

To: Local Educational Agency Representatives
From: California Department of Education – CALPADS Team
Date: October 4, 2016
Subject: **CALPADS Update FLASH #122**

FALL 1 SUBMISSION BEGINS OCTOBER 5

The 2016 Fall 1 Submission begins tomorrow, Wednesday, October 5, 2016. The certification deadline for Fall 1 is Friday, December 2, 2016.

FALL 2 COLLECTION WINDOW OFFICIALLY BEGINS DECEMBER 28

While the Fall 2 Census Day remains October 5, 2016, and LEAs can upload Fall 2 files (SDEM, SASS, CRSE, SCSE) and post them at any time, the Fall 2 snapshot reports will not begin running until **December 28, 2016**. Therefore, LEAs will not be able to view snapshot reports until December 28. The certification deadline for Fall 2 is March 3, 2017, and the final amendment window closes March 31, 2017.

CALPADS INFORMATION MEETING (CIM) IS OCTOBER 18

The fall CALPADS Information Meeting (CIM) is coming up on Tuesday, October 18, 2016. Registration for the CIM is open on the FCMAT/CSIS Events Web page at <http://csis.fcmat.org/Pages/Events.aspx>. (More details regarding the CIM were provided in CALPADS Update Flash #121.)

Please register by Monday, October 17 at 11:00 am in order to receive logon information and meeting materials. If more than one person will be viewing the meeting together, please register only **once** and enter the name(s) of the other attendees where indicated on the registration form.

FALL SUBMISSION REMINDERS

Fall 1 Suggested Milestones

Dates	Activity
Now	<ul style="list-style-type: none"> • Run the security report in CALPADS (under Admin > User Security, which is only available using the LEA Admin account) to determine if any accounts need to be revoked. • Make sure your anomaly contact is current.
Now	<ul style="list-style-type: none"> • Update CALPADS 2015–16 enrollment records with enrollment end dates. • Update CALPADS 2016–17 enrollment records.
Now	<ul style="list-style-type: none"> • Complete Fall 1 data population in local student information system.
No later than October 21, 2016	<ul style="list-style-type: none"> • Upload Student Enrollment (SENR), Student Program (SPRG), and Student Information (SINF) files. • Update Student English Language Acquisition Status (ELAS) using the Student English Language Acquisition (SELA) file if there has been a change in students' English Language Acquisition Status (ELAS). • Review validation errors. • Reconcile data as needed.
No later than October 28, 2016	<ul style="list-style-type: none"> • Post SENR, SPRG, SINF, and SELA files.
October 31 – November 11, 2016	<ul style="list-style-type: none"> • Review reports. • Reconcile data in reports as needed.
November 4 – 23, 2016	<ul style="list-style-type: none"> • Send reports to site leaders for approval.
No later than December 2, 2016	<ul style="list-style-type: none"> • Certify Fall 1 data.

CALPADS ACCESS

Now is a good time to review staff access to CALPADS. LEA Administrators should review CALPADS access for each LEA to ensure that all users have the appropriate access. Retired staff or staff no longer with the LEA should have CALPADS accounts revoked.

CAASPP REMINDERS

CAASPP Interim Tests Available

CAASPP interim tests are available for use in the Test Operations Management System (TOMS) for all students with an active enrollment in CALPADS. Therefore, it is important to update enrollments in CALPADS to ensure that students can access the interim tests and have a smooth transition for testing purposes.

Students with Individualized Education Plans

Students with Individualized Education Plans (IEPs) need to have special education or 504 Plan program records in CALPADS in order to use accommodations. Therefore, it is a good time to confirm consistency between LEAs' student information systems and local special education information systems.

CERTIFICATION OF CUMULATIVE ENROLLMENT IN 2016–17 EOY 3

LEAs are reminded that they will be required to certify a cumulative enrollment count as part of the End-of-Year (EOY) 3 data submission. The certified cumulative enrollment count will be used to calculate school and district suspension and expulsion rates as well as chronic absenteeism rates. It is therefore important for LEAs to submit all enrollments to CALPADS throughout the year. Ongoing data submission will also ensure that students are able to take the interim and summative California Assessment of Student Performance and Progress (CAASPP), minimize workload during the EOY 3 submission, reduce concurrent enrollments, and ensure data quality.

DELAY OF CHANGES TO THE CALPADS DIRECT CERTIFICATION EXTRACT

The change that proposed the replacement of the "O" (Other) value with two new values of "OH" (Other Household) and "OF" (Other Family) in the CALPADS Direct Certification (DC) Extract, originally slated for October 2016, has been postponed pending clarification with the United States Department of Agriculture and CDE's partner agencies (California Department of Social Services and California Department of Health Care Services). This change (although it could potentially be modified slightly) and the addition of the "R" (Reduced) value to the DC Extract will be implemented in the March 2017 release and will affect the April 2017 DC extract.

The extract will continue to reflect the following values until April 2017 (the table below continues on the following page):

Code	Definition
S	SNAP - The student is directly certified for free meals because the student is receiving Supplemental Nutrition Assistance Program (SNAP) benefits (also known as CalFresh).

Code	Definition
O	Other - The student is directly certified for free meals because the student is receiving other, non-SNAP benefits.
N	Not Certified - The student is not directly certified for free meals.

For more information, please contact the direct certification team (directcertification@cde.ca.gov) in the Nutrition Services Division. For CALPADS-related questions, contact the CALPADS Service Desk at calpads-support@cde.ca.gov.

Should you have any questions, please contact the CALPADS Service Desk by:

- Submitting a service request ticket via the CDE CALPADS Service Request form at <http://www2.cde.ca.gov/calpadshelp/default.aspx>, or
- E-mailing calpads-support@cde.ca.gov