



CALIFORNIA
DEPARTMENT OF
EDUCATION

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STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

May 27, 2016

Dear Charter School Administrators and Charter School Authorizers:

CHARTER SCHOOL DATA REPORTING OPTIONS

This annual letter provides information about charter school data reporting options for student and teacher data in two state-level reporting systems: the California Longitudinal Pupil Achievement Data System (CALPADS) and the California Basic Educational Data System (CBEDS).

In June each year, charter schools may elect to change the method of reporting CALPADS and CBEDS data by submitting a Charter School Reporting Status Change Form. The two reporting options are:

- (1) The charter school's authorizing agency reports the school's data to CALPADS and CBEDS
- (2) The charter school reports data directly to CALPADS and CBEDS, independent of its authorizing agency

Once the charter school has chosen a reporting status, data submitted to both of these systems will be reported using that status for the duration of the reporting year. The selected reporting status of all charter schools will remain unchanged for subsequent academic years unless the charter school changes the reporting status.

All newly operational charter schools are required to designate a reporting status for the current academic year when they apply to receive a County District School (CDS) code. Reporting status does not impact or have any relation to the charter school funding type (e.g., direct funding).

Charter schools and authorizing agencies should consider the connection between their CALPADS reporting option and their testing option when selecting their CALPADS reporting option. For example, direct funded charter schools should consider submitting data directly to CALPADS as they would then be able to view their student assessment data for California Assessment of Student Performance and Progress (CAASPP) testing. We have found this reduces confusion and simplifies the reporting processes. Discussing options with your local educational agency (LEA) CAASPP Coordinator is strongly recommended to understand the implications.

Responsibilities of Authorizing Local Educational Agencies When Reporting Charter School Data

Charter schools may elect to have their authorizing agency report CALPADS and CBEDS data on their behalf. Authorizing agencies are responsible for:

- Obtaining and maintaining Statewide Student Identifiers (SSIDs) in CALPADS for all enrolling and exiting students
- Maintaining and submitting CALPADS Fall data (individual student data and staff assignment data)
- Maintaining and submitting CALPADS End of Year (EOY) data (individual student, teacher, course, program participation, discipline, and career technical education data)
- Submitting Fall aggregate district and school-level data through the CBEDS-Online Reporting Application (ORA)

Charter schools choosing to have the authorizing agency report CALPADS and CBEDS data on their behalf must work with their authorizing agency to ensure the authorizing agency is able to report the charter school data and meet the CALPADS and CBEDS-ORA reporting requirements, including certifying data by published deadlines. The charter school is responsible for working with the authorizing agency to ensure the authorizing agency is provided with all necessary charter school data.

Responsibilities of Independently Reporting Charter Schools

Charter schools may elect to report CALPADS and CBEDS data independent of the authorizing agency. Charter schools selecting this reporting method are responsible for:

- Obtaining and maintaining SSIDs in CALPADS for all enrolling and exiting students
- Maintaining and submitting CALPADS Fall data (individual student data and staff assignment data)
- Maintaining and submitting CALPADS EOY data (individual student, teacher, course, program participation, discipline, and career technical education data)
- Submitting Fall aggregate school-level data through the CBEDS-Online Reporting Application (ORA)

Assistance is Available

California School Information Services (CSIS) operates the CALPADS Service Desk and successfully assists authorizing agencies and charter schools with local submission decisions. CSIS is also available to work with all authorizing agencies and charter schools to help local administrators make decisions and meet reporting requirements and deadlines. You may

contact CSIS through the CALPADS Service Desk by phone at 916-325-9210 or by e-mail at calpads-support@cde.ca.gov.

Consequences for Failure to Certify Data by Published Deadlines

Data in CALPADS are used for a number of critical functions, such as to calculate funding for LEAs under the Local Control Funding Formula (LCFF), to determine state and federal accountability metrics, and to register students for CAASPP testing. Charter schools that choose to report independent of their authorizing agency are accountable to report data within published timelines. **These independently reporting charter (IRC) schools are treated as LEAs for CALPADS and CBEDS-ORA reporting purposes and are required to meet state and federal requirements for reporting data. As with all non-charter public schools, funding for IRC schools that fail to meet published reporting deadlines may be greatly impacted.**

NOTE: It is the responsibility of the authorizing LEA to ensure that IRC schools fulfill their state reporting obligations. If a charter school closes and fails to fulfill its reporting obligations, the authorizing LEA is responsible for the reporting.

Reporting Requirements, Resources, and Contact Information

A charter school's current reporting status may be viewed on the CDE CALPADS and CBEDS-ORA Data Submission Web page at <https://www3.cde.ca.gov/calpadscbeds/selectdistrict.aspx>.

A copy of the Charter School Reporting Status Change Form can be downloaded from the CDE CALPADS and Charter Schools Data Reporting Policy Web page at <http://www.cde.ca.gov/ds/sp/cl/charterschools.asp>.

Important information about CALPADS reporting requirements, system documentation, and listserv opportunities can be found on the CDE CALPADS Web page at <http://www.cde.ca.gov/calpads>.

Important information for all LEAs can be found on the CDE CALPADS System Documentation Web page at <http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp>, including:

- CALPADS File Specifications – details the data elements to be included in each file and submission
- CALPADS Code Sets – details all of the coded values (names, definitions formats) used in CALPADS

May 27, 2016
Page 4

- CALPADS SSID and Enrollment Procedures – details specific rules surrounding the submission and maintenance of enrollments in CALPADS
- CALPADS Data Guide – gives background, requirements, and guidance on data collected in CALPADS

For information on the availability of other CALPADS system documentation, you may subscribe to the CALPADS-LEA listserv. To subscribe, go to the CDE CALPADS Listservs Web page at <http://www.cde.ca.gov/ds/sp/cl/listservs.asp>.

For information about CBEDS, go to the CDE CBEDS Web page at <http://www.cde.ca.gov/ds/dc/cb/>.

CALPADS is administered by the CALPADS/CBEDS/CDS Operations Office. If you have any questions regarding CALPADS, please contact the CALPADS Service Desk by phone at 916-325-9210 or by e-mail at calpads-support@cde.ca.gov.

CBEDS-ORA is administered by the CALPADS/CBEDS/CDS Operations Office. If you have any questions regarding online reporting, please contact the CALPADS/CBEDS/CDS Operations Office by phone at 916-324-6738 or e-mail at cbeds@cde.ca.gov.

I encourage you to review the CALPADS and CBEDS reporting information when making decisions about how to report charter school data. It is critical that charter schools and authorizing agencies thoroughly discuss the two reporting options, come to an agreement on what option to use, and actively support the chosen option. The charter school and authorizing agencies may wish to jointly reconfirm the chosen option each year.

We appreciate all of your hard work maintaining and reporting high-quality student and teacher data to the CDE. If you have any questions about this letter, please contact the CALPADS/CBEDS/CDS Operations Office by phone at 916-324-6738 or by e-mail at calpads@cde.ca.gov.

Thank you for your support.

Sincerely,

/s/

Jerry Winkler, Director
Educational Data Management Division

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cc: District and County Superintendents