Course

Instructions Table 12-9: Request ODS Extract - Staff Assignment and Course

	Step by Step Screen Instructions	Special Instructions
1	Select the **Record Type** of the ODS Download using the dropdown list. Possible selections are: ▪ Staff Assignment ▪ Course Section Enrollment ▪ Course Section Completion ▪ Student Course Section Enrollment ▪ Student Course Section Completion	All CALPADS Record Types are available to download
2	Select the **Academic Year** of the records to include	
3	The **Reporting LEA** field will default to the user's LEA	
4	Select a **School** to return records associated with a specific school by using the <u>Lookup</u> link	
5	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	
6	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated
Optional Functions		
	Return to Request Extract Files	Select to return to the "Extracts" page

Screen 12-14: Request Direct Certification Extract

Instructions Table 12-10: Request Direct Certification Extract

	Step by Step Screen Instructions	Special Instructions
1	The **Reporting LEA** field will default to the user's LEA	
2	Select a **School** to return records associated with a specific school by using the Lookup link	
3	Select a **Certification Status Code** to include all students with a particular status. Possible values include: ▪ C- Certified ▪ Invalid Address ▪ N- Not Certified	

4	Use the **Student Certified Since** filter to include students on or after a specified date. Enter a date in the MM/DD/YYYY format or select a date using the calendar tool	The date must be within the current Academic Year
5	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated
Optional Functions		
Return to Request Extract Files		Select to return to the "Extracts" page

12.4.2 Retrieve CALPADS Files

Once an extract request has been submitted, the user may navigate to the "Download Extract" page to view the status of the file and download the file when ready. The "Download Extract" page is accessible through all links listed under "Retrieve CALPADS Files" through the "Extracts" page available from the **Reports** tab.

Screen 12-15: Retrieve CALPADS Files

Screen 12-16: Download Extract

Instructions Table 12-11: Download Extract

	Step by Step Screen Instructions	Special Instructions
1	The **Extract Type** will default to the type selected by the user on the "Extracts" page. To view a different extract type or all extracts, select a value from the dropdown list	
2	Select to view extracts with a particular **Status**	A status of "Complete" indicates that the file is ready to be downloaded

3	If a file is ready to be downloaded, a **Download** button will appear to the right of the listed file. Select the button to open or save the file	The **Download** button is only available for 2 weeks. If the button becomes unavailable, request a new Extract
Optional Functions		
Return to Extracts		Select to return to the "Extracts" page
Refresh List		Select to refresh the screen and Status of the files

13. References

The following are reference documents that provide additional information on the operation and data submission requirements of CALPADS.

- CALPADS File Specifications

  This document provides detailed information about the input files that are used to batch load data into CALPADS.

  Available through the CDE website: http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp

- CALPADS / LEA Operations Manual

  This document is a guide to CALPADS administration functions.

  Available through the CALPADS portal: Help > LEA Operations Manual

- CALPADS Data Submission Guide

  The CALPADS Data Submission Guide provides information on the data to be submitted to CALPADS and how that data will be used. The Data Submission Guide is most similar to the CBEDS Administration Manual. Appended to the CALPADS Submission Guide are the "SSID Enrollment and Maintenance Procedures" which specify the new and existing procedures for the acquisition and maintenance of SSIDs.

  Available through the CDE website: http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp

14. Contact and Support

For questions or suggestions, please contact:

CALPADS Service Desk

Phone:
- (916) 325 - 9210

Email:
- CALPADS-SUPPORT@cde.ca.gov

15. Glossary

15.1 Accountability Subgroups

Accountability subgroups are determined in CALPADS based on Student Information (SINF) data and Student Program (SPRG) data. The following rules indicate which SINF and SPRG records are used to obtain the data.

∗ In a report that selects students based on an "As of" date parameter (e.g. 1.1 Enrollment – Primary Status By Subgroup), a student who meets the criteria for inclusion in the report is included in an accountability subgroup as follows:

   o If SINF data is used to qualify a student for a subgroup, the qualifying data must be present in the SINF effective on the "As of" date of the report

   o If SPRG data is used to qualify a student for a subgroup, the qualifying data must be present in the SPRG for the school being reported that was effective on the "As of" date of the report

∗ In a report that selects students based on exits during the date range specified for the Dropout/Graduate (D/G) Reporting Cycle (e.g. 1.6 Graduates and Dropouts by Subgroup), a student who meets the criteria for inclusion in the report is included in an accountability subgroup as follows:

   o If SINF data is used to qualify a student for a subgroup, the qualifying data must be present in the SINF effective on the Dropout or Graduate exit date

   o If SPRG data is used to qualify a student for a subgroup, the qualifying data can be present in any SPRG record that was effective (i.e. on any date) during the D/G Cycle, regardless of whether the record is owned by the school being reported

The data used to qualify an SSID for each Accountability Subgroup is indicated below according to the date used in the report that is presenting the subgroups.

Data Used to Qualify an SSID for an Accountability Subgroup

Subgroup	"As of" Date	Dropout/Graduate Cycle
English Learners	SINF effective on "As of" Date	SINF effective on D/G exit date
Title III Eligible Immigrants	SINF effective on "As of" Date	SINF effective on D/G exit date
Limited English Proficient	SINF effective on "As of" Date	SINF effective on D/G exit date
Socio-Economically Disadvantaged - if Parent/Guardian Highest Education Level used	SINF effective on "As of" Date	SINF effective on D/G exit date
Special Education (144)	SPRG effective on "As of" Date	SPRG effective any time/school in D/G Cycle
Title 1 Part C Migrant (135)	SPRG effective on "As of" Date	SPRG effective any time/school in D/G Cycle
Gifted and Talented Education (127)	SPRG effective on "As of" Date	SPRG effective any time/school in D/G Cycle
Socio-Economically Disadvantaged - if Free or Reduced Price Meal Program (175) data used	SPRG effective on "As of" Date	SPRG effective any time/school in D/G Cycle

To be reported in an accountability subgroup, a student must meet the data criteria listed below for the subgroup.

15.1.1 English Learner Subgroup

This accountability subgroup includes students who are designated as an English Learner (EL). To be reported as EL in CALPADS, a student must meet the following criteria:

- English Language Acquisition Status Code = EL

15.1.2 Gifted and Talented Education (GATE) Subgroup

This accountability subgroup includes students who are eligible for or participating in the Gifted and Talented program. To be reported as GATE in CALPADS, a student must meet the following criteria:

- Education Program Code = 127 (Gifted and Talented Education)
- Education Program Membership Code = 1 or 3 (Eligible or Participating)

15.1.3 Limited English Proficient (LEP) Subgroup

This accountability subgroup includes two categories of students:

1. Students designated as English Learners (EL)
2. Students re-designated as fluent English proficient (RFEP) who have not scored Proficient or Advanced on the California Standards Test in English Language Arts (ELA CST) for three years (not necessarily consecutive)

This designation is used as an NCLB Subgroup. To be reported as LEP in CALPADS, a student must meet one of the following criteria:

- English Language Acquisition Status Code = EL (English Learner)
- English Language Acquisition Status Code = RFEP (Reclassified Fluent English Proficient

  and

  Student Proficient or Advanced for ELA Code = No

15.1.4 Socio-Economically Disadvantaged Subgroup

This accountability subgroup includes students who are eligible for, or participating in, the Free or Reduced Price Meal Program or whose parent/guardian is not a high school graduate. To be reported as Socio-economically Disadvantaged in CALPADS, a student must meet <u>one</u> of the following criteria:

- Parent/Guardian Highest Education Level Code = 14 (Not a High School Graduate)
- Education Program Code = 175 (Free or Reduced Price Meal Program)

  and

  Education Program Membership Code = 1 or 3 (Eligible or Participating)

15.1.5 Special Education Subgroup

This accountability subgroup includes students who are eligible for, or participating in, the Special Education program. To be reported as Special Education in CALPADS, a student must meet the following criteria:

- Education Program Code = 144 (Special Education)
- Education Program Membership Code = 1 or 3 (Eligible or Participating)

15.1.6 Title I Part C Migrant Subgroup

This accountability subgroup includes students who are eligible for, or participating in, the Migrant Program. To be reported as Migrant in CALPADS, a student must meet the following criteria:

- Education Program Code = 135 (Title I Part C Migrant)
- Education Program Membership Code = 1 or 3 (Eligible or Participating)

15.1.7 Title III Eligible Immigrants Subgroup

This accountability subgroup includes students who (a) are aged three through twenty-one; (b) are enrolled in any public or private elementary or secondary school in kindergarten through grade twelve; (c) were not born in any of the 50 United States, District of Columbia, or Puerto Rico; and (d) have not been attending any one or more schools in the United States for more than three full school years cumulative. To be reported as an Eligible Immigrant in CALPADS, a student must meet the following criteria:

- Enrolled in US School Less Than Three Cumulative Years Indicator = Y
- Student Birth Country Code not = US (United States)
- Enrollment Status Code = 10 (Primary)
- Student Age = 3-21 (inclusive)
- Grade Level Code not = AD (Adult)

15.2 Dropouts – LEA View

LEAs report dropout counts in the following categories: Dropouts (Other) and Dropouts (Same School No Show.

15.2.1 Dropouts - Other

Other Dropouts are students, with an enrollment status of Primary, who were enrolled in grade 7, 8, 9, 10, 11, 12 or Ungraded Secondary (US) at some time during the school year prior to the school year in which dropouts are being reported, and who either left school without completing the prior school year successfully or who completed the prior school year but did not begin attending the next school year by Census Day.

To be reported as a Dropout in CALPADS, a student must meet all of the following criteria:

- Student School Exit Date = a date included in the Dropout Reporting Cycle for the Reporting Year (08/16/ccyy of Year 1 to 08/15/ccyy of Year 2, i.e. year which includes the Census Day)

- Student Exit Reason Code = one of the following:
  - o E140 (NoKnownEnroll)
  - o E300 (ExpelNoKnownEnroll)
  - o E400 (Other)
  - o T270 (TransDropAdult)
  - o T380 (TransInstNoHSDip)
  - o T460 (TransHomeSchl)
  - o E230 (CompleterExit) with School Completion Status = one of the following:
    - - 104 (Completed all local and state graduation requirements, failed CAHSEE)
    - - 360 (Completed grade 12 without completing graduation requirements–not grad)

- Enrollment Status Code = Primary

- Grade = 7, 8, 9, 10, 11, 12 or US

- Did not re-enroll in the same LEA with an Enrollment Status Code = Primary prior to or on Census Day of the Reporting Year. Any subsequent Student School Start Date for the student **in the same LEA** is > Census Day of the Reporting Year (i.e. *A student who has exited as stated in the first criteria will not be submitted as a dropout candidate if a subsequent enrollment is found in the same LEA with a Student School Start Date that is > the exit date in the first criteria and <= Census Day of the Reporting Year). Note: N470 is not considered a re-enrollment.*

15.2.2 Dropouts - Same School No Show

Same School No Show Dropouts are students who were expected to return to the same school after a summer break following the end of a school year and do not "show up" when school resumes the following school year. To be reported in the Same School No Show Dropout category in CALPADS, a student must meet the following criteria:

- Student School Exit Date = a date included in the Dropout Reporting Cycle for the Reporting Year (08/16/ccyy of Year 1 to 08/15/ccyy of Year 2, i.e. year which includes the Census Day)

- Student Exit Reason Code = the following:
  - o N420 (No Show Same School)

- Enrollment Status Code = Primary

- Grade = 7, 8, 9, 10, 11, 12 or US

- Did not re-enroll in the same LEA with an Enrollment Status Code = Primary prior to or on Census Day of the Reporting Year. Any subsequent Student School Start Date for the student **in the same LEA** is > Census Day of the Reporting Year (i.e. *A student who has exited as stated in #1 will not be submitted as a dropout candidate if a subsequent enrollment is found in the same LEA with a Student School Start Date that is > the exit date in #1 and <= Census Day of the Reporting Year). Note: N470 is not considered a re-enrollment.*

15.3 Dropouts – State View

The dropout count reported by an LEA is reconciled by CDE through continued cross-district analysis of student enrollments. The state level view of dropouts continues to evaluate an LEA's dropout data after it has been certified. Therefore, the state level count reflects analysis of statewide data that continues to change until all LEAs have certified their data. The following types of analysis can result in adjusted LEA dropout counts at the state level.

15.3.1 Dropouts - Re-Enrolled

A Re-enrolled Dropout is a student reported as a dropout by a school district who was subsequently enrolled in another school by Census Day **(in the same or another LEA).** This student will not be counted as a dropout in the statewide report.

To be identified as a Re-Enrolled Dropout, a student must meet the following criteria:

- Exited as a Dropout (see definitions - LEA View)

- A subsequent Student School Start Date (with Enrollment Status Code = Primary) is found that is > the Dropout's Student School Exit Date and <= Census Day of the Reporting Year

15.3.2 Dropouts - Lost Transfer

A Lost Transfer Dropout is a student who was reported by an LEA as having transferred to another California public school or school district, but who could not be found subsequently enrolled in a California public school district on or before Census Day of the Reporting Year. To be identified as a Lost Transfer Dropout, a student must meet all of the following specific criteria:

- Student School Exit Date = a date included in the Dropout Reporting Cycle for the Reporting Year (08/16/ccyy of Year 1 to 08/15/ccyy of Year 2, i.e. year which includes the Census Day)

- Student Exit Reason Code = one of the following:
  - o T160 (Transferred to another CA public school)
  - o T165 (Transferred to another CA public school due to disciplinary reasons)

- Enrollment Status Code = Primary

- Grade = 7, 8, 9, 10, 11, 12 or US

- No Student School Start Date (with Enrollment Status Code = Primary) is found that is > the Transfer's Student School Exit Date and <= the Census day of the Reporting Year

15.4 Successful High School Completers

Successful High School Completers are students who have successfully completed or graduated from High School. To be reported in a Successful HS Completer category in CALPADS, a student must meet the following criteria:

- Student School Exit Date = a date included in the Graduate Reporting Cycle for the Reporting Year (08/16/ccyy of Year 1 to 08/15/ccyy of Year 2, i.e. year which includes the Census Day)
- Enrollment Status = Primary (10)
- Meet the criteria for at least one of the following categories

15.4.1 Graduates - All

To be included in the Graduate category, a student must meet the following criteria:

- Student Exit Reason Code = E230 (CompleterExit)
- Completion Status Code = one of the following:
  - o 100 (Graduated, Standard HS Diploma)
  - o 106 (Graduated, CAHSEE Waiver)
  - o 250 (Adult Ed High School Diploma)

15.4.2 Graduates - Met UC/CSU Requirements

To be included in the Graduates That Met UC/CSU Requirements category, a student must meet the following criteria:

- Student Included in "All Graduates" count
- Student Met all UC CSU Requirements Indicator = Yes

15.4.3 CHSPE

To be included in the CHSPE category, student must meet the following criteria:

- Student Exit Reason Code = E230 (CompleterExit)
- Completion Status Code = 330 [Passed CHSPE (and no standard HS diploma)]

15.4.4 GED

To be included in the GED category, student must meet the following criteria:

- Student Exit Reason Code = E230 (CompleterExit)
- Completion Status Code = 320 [Completed GED (and no standard HS diploma)]

15.4.5 Special Education Certificate of Completion

To be included in the Special Education Certificate of Completion category, student must meet the following criteria:

- Student Exit Reason Code = E230 (CompleterExit)
- Completion Status Code = 120 (Special Education Certificate of Completion)

15.5 Course Data

15.5.1 Class

A class is a group of students in one or more course sections being taught by one or more teachers in the same room at the same place.

A Class ID allows multiple course sections to be counted as one class for class size analysis and enrollment reporting. It is a unique identifier, assigned by the LEA or school submitting the data, which represents a unique class within the submission. It must be unique within a school for the Academic Year. See CALPADS File Specifications for a definition of Class ID (Field 9.18).

A class cannot …

- have a duplicated SSID in course sections that have the same Content Area

A class can …

- have course sections that map to multiple State Course Codes

- have multiple or varying Academic Terms

- duplicate course/course section combinations (CRS-Local Course ID/Course Section ID) if there are different SEIDs and the multiple teacher code is populated (i.e. team teaching/job sharing)

Reporting by Class ID generally presents information such as numbers of classes, average class size, and class enrollment. Reports present data by State Course Code or Content Area Category. Classes are not reported by course section attributes that can vary within a Class ID, such as non-standard instructional level, Education Service provided, Language of Instruction, Instructional Strategy, Independent Study Indicator, Distance Learning Indicator, Education Program Funding Source Code, HQT Competency Code, Academic Term, etc. While these attributes may be presented on a report for the course sections within a Class ID, aggregating information by these attributes occurs in reports that are organized to present data at the course section level, not at the Class ID level.

If an SSID repeats within a Class ID, the SSID is counted only once.

When counting classes by Content Area, if the course sections within a Class ID map to different Content Area Categories (via their mapping to a State Course Code in the CALPADS Valid Code Combinations document), the Class ID is reported as a class in a category called "Multiple." If an SSID repeats in more than one Class ID within a Content Area, the SSID is counted in each Class ID in both the school row and in the "All Schools" row.

15.5.2 NCLB Compliant Course Section

An NCLB compliant course section is a course section designated as an NCLB core course that is being taught by a highly qualified teacher. A course section is compliant if:

- NCLB Core Course Indicator and Instructional Level.Code (9.11) = E (Elementary Core) or S (Secondary Core)

    and

    HQT Competency Code (9.28) (Content Area Competency Category.Code) not = N (Not Highly Qualified)

When counting NCLB Compliant Course Sections, if more than one teacher is teaching a course section and one or more of the teachers are qualified (HQT Competency Code not = N), then the course section is considered as NCLB compliant.

15.6 Program Data

15.6.1 English Learner

An English Learner (EL) is a student in Kindergarten through grade 12 for whom there is a report of a language other than English on the Home Language Survey and who, upon initial assessment in California using an appropriate state assessment (currently the California English Language Development Test (CELDT)) and from additional information when appropriate, is determined to lack the clearly defined English language skills of listening, speaking, reading, and/or writing necessary to succeed in the school's regular instructional programs.

An English Learner is identified as the following:

- English Language Acquisition Status Code = EL
- Grade = KN, 01-12, UE, or US

15.6.2 English Learner Education Services

An English Learner Education Service is an education service provided to an English Learner that is delivered through a course section. A student is receiving an EL Education Service if the student has a Student Course Section record associated with (i.e. same Course Section ID as) a Course Section record (i.e. Local Course ID) where Education Service Code (Field 9.20) is not null. See Glossary: *English Learner*

When counting English Learner Education Services (EL Services) for students:

- If a student is receiving multiple EL Services at a school, the student is counted in only one service.
  - o If a student is receiving "Primary Language Instruction" (Code = 1) and any other EL Service, the student is counted as 1.
  - o If a student is receiving "ELD Instruction and SDAIE Instruction But Not Primary Language Instruction" (Code = 4)" and one or both of 2 and 3 (and not 1), the student is counted as 4.
  - o If a student is receiving "ELD Instruction Only" (Code = 2) in a course section and "SDAIE Instruction Only" (Code = 3) in another course section without 1 or 4 in a course section, the student is counted as 4.

- If a student is receiving only one EL Service at a school, the student is counted in that service

- If a student is not receiving an EL Service at a school, the student is included in "No Service" count.

15.6.3 English Learner Instructional Plan

An English Learner Instructional Plan is a plan that is delivering instruction to English Learners using an EL Instructional strategy. An instructional plan is identified in a Course Section record where Instructional Strategy Code (Field 9.22) = one of the following:

- 400 (Alternative EL Program - Two-Way Immersion [Various Models])
- 500 (Structured English Immersion and/or English Learner Mainstreaming)
- 600 (Alternative EL Program - Bilingual [Various Models])
- 650 (English Learner Mainstreaming)

When counting ELs by Instructional Strategy, each EL student is counted in each strategy where they show up, but a student is only counted once for any one strategy.

15.6.4 Providing EL Education Services

Providing EL Education Services is delivering one or more of the English Learner Education Services (Code Set = Education Service English Learner) in a course section. The service is identified by the Education Service Code associated with the course section.

When counting teachers proving EL Education Services (EL Services):

- Teachers providing multiple EL Services are only counted in one service, as defined for counting students. See *English Learner Education Services*

- If a course section has multiple teachers, all teachers assigned to that course section are counted as providing the EL Service associated with that course section

- A teacher is counted only if there is a least one student in the course section who is EL

15.7 Staff Data

15.7.1 Administrator

An administrator is a staff member (certificated and non-certificated) at an educational service institution (ESI) providing administrative services to schools. An administrator is identified using a unique valid Statewide Educator (SEID) with a Staff Assignment record in which the Staff Job Classification Code = one of the following Education Service Job Classifications:

- 10 (Administrator)

- 25 (Non-certificated Administrator)

15.7.2 Full Time Equivalent

An LEA may use different time periods to qualify employees as full time. Each LEA has a definition of "full time" to determine whether an individual staff member should be given FTE status. For LEAs who have not defined this locally, report staff time and staff members who work fewer than 30 hours per week as part time. Staff who work less than full time are to be designated by the percentage of time they work.

15.7.3 Non-Classroom Support

A Job assignment that has been designated as a support service assignment or that is not based in the classroom. A staff member is identified using a unique valid Statewide Educator (SEID) with a Staff Assignment record in which the Staff Job Classification Code = the one of the following Education Service Job Classifications:

- 10 (Administrator)

- 11 (Pupil Services)

- 25 (Non-certificated Administrator)

15.7.4 Pupil Services

Pupil services staff at an educational service institution (ESI) provide direct services to students. A staff member is identified using a unique valid Statewide Educator (SEID) with a Staff

Assignment record in which the Staff Job Classification Code = the following Education Service Job Classification:

- 11 (Pupil Services)

15.7.5 Teacher

A teacher is a staff member (certificated and non-certificated) at an educational service institution (ESI) providing instructional services to students. A teacher is identified using a unique valid Statewide Educator Identifier (SEID) with a Staff Assignment record in which the Staff Job Classification Code = one of the following Educational Service Job Classifications:

- 12 (Teacher)

- 26 (Charter School Non-Certificated Teacher)

- 27 (Itinerant or Pull-Out/Push-In Teacher)