



California Longitudinal Pupil Achievement Data System (CALPADS) Assessment User Manual

Version 2.4

05/11/2016



California Department of Education

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Purpose

The Assessment User Manual for the California Longitudinal Pupil Achievement Data System (CALPADS) includes step-by-step directions on how to access reports for student assessment and accountability data. Assessment data can be used to support the conversation of individual student achievement with the expertise of teachers, administrators and parents. CALPADS coordinators have the opportunity to support this process by sharing their knowledge of available reports and how the reports can be utilized.

CALPADS also provides Adequate Yearly Progress (AYP) reports. These reports are not intended to serve as compliance reports under federal laws or regulations. Local educational agencies (LEAs) should refer to information provided through the California Department of Education (CDE) Adequate Yearly Progress (AYP) Web page at <http://www.cde.ca.gov/ayp/>. For information about LEA accountability, please contact the Academic Accountability Unit (AAU) at 916-319-0863 or by e-mail at aau@cde.ca.gov.

CALPADS Coordinators make updates in student demographic data, which directly impacts all student assessments. The California Alternate Assessment (CAA) requires an active student education program code of 144 with a primary disability code. To input required accommodations into the Test Operation Management System (TOMS), the CAASPP Coordinator must work with the CALPADS Coordinator in order to **assure** that each student has an active education program code of 101 (for a 504 plan) or 144 (for an individualized education plan).

It is important to note that quality and security are vital in the collection and dissemination of data from CALPADS. Validation rules within the CALPADS system provide additional measures to ensure the correctness in the data. CALPADS is the authoritative source of all student demographic data.

Security at the LEA and state level are documented in law and practice. Multiple measures are in place to confirm optimal safe keeping of data privacy. Student protection is a priority for educators, administrators, and coordinators, and the CDE strives to continue to serve its students with diligence in this area. For any questions regarding Personally Identifiable Information (PII) and the security of such information, please refer to the California Department of Education (CDE) Data Privacy Web page at <http://www.cde.ca.gov/ds/dp/>.

Revision History

Version Number	Date	Summary of Changes	Section(s)
1.0	2/4/2013	First published version.	All
2.0	9/9/2013	Updated Assessment reports (20.1, 20.2, 20.3, 21.1, 21.2, 21.4, 22.1, 21.3, 21.5, 21.6, 22.2, 22.3, 21.7, 22.4 and 40.1) to include all Enrollment Status codes.	12.4.2
2.0.1	9/30/13	Added "(from Grade filter)" in already existing updated ODS comment from previous version in Comment section for Assessment reports (20.1, 20.2, 20.3, 21.1, 21.2, 21.4, 22.1, 21.3, 21.5, 21.6, 22.2, 22.3, 21.7, 22.4 and 40.1).	12.4.2
2.0.2	10/31/14	Updated descriptions on AYP 31.1, 31.2, 31.3 and 31.4 reports.	12.6.0-12.6.3
2.1	11/06/2015	Modifications to the system for the Assessment Redesign effort resulted in removal of redundant reports.	All
2.2	1/20/2016	No major changes (minor grammatical updates).	various
2.3	1/28/2016	AYP Reports reintroduced.	12.2.1.2 – 12.2.1.5
2.4	05/23/2016	AYP Report Headings added and described.	12.2.1.2 – 12.2.1.5

12. Assessment

Assessment data received from the test vendor are manually loaded into CALPADS. CALPADS has a process to match test result records to individual students in the Operational Data Store (ODS) via the Statewide Student Identifier (SSID). This matching process links the assessment record with a student record. If a given SSID on the assessment record cannot be matched to an SSID in the ODS, the assessment record is marked as “Suspense.” More information can be found on managing matched records versus suspense records in the “Manage Suspense Data” below.

The “Assessment” page displays options that allow an authorized user to access a test history for each student and school, and provides the State and LEAs with relevant Assessment information.

Screen 12-1: Assessment Landing Page

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CALPADS
California Longitudinal Pupil Achievement Data System

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

Assessment

Administration

- [Manage Suspense Data](#) - Manage and resolve assessment suspense records
- [Search for Student](#) - View details for individual students
- [LEA Assessment Results Load](#) - View status and results of student assessment

Reports and Extracts

- [Assessment Reports](#) - View program and assessment reports
- [Assessment Extracts](#) - Request and retrieve assessment data

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The available options are organized into two categories:

- **Administration** – The “Administration” section allows the user to view the details of each of the tests that are administered in the assessment process.
- **Reports and Extracts** – The “Reports and Extracts” section lists reports and pre-defined extracts that are available to authorized users to obtain assessment results and AYP calculations.

12.1 Administration

Users can navigate through the Assessment administration-related options via the links displayed on the “Administration” page. Users should note that in the Assessment area, the term “Administration” refers to the different testing cycles of a given Program.

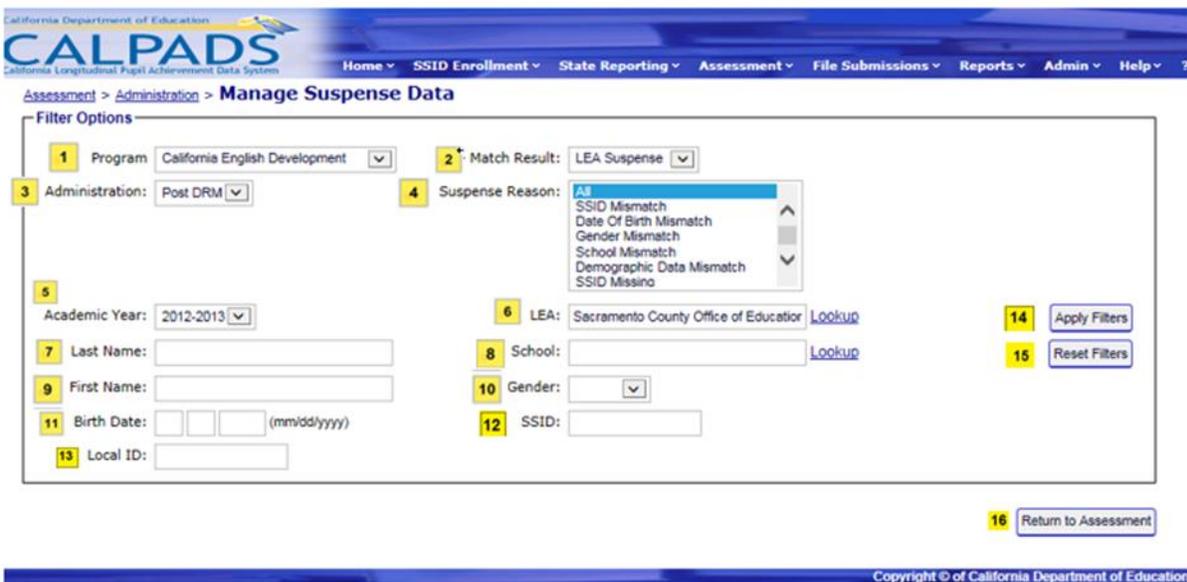
Screen 12-2: Administration Home Page



12.1.1 Manage Suspense Data

The “Manage Suspense Data” function allows the user to manually resolve assessment suspense records that could not be automatically linked to a student enrollment record during the initial loading process or nightly processes.

Screen 12-3: Manage Suspense Data



Instructions Table 12-1: Manage Suspense Data

The screen reads left to right

Step-by-Step Screen Instructions		Comments
1.	Select the “ Program ” name from the drop-down menu.	This is a required field. The system defaults to “California English Development.”

Step-by-Step Screen Instructions		Comments
2.	The selected “ Match Result ” will display the result records for the (desired) resolution selected. Options from which to choose in the drop-down menu are: <ul style="list-style-type: none"> • LEA Suspense (Selecting this option will allow the user to view “unsuccessful matches”) • LEA Matched (Selecting this option will allow the user to view “successful matches”) 	This is a required field. This initiates the user-defined search for a CALPADS SSID to which the result record belongs. If the LEA Matched field is chosen, the “Match Source” option will open to the right of this field. This will provide the options of “All,” “Batch,” “LEA,” or “State.”
3.	The “ Administration ” field defaults to the only available option for the Program selected.	This is a required field.
4.	The “ Suspense Reason ” will display the available suspense records for resolution.	This is an optional field. This filter allows results of a particular suspense type to be grouped together that may have a common resolution.
5.	Select an “ Academic Year ” to view student assessment data for a particular Academic Year.	This is a required field. The system defaults to the most current academic year.
6.	The “ LEA ” field will default to the user’s LEA.	This is a required field. The “Lookup” option is for State users only.
7.	The “ Last Name ” field will be <i>blank</i> . To add a value, enter the last name of the student.	This is an optional field and can only include alphabetic letters, numbers, periods (please see note at the end of this table.), hyphens, and apostrophes. This field can have all or part of the legal last name of the student. If the student’s last name begins with an “s,” enter “s*” in this field. If the student’s last name ends with a “ths,” enter “*ths” in this field. If the student’s last name is “Sargent,” but the spelling of the name is unknown, enter “s*t” in the field.
8.	The School selection will display students enrolled in a particular school by using the “ Lookup ” link.	This is an optional field.
9.	The “ First Name ” field will be <i>blank</i> . To add a value, enter the first name of the student.	This is an optional field and can only include alphabetic letters, numbers, periods (Please see note at the end of the table.), hyphens, and apostrophes. This field can have all or part of the legal first name of the student. If the student’s first name begins with an “s,” enter “s*” in this field. If the student’s first name ends with a “ths,” enter “*ths” in this field. If the student’s first name is “Suzie,” but the spelling of the name is unknown, enter “s*e” in the field.

Step-by-Step Screen Instructions		Comments
10.	The “ Gender ” field defaults to <i>blank</i> .	This is a required field. The system will provide “All” by default unless a value is chosen to filter further.
11.	The “ Birth Date ” field will be <i>blank</i> . To add a value, enter a date using the mm/dd/yyyy format.	This is an optional field. If a birth date is provided, the system will return results associated with the birth date.
12.	The “ SSID ” field will be <i>blank</i> . To enter a value, enter a valid SSID in the provided text box.	This is an optional field. If an SSID is provided, the system will return results associated with the SSID.
13.	The “ Local ID ” field will be <i>blank</i> . To enter a value, enter a complete and valid number in the provided text box.	This is an optional field. If a number is provided, the system will return results associated with the Local ID.
14.	Click the “ Apply Filters ” Button to regenerate the list of records.	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.
15.	Click the “ Reset Filters ” Button to resets all of the filters to the default values.	If selected, the system will default to the original screen display.
16.	Click the “ Return to Assessment ” Button to return to the (Assessment) Administration Home Page.	If selected, the system will return to the Assessment Administration menu.

NOTE regarding the preceding instructions: Periods may not be functioning in the system. This is a known issue.

Screen 12-4: Manage Suspense – Suspense Results

Suspense Data

5
 6
 7

Return to Assessment
 Post Selected
 Download Suspense Resolution Records

4
 Displaying 1 - 10 of 102 Records | Viewing page 1 of 11 | Select the # of records to view:
 Default (10)
 20
 All

1	Student Name	SSID	Local ID	Gender	Grade	Birth Date	LEA	School	Admin Date	Suspense Reason	Updated By	Match Source	Search
▼										Date Of Birth Mismatch, Demographic Data Mismatch, Gender Mismatch		3	Student Search
2	Select Match	Student Name	SSID	Local ID	Gender	Grade	Birth Date	School		Enrollment Start Date	Enrollment End Date		
○	Match												
○	Not Mine												
○	Unselect												
▶										Date Of Birth Mismatch			Student Search
▶										Date Of Birth Mismatch			Student Search
▶										Date Of Birth Mismatch			Student Search

Instructions Table 12-2: Additional Suspense User Interface and Matching Functions

	Available Functions	Comments
1.	The Expand/Collapse feature (directly under the 1 on the screen display)	This circular button enclosing an arrow will show or hide suggested matches for the assessment record in suspense when clicked.
2.	The “Select Match” Radio Buttons	<p>The radio buttons are only viewable after clicking on “Apply Filters,” and it displays available data only when selected. When the button is selected, a drop-down menu of options is available.</p> <ul style="list-style-type: none"> “Match” – Select this if you agree to match the assessment record to the suggested ODS record. “Not Mine” – Select this if the assessment record should not have been assigned to the LEA at all. This will assign to the State level to match. “Unselect” – Select this to undo the Match or Not Mine radio buttons. <p>Once an item is selected, click on “Post Selected” to update the record.</p>
3.	The “Student Search” Button	The user can select this button if the suggested matches for the assessment record are not the desired match. This button will navigate to another screen to do a more detailed lookup.

Available Functions		Comments
4.	The “ Displaying x – x of x Records Viewing Page x of x Select the # of records to view: ” Radio Buttons	The system will default to show up to 10 results per page. To view more than 10 records, select “20” or “All.”
5.	The “ Return to Assessment ” Button	The “Return to Assessment” button takes users back to the “(Assessment) Administration” home page.
6.	The “ Post Selected ” Button	This button will post all selections made with the “Select Match” radio button per suspense record.
7.	The “ Download Suspense Resolution Records ” Button	When in “Suspense,” the “Download Suspense Resolution Records” button appears. Clicking on this button takes users to the “Suspense Extract” page.

12.1.2 Search for Student

The “Search for Student” function allows an authorized user to view student-level assessment details. The screen is displayed when the user selects the “Search for Student” link from the Administration menu and applies the selected filter options.

Screen 12-5: Search for Student

Instructions Table 12-3: Search for Student

Step-by-Step Screen Instructions		Comments
1.	<p>Select either the “Search By SSID” or “Search By Demographic” Radio Button.</p> <p>When searching by SSID, enter the ten-digit SSID number.</p> <p>When searching by a demographic field, please see the various fields described below the radio button. Only two of the six fields are required.</p>	<p>This is a required selection. The user is able to perform either a Search by SSID or a Search by Demographics with the following minimal requirements: When selecting to Search by SSID, the user must enter the complete, valid, ten-digit SSID of a student. When selecting to Search by Demographics, the user is required to enter data in at least two of the fields in order to initiate the search. If the user enters data in more than two fields, the system will utilize the additional fields to filter records during the search process. Use the * character to specify partial criteria in some fields. The search functionality will only be available to the LEA user assigned the “Assessment Coordinator” role. An LEA will only be allowed to see the historical student records that occurred during (includes pre-enrollment) or prior to their ownership of the student.</p>
2.	<p>The “Last Name” field will be <i>blank</i>. To add a value, enter the last name of the student.</p>	<p>This is an optional field and can only include alphabetic letters, numbers, periods (please see note at the end of this table.), hyphens, and apostrophes. This field can have all or part of the legal last name of the student. If the student’s last name begins with an “s,” enter “s*” in this field. If the student’s last name ends with a “ths,” enter “*ths” in this field. If the student’s last name is “Sargent,” but the spelling of the name is unknown, enter “s*t” in the field.</p>

Step-by-Step Screen Instructions		Comments
3.	The " First Name " field will be <i>blank</i> . To add a value, enter the first name of the student.	This is an optional field and can only include alphabetic letters, numbers, periods (please see note at the end of this table.), hyphens, and apostrophes. This field can have all or part of the legal first name of the student. If the student's first name begins with an "s," enter "s*" in this field. If the student's first name ends with a "ths," enter "*ths" in this field. If the student's first name is "Suzie," but the spelling of the name is unknown, enter "s*e" in the field.
4.	The " Middle Name " field will be <i>blank</i> . To add a value, enter the middle name of the student.	This is an optional field and can only include alphabetic letters, numbers, periods (please see note at the end of this table.), hyphens, and apostrophes. This field can have all or part of the legal middle name of the student. If the student's middle name begins with an "s," enter "s*" in this field. If the student's middle name ends with a "ths," enter "*ths" in this field. If the student's middle name is "Suzie," but the spelling of the name is unknown, enter "s*e" in the field.
5.	The " Gender " field defaults to "All."	This is a required field. The system will provide "All" by default unless a value is chosen to filter further.
6.	The " Birth Date " field will be <i>blank</i> . To add a value, enter a date using the mm/dd/yyyy format.	This is an optional field. If a birth date is provided, the system will return results associated with the birth date.
7.	The " Country " field defaults to "All."	This is a required field. The system will provide "All" by default unless a value is chosen to filter further.
8.	Click the " Lookup Student " Button to regenerate the list of records at the bottom of the screen.	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.	Click the " Reset " Button to reset the screen to the default values.	If selected, the system will default to the original screen display.

NOTE regarding the preceding instructions: Periods may not be functioning in the system. This is a known issue.

Screen 12-6: Search for Student – Search Results

1

2 Displaying 1 - 1 of 1 Records | Viewing page 1 of 1 | Select the # of records to view: Default(10) 20 All

Student Name	SSID	Local ID	Gender	Birth Date	Birth Country	Birth State	Lang	Grade Level	Enrollment Start Date	Reporting LEA	School of Attendance	Actively Enrolled
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Y

3 Return to Search for Student

Instructions Table 12-4: Search for Student – Search Results

Available Functions		Comments
1.	The Student Name link	After the results appear: Clicking on a link for a student's name will take the user to the given student's "Student Assessment History" page.
2.	The "Displaying x – x of x Records Viewing Page x of x Select the # of records to view:" Radio Buttons	The system will default to show up to 10 results per page. To view more than 10 records, select "20" or "All."
3.	The "Return to Search for Student" Button	The "Return to Search for Student" button takes users back to the "Search for Student" home page.

Once the student list appears, and a given student is selected, the system navigates to the following Student Assessment History Page. This page provides the ability to filter results based on the program and the academic year that the assessment occurred.

Screen 12-7: Student Assessment History

Instructions Table 12-5: Student Assessment History

Step-by-Step Screen Instructions		Comments
1.	Select the “ Program ” Filter for the assessment programs.	This is a required field. The drop-down menu allows options of loaded assessment programs.
2.	Select the “ Academic Year ” Filter for the year in which the assessment was given.	This is a required field. The drop-down menu allows options of pre-loaded/pre-populated academic years in which the assessment was given.
3.	Click the “ Apply Filters ” Button to regenerate the list of records.	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.
4.	Use the “ Return to Search for Student ” Button.	The “Return to Search for Student” button takes users back to the “Search for Student – Search Results” page.

12.1.3 LEA Assessment Results Load

The “LEA Assessment Results Load” function allows an authorized user to view the status of the loaded results *for all the students assessed at the selected LEA*. This serves to assist the LEAs in seeing the breakdown of assessment results received by CALPADS, regardless of whether the system was able to match the record. The authorized user can use this screen to verify whether results for the LEA (or even for a student) have been loaded before attempting to Manage Suspense. The screen is displayed when the user selects the “LEA Assessment Results Load” link from the Administration menu and applies the selected filter options.

Screen 12-8: LEA Assessment Results Load

Instructions Table 12-6: LEA Assessment Results Load

Step-by-Step Screen Instructions		Comments
1.	Select an “ Academic Year ” to view student assessment data for a particular Academic Year.	This is a required field. The system defaults to the most current academic year.
2.	Select the “ Program ” name from the drop-down menu.	This is a required field. The system defaults to “California English Development.”
3.	Select the “ Administration ” that applies to the Program selected.	This is a required field.

Step-by-Step Screen Instructions		Comments
4.	The “ LEA ” field will default to the user’s LEA.	This is a required field.
5.	Select a “ School ” to display students enrolled in a particular school by using the “ Lookup ” link.	This is an optional field.
6.	For each Program , select the corresponding “ Test/Type Purpose ” name.	This is a required field. System defaults to “All.” User can select multiple Program choices.
7.	Select a Test “ Content Area ” or areas (any subject area that you’d like included in your report) from the drop-down menu.	This is a required field. The user may select/deselect any “Test Content Area” within the drop-down menu.
8.	Select a “ Test/Domain Name ” or names (any subject area that you’d like included in your report) from the drop-down menu.	This is a required field. The user may select/deselect any “Test/Domain Name” within the drop-down menu.
9.	Select a “ Performance Level ” or levels from the drop-down menu.	This is a required field. The user may select/deselect any “Performance Level” within the drop-down menu.
10.	Select the “ Match Result ” that will display the desired result records for resolution. Options from which to choose in the drop-down menu are: <ul style="list-style-type: none"> • All - (Select to view “all matches”) • M - Matched (Select to view “successful matches”) • S - Suspense (Select to view “unsuccessful matches”) 	This is a required field. This initiates the user-defined search for a CALPADS SSID to which the result record belongs.
11.	The “ SSID ” field will be <i>blank</i> . To enter a value, enter a complete and valid SSID in the provided text box.	This is an optional field. If an SSID is provided, the system will return results associated with the SSID.
12.	The “ Local ID ” field will be <i>blank</i> . To enter a value, enter a complete and valid number in the provided text box.	This is an optional field. If a number is provided, the system will return results associated with the Local ID.
13.	Click the “ Apply Filters ” Button to regenerate the list of records at the bottom of the screen.	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.
14.	Use the “ Reset Filters ” Button as needed.	Clicking on the “Reset Filters” button resets all filters to the default values.
15.	Use the “ Return to Assessment ” Button as needed.	The “Return to Assessment” button takes users back to the “Assessment” home page.
16.	Use the “ View Assessment Report – Student List ” Button as needed.	The “View Assessment Report – Student List” button takes users to a student list of assessments that have been downloaded into CALPADS.

Step-by-Step Screen Instructions		Comments
17.	Use the “ Extract Download Page ” Button as needed.	The “Extract Download Page” button takes users to the Student Results Extract screen.

12.2 Reports and Extracts

The “Reports and Extracts” menu provides an authorized user with the ability to view assessment program data that are matched to CALPADS Student Profile data for that SSID.

The “Reports and Extracts” interface directs an authorized user to the appropriate pages to initiate the following actions:

- **Assessment Reports** - A user may select the “**Assessment Reports**” link to view assessment and accountability reports.
- **Assessment Extracts** - A user may select the “**Assessment Extracts**” link to request and retrieve assessment data.

Screen 12-9: Reports and Extracts Menu

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

Assessment > **Reports and Extracts**

Reports and Extracts

- [Assessment Reports](#) - View program and assessment reports
- [Assessment Extracts](#) - Request and retrieve assessment data

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12.2.1 Assessment Reports

The “Assessment Reports” page displays a list of currently available Program and Assessment reports that can be accessed by an authorized user (with the Assessment Report role).

Screen 12-10: Assessment Reports

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

Assessment > Reports and Extracts > **Assessment Reports**

Assessment Reports

- CELDT Reports
 - [22.3-California English Language Development Test \(CELDT\) - English Learner Status](#) - California English Language Development Test (CELDT) - English Learner Status
- AYP/API Reports
 - [32.1-AYP District Inclusion Summary](#) - AYP District Inclusion - Summary
 - [32.2-AYP District Inclusion Student Detail](#) - AYP District Inclusion - Student Detail
 - [32.3-AYP School Inclusion Summary](#) - AYP School Inclusion - Summary
 - [32.4-AYP School Inclusion Student Detail](#) - AYP School Inclusion - Student Detail
- Assessment Student Reports
 - [40.1-Individual Student Profile - Assessments](#) - Individual Student Profile - Assessments

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12.2.1.1 Report 22.3 California English Language Development Test (CELDT) – English Learner Status

Report 22.3 California English Language Development Test (CELDT) provides historical CELDT results for the LEA’s currently enrolled students, regardless of where the given students may have taken the exam. The historical results available are based on data that the CDE has loaded into the system. The revised data loads started in the Fall of 2015 for the 2014–2015 testing year, and will load prior years as far back as 2008–2009.

Screen 12-11: Report 22.3 California English Language Development Test (CELDT) – English Learner Status

The screenshot shows the CALPADS web interface for configuring the CELDT report. The page title is 'California English Language Development Test (CELDT) - English Learner Status'. The interface includes a navigation bar with links like Home, SSID Enrollment, State Reporting, Assessment, File Submissions, Reports, Admin, and Help. Below the navigation bar, there are several dropdown menus and checkboxes for filtering data, each with a yellow callout box containing a number from 1 to 19. The fields include County (1), LEA (2), School Type (3), School (4), Test Type/Purpose (5), Test Status (6), Grade (7), Gender (8), Ethnicity/Race (9), English Language Acquisition Status (10), Primary Language (11), Title III Eligible Immigrant (12), Title I Part C Migrant (13), Socio-economically Disadvantaged (14), Special Education (15), Gifted and Talented (16), Enrollment Status (17), and User Comments (18). A 'View Report' button is highlighted with a box and the number 19.

Instructions Table 12-7: California English Language Development Test (CELDT) – English Learner Status

Step-by-Step Screen Instructions		Comments
1.	The “ County ” field will be dependent on the “ School ” field selection.	This is a required field. This defaults to the county in which the LEA is located. This is only selectable by a State user.
2.	The “ LEA ” field will default to the user’s LEA.	This is a required field. This is only selectable by a State user.
3.	Choose which “ School Type ” or school types you’d like included in your report.	This is a required field. This field will default to all the user’s school types. The user may select/deselect any school types within the drop-down menu.
4.	The “ School ” field will default to all the user’s schools.	This is a required field. The user may select or de-select any schools within the drop-down menu.
5.	Select a “ Test Type/Purpose ” or purposes from the drop-down menu, based on the information you’d like included in your report.	This is a required field. This field defaults to “Select All.” The user may select/deselect boxes depending on desired information.

Step-by-Step Screen Instructions		Comments
6.	Select a given CELDT “ Test Status ” or statuses, based on the information you’d like included in your report.	This is a required field. This field defaults to “Select All.” The user may select/deselect boxes depending on desired information. “Test Status” here refers to whether (or not) given students have met all of the CELDT criteria.
7.	Select a Grade Level from the “ Grade ” drop-down menu.	This is a required field. This field defaults to “Select All” grades. The user may leave the default selection or may un-check the “select all” box and check other boxes as appropriate. Grade results come from the ODS (from Grade filter).
8.	Select a “ Gender ” or genders from the drop-down menu, based on the information you’d like included in your report.	This is a required field. This field defaults to “Select All.” The user may select/deselect boxes depending on desired information.
9.	Make a choice regarding “ Ethnicity/Race ” from the drop-down menu, based on the information you’d like included in your report.	This is a required field. This field defaults to “Select All” ethnicities/races. The user may leave the default selection or may un-check the “select all” box and check other boxes as appropriate.
10.	Select which “ English Language Acquisition Status ” or statuses you’d like included in your report.	This is a required field. This field defaults to “Select All.” The user may select/deselect boxes depending on desired information.
11.	Select which “ Primary Language ” or languages you’d like included in your report.	This is a required field. This field defaults to “Select All.” The user may select/deselect boxes depending on desired information.
12.	Choose whether you’d like to include designated “ Title III Eligible Immigrant ” students in your report (by selecting “yes,” “no,” or both [“select all”] from the drop-down menu).	This is a required field. This field defaults to “Select All.” Choosing “yes” (Y) will yield only students who are designated as Title III Eligible Immigrants. The user may leave the default selection (“all”) or may check the “yes” (Y) or “no” (N) box accordingly.
13.	Choose whether you’d like to include “ Title I Part C Migrant ” students in your report (by selecting “yes,” “no,” or both [“select all”] from the drop-down menu).	This is a required field. This field defaults to “Select All.” Choosing “yes” (Y) will yield only students who are designated as Title I Part C Migrant students. The user may leave the default selection (“all”) or may check the “yes” (Y) or “no” (N) box accordingly.
14.	Choose whether you’d like to include designated “ Socioeconomically Disadvantaged ” students in your report (by selecting “yes,” “no,” or both [“select all”] from the drop-down menu).	This is a required field. This field defaults to “Select All.” Choosing “yes” (Y) will yield only students who are designated as Socioeconomically Disadvantaged. The user may leave the default selection (“all”) or may check the “yes” (Y) or “no” (N) box accordingly. If the user selects “yes” in this field, the report will include students who have parents who did not graduate from high school or are economically disadvantaged.

Step-by-Step Screen Instructions		Comments
15.	Choose whether you'd like to include " Special Education " students in your report (by selecting "yes," "no," or both ["select all"] from the drop-down menu).	This is a required field. This field defaults to "Select All." Choosing "yes" (Y) will yield only students who are designated as Special Education students. The user may leave the default selection ("all") or may check the "yes" (Y) or "no" (N) box accordingly.
16.	Choose whether you'd like to include designated " Gifted and Talented " students in your report (by selecting "yes," "no," or both ["select all"] from the drop-down menu).	This is a required field. This field defaults to "Select All." Choosing "yes" (Y) will yield only students who are designated as Gifted and Talented. The user may leave the default selection ("all") or may check the "yes" (Y) or "no" (N) box accordingly.
17.	Choose whether you'd like to include All " Enrollment Status " codes, or some lesser combination.	This is a required field. This field defaults to "Select All." The user may leave the default selection or may un-check the "select all" box and check other boxes as appropriate.
18.	The " User Comments " text field can be used for general comments that will appear on the header of the report.	This is an optional field.
19.	Select the " View Report " Button.	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.

NOTE regarding the preceding instructions: Some of the criteria options (fields) may not always be readily available for your given report. The system only displays data/criteria options for data that have been loaded into the system (i.e., for data that are available).

12.2.1.2 Report 32.1 – AYP District Inclusion - Summary

Description: This Academic Yearly Progress (AYP) District Inclusion - Summary Report displays a summary of counts of all students in the district, by LEA, in the respective categories (e.g., ethnicity/race, program, etc.). These counts include students that were used in the AYP calculations because they were continuously enrolled from Fall Census Day to the first day of testing without a gap of enrollment of more than 30 consecutive calendar days. The data come from the CDE Academic Accountability Unit (AAU) and are loaded into CALPADS independently from the assessment data loads.

Screen 12-12: AYP District Inclusion – Summary

Instructions Table 12-8: AYP District Inclusion – Summary

Step-by-Step Screen Instructions		Comments
1.	Select an “ Academic Year ” from the drop-down menu to view student assessment data for a particular Academic Year.	This is a required field. The system defaults to the most current academic year.
2.	Select a Grade Level from the “ Grade ” drop-down menu.	This is a required field. This field defaults to “Select All” grades. The user may leave the default selection or may un-check the “select all” box and check other boxes as appropriate.
3.	The “ County ” field will be dependent on the “ School ” selection.	This is a required field.
4.	Select a “ Gender ” or genders from the drop-down menu, based on the information you would like included in your report.	This is a required field. This field defaults to “Select All.” The user may select/deselect boxes depending on desired information.
5.	The “ LEA ” field will default to the user’s LEA.	This is a required field.
6.	Make a choice regarding “ Ethnicity/Race ” from the drop-down menu, based on the information you’d like included in your report.	This is a required field. This field defaults to “Select All” ethnicities/races. The user may leave the default selection or may un-check the “select all” box and check other boxes as appropriate.
7.	Choose which “ School Type ” or school types you’d like included in your report.	This is a required field. This field will default to all the user’s school types. The user may select/deselect any school types within the drop-down menu.

Step-by-Step Screen Instructions		Comments
8.	Choose whether you'd like to include designated English Learners in your report (by selecting "yes," "no," or both ["select all"] from the " English Learner " drop-down menu).	This is a required field. This field defaults to "Select All." Choosing "yes" (Y) will yield only students who are designated as English Learners. The user may leave the default selection ("all") or may check the "yes" (Y) or "no" (N) box accordingly.
9.	The " School " field will default to all the user's schools.	This is a required field. The user may select or de-select any schools within the drop-down menu.
10.	Choose whether you'd like to include designated " Socioeconomically Disadvantaged " students in your report (by selecting "yes," "no," or both ["select all"] from the drop-down menu).	This is a required field. This field defaults to "Select All." Choosing "yes" (Y) will yield only students who are designated as Socioeconomically Disadvantaged. The user may leave the default selection ("all") or may check the "yes" (Y) or "no" (N) box accordingly. If the user selects "yes" in this field, the report will include students who have parents who did not graduate from high school or are economically disadvantaged.
11.	Choose whether you'd like to include students designated with disabilities in your report (by selecting "yes," "no," or both ["select all"] from the " Students With Disability " drop-down menu).	This is a required field. This field defaults to "Select All." Choosing "yes" (Y) will yield only students who are designated as having disabilities. The user may leave the default selection ("all") or may check the "yes" (Y) or "no" (N) box accordingly.
12.	The " User Comments " text field can be used for general comments that will appear on header of report.	This is an optional field.
13.	Choose the " Assessment Type " to see the report or reports for that particular assessment or assessments.	This is a required field. This field defaults to "Select All" assessments that are currently downloaded into CALPADS. The user may leave the default selection or may un-check the "select all" box and check other boxes as appropriate.
14.	Choose the " Subject " to see the report or reports for that particular subject or subjects. This field is dependent on the assessment type chosen.	This is a required field. This field defaults to "Select All" subjects that are currently downloaded into CALPADS for the assessment(s) chosen. The user may leave the default selection or may un-check the "select all" box and check other boxes as appropriate.

Step-by-Step Screen Instructions	Comments
<p>15. If desired, click on the “Inclusion Codes Lookup” link to view a list that includes descriptions of various inclusion codes.</p>	<p>This is an optional selection. Clicking on the “Inclusion Codes Lookup” link prompts the opening of a pop-up window that lists descriptions of inclusion codes.</p> <p>School Enrolled Inclusion Code 1=included 3=excluded by grade or record type 4=excluded; CAASPP record used 5=excluded, CAA record used 6=excluded; tested out of accountability window 7=excluded; not tested due to medical emergency 8=excluded; English Learner entering US school less than one year 9=excluded by special testing conditions 10=excluded; duplicate record</p> <p>School Tested Inclusion Code 1=included 3=excluded; not enrolled 4=excluded: no attempts 5=excluded; modifications</p> <p>School Valid Inclusion Code 1=included 3=excluded; not tested 4=excluded; not continuously enrolled since Census Day 5=excluded; English Learner entering US school less than one year</p> <p>District Enrolled Inclusion Code 1=included 2=excluded; tested at direct funded charter 3=excluded by grade or record type 4=excluded; CAASPP record used 5=excluded, CAA record used 6=excluded; tested out of accountability window 7=excluded; not tested due to medical emergency 8=excluded; English Learner entering US school less than one year 9=excluded by special testing conditions 10=excluded; duplicate record</p> <p>District Tested Inclusion Code 1=included 2=excluded; tested at direct funded charter 3=excluded; not enrolled 4=excluded: no attempts 5=excluded; modifications</p> <p>District Valid Inclusion Code 1=included 2=excluded; tested at direct funded charter 3=excluded; not tested 4=excluded; not continuously enrolled since Census Day 5=excluded; English Learner entering US school less than one year</p>

Step-by-Step Screen Instructions		Comments
16.	Click on the “ View Report ” button to view your report.	Clicking on this button directs the system to match all chosen filter options and display the desired report.

NOTE regarding the preceding instructions: Some of the criteria options (fields) may not always be readily available for your given report. The system only displays data/criteria options for data that have been loaded into the system (i.e., for data that are available).

Screen 12-13: AYP District Inclusion – Summary Report Headings

32.1 AYP District Inclusion Summary													
Academic Year:	2014-2015	County:											
View:	Assessment Record	LEA:		Created Date:	03-01-2016								
				Inclusion Counts									
1	LEA Code	2	LEA Name	3	Subgroup	4	Enrolled	5	Tested	6	Valid	7	# Prof

Report Headings Comments Table 12-9: AYP District Inclusion – Summary

Report Heading		Comments
1.	LEA Code	This is the County District code of the logged in user.
2.	LEA Name	The default sort is in ascending order. This has a hyperlink to <i>Report 32.2 - AYP District Inclusion - Student Detail</i> .
3.	Subgroup	The subgroups are from the accountability table.
4.	Inclusion Counts - Enrolled	The counts are based on selected filter options and are only for those students included in AYP as enrolled. Report 32.2 displays whether a student's test score was included/excluded.
5.	Inclusion Counts - Tested	The counts are based on selected filter options and are only for those students included in AYP as tested. Report 32.2 displays whether a student's test score was included/excluded.
6.	Inclusion Counts - Valid	The counts are based on selected filter options and are only for those students included in AYP as valid. Report 32.2 displays whether a student's test score was included/excluded.
7.	Inclusion Counts - # Prof	The counts are based on selected filter options and are only for those students included in AYP as proficient. Report 32.2 displays whether a student's test score was included/excluded.

12.2.1.3 Report 32.2 – AYP District Inclusion - Student Detail

Description: This Academic Yearly Progress (AYP) District Inclusion – Student Detail Report displays a summary of student counts by School in the respective categories (e.g., ethnicity/race, program, etc.). These counts include students that were used in the AYP calculations and contain drill-down menus by schools within the LEA by subgroups. The data

come from the CDE Academic Accountability Unit (AAU) and are loaded into CALPADS independently from the assessment data loads.

Screen 12-14: AYP District Inclusion – Student Detail

Instructions Table 12-10: AYP District Inclusion – Student Detail

Step-by-Step Screen Instructions		Comments
1.	Select an “Academic Year” from the drop-down menu to view student assessment data for a particular Academic Year.	This is a required field. The system defaults to the most current academic year.
2.	Select a Grade Level from the “Grade” drop-down menu.	This is a required field. This field defaults to “Select All” grades. The user may leave the default selection or may un-check the “select all” box and check other boxes as appropriate.
3.	The “County” field will be dependent on the “School” selection.	This is a required field.
4.	Select a “Gender” or genders from the drop-down menu, based on the information you would like included in your report.	This is a required field. This field defaults to “Select All.” The user may select/deselect boxes depending on desired information.
5.	The “LEA” field will default to the user’s LEA.	This is a required field.
6.	Make a choice regarding “Ethnicity/Race” from the drop-down menu, based on the information you’d like included in your report.	This is a required field. This field defaults to “Select All” ethnicities/races. The user may leave the default selection or may un-check the “select all” box and check other boxes as appropriate.
7.	Choose which “School Type” or school types you’d like included in your report.	This is a required field. This field will default to all the user’s school types. The user may select/deselect any school types within the drop-down menu.

Step-by-Step Screen Instructions		Comments
8.	Choose whether you'd like to include designated English Learners in your report (by selecting "yes," "no," or both ["select all"] from the " English Learner " drop-down menu).	This is a required field. This field defaults to "Select All." Choosing "yes" (Y) will yield only students who are designated as English Learners. The user may leave the default selection ("all" or may check the "yes" (Y) or "no" (N) box accordingly.
9.	The " School " field will default to all the user's schools.	This is a required field. The user may select or de-select any schools within the drop-down menu.
10.	Choose whether you'd like to include designated " Socioeconomically Disadvantaged " students in your report (by selecting "yes," "no," or both ["select all"] from the drop-down menu).	This is a required field. This field defaults to "Select All." Choosing "yes" (Y) will yield only students who are designated as Socioeconomically Disadvantaged. The user may leave the default selection ("all") or may check the "yes" (Y) or "no" (N) box accordingly. If the user selects "yes" in this field, the report will include students who have parents who did not graduate from high school or are economically disadvantaged.
11.	Choose whether you'd like to include students designated with disabilities in your report (by selecting "yes," "no," or both ["select all"] from the " Students With Disability " drop-down menu).	This is a required field. This field defaults to "Select All." Choosing "yes" (Y) will yield only students who are designated as having disabilities. The user may leave the default selection ("all") or may check the "yes" (Y) or "no" (N) box accordingly.
12.	The " User Comments " text field can be used for general comments that will appear on header of report.	This is an optional field.
13.	Choose the " Assessment Type " to see the report or reports for that particular assessment or assessments.	This is a required field. This field defaults to "Select All" assessments that are currently downloaded into CALPADS. The user may leave the default selection or may un-check the "select all" box and check other boxes as appropriate.
14.	Choose the " Subject " to see the report or reports for that particular subject or subjects. This field is dependent on the assessment type chosen.	This is a required field. This field defaults to "Select All" subjects that are currently downloaded into CALPADS for the assessment(s) chosen. The user may leave the default selection or may un-check the "select all" box and check other boxes as appropriate.

Step-by-Step Screen Instructions		Comments
15.	If desired, click on the “Inclusion Codes Lookup” link to view a list that includes descriptions of various inclusion codes.	<p>This is an optional selection. Clicking on the “Inclusion Codes Lookup” link prompts the opening of a pop-up window that lists descriptions of inclusion codes.</p> <p>School Enrolled Inclusion Code 1=included 3=excluded by grade or record type 4=excluded; CAASPP record used 5=excluded, CAA record used 6=excluded; tested out of accountability window 7=excluded; not tested due to medical emergency 8=excluded; English Learner entering US school less than one year 9=excluded by special testing conditions 10=excluded; duplicate record</p> <p>School Tested Inclusion Code 1=included 3=excluded; not enrolled 4=excluded: no attempts 5=excluded; modifications</p> <p>School Valid Inclusion Code 1=included 3=excluded; not tested 4=excluded; not continuously enrolled since Census Day 5=excluded; English Learner entering US school less than one year</p> <p>District Enrolled Inclusion Code 1=included 2=excluded; tested at direct funded charter 3=excluded by grade or record type 4=excluded; CAASPP record used 5=excluded, CAA record used 6=excluded; tested out of accountability window 7=excluded; not tested due to medical emergency 8=excluded; English Learner entering US school less than one year 9=excluded by special testing conditions 10=excluded; duplicate record</p> <p>District Tested Inclusion Code 1=included 2=excluded; tested at direct funded charter 3=excluded; not enrolled 4=excluded: no attempts 5=excluded; modifications</p> <p>District Valid Inclusion Code 1=included 2=excluded; tested at direct funded charter 3=excluded; not tested 4=excluded; not continuously enrolled since Census Day 5=excluded; English Learner entering US school less than one year</p>
16.	Click on the “View Report” button to view your report.	Clicking on this button directs the system to match all chosen filter options and display the desired report.

NOTE regarding the preceding instructions: Some of the criteria options (fields) may not always be readily available for your given report. The system only displays data/criteria options for data that have been loaded into the system (i.e., for data that are available).

Screen 12-15: AYP District Inclusion – Student Detail Report Headings A

32.2 A										
Academic Year:	2014-2015				County:					
View:	Assessment Record				LEA:					
School Type:	ALL				School:	ALL				
1	2	3	4	5	6	7	8	9	10	11
LEA Code	LEA Name	Assessment Type	SSID	UIN	Accountability CD Code	Accountability School Code	Assessment CD Code	Assessment School Code	District of Special Ed Accountability	Common Administration CD Code

Screen 12-16: AYP District Inclusion – Student Detail Report Headings B

32.2 AYP District Inclusion Student Detail															
Created Date: 03-02-2016															
11	12	13	14	15	16	17	18	19	20	21	22	District Inclusion/Exclusion Codes			
Common Administration CD Code	Student Name	Gender	Race/Ethnicity	Grade	Date of Birth	Socio-economically Disadvantaged	English Learners	Students with Disabilities	RFEP 3 Years	Former Special Ed 2 Year	Test Assigned	Enrolled	Tested	Valid	Prof

Report Headings Comments Table 12-11: AYP District Inclusion – Student Detail

Report Heading		Comments
1.	LEA Code	This is the County District code of the logged in user.
2.	LEA Name	The default sort is in ascending order.
3.	Assessment Type	This will display CAASPP and/or CAA assessments, depending on the filter.
4.	SSID	The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with established standards. This number follows the student from school to school throughout his/her K–12 career. This is a sortable column.
5.	UIN	This is the Unique Identification Number used in testing.

Report Heading		Comments
6.	Accountability CD Code	This is the Accountability County District Code. This is a sortable column.
7.	Accountability School Code	This is the school code that is accountable for the student results. This is a sortable column.
8.	Assessment CD Code	This is the County District Code where the student was tested. This is a sortable column.
9.	Assessment School Code	This is the school code where the student was tested. This is a sortable column.
10.	District of Special Ed Accountability	This field comes from the CALPADS District of Special Education Accountability. This is a sortable column.
11.	Common Administration CD Code	This is a sortable column.
12.	Student Name	This includes the student's legal first, middle, and last name. This is a sortable column. The default sort is in ascending order. This field can be blank.
13.	Gender	This is a sortable column. This field can be blank.
14.	Race/Ethnicity	This is a sortable column. Optional race/ethnicity subgroup codes are the following: 100 = American Indian or Alaska Native 200 = Asian 300 = Native Hawaiian or Pacific Islander 400 = Filipino 500 = Hispanic or Latino 600 = Black or African American 700 = White 800 = Two or More Races
15.	Grade	This is a sortable column.
16.	Date of Birth	This field is in yyyy/mm/dd format. This field can be blank.
17.	Socio-economically Disadvantaged	Optional views are "all," "yes," and "no" (which would be blank). This is a sortable column.
18.	English Learners	Optional views are "yes" and blank. This is a sortable column.
19.	Students with Disabilities	Optional views are "all," "yes," and "no" (which would be blank). This is a sortable column.

Report Heading		Comments
20.	RFEP 3 Years	Reclassified Fluent English Proficient (RFEP) displays the numbers of students who scored proficient or advanced for three years. This is a sortable column.
21.	Former Special Ed 2 Year	Former Special Education students who exited from the program within two years. This is a sortable column.
22.	Test Assigned	Optional views are “all,” “Computer Adaptive Test (CAT),” and “Performance Task (PT).” This is a sortable column.
23.	Inclusion Code - Enrolled	This is a sortable column. Codes are defined as the following: 1=included 2=excluded; tested at direct funded charter 3=excluded by grade or record type 4=excluded; CAASPP record used 5=excluded, CAA record used 6=excluded; tested out of accountability window 7=excluded; not tested due to medical emergency 8=excluded; English Learner entering US school less than one year 9=excluded by special testing conditions 10=excluded; duplicate record
24.	Inclusion Code - Tested	This is a sortable column. Codes are defined as the following: 1=included 2=excluded; tested at direct funded charter 3=excluded; not enrolled 4=excluded: no attempts 5=excluded; modifications
25.	Inclusion Code - Valid	This is a sortable column. Codes are defined as the following: 1=included 2=excluded; tested at direct funded charter 3=excluded; not tested 4=excluded; not continuously enrolled since Census Day 5=excluded; English Learner entering US school less than one year

Report Heading		Comments
26.	Inclusion Code - Prof	This is a sortable column. Codes are defined as the following: 1=Proficient 2=excluded; tested at direct funded charter 3=excluded; not valid 4=below proficient 5=not proficient due to testing irregularity 6=test invalidated

12.2.1.4 Report 32.3 – AYP School Inclusion - Summary

Description: This Academic Yearly Progress (AYP) School Inclusion - Summary Report displays the detailed breakdown of students by LEA of those included in the AYP calculations. The user selects filter criteria options for the system to display the detailed breakdown of students, by LEA, of those included in the AYP calculations. The data come from the CDE Academic Accountability Unit (AAU) and are loaded into CALPADS independently from the assessment data loads.

Screen 12-17: AYP School Inclusion – Summary

Instructions Table 12-12: AYP School Inclusion – Summary

Step-by-Step Screen Instructions		Comments
1.	Select an “Academic Year” from the drop-down menu to view student assessment data for a particular Academic Year.	This is a required field. The system defaults to the most current academic year.
2.	Select a Grade Level from the “Grade” drop-down menu.	This is a required field. This field defaults to “Select All” grades. The user may leave the default selection or may un-check the “select all” box and check other boxes as appropriate.

Step-by-Step Screen Instructions		Comments
3.	The “ County ” field will be dependent on the “ School ” selection.	This is a required field.
4.	Select a “ Gender ” or genders from the drop-down menu, based on the information you would like included in your report.	This is a required field. This field defaults to “Select All.” The user may select/deselect boxes depending on desired information.
5.	The “ LEA ” field will default to the user’s LEA.	This is a required field.
6.	Make a choice regarding “ Ethnicity/Race ” from the drop-down menu, based on the information you’d like included in your report.	This is a required field. This field defaults to “Select All” ethnicities/races. The user may leave the default selection or may un-check the “select all” box and check other boxes as appropriate.
7.	Choose which “ School Type ” or school types you’d like included in your report.	This is a required field. This field will default to all the user’s school types. The user may select/deselect any school types within the drop-down menu.
8.	Choose whether you’d like to include designated English Learners in your report (by selecting “yes,” “no,” or both [“select all”] from the “ English Learner ” drop-down menu).	This is a required field. This field defaults to “Select All.” Choosing “yes” (Y) will yield only students who are designated as English Learners. The user may leave the default selection (“all”) or may check the “yes” (Y) or “no” (N) box accordingly.
9.	The “ School ” field will default to all the user’s schools.	This is a required field. The user may select or de-select any schools within the drop-down menu.
10.	Choose whether you’d like to include designated “ Socioeconomically Disadvantaged ” students in your report (by selecting “yes,” “no,” or both [“select all”] from the drop-down menu).	This is a required field. This field defaults to “Select All.” Choosing “yes” (Y) will yield only students who are designated as Socioeconomically Disadvantaged. The user may leave the default selection (“all”) or may check the “yes” (Y) or “no” (N) box accordingly. If the user selects “yes” in this field, the report will include students who have parents who did not graduate from high school or are economically disadvantaged.
11.	Choose whether you’d like to include students designated with disabilities in your report (by selecting “yes,” “no,” or both [“select all”] from the “ Students With Disability ” drop-down menu).	This is a required field. This field defaults to “Select All.” Choosing “yes” (Y) will yield only students who are designated as having disabilities. The user may leave the default selection (“all”) or may check the “yes” (Y) or “no” (N) box accordingly.

Step-by-Step Screen Instructions		Comments
12.	The “User Comments” text field can be used for general comments that will appear on header of report.	This is an optional field.
13.	Choose the “Assessment Type” to see the report or reports for that particular assessment or assessments.	This is a required field. This field defaults to “Select All” assessments that are currently downloaded into CALPADS. The user may leave the default selection or may un-check the “select all” box and check other boxes as appropriate.
14.	Choose the “Subject” to see the report or reports for that particular subject or subjects. This field is dependent on the assessment type chosen.	This is a required field. This field defaults to “Select All” subjects that are currently downloaded into CALPADS for the assessment(s) chosen. The user may leave the default selection or may un-check the “select all” box and check other boxes as appropriate.

Step-by-Step Screen Instructions		Comments
15.	If desired, click on the “Inclusion Codes Lookup” link to view a list that includes descriptions of various inclusion codes.	<p>This is an optional selection. Clicking on the “Inclusion Codes Lookup” link prompts the opening of a pop-up window that lists descriptions of inclusion codes.</p> <p>School Enrolled Inclusion Code 1=included 3=excluded by grade or record type 4=excluded; CAASPP record used 5=excluded, CAA record used 6=excluded; tested out of accountability window 7=excluded; not tested due to medical emergency 8=excluded; English Learner entering US school less than one year 9=excluded by special testing conditions 10=excluded; duplicate record</p> <p>School Tested Inclusion Code 1=included 3=excluded; not enrolled 4=excluded: no attempts 5=excluded; modifications</p> <p>School Valid Inclusion Code 1=included 3=excluded; not tested 4=excluded; not continuously enrolled since Census Day 5=excluded; English Learner entering US school less than one year</p> <p>District Enrolled Inclusion Code 1=included 2=excluded; tested at direct funded charter 3=excluded by grade or record type 4=excluded; CAASPP record used 5=excluded, CAA record used 6=excluded; tested out of accountability window 7=excluded; not tested due to medical emergency 8=excluded; English Learner entering US school less than one year 9=excluded by special testing conditions 10=excluded; duplicate record</p> <p>District Tested Inclusion Code 1=included 2=excluded; tested at direct funded charter 3=excluded; not enrolled 4=excluded: no attempts 5=excluded; modifications</p> <p>District Valid Inclusion Code 1=included 2=excluded; tested at direct funded charter 3=excluded; not tested 4=excluded; not continuously enrolled since Census Day 5=excluded; English Learner entering US school less than one year</p>
16.	Click on the “View Report” button to view your report.	Clicking on this button directs the system to match all chosen filter options and display the desired report.

NOTE regarding the preceding instructions: Some of the criteria options (fields) may not always be readily available for your given report. The system only displays data/criteria options for data that have been loaded into the system (i.e., for data that are available).

Screen 12-18: AYP School Inclusion – Summary Report Headings

32.3 AYP School Inclusion Summary													
Academic Year:	2014-2015	County:											
View:	Assessment Record	LEA:		Created Date:	03-02-2016								
School Type:	ALL	School:	ALL										
					Inclusion Counts								
1	School Code	2	School Name	3	Subgroup	4	Enrolled	5	Tested	6	Valid	7	# Prof

Report Headings Comments Table 12-13: AYP School Inclusion – Summary

Report Heading		Comments
1.	School Code	This is the County District code of the logged in user.
2.	School Name	The default sort is in ascending order. This has a hyperlink to <i>Report 32.2 - AYP District Inclusion - Student Detail</i> .
3.	Subgroup	The subgroups are from the accountability table.
4.	Inclusion Counts - Enrolled	The counts are based on selected filter options and are only for those students included in AYP as enrolled. Report 32.2 displays whether a student's test score was included/excluded.
5.	Inclusion Counts - Tested	The counts are based on selected filter options and are only for those students included in AYP as tested. Report 32.2 displays whether a student's test score was included/excluded.
6.	Inclusion Counts - Valid	The counts are based on selected filter options and are only for those students included in AYP as valid. Report 32.2 displays whether a student's test score was included/excluded.
7.	Inclusion Counts - # Prof	The counts are based on selected filter options and are only for those students included in AYP as proficient. Report 32.2 displays whether a student's test score was included/excluded.

12.2.1.5 Report 32.4 – AYP School Inclusion - Student Detail

Description: This Academic Yearly Progress (AYP) School Inclusion – Student Detail Report displays the detail breakdown of students by School of those included in the AYP calculations. The user selects filter criteria options for the system to display the detailed breakdown of students by School of those included in the AYP calculations. The data come from the Academic Accountability Unit (AAU) and are loaded into CALPADS independently from the assessment data loads.

Screen 12-19: AYP School Inclusion – Student Detail

Instructions Table 12-14: AYP School Inclusion – Student Detail

Step-by-Step Screen Instructions		Comments
1.	Select an “Academic Year” from the drop-down menu to view student assessment data for a particular Academic Year.	This is a required field. The system defaults to the most current academic year.
2.	Select a Grade Level from the “Grade” drop-down menu.	This is a required field. This field defaults to “Select All” grades. The user may leave the default selection or may un-check the “select all” box and check other boxes as appropriate.
3.	The “County” field will be dependent on the “School” selection.	This is a required field.
4.	Select a “Gender” or genders from the drop-down menu, based on the information you would like included in your report.	This is a required field. This field defaults to “Select All.” The user may select/deselect boxes depending on desired information.
5.	The “LEA” field will default to the user’s LEA.	This is a required field.
6.	Make a choice regarding “Ethnicity/Race” from the drop-down menu, based on the information you’d like included in your report.	This is a required field. This field defaults to “Select All” ethnicities/races. The user may leave the default selection or may un-check the “select all” box and check other boxes as appropriate.

Step-by-Step Screen Instructions		Comments
7.	Choose which “ School Type ” or school types you’d like included in your report.	This is a required field. This field will default to all the user’s school types. The user may select/deselect any school types within the drop-down menu.
8.	Choose whether you’d like to include designated English Learners in your report (by selecting “yes,” “no,” or both [“select all”] from the “ English Learner ” drop-down menu).	This is a required field. This field defaults to “Select All.” Choosing “yes” (Y) will yield only students who are designated as English Learners. The user may leave the default selection (“all”) or may check the “yes” (Y) or “no” (N) box accordingly.
9.	The “ School ” field will default to all the user’s schools.	This is a required field. The user may select or de-select any schools within the drop-down menu.
10.	Choose whether you’d like to include designated “ Socioeconomically Disadvantaged ” students in your report (by selecting “yes,” “no,” or both [“select all”] from the drop-down menu).	This is a required field. This field defaults to “Select All.” Choosing “yes” (Y) will yield only students who are designated as Socioeconomically Disadvantaged. The user may leave the default selection (“all”) or may check the “yes” (Y) or “no” (N) box accordingly. If the user selects “yes” in this field, the report will include students who have parents who did not graduate from high school or are economically disadvantaged.
11.	Choose whether you’d like to include students designated with disabilities in your report (by selecting “yes,” “no,” or both [“select all”] from the “ Students With Disability ” drop-down menu).	This is a required field. This field defaults to “Select All.” Choosing “yes” (Y) will yield only students who are designated as having disabilities. The user may leave the default selection (“all”) or may check the “yes” (Y) or “no” (N) box accordingly.
12.	The “ User Comments ” text field can be used for general comments that will appear on header of report.	This is an optional field.
13.	Choose the “ Assessment Type ” to see the report or reports for that particular assessment or assessments.	This is a required field. This field defaults to “Select All” assessments that are currently downloaded into CALPADS. The user may leave the default selection or may un-check the “select all” box and check other boxes as appropriate.

Step-by-Step Screen Instructions		Comments
14.	Choose the “Subject” to see the report or reports for that particular subject or subjects. This field is dependent on the assessment type chosen.	This is a required field. This field defaults to “Select All” subjects that are currently downloaded into CALPADS for the assessment(s) chosen. The user may leave the default selection or may un-check the “select all” box and check other boxes as appropriate.

Step-by-Step Screen Instructions		Comments
15.	If desired, click on the “ Inclusion Codes Lookup ” link to view a list that includes descriptions of various inclusion codes.	<p>This is an optional selection. Clicking on the “Inclusion Codes Lookup” link prompts the opening of a pop-up window that lists descriptions of inclusion codes.</p> <p>School Enrolled Inclusion Code 1=included 3=excluded by grade or record type 4=excluded; CAASPP record used 5=excluded, CAA record used 6=excluded; tested out of accountability window 7=excluded; not tested due to medical emergency 8=excluded; English Learner entering US school less than one year 9=excluded by special testing conditions 10=excluded; duplicate record</p> <p>School Tested Inclusion Code 1=included 3=excluded; not enrolled 4=excluded: no attempts 5=excluded; modifications</p> <p>School Valid Inclusion Code 1=included 3=excluded; not tested 4=excluded; not continuously enrolled since Census Day 5=excluded; English Learner entering US school less than one year</p> <p>District Enrolled Inclusion Code 1=included 2=excluded; tested at direct funded charter 3=excluded by grade or record type 4=excluded; CAASPP record used 5=excluded, CAA record used 6=excluded; tested out of accountability window 7=excluded; not tested due to medical emergency 8=excluded; English Learner entering US school less than one year 9=excluded by special testing conditions 10=excluded; duplicate record</p> <p>District Tested Inclusion Code 1=included 2=excluded; tested at direct funded charter 3=excluded; not enrolled 4=excluded: no attempts 5=excluded; modifications</p> <p>District Valid Inclusion Code 1=included 2=excluded; tested at direct funded charter 3=excluded; not tested 4=excluded; not continuously enrolled since Census Day 5=excluded; English Learner entering US school less than one year</p>
16.	Click on the “ View Report ” button to view your report.	Clicking on this button directs the system to match all chosen filter options and display the desired report.

NOTE regarding the preceding instructions: Some of the criteria options (fields) may not always be readily available for your given report. The system only displays data/criteria options for data that have been loaded into the system (i.e., for data that are available).

Screen 12-20: AYP School Inclusion – Student Detail Report Headings A

California Department of Education CALPADS California Longitudinal Pupil Achievement Data System										
Academic Year:	2014-2015		County:							
View:	Assessment Record		LEA:							Created Date:
School Type:	ALL		School:	ALL						
1	2	3	4	5	6	7	8	9	10	11
School Code	School Name	Assessment Type	SSID	UID	Accountability CD Code	Accountability School Code	Assessment CD Code	Assessment School Code	District of Special Ed Accountability	Common Administration CD Code

Screen 12-21: AYP School Inclusion – Student Detail Report Headings B

32.4 AYP School Inclusion Student Detail															
Created Date:	03-02-2016														
11	12	13	14	15	16	17	18	19	20	21	School Inclusion/Exclusion Codes				
Common Administration CD Code	Student Name	Gender	Race/Ethnicity	Grade	Date of Birth	Socio-economically Disadvantaged	English Learners	Students with Disabilities	RFEP 3 Years	Former Special Ed Yr	Test Assigned	Enrolled	Tested	Valid	Prof

Report Headings Comments Table 12-15: AYP School Inclusion – Student Detail

Report Heading		Comments
1.	LEA Code	This is the County District code of the logged in user.
2.	LEA Name	The default sort is in ascending order.
3.	Assessment Type	This will display CAASPP and/or CAA assessments, depending on the filter.
4.	SSID	The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with established standards. This number follows the student from school to school throughout his/her K–12 career. This is a sortable column.
5.	UIN	This is the Unique Identification Number used in testing.
6.	Accountability CD Code	This is the Accountability County District Code. This is a sortable column.

Report Heading		Comments
7.	Accountability School Code	This is the school code that is accountable for the student results. This is a sortable column.
8.	Assessment CD Code	This is the County District Code where the student was tested. This is a sortable column.
9.	Assessment School Code	This is the school code where the student was tested. This is a sortable column.
10.	District of Special Ed Accountability	This field comes from the CALPADS District of Special Education Accountability. This is a sortable column.
11.	Common Administration CD Code	This is a sortable column.
12.	Student Name	This includes the student's legal first, middle, and last name. This is a sortable column. The default sort is in ascending order. This field can be blank.
13.	Gender	This is a sortable column. This field can be blank.
14.	Race/Ethnicity	This is a sortable column. Optional race/ethnicity subgroup codes are the following: 100 = American Indian or Alaska Native 200 = Asian 300 = Native Hawaiian or Pacific Islander 400 = Filipino 500 = Hispanic or Latino 600 = Black or African American 700 = White 800 = Two or More Races
15.	Grade	This is a sortable column.
16.	Date of Birth	This field is in yyyy/mm/dd format. This field can be blank.
17.	Socio-economically Disadvantaged	Optional views are "all," "yes," and "no" (which would be blank). This is a sortable column.
18.	English Learners	Optional views are "yes" and blank. This is a sortable column.
19.	Students with Disabilities	Optional views are "all," "yes," and "no" (which would be blank). This is a sortable column.
20.	RFEP 3 Years	Reclassified Fluent English Proficient (RFEP) displays the numbers of students who scored proficient or advanced for three years. This is a sortable column.

Report Heading		Comments
21.	Former Special Ed 2 Year	Former Special Education students who exited from the program within two years. This is a sortable column.
22.	Test Assigned	Optional views are “all,” “Computer Adaptive Test (CAT),” and “Performance Task (PT).” This is a sortable column.
23.	Inclusion Code - Enrolled	This is a sortable column. Codes are defined as the following: 1=included 2=excluded; tested at direct funded charter 3=excluded by grade or record type 4=excluded; CAASPP record used 5=excluded, CAA record used 6=excluded; tested out of accountability window 7=excluded; not tested due to medical emergency 8=excluded; English Learner entering US school less than one year 9=excluded by special testing conditions 10=excluded; duplicate record
24.	Inclusion Code - Tested	This is a sortable column. Codes are defined as the following: 1=included 2=excluded; tested at direct funded charter 3=excluded; not enrolled 4=excluded: no attempts 5=excluded; modifications
25.	Inclusion Code - Valid	This is a sortable column. Codes are defined as the following: 1=included 2=excluded; tested at direct funded charter 3=excluded; not tested 4=excluded; not continuously enrolled since Census Day 5=excluded; English Learner entering US school less than one year

Report Heading		Comments
26.	Inclusion Code - Prof	This is a sortable column. Codes are defined as the following: 1=Proficient 2=excluded; tested at direct funded charter 3=excluded; not valid 4=below proficient 5=not proficient due to testing irregularity 6=test invalidated

12.2.1.6 Report 40.1 – Individual Student Profile - Assessments

Description: The Individual Student Profile – Assessments Report displays the entire Assessment history for individual students currently enrolled (includes pre-enrollment) in the selected LEA for the selected enrollment period. It displays assessment scores for all administrations, regardless of the LEA administering the Assessment. If multiple assessment scores exist for an administration, all assessment scores are displayed.

Assessment modifications and accommodations are included in the report. This report can be filtered to display the results for selected subgroups of students.

Screen 12-22: Individual Student Profile – Assessments

Instructions Table 12-16: Individual Student Profile – Assessments

Step-by-Step Screen Instructions		Comments
1.	Select an “Assessment Year” from the drop-down menu to view student assessment data for a particular Assessment Year.	This is a required field. The system defaults to the most current assessment year.

Step-by-Step Screen Instructions		Comments
2.	The “ County ” field will be dependent on the “ School ” selection.	This is a required field.
3.	The “ LEA ” field will default to the user’s LEA.	This is a required field.
4.	Choose which “ School Type ” or school types you’d like included in your report.	This is a required field. This field will default to all the user’s school types. The user may select/deselect any school types within the drop-down menu.
5.	The “ School ” field will default to all the user’s schools.	This is a required field. The user may select or de-select any schools within the drop-down menu.
6.	Select the “ Program ” Filter for the assessment programs.	This is an optional field. The drop-down menu allows options of loaded assessment programs. When “Program” is greyed, the filter is unavailable.
7.	For each “ Test Type/Purpose ,” select the corresponding assessment name.	This is an optional field. When “Test Type/Purpose” is greyed, the filter is unavailable.
8.	Select a “ Test Content Area ” or areas (any subject area that you’d like included in your report) from the menu.	This is an optional field. When “Test Content Area” is greyed, the filter is unavailable.
9.	Choose a “ Test Name ” based on the information you’d like included in your report.	This is an optional field. When “Test Name” is greyed, the filter is unavailable.
10.	Select a Grade Level from the “ Grade ” drop-down menu.	This is a required field. This field defaults to all grades. The user may leave the default selection or may un-check the “select all” box and check other boxes as appropriate.
11.	Select a “ Gender ” or genders from the drop-down menu, based on the information you would like included in your report.	This is a required field. This field defaults to “Select All.” The user may select/deselect boxes depending on desired information.
12.	Make a choice regarding “ Ethnicity/Race ” from the drop-down menu, based on the information you’d like included in your report.	This is a required field. This field defaults to “Select All” ethnicities/races. The user may leave the default selection or may un-check the “select all” box and check other boxes as appropriate.
13.	Select which “ English Language Acquisition Status ” or statuses you’d like included in your report.	This is a required field. This field defaults to “Select All.” The user may select/deselect boxes depending on desired information.
14.	Select which “ Primary Language ” or languages you’d like included in your report.	This is a required field. This field defaults to “Select All.” The user may select/deselect boxes depending on desired information.

Step-by-Step Screen Instructions		Comments
15.	Choose whether you'd like to include designated " Title III Eligible Immigrant " students in your report (by selecting "yes," "no," or both ["all"] from the drop-down menu).	This is a required field. System defaults to "All." Choosing "yes" (Y) will yield only students who are designated as Title III Eligible Immigrants. The user may leave the default selection ("all") or may select the "yes" (Y) or "no" (N).
16.	Choose whether you'd like to include " Title I Part C Migrant " students in your report (by selecting "yes," "no," or both ["all"] from the drop-down menu).	This is a required field. System defaults to "All." Choosing "yes" (Y) will yield only students who are designated as Title I Part C Migrant students. The user may leave the default selection ("all") or may select the "yes" (Y) or "no" (N).
17.	Choose whether you'd like to include designated " Socioeconomically Disadvantaged " students in your report (by selecting "yes," "no," or both ["select all"] from the drop-down menu).	This is a required field. This field defaults to "Select All." Choosing "yes" (Y) will yield only students who are designated as Socioeconomically Disadvantaged. The user may leave the default selection ("all") or may check the "yes" (Y) or "no" (N) box accordingly. If the user selects "yes" in this field, the report will include students who have parents who did not graduate from high school or are economically disadvantaged.
18.	Choose whether you'd like to include " Special Education " students in your report (by selecting "yes," "no," or both ["all"] from the drop-down menu).	This is a required field. System defaults to "All." Choosing "yes" (Y) will yield only students who are designated as Special Education students. The user may leave the default selection ("all") or may select the "yes" (Y) or "no" (N).
19.	Choose whether you'd like to include designated " Gifted and Talented " students in your report (by selecting "yes," "no," or both ["all"] from the drop-down menu).	This is a required field. System defaults to "All." Choosing "yes" (Y) will yield only students who are designated as Gifted and Talented. The user may leave the default selection ("all") or may select the "yes" (Y) or "no" (N).
20.	The " Student SSID " field will be <i>blank</i> . To enter a value, enter a valid SSID in the provided text box.	This is an optional field. If an SSID is provided, the system will return results associated with the SSID.
21.	The " Local Student ID " field will be <i>blank</i> . To add a value, enter a Local Student ID in the text box provided.	This is an optional field. If a Local Student ID is provided, the system will return results associated with the Local Student ID.

Step-by-Step Screen Instructions		Comments
22.	The “ Display Legend Per Student ” is prefilled with “Yes.”	This is a required field. It should not be changed.
23.	Choose whether you’d like to include All “ Enrollment Status ” codes, or some lesser combination.	This is a required field. This field defaults to all. The user may leave the default selection or may un-check the “select all” box in the drop-down menu and check other boxes as appropriate.
24.	The “ User Comments ” text field can be used for general comments that will appear on header of report.	This is an optional field.
25.	Click on the “ View Report ” button to view your report.	Clicking on this button directs the system to match all chosen filter options and display the desired report.

NOTE regarding the preceding instructions: Some of the criteria options (fields) may not always be readily available for your given report. The system only displays data/criteria options for data that have been loaded into the system (i.e., for data that are available).

12.2.2 Assessment Extracts

An LEA may request an extract for a specified Program and Administration. The extract file will contain student assessment results once the assessment data from the test vendor have been loaded. Assessment data extracts are used to download the most current results of the matched assessment data. The assessment extracts can be helpful for LEAs to obtain test results for newly enrolled students that tested at another LEA. Extracts may be downloaded and utilized to reconcile with a user’s local Student Information System (SIS).

Available Assessment Extracts include:

- Suspense Extract – an extract of all the LEA’s records marked as Suspense, which can be used locally for reconciliation purposes.
- Student Results Extract – an extract of the students that were tested at that LEA.
- Individual Student Profile Extract – an extract of the assessment history based on an LEA’s enrollment (regardless of where the student tested).

Screen 12-23: Assessment Extracts

California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System

Home ▾ SSID Enrollment ▾ State Reporting ▾ Assessment ▾ File Submission

[Assessment](#) > [Reports and Extracts](#) > **Assessment Extracts**

Assessment Extracts

Request Assessment Extracts

- [Suspense Extract](#) - Suspense Extract
- [Student Results Extract](#) - Student Results Extract
- [Individual Student Profile Extract](#) - Individual Student Profile Extract

Retrieve Assessment Extracts

- [Suspense Extract](#) - Suspense Extract
- [Student Results Extract](#) - Student Results Extract
- [Individual Student Profile Extract](#) - Individual Student Profile Extract

Copy

12.2.2.1 Request Assessment Extracts

A request to download an Assessment Extract file must be submitted in order to obtain the file. Once a request for the extract is submitted, the requested file is placed in the queue of all requested extracts and is created according to the queue. To request an Assessment Extract file, the user may easily navigate to the Assessment Extracts page using the navigation/menu bar at the top of the CALPADS page: The user simply moves his/her mouse over the word “Assessment” on the navigation bar, then navigates to “Reports and Extracts,” and then clicks on “Assessment Extracts.” A link to all assessment extracts will be displayed in the “*Request Assessment Extracts*” list.

12.2.2.1.1 Suspense Extract

The Suspense Extract page has options for users to determine a resolution for student records that are in suspense due to the system’s inability to match 100% of the data on SSID, Gender, and Date of Birth. An LEA may request an extract from a specified Program and Administration. The extract file will contain student assessment results when vendor assessment data have been loaded. Assessment data extracts are used to download the most current data from the Operational Data Store (ODS). Extracts may be downloaded and utilized to reconcile with a user’s local Student Information System (SIS).

Screen 12-24: Suspense Extract (Request)

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Instructions Table 12-17: Suspense Extract

Step-by-Step Screen Instructions		Comments
1.	Select a “Program” from the drop-down menu.	This is a required field. This is the type of assessment.
2.	Make a choice from the “Match Result” drop-down menu, based on the information you’d like included in your extract file.	This is a required field.
3.	Make a choice from the “Administration” drop-down menu.	This is a required field. Available choices in the drop-down menu will depend on the selection made in the “Program” menu.
4.	The “LEA” field will default to the user’s LEA.	This is a required field.
5.	Select an “Academic Year” from the drop-down menu.	This is a required field. The system defaults to the most current academic year.
6.	To include suspense records for a particular “School” submitted within the file, select a School using the “Lookup” link.	This is a required field.
7.	Enter a unique “Extract FileName” to provide a <i>customized</i> name to the extracted file.	This is an optional field.
8.	Click on the “Request File” Button to submit your request.	Clicking on this button submits the request for your extract file. If your request is successfully submitted, the request will be placed in the queue to be processed.
9.	Use the “Return to request Extract Files” Button as needed.	The “Return to request Extract Files” Button will take the user to the Assessment Extracts menu screen.

NOTE regarding the preceding instructions: Some of the criteria options (fields) may not always be readily available for your given report. The system only displays data/criteria options for data that have been loaded into the system (i.e., for data that are available).

12.2.2.1.2 Student Results Extract

The Student Results Extract provides a downloadable extract with detailed information for each assessment for each student that has been tested within their LEA. An LEA may request an extract from a specified Program and Administration. The extract file will contain student assessment results when vendor assessment data have been loaded. Assessment data extracts are used to download the most current data from the Operational Data Store (ODS). Extracts may be downloaded and utilized to reconcile with a user’s local Student Information System (SIS).

Screen 12-25: Student Results Extract (Request)

Instructions Table 12-18: Student Results Extract

Step-by-Step Screen Instructions		Comments
1.	Select an “ Academic Year ” from the drop-down menu.	This is a required field. The system defaults to the most current academic year.
2.	The “ LEA ” field will default to the user’s LEA.	This is a required field.
3.	For each “ Program ,” select the title requested.	This is a required field. System defaults to “All.” User can select multiple Program choices.
4.	Select the “ School ” that is listed based on the LEA selected.	This is a required field. System defaults to “All.” User can select multiple choices.
5.	Select the “ Administration ” that applies to the Program selected.	This is a required field. System defaults to “All.” User can select multiple choices.
6.	Select the “ Performance Level ” that is based on the type of assessment selected.	This is a required field. System defaults to “All.” User can select multiple choices.

Step-by-Step Screen Instructions		Comments
7.	Select the “ Results ” to be included within the extract.	This is a required field. System defaults to “All.” User can select multiple choices.
8.	The “ SSID ” field will be <i>blank</i> . To add a value, enter a complete and valid SSID in the provided text box.	This is an optional field. If an SSID is provided, the system will return results associated with the SSID. If left <i>blank</i> , the system will return all results for that school or LEA.
9.	The “ Local ID ” field will be <i>blank</i> . To add a value, enter an ID in the provided text box.	This is an optional field. If a Local ID is provided, the system will return results associated with the Local ID. If left <i>blank</i> , the system will return all results for that school or LEA.
10.	Enter a unique Extract FileName to provide a <i>customized</i> name to the extracted file.	This is an optional field.
11.	Click on the “ Request File ” Button to submit your request.	Clicking on this button submits the request for your extract file. If your request is successfully submitted, the request will be placed in the queue to be processed.
12.	Use the “ Return to Assessment Extracts ” Button as needed.	The “ Return to Assessment Extracts ” Button will take the user to the Assessment Extracts menu screen.

NOTE regarding the preceding instructions: Some of the criteria options (fields) may not always be readily available for your given report. The system only displays data/criteria options for data that have been loaded into the system (i.e., for data that are available).

12.2.2.1.3 Individual Student Profile Extract

The Individual Student Profile Extract provides a downloadable extract with detailed information for each assessment for each student that has been tested within their LEA. This extract serves as an expanded alternative to exporting Report 40.1 – Individual Student Profile – Assessments, which provides currently enrolled (including pre-enrollment) student profiles. An LEA may request an extract from a specified Program and Assessment year. The extract file will contain student assessment results when vendor assessment data have been loaded. Assessment data extracts are used to download the most current data from the Operational Data Store (ODS). Extracts may be downloaded and utilized to reconcile with a user’s local Student Information System (SIS).

Screen 12-26: Individual Student Profile Extract (Request)

California Department of Education
CALPADS
 California Longitudinal Pupil Achievement Data System

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

Assessment > Reports and Extracts > Assessment Extracts > **Individual Student Profile Extract**

Filter Options

1 *Enrolled As Of Date Students: 01/22/2016 [calendar] [X]

2 *LEA: Sacramento County Office of Education-3410348 [Lookup]

3 *Assessment Year: All
 2014-2015
 2013-2014
 2012-2013

4 *School: All
 Carson Creek Jr./Sr. High-0106211
 El Centro Jr./Sr. High-0106278
 Elinor Lincoln Hickey Jr./Sr. High-0106237

5 *Program: All
 California English Development
 California High School Exit Exam
 Standardized Testing and Reporting

6 *Test Type/Purpose (Assessment): All
 CAHSEE
 CAPA
 CELDT

7 *Test Content Area: All
 English
 English As a Second Language
 Math

8 Test Name: All
 Comprehension
 English/Language Arts
 English/Language Arts - Writing

9 Grade: All
 01-First Grade
 02-Second Grade
 03-Third Grade

10 Ethnicity/Race: All
 Hispanic
 Am Indian/Alskn Nat
 Asian

11 English Language Acquisition Status: All
 EL -English Learner
 EO -English or American Sign Language Only
 IFEP-Initial Fluent English Proficient

12 Primary Language: All
 Albanian
 Amharic
 Arabic

13 Title III Eligible Immigrant: All

14 Gender: All

15 Socio-economically Disadvantaged: All

16 Title I Part C Migrant: All

17 Special Education: All

18 Gifted and Talented: All

19 Local ID: [text box]

20 SSID: [text box]

21 Extract FileName: [text box]

22 [Request File]

23 [Return to request Extract Files]

Instructions Table 12-19: Individual Student Profile Extract

Step-by-Step Screen Instructions		Comments
1.	Select the "*Enrolled As Of Date Students." Enter a specific date in the mm/dd/yyyy format, or use the calendar tool to choose the desired date.	This is a required field. The system will return an error if the date is not in the mm/dd/yyyy format.
2.	The "*LEA" field will default to the user's LEA.	This is a required field.
3.	Select an "*Assessment Year" you would like to include in your extract.	This is a required field. System defaults to "All" assessment years.
4.	Select the "*School" that is listed based on the LEA selected.	This is a required field. System defaults to "All." User can select multiple choices.
5.	For each "*Program" , select the title requested.	This is a required field. System defaults to "All." User can select multiple Program choices.
6.	For each "*Test Type/Purpose (Assessment)" , select the corresponding assessment name.	This is a required field. System defaults to "All." User can select multiple choices.
7.	Select a "*Test Content Area" or areas (any subject area that you'd like included in your report) from the menu.	This is a required field. The user may select/deselect any "*Test Content Area."

Step-by-Step Screen Instructions		Comments
8.	Choose a “Test Name” based on the information you’d like included in your extract.	This is a required field. System defaults to “All.” User can select multiple choices.
9.	Select any grade level from the “Grade” menu.	This is a required field. System defaults to “All” grades. User can select multiple grade choices.
10.	Select any ethnicity from the “Ethnicity/Race” field.	This is a required field. System defaults to “All” ethnicities. User can select multiple ethnic choices.
11.	Select which “English Language Acquisition Status” or statuses you’d like included in your extract.	This is a required field. System defaults to “All.” User can select multiple choices.
12.	Select the “Primary Language” or languages you’d like included in your report.	This is a required field. This field defaults to “Select All.” The user may select/deselect boxes depending on desired information.
13.	Choose whether you’d like to include designated “Title III Eligible Immigrant” students in your extract (by selecting “yes,” “no,” or both [“all”] from the drop-down menu).	This is a required field. System defaults to “All.” Choosing “yes” (Y) will yield only students who are designated as Title III Eligible Immigrants. The user may leave the default selection (“all”) or may select the “yes” (Y) or “no” (N).
14.	Select a “Gender” or genders from the drop-down menu, based on the information you’d like included in your extract.	This is a required field. System defaults to “All.” User can select multiple choices.
15.	Choose whether you’d like to include designated “Socioeconomically Disadvantaged” students in your extract (by selecting “yes,” “no,” or both [“all”] from the drop-down menu).	This is a required field. System defaults to “All.” Choosing “yes” (Y) will yield only students who are designated as Socioeconomically Disadvantaged. The user may leave the default selection (“all”) or may select the “yes” (Y) or “no” (N). If the user selects “yes” in this field, the report will include students who have parents who did not graduate from high school or are economically disadvantaged.
16.	Choose whether you’d like to include “Title I Part C Migrant” students in your extract (by selecting “yes,” “no,” or both [“all”] from the drop-down menu).	This is a required field. System defaults to “All.” Choosing “yes” (Y) will yield only students who are designated as Title I Part C Migrant students. The user may leave the default selection (“all”) or may select the “yes” (Y) or “no” (N).

Step-by-Step Screen Instructions		Comments
17.	Choose whether you'd like to include " Special Education " students in your extract (by selecting "yes," "no," or both ["all"] from the drop-down menu).	This is a required field. System defaults to "All." Choosing "yes" (Y) will yield only students who are designated as Special Education students. The user may leave the default selection ("all") or may select the "yes" (Y) or "no" (N).
18.	Choose whether you'd like to include designated " Gifted and Talented " students in your extract (by selecting "yes," "no," or both ["all"] from the drop-down menu).	This is a required field. System defaults to "All." Choosing "yes" (Y) will yield only students who are designated as Gifted and Talented. The user may leave the default selection ("all") or may select the "yes" (Y) or "no" (N).
19.	The " Local ID " field will be <i>Blank</i> . To add a value, enter a Local Student ID in the text box provided.	This is an optional field.
20.	The " SSID " field will be <i>blank</i> . To add a value, enter a complete and valid SSID in the provided text box.	This is an optional field. If an SSID is provided, the system will return results associated with the SSID. If left <i>blank</i> , the system will return all results for that school or LEA.
21.	Enter a unique " Extract FileName " to provide a <i>customized</i> name to the extracted file.	This is an optional field.
22.	Click on the " Request File " Button to submit your request.	Clicking on this button submits the request for your extract file. If your request is successfully submitted, the request will be placed in the queue to be processed.
23.	Use the " Return to request Extract Files " Button as needed.	Clicking on this button will take the user back to the "Assessment Extracts" page.

NOTE regarding the preceding instructions: Some of the criteria options (fields) may not always be readily available for your given report. The system only displays data/criteria options for data that have been loaded into the system (i.e., for data that are available).

12.2.2.2 Retrieve Assessment Extracts

Once the assessment extract request has been submitted, the user may retrieve/download the extract file using one of the appropriate links in the "Retrieve Assessment Extracts" menu (on the "Assessment Extracts" page). Clicking on any of these named Extract links will take the user to the relevant "Download Extract" page to view the status of the file and download the file when ready.

Screen 12-27: Download Extract

Instructions Table 12-20: Download Extract

Step-by-Step Screen Instructions		Comments
1.	Select an LEA for the “LEA” field using the “ Lookup ” link.	This is a required field. The “LEA” field defaults to <i>blank (empty)</i> .
2.	The “ Extract Type ” will default to the type selected by the user on the “Assessment Extracts” page: Suspense Extract, Student Results Extract, or Individual Student Profile Extract.	This is a required field. To view a different extract type, select a value from the drop-down menu.
3.	Select to view extracts with a particular “ Status .”	This is a required field. A status of “Complete” indicates that the file is ready to be downloaded.
4.	The “ Requestor Name ” will be the user’s User ID name.	This is an optional field. This may be prefilled.
5.	The “ Job ID ” is created for each extract.	This is a required field. Referenced data from the Job ID field recorded in the Events table.
6.	Click the “ Apply Filters ” Button to regenerate the list of extracts at the bottom of the screen based on the filtering criteria entered. If a file is ready to be downloaded, the “ Download ” Button will appear to the right of the listed file. Click on the “ Download ” Button to open or save the file.	Once this button is clicked, the system will begin the search based 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. The “ Download ” button is only available for 2 weeks. If the button becomes unavailable, request a new Extract.
7.	Use the “ Reset Filter ” Button as needed.	Clicking on this button will reset all filters to the default values.
8.	Use the “ Refresh List ” Button as needed.	Clicking on this button will refresh the screen and the Status of the file.
9.	Use the “ Return to Extracts ” Button as needed.	Clicking on this button will take the user back to the “Extracts” page.