



CALIFORNIA  
DEPARTMENT OF  
EDUCATION

**TOM TORLAKSON**

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

September 3, 2015

Dear County and District Superintendents and Charter School Administrators:

### **2015–16 DATA COLLECTIONS: ANNUAL BACK-TO-SCHOOL LETTER**

The California Department of Education (CDE) appreciates the continued leadership, support, and dedication from local educational agencies (LEAs) to successfully complete annual CDE data collections. The data from these collections are critical to determining funding, administering statewide assessments, and developing the accountability metrics which help keep the public informed about California's public schools. The purpose of this letter is to kick off the 2015–16 data collection season for the following major data collections:

- California Longitudinal Pupil Achievement Data System (CALPADS)
- California Basic Educational Data System - Online Reporting Application (CBEDS-ORA)
- Consolidated Application and Reporting System (CARS)

The 2015–16 certification and amendment window deadlines for these data collections are posted on the CDE Submission Calendar Web page at <http://www.cde.ca.gov/ds/dc/es/subcal.asp>.

### **CALPADS UPDATE**

In prior years, the emphasis has been on submitting data for the Fall and End-of-Year (EOY) submissions. It is now important to recognize that enrollment data are pulled from the CALPADS Operational Data Store (ODS) on a daily, weekly, and monthly basis throughout the year to support functions important to LEAs.

CALPADS enrollment data are pulled on a daily basis to enable LEAs to test students using the interim Smarter Balanced assessments and the summative assessments which occur in the spring. LEAs are reminded that in order to assess students using the interim assessments, they must update CALPADS with current year enrollments. In addition, for summative assessments, CALPADS must include special education and 504 program records in order for students with Individual Education Plans (IEPs) and 504 plans to access appropriate accommodations during testing.

To conduct matches with data from the California Department of Social Services (CDSS), CALPADS data are pulled on a weekly basis to identify for LEAs the foster students enrolled in their schools, and on a monthly basis to identify students who are automatically eligible for free meals under the National School Lunch Program.

On Fall Census Day, Wednesday, **October 7, 2015**, the 2015–16 CALPADS Fall 1 Annual Enrollment snapshot window opens, during which time LEAs and Independently Reporting Charter Schools (IRCs) may view and certify reports displaying their:

- 2015–16 official Census Day enrollment counts
- 2014–15 graduate and dropout counts
- English Learner and Free and Reduced Price Meal (FRPM) Counts
- Unduplicated Pupil Count (UPC)

The UPC is used as the starting point for determining the LEAs' Unduplicated Pupil Percentage (UPP) used in the calculation of supplemental and concentration grant funding under the Local Control Funding Formula (LCFF). This count includes English Learners (ELs), students eligible for free and reduced-price meals (FRPM), and foster youth enrolled on Census Day. It is critical that LEAs review these data for accuracy. **LEAs certifying by the December 18, 2015 deadline will receive a preview of their UPP, enabling them to determine whether further updates are needed in CALPADS before the close of the Fall 1 amendment window on February 19, 2016. Once the amendment window closes, LEAs will not have the opportunity to make further corrections.**

Finally, the CDE will periodically pull data from the CALPADS ODS throughout the year on announced dates for specified uses, including:

- Calculating the four-year graduation cohort rate required for federal reporting
- Determining student inclusion in the student groups (e.g., race and ethnicity, English learners, students with disabilities, and socioeconomically disadvantaged) for accountability and assessment reports, and federal reporting
- Determining which students were enrolled in a U.S. school for five or more years for the purpose of calculating Annual Measureable Achievement Objectives (AMAOs)
- Determining which students are long term English learners (EL)

Given these critical uses of CALPADS ODS data, it is important for LEAs to implement local business practices to update CALPADS data, particularly enrollment and exit data, on an ongoing basis.

### **2015–16 CALPADS Changes**

In September 2015, modifications will be implemented in CALPADS to enable LEAs to view updated certification reports on the same day that data are posted. This will increase data quality by enhancing the ability of LEAs to review their data in a timely manner. The assessment reports in CALPADS will also be updated to focus on providing statewide assessments results for all currently enrolled students, regardless of where students tested.

To further reduce LEA reporting burden and to improve data quality, in 2015–16, the CDE will begin transitioning two existing data collections to CALPADS:

- As the first step in transitioning the California Special Education Management Information System (CASEMIS) to CALPADS, the CDE will use the special education discipline data submitted to and certified in the CALPADS End-of-Year (EOY) 3 submission for federal reporting, and will discontinue collecting these data in CASEMIS. To prepare for the transition of special education discipline data, the CDE has provided analyses to LEAs with data quality issues that compare their CASEMIS and CALPADS data to assist LEAs in addressing any issues. The CDE will keep LEAs informed as to the future steps in transitioning the CASEMIS collection to CALPADS, which will occur over the next few years.
- The CDE will use counts of Career Technical Education (CTE) participants, concentrators, and completers submitted and certified in CALPADS to meet federal Perkins E-1 reporting requirements, as the CDE begins to discontinue collecting these data through the Perkins Data System. This past May, the CDE conducted regional sessions, training over 1,000 local staff, to prepare LEAs for this transition.

### **Superintendent Data Certification**

All CALPADS data collections must be certified at two levels. After the CALPADS Administrator has completed the Level 1 certification, the superintendent or charter school administrator, or designee, must attest to the accuracy of the data on the certification reports by completing the Level 2 certification.

Once the 2015–16 Fall 1 data submission begins, the certification status of your LEA or independently reporting charter school may be checked by viewing the CALPADS County-level Certification Report, available from the 2015–16 CALPADS Certification Report link on the CDE CALPADS Web page at <http://www.cde.ca.gov/calpads>. From the County-level Certification Report Web page, select your county from the drop-down menu and click on the “Get Report” button. A report will be generated listing each LEA and IRC in your county that displays information about their CALPADS Fall 1 certification statuses. The report shows last year’s certified enrollment count, the number of enrollment records within CALPADS so far for the current year, the number of fatal errors, and the certification status for each LEA and IRC in your county. In order to certify the CALPADS Fall 1 data, LEAs and IRCs must have zero fatal errors and an anomaly rate that is less than two percent. These reports are updated weekly.

## **CBEDS UPDATE**

The following is a summary of the changes in data elements that will be implemented with the 2015–16 CBEDS data collection:

- **Removal of the Educational Options Enrollment** (Formerly School Information Form [SIF] Section B)
- **Addition of the Collection of Kindergarten Program Types** (SIF Section B)

Specific details on the changes to the 2015–16 CBEDS data collection were sent to LEAs in a letter, *Changes to the California Basic Educational Data System Fall 2015 Data Collection*, dated March 27, 2015. For additional information on changes to CBEDS, please refer to this letter, which is available on the CDE CBEDS 2015 Changes Web page at <http://www.cde.ca.gov/ds/dc/cb/changesltr15.asp> [The preceding link is no longer valid.]. For further information, please visit the CDE CBEDS Web page at <http://www.cde.ca.gov/ds/dc/cb/>.

## **CARS UPDATE**

Information about changes to CARS is sent via the CARS listserv. If you or your staff are not already on the CARS listserv, you can register by sending an e-mail to: [join-consolidated-application@mlist.cde.ca.gov](mailto:join-consolidated-application@mlist.cde.ca.gov). For further information, please visit the CDE CARS Web page at <http://www.cde.ca.gov/fg/aa/co/cars.asp>.

Data collected from CARS are primarily used for meeting the federal categorical program reporting requirements which are submitted electronically to the U.S. Department of Education’s ED*Facts* System, and providing supporting documentation during federal audits and on-site reviews.

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Thank you in advance for your efforts in submitting quality data to the CDE in a timely fashion. We look forward to working with your staff to submit data throughout the year. We ask for your ongoing support of your staff, particularly LEA CALPADS administrators and their staff, who through their work are playing a key role in so many critical functions. If you have any questions, please contact the appropriate office:

**CALPADS Service Desk**

916-325-9210

[calpads-support@cde.ca.gov](mailto:calpads-support@cde.ca.gov)

**CBEDS Office**

916-324-6738

[cbeds@cde.ca.gov](mailto:cbeds@cde.ca.gov)

**CARS Service Desk**

916-319-0297

[conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov)

Sincerely,

/s/

Jerry Winkler, Director  
Educational Data Management Division

JW:pm

cc: LEA CALPADS Administrators