To: Local Educational Agency Representatives
From: California Department of Education – CALPADS Team
Date: May 22, 2015
Subject: CALPADS Update FLASH #104

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PERKINS DATA COLLECTION TRANSITION TO CALPADS WEBINAR

Recently the CDE conducted a number of regional workshops on the transition of the Perkins data collection to CALPADS. The CDE is providing the same workshop via a webinar on Wednesday, May 27 from 1:30–3:30. LEAs may sign up for this webinar from this link: http://goo.gl/forms/eUUpL8VrcP.

For those that register for the webinar:

Event number: 660 899 652
Event password: 106847
Event registration/address:
https://cdeevents.webex.com/cdeevents/onstage/g.php?MTID=e65908355cb57eee8c3de8f3ef7c3fccd

Tips for Attendees:

To save time before the meeting, check your system to make sure it is ready to use WebEx by visiting the test site at http://www.webex.com/test-meeting.html.
If you experience issues joining the meeting, contact WebEx support at 1-866-229-3239.

2014–15 END-OF-YEAR (EOY) SUBMISSIONS

The 2014–15 End-of-Year (EOY) submission window opens June 1, 2015. Local educational agencies (LEAs) are expected to certify all applicable EOY submissions this year, and LEAs receiving federal Perkins funding will be required to submit Career Technical Education (CTE) data in the Student CTE (SCTE) file as part of their EOY 1 submission. LEAs desiring to receive a DataQuest private preview of their discipline data and qualify for the 2014–15 Data Management recognition award must certify EOY 3 (Discipline) by July 31, 2015.

LEAs are strongly encouraged to start on the EOY submissions immediately and not wait until school is out to begin file uploads to CALPADS. All the EOY submissions use
May 22, 2015
Page 2 of 4

a reporting period of July 1, 2014 to June 30, 2015. It is to an LEA’s advantage to begin
the upload process now, prior to school ending, because doing so can provide
preliminary results from the Operational Data Store (ODS) reports to help LEAs resolve
data problems before staff leave for the summer. Once school ends, LEAs will need to
re-upload the files, but the reconciliation process should be much faster because the
majority of issues would have already been resolved.

The following timeline will help keep LEAs on track to certify on time. Be sure to adjust
the dates if schools or offices close earlier for summer.

- May 31 – Complete Student Information System (SIS) data population
- June 15 – Upload files and correct errors or discrepancies as needed
- July 20 – Review certification reports, correct errors, and fix discrepancies
- July 24 – Distribute reports for review and approval
- July 31 – Certify

END OF YEAR ROLLOVER AND CAASPP TESTING

LEAs are reminded that they should not exit students at the end of the school year in
CALPADS until students have completed California Assessment of Student
Performance and Progress (CAASPP) testing.

2013–14 SPECIAL EDUCATION DISCIPLINE DATA DISCREPANCIES

As discussed in the CALPADS Information Meeting (CIM), the CDE’s Special Education
Division compared discipline data collected in the California Special Education
Management Information System (CASEMIS) to discipline data collected in the
CALPADS End-of-Year (EOY) 3 Student Discipline collection. Based on that
comparison, letters were sent to LEAs whose data had high rates of discrepancies
between the two data systems. Since then, the following error was discovered in the
calculations used for part of the discrepancy rate:

- CALPADS incidents that contained multiple offenses for the same student were
  inappropriately counted as more than one disciplinary action (suspension or
  expulsion) which inflated the CALPADS suspension and expulsion counts in
  comparison to the CASEMIS counts.

The Special Education Division is aware of this error and found that despite this
miscalculation, the LEAs that received letters still had significantly high discrepancy
rates due to other types of data discrepancies which do not adhere to reporting
requirements under 20 United States Code (U.S.C.) 1416, 34 Code of Federal
Regulations (CFR) 300.170, 34 CFR 300.643, and 34 CFR 300.645. LEAs that received
letters should still ensure that they are accurately reporting all disciplinary events for
special education students for the 2014–15 EOY3 and the CASEMIS submission on
June 30, 2015.
The Special Education Division will compare the data once again after the 2014–15 EOY 3 submission is complete and will ensure that the correction to the suspension/expulsion counts is made. LEAs with continued discrepancies will have required corrective actions prescribed by the Special Education Division.

In addition, at a recent CASEMIS workshop, the Special Education Division stated that LEAs should only report the most severe offense to CALPADS rather than reporting all offenses associated with a disciplinary incident. This was communicated incorrectly. To clarify, LEAs should report all offenses committed by one or more students within an incident; and then, looking at all offenses committed within the incident, identify which of those offenses was the most severe.

**Tips for submitting EOY 3 discipline data to ensure CASEMIS and CALPADS data are aligned**

Ensure that all students the LEA’s special education information management system have a special education program record in CALPADS. “All” students include:

- All pre-K students, regardless of whether they are enrolled at a public or private school
- K–12 public school students with Individual Education Plans (IEPs)

When preparing data for the CALPADS EOY 3 Student Discipline data submission, the following types of offenses should be reported:

- For special education students:
  - Offenses associated with *Education Code* Sections 48000 and 48915 that resulted in a removal of the student from their regular instructional setting for any duration

- For regular education students:
  - Offenses associated with *Education Code* Sections 48000 and 48915 that resulted in a removal of the student from their regular instructional setting for one full day or more
  - Do NOT report offenses (even if they are associated with *Education Code* Sections 48000 and 48915) if they did NOT result in a removal of the student from their regular instructional setting for any duration. *Example: Student was arguing on the playground with another student and the student receives lunchtime detention. This incident should NOT be*
reported to CALPADS because it did not result in a removal from the student’s regular instructional setting.

ANNUAL WINDOW TO CHANGE CHARTER SCHOOL REPORTING STATUS

A charter school may elect to submit CALPADS and California Basic Educational Data System (CBEDS) data either through the charter’s authorizing agency or independent of its authorizing agency. **Beginning June 1, 2015 through June 30, 2015**, charter schools may change their CALPADS and reporting status by submitting the Charter School Reporting Status Change Form. Charter schools that wish to change their reporting status for CALPADS and CBEDS must submit a Charter School Reporting Status Change Form during the month of June; otherwise, the reporting status from the prior year reporting year will remain in effect for the duration of the upcoming reporting year.

A charter school’s current reporting status may be viewed on the CDE CALPADS and CBEDS-ORA Data Submission Web page at [http://www.cde.ca.gov/ds/sp/cl/ap/selectdistrict.aspx](http://www.cde.ca.gov/ds/sp/cl/ap/selectdistrict.aspx).


A letter on this topic was sent to Charter School Administrators and Charter School Authorizers and will be posted soon on the CDE CALPADS Communications Web page at [http://www.cde.ca.gov/ds/sp/cl/communications.asp](http://www.cde.ca.gov/ds/sp/cl/communications.asp).