



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

August 31, 2016

Dear County and District Superintendents and Charter School Administrators:

2016–17 DATA COLLECTIONS: ANNUAL BACK-TO-SCHOOL LETTER

The purpose of this letter is to highlight the important areas of focus for Superintendents and Charter School Administrators during the coming school year with respect to data reporting.

The data that local educational agencies (LEAs) submit to the California Department of Education (CDE) have a significant impact as they are used to:

- Determine state funding
- Enable statewide assessment administration
- Develop accountability metrics
- Monitor compliance with state and federal law

The importance of LEA leadership in data management and reporting cannot be overstated. Superintendents and charter school administrators positively impact the accurate and timely reporting of data when they:

- Communicate the importance of data and data quality to the organization
- Advocate for consistent data management practices focused on having accurate data available when it is needed for local use or state reporting
- Ensure allocation of adequate staff time for the timely collection, reporting, verification, and use of accurate data
- Hold staff accountable for successfully completing their data management responsibilities

The CDE continues to appreciate the hard work and dedication of LEA leadership and staff in submitting quality data to the CDE.

This letter kicks off the 2016–17 data collection season for the following major data collections:

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

The 2016–17 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>.

It should be noted that the deadlines for CALPADS data submissions is earlier in order to facilitate more timely use of the data for funding and accountability determinations.
CALPADS UPDATE

Key points to communicate to staff regarding CALPADS

Keep CALPADS updated on a regular basis. If routinely updating CALPADS is not already a part of the LEA’s local business practices, steps should be put in place as quickly as possible to begin this practice, especially because:

- Data are pulled from CALPADS on a daily basis to provide for both interim and summative Smarter Balanced test registration
- Data are also pulled at announced times to develop accountability metrics, such as the four-year graduation cohort rate

Carefully review certification reports prior to certification to ensure accuracy. This process is to include executive level signoff that the data are accurate and complete, as each submission includes high-stakes data, such as:

- Fall 1 includes the data used to determine the supplemental and concentration grants under the Local Control Funding Formula (LCFF).
- Fall 2 includes data that are used to determine whether an LEA requires monitoring for the provision of services to English learners.
- End-of-Year (EOY) 3 includes suspension and expulsion data and in 2016–17 will also include student chronic absenteeism data. These data will be publicly posted on DataQuest and reported to the U.S. Department of Education (ED).

Ensuring accurate data during the certification window is particularly important because there is no opportunity for LEAs to revise certified data once the final deadline has passed. Data will be publicly posted on DataQuest and submitted to the ED.

Key Dates for the CALPADS Fall 1 Submission

| Date | Event | Background Information |
|---|--|---|
| Wednesday, October 5, 2016 | 2016–17 CALPADS Fall 1 Annual Enrollment snapshot window opens | LEAs and Independently Reporting Charter Schools (IRCs) may view and certify reports displaying their 2016–17 official enrollment counts, 2015–16 graduate and dropout counts, English learner and Free and Reduced Price Meal (FRPM) counts, and Unduplicated Pupil Count (UPC). |
| Friday, December 2, 2016 | Certification deadline for Fall 1 submission | LEAs certifying by this deadline can preview their Unduplicated Pupil Percentage (UPP) used in the calculation of LCFF supplemental and concentration grant funding, enabling them to determine whether further updates are needed before the close of the Fall 1 amendment window. |

| Date | Event | Background Information |
|--------------------------------|---|---|
| Friday, January 27, 2017 | Close of the Fall 1 Amendment Window | Fall 1 data must be certified by this date. Once the amendment window closes, LEAs cannot make further corrections. |

Changes Due to the Every Student Succeeds Act: New Chronic Absenteeism Collection

In a letter dated May 6, 2016 from Jerry Winkler, Director of the Educational Data Management Division, the CDE provided an update on the major upcoming 2016–17 data collection changes required to support California’s new Accountability and Continuous Improvement System, which will also align with changes due to the newly enacted Every Student Succeeds Act (ESSA). The most important change is the collection of data to determine student chronic absenteeism. The CDE has provided the information needed to prepare for this collection to LEA CALPADS administrators. This information, included in CALPADS Update FLASH #120 posted at <http://www.cde.ca.gov/ds/sp/cl/communications.asp>, should be shared and reviewed with attendance staff. While the collection was designed to enable LEAs to leverage the attendance data they already collect, it is **absolutely critical** LEAs understand the data requirements and provide training to staff at the school site to ensure data are entered correctly into local student information systems (SIS). LEAs should look to their SIS vendors for guidance on how to properly enter data to meet CALPADS requirements.

Training for LEA Administrators

Superintendents, charter school administrators, and other executive level LEA administrators are encouraged to take advantage of the training opportunities designed specifically for them. The following training opportunities are available to help executive level administrators to better understand state reporting and how to support their staff in completing this work:

- The *State Reporting Overview for Administrators* course provides administrators with an understanding of the purpose of CALPADS, a high-level overview of CALPADS data and workflow process, how CALPADS data are used, and best practices for data management and reporting. For more information or to register, see <http://csis.fcmat.org/Pages/K12-State-Reporting-Overview-for-Administrators.aspx> for Web-based, instructor-led training or <http://csis.fcmat.org/Pages/K12-State-Reporting-Overview-for-Administrators-SP.aspx> for self-paced training.
- The *Road Map for the School Year* course helps administrators understand the big picture of reporting requirements including changes in the statewide systems, lessons learned and best practices for state reporting. For more information or to register, see <http://csis.fcmat.org/Pages/Road-Map-for-the-School-Year.aspx>.

CBEDS AND CARS UPDATE

CBEDS is a required data collection administered in order to meet federal and state reporting mandates. As communicated in the CBEDS Fall 2016 Data Collection letter dated March 24 2016, there will be no changes to the CBEDS data collection for 2016–17. For further information on CBEDS, please visit the CDE CBEDS Web page at <http://www.cde.ca.gov/ds/dc/cb/index.asp>.

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Data collected from CARS are primarily used for meeting the federal categorical program reporting requirements which are submitted electronically to the ED's ED*Facts* Submission System, and providing supporting documentation during federal audits and on-site reviews. Information about changes to CARS is sent via the CARS listserv. Those not already on the CARS listserv can register by sending an e-mail to: 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>.

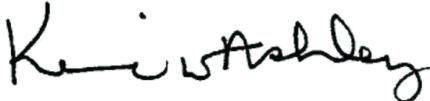
Thank you in advance for your efforts in submitting quality data to the CDE in a timely fashion. We look forward to working with your staff to submit data throughout the year. We ask for your ongoing support of your staff, particularly LEA CALPADS administrators and their staff, who through their work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

CALPADS Service Desk
calpads-support@cde.ca.gov

CBEDS Office
cbeds@cde.ca.gov

CARS Service Desk
conappsupport@cde.ca.gov

Sincerely,

A handwritten signature in black ink that reads "Keric Ashley". The signature is written in a cursive, flowing style.

Keric Ashley, Deputy Superintendent
District, School, and Innovation Branch

KA:jw

cc: LEA CALPADS Administrators