California Department of Education

CALPADS

California Longitudinal Pupil Achievement Data System

California Longitudinal Pupil Achievement Data System (CALPADS)

User Manual

Version 6.0

7/28/2014

California Department of Education

Table of Contents

Revision History **1**
1. CALPADS Overview **4**
1.1 Purpose 4
1.2 Features 5
2. System Overview **6**
2.1 Intended Users 6
2.2 Solution Components 7
2.2.1 Security Roles for User Types 9
2.3 Hardware and Software Requirements 10
Additional Information 10
2.4 Activities Supported 10
2.4.1 Ongoing Student Enrollment 11
2.4.2 Scheduled Data Collection and Certification 11
2.4.3 Assessment Management 12
3. Navigation **13**
3.1 Tabs 13
3.2 Sub-Menu Link 13
3.3 Bread Crumb Trail 14
3.4 Filter Options 14
3.5 Links 15
3.6 Navigating Within a Page 15
3.7 Data Tools 17
3.8 Action Buttons 18
4. CALPADS Login **20**
5. Retrieve Password **22**
6. CALPADS Home Page **23**
7. Manage User Profile **24**
7.1 Manage Security Questions 24
7.2 Change Password 26
7.3 Password Specifcations 27
8. Code Management **28**
8.1 Local Codes 28
9. Direct Certification Status **31**
9.1 View Direct Certification Status 31
9.2 Request Extract and Download Extract of Direct Certification Results 34
10. SSID Enrollment **36**
10.1 Online Maintenance 37
10.1.1 Online Maintenance Menu 37

10.1.2 Student Search 38
10.1.3 Search Results 40
10.1.4 Student Detail 43
10.1.5 Maintain Enrollment 46
10.1.6 Edit Student Enrollment 48
10.1.7 Request SSID from Online Maintenance 50
10.1.8 Request SSID from Search for Student – Student Details 52
10.1.9 Candidate List 54
10.1.10 Existing SSID – Candidate Details 56
10.1.11 Existing SSID Enrollment 59
10.1.12 Existing SSID – Errors 62
10.1.13 Existing SSID Enrollment – Post Enrollment 63
10.1.14 Existing SSID – Post Enrollment Confirmation 63
10.1.15 New SSID Enrollment 64
10.1.16 New SSID – Errors 68
10.1.17 New SSID – Post Enrollment 69
10.1.18 New SSID – Post Enrollment Confirmation 70
10.2 Manage Submissions 70
10.2.1 Manage Submissions Menu 71
10.2.2 Upload File 72
10.2.3 Upload File Results 73
10.2.4 Submission Status 74
10.2.5 File Details 77
10.2.6 Passed Records (SSID Enrollment) 79
10.2.7 SSID Results 82
10.2.8 Enrollment Submission Summary 86
10.2.9 Submission Details 89
10.2.10 Submission Summary (Student Information and Student Program) 91
10.2.11 Rejected Records 97
10.3 SSID Anomalies 100
10.3.1 SSID Anomaly Reports Menu 100
10.3.2 Multiple Identifiers (MID) Resolutions 101
10.3.3 Exit Reason Discrepancy (ERD) Resolution 105
10.3.4 Concurrent Enrollment (CCE) Resolutions 109
10.3.5 Other MID Resolution 113
11. State Reporting 116
11.1 Online Maintenance 116
11.1.1 Online Maintenance Menu 117
11.1.2 Maintain Student Data - Student Data Search 117
11.1.3 Student Data - Enrolled List 120
11.1.4 Student Data – Student Details 122
11.1.5 Student Enrollment History 123
11.1.6 Student Information History 130
11.1.7 Student Demographics History 131

11.1.8 Maintain Student Address 138
11.1.9 Maintain Student English Language Acquisition 141
11.1.10 Maintain Student Information – Student Course Section 144
11.1.11 Maintain Student Information – Student Career Technical Education 145
11.1.12 Maintain Student Information – Student Discipline 148
11.1.13 Maintain Student Waivers 151
11.1.14 Maintain Staff Data - Staff Data Search 154
11.1.15 Staff Data - Staff List 159
11.1.16 Staff Data – Staff Details 161
11.1.17 Staff Demographics History 162
11.1.18 Staff Demographics - Details 164
11.1.19 Staff Data – Assignment History 169
11.1.20 Staff Data – Assignment Details 171
11.1.21 Maintain Course Data – Course Submission 173
11.1.22 Course Summary 174
11.1.23 Course Data – Course Details 175
11.1.24 Student Course Section – Course List 182
11.1.25 Student Course Section – Course Section List 183
11.1.26 Student Course Section – Student Course Section List 185
11.1.27 Student Course Section – Student Course Section Details 187
11.1.28 Maintain Discipline Data 190
11.1.29 Incident Summary 190
11.1.30 Incident Details 192
11.1.31 Incident Summary - Maintain Student List 194
11.1.32 Incident Summary - Student Details 195
11.2 Manage Submissions 198
11.2.1 Manage Submissions Menu 198
11.2.2 Upload File 198
11.2.3 Upload File Results 200
11.2.4 Submission Status 201
11.2.5 File Details 205
11.2.6 Submission Summary (Staff Demographics, Staff Assignment, Course Section, Student Course Section, Student Waivers, Student Discipline) 207
11.2.7 Passed Records - Submission Details 215
11.2.8 Rejected Records 217
11.2.9 Rejected Records – Submission Details 220
11.3 Manage Certifications 223
11.3.1 Manage Certifications Menu 223
11.3.2 Certification Status 224
11.3.3 Certification Details 227
11.3.4 Certification Error Details 230
12. Assessment 233
13. File Submissions 234
14. ODS Extract and File Submission Reports 235

14.1 Submission Reports 235
14.2 ODS Reports 238
14.3 Snapshot Reports 243
14.4 County / Authorizing LEA Reports 247
14.5 Report Specifications 248
Report 0.0: Candidate List Report 253
Report 0.1: Student Submission Error Report 255
Report 0.2: Staff Assignment Submission Error Report 257
Report 0.3: Staff Demographic Submission Error Report 259
Report 0.4: Course Section Submission Error Report 261
Report 0.5: Student Course Section Submission Error Report 263
Report 1.0: Certification Errors Report 265
Report 1.0a: Expected Schools Information Report 267
Report 1.1: Enrollment - Primary Status by Subgroup 269
Report 1.2: Enrollment - Primary Status Student List 271
Report 1.3: Enrollment - Primary Status Disaggregated 273
Report 1.4: Enrollment Count – State View 275
Report 1.5: Enrollment - By Status Disaggregated 277
Report 1.6: Graduates and Dropouts by Subgroup 279
Report 1.7: Graduates by Subgroup – Student List 281
Report 1.8: Dropouts by Subgroup – Student List 283
Report 1.9: Completers and Dropouts - Count 285
Report 1.10: Completers and Dropouts – Student List 287
Report 1.11: Completer Exits – Count Disaggregated 289
Report 1.12: Dropouts – Count Disaggregated 291
Report 1.13: Exits - Count Disaggregated 293
Report 1.14: Dropouts Count – State View 295
Report 1.17: FRPM/English Learner/Foster Youth - Count 297
Report 1.18: FRPM/English Learner/Foster Youth – Student List 298
Report 2.1: Title III Eligible Immigrants – Count (Fall 1) 301
Report 2.1: Title III Eligible Immigrants – Count (Spring) 303
Report 2.2: Title III Eligible Immigrants - Count by Birth Country (Fall 1) 304
Report 2.2: Title III Eligible Immigrants - Count by Birth Country (Spring) 306
Report 2.4: English Learner Education Services - Student Count Unduplicated 308
Report 2.5: English Learner Education Services - Unduplicated Count of Teachers Providing EL Services 310
Report 2.6: English Learner - Count by Primary Language 312
Report 2.7: English Learner Education Services - Student List 314
Report 2.8: English Language Acquisition Status – Count by Primary Language (Fall 1) 316
Report 2.8: English Language Acquisition Status – Count by Primary Language (Spring) 318
Report 2.9: English Language Acquisition Status – Census Comparison (Fall 1) 320
Report 2.9: English Language Acquisition Status – Census Comparison (Spring) 323
Report 2.10: English Language Acquisition Status – Census Comparison Student List (Fall 1) 325

Report 2.10: English Language Acquisition Status – Census Comparison Student List (Spring) 327
Report 2.11: English Learner Instructional Plan - Count of ELs by Instructional Strategy 329
Report 2.12: English Language Acquisition Status – ELs Reclassified RFEP (Fall 1) 331
Report 2.12: English Language Acquisition Status – ELs Reclassified RFEP (Spring) 333
Report 2.13: English Language Acquisition Status – ELs Reclassified RFEP Student List (Fall 1) 335
Report 2.13: English Language Acquisition Status – ELs Reclassified RFEP Student List (Spring)336
Report 3.1: Class Size - by Content Area 338
Report 3.2: Class Enrollment – by Content Area 340
Report 3.3: Class Enrollment - Student List 341
Report 3.4: NCLB Core Course Section Compliance - Count by Content Area 343
Report 3.5: NCLB Core Course Section Compliance - Detail 345
Report 3.6: Course Section Enrollment - Count by Content Area 347
Report 3.7: Course Section Enrollment - Count and Details 349
Report 3.8: Course Section Enrollment - Student List 351
Report 3.9: Course Sections Completed - Count by Content Area for Dept. Courses 353
Report 3.10: Course Sections Completed - Count and Details for Dept. Courses 355
Report 3.11: Course Sections Completed – Student List for Departmentalized Courses 357
Report 3.12: Career Technical Education Participants – Count Disaggregated 359
Report 3.13: Career Technical Education Participants – Student List 361
Report 3.14: Career Technical Education Concentrators and Completers – Count by Pathway 363
Report 3.15: Career Technical Education Concentrators and Completers – Student List 370
Report 3.16: Educational Options Course Completion – Count of Students 372
Report 4.1 Staff - Count and FTE by Job Classification 374
Report 4.2: Staff - Count and FTE by Job Classification Disaggregated 378
Report 4.3: Staff Teaching Assignments - Detail 382
See section “General Data“ (*Providing EL Education Services*) 382
Report 4.4: Staff Profile - List 384
Report 4.5: Staff Non Classroom Based or Support Assignment - Detail 386
Report 5.1: Program Participants - Count 388
Report 5.1a: Free or Reduced Price Meal Eligibility - Count 392
Report 5.2: Program Participants - NCLB Title I Part A Basic Targeted Education Services .. 394
Report 5.3: Program Participants – Student List 396
Report 5.3a: Free or Reduced Price Meal Eligibility – Student List 398
Report 5.4: Homeless Students Enrolled – Unduplicated Count by School 400
Report 5.5: Homeless – Student List 402
Report 6.1: CAHSEE Waivers and Exemptions - Count 404
Report 6.2: CAHSEE Waivers and Exemptions – Count Disaggregated 406
Report 6.3: CAHSEE Waivers and Exemptions – Student List 408
Report 7.1: Discipline Incidents - Count by Most Severe Offense 410
Report 7.2: Discipline Incident Student List 412
Report 7.3: Disciplinary Actions – Count by Offense 414

Report 7.4: Discipline Offenses – Student List 416
Report 7.5: Disciplinary Actions – Persistently Dangerous Offense Expulsions 418
Report 7.6 - Disciplinary Actions - Persistently Dangerous Offense Expulsions 420
Report 8.1 / 8.1a / 8.1b / 8.1c: Student Profile - List 422
Report 8.2: Socio-economically Disadvantaged - Student List 426
Report 9.1: Multiple Identifier (MID) Anomalies Report 427
Report 10.1: Exit Reason Discrepancy (ERD) Anomalies Report 429
Report 11.1: Concurrent Enrollment (CCE) Anomalies Report 431
Report 12.1: SSID Anomaly Status 433
Report C/A 1.1: C/A Enrollment – Primary Status by Subgroup 435
Report C/A 1.6: C/A Graduates and Dropouts by Subgroup 437
Report C/A 1.9: C/A Completers and Dropouts – Count 439
Report C/A 1.17: County/Authorizing FRPM/English Learner/Foster Youth - Count 441
Report C/A 2.1: C/A Title III Eligible Immigrants – Count (Fall 1) 442
Report C/A 2.1: C/A Title III Eligible Immigrants – Count (Spring) 444
Report C/A 2.4: C/A English Learner Education Services - Student Count Unduplicated 446
Report C/A 2.5: C/A English Learner Education Services - Student Count Unduplicated 448
Report C/A 2.8: English Language Acquisition Status – Count by Primary Language (Fall 1) 450
Report C/A 2.8: English Language Acquisition Status – Count by Primary Language (Spring) 452
Report C/A 2.9: C/A English Language Acquisition Status - Census Comparison (Fall 1) 454
Report C/A 2.9: C/A English Language Acquisition Status - Census Comparison (Spring) 456
Report C/A 2.12: C/A English Language Acquisition Status - ELs Reclassified (Fall 1) 458
Report C/A 2.12: C/A English Language Acquisition Status - ELs Reclassified (Spring) 460
Report C/A 3.4: C/A NCLB Core Course Section Compliance - Count by Content Area 462
Report C/A 3.14: C/A Career Technical Education Concentrators and Completers - Count by Pathway 464
Report C/A 4.1: C/A Staff - Count and FTE by Job Classification 471
Report C/A 5.1: C/A Program Participants - Count 474
Report C/A 5.4: C/A Homeless Students Enrolled - Unduplicated Count by LEA 478
Report C/A 6.1: C/A CAHSEE Waivers and Exemptions - Count 480
Report C/A 7.1: C/A Discipline Incidents - Count by Most Severe Offense 482
Report C/A 7.3: C/A Disciplinary Actions - Count 484
Report C/A 7.4: C/A Disciplinary Actions - Count by Offense 486
Report C/A 7.6: C/A Discipline Actions - Persistently Dangerous Offense Expulsions 488
14.6 Extracts 490
14.6.1 Request CALPADS Files 490
14.6.2 Retrieve CALPADS Files 505
15. References 508
16. Contact and Support 509
17. Glossary 510
17.1 Accountability Subgroup Data 510
17.1.1 English Learner Subgroup 511
17.1.2 Gifted and Talented Education (GATE) Subgroup 511

17.1.3 Limited English Proficient (LEP) Subgroup 512
17.1.4 Socio-Economically Disadvantaged Subgroup 512
17.1.5 Special Education Subgroup 512
17.1.6 Title I Part C Migrant Subgroup 512
17.1.7 Title III Eligible Immigrants Subgroup 512
17.2 Local Control Funding Formula (LCFF) 514
17.3 Course Data 515
17.3.1 Class 515
17.3.2 Content Area 516
17.3.3 Course Section Enrollment 516
17.3.4 NCLB Compliant Course Section 516
17.4 Dropouts - Count 517
17.5 Dropouts – LEA View Data 518
17.5.1 Dropouts - Other 518
17.5.2 Dropouts - Same School No Show 518
17.6 Dropouts – State View Data 519
17.6.1 Dropouts - Re-Enrolled 519
17.6.2 Dropouts - Lost Transfer 519
17.7 End of Year Data 521
17.7.1 At Risk School – At Risk of Becoming Persistently Dangerous 521
17.7.2 Career Technical Education (CTE) Completer 521
17.7.3 Career Technical Education (CTE) Concentrator 521
17.7.4 Career Technical Education (CTE) Course 522
17.7.5 Career Technical Education (CTE) Non-Concentrator 522
17.7.6 Career Technical Education (CTE) Participant 522
17.7.7 Career Technical Education (CTE) Tech Prep 522
17.7.8 Course Section Completion 522
17.7.9 Educational Options 523
17.7.10 Incident Most Severe Offense 523
17.8 General Data 524
17.8.1 Census Day 524
17.8.2 Open Enrollment 524
17.7.3 Title 1 Part A Basic School-wide School 524
17.9 English Language Acquisition Data 525
17.9.1 English Language Acquisition Status Count 525
17.9.2 English Learner (EL) 525
17.9.3 English Learner Education Services 525
17.9.4 English Learner Instructional Plan 526
17.9.5 Fluent English Proficient (FEP) 526
17.9.6 Reclassified Fluent English Proficient (RFEP) Count 526
17.9.7 Primary Language 527
17.9.8 Providing EL Education Services 527
17.10 Staff Data 528
17.10.1 Administrator 528

17.10.2 Full Time Equivalent (FTE) 528
17.10.3 Non-Classroom Support 528
17.10.4 Pupil Services 528
17.10.5 Teacher 528
17.11 Successful High School Completers Data 529
17.11.1 Graduates - All 529
17.11.2 Graduates - Met UC/CSU Requirements 529
17.11.3 CHSPE 529
17.11.4 GED 530
17.11.5 Special Education Certificate of Completion 530

Table of Figures

Figure 2-1: Interaction Types 6
Figure 2-2: Solution Components 8
Figure 2-3: Data Collection Windows 12
Figure 3-1: Navigational Tabs 13
Figure 3-2: Sub-Menu Links 13
Figure 3-3: Bread Crumb Trail 14
Figure 3-4: Filter Options 14
Figure 3-5: Links 15

Table of Instructions Tables

Instructions Table 2-1: User Interactions 7
Instructions Table 2-2: System Component Descriptions 8
Instructions Table 2-3: Data Collected Annually 11
Instructions Table 3-1: Navigating Within a Page 16
Instructions Table 3-2: Data Tools 17
Instructions Table 3-3: Action Buttons 18
Instructions Table 4-1: Login to CALPADS 21
Instructions Table 5-1: Retrieve Password 22
Instructions Table 7-1: Manage Security Questions 25
Instructions Table 7-2: Change Password 26
Instructions Table 8-1: Manage Local Codes 29
Instructions Table 8-2: Manage Local Codes (Add or Modify Mappings) 30
Instructions Table 9-1: View Direct Certification Status 32
Instructions Table 10-11: View Existing SSID - Candidate Details 58
Instructions Table 10-22: Existing SSID Enrollment 60
Instructions Table 10-33: Existing SSID Enrollment - Errors 62
Instructions Table 10-4: Existing SSID Enrollment - Post Enrollment 63
Instructions Table 10-55: Existing SSID - Post Enrollment Confirmation 64
Instructions Table 10-67: New SSID - Errors 68
Instructions Table 10-78: New SSID – Post Enrollment 69
Instructions Table 10-899: New SSID - Post Enrollment Confirmation 70
Instructions Table 10-92: File Upload Results 74
Instructions Table 10-103: View Submission Status 76
Instructions Table 10-114: View File Details 78
Instructions Table 10-125: View Passed Records (SSID Enrollment) 81
Instructions Table 10-136: View SSID Results and Make SSID Assignments 84
Instructions Table 10-148: View Submission Details (SSID Enrollment) 90
Instructions Table 10-154: Exit Reason Discrepancy Resolution 106
Instructions Table 10-165: Concurrent Enrollments Resolutions 111
Instructions Table 10-176: Other Multiple Identifiers Resolution 114
Instructions Table 11-1-1a: Student Data Search – View List of Enrolled Students 119
Instructions Table 11-1-2: View Student Data Enrolled List 121
Instructions Table 11-1-3: Student Details 123
Instructions Table 11-4: Maintain Student Course Section 144
Instructions Table 11-5: Maintain Student Information - Student Career Technical Education 146
Instructions Table 11-6: Student Career Technical Education (CTE) Detail 147
Instructions Table 11-7: Maintain Student Discipline 148
Instructions Table 11-8: Maintain Student Waivers – Waivers History 152
Instructions Table 11-9: Maintain Student Waivers Detail 153
Instructions Table 11-10: Staff Data Search - Search by SEID 155

Instructions Table 11-114a: Staff Data Search – View List of Existing Staff by Staff Demographics 156
Instructions Table 11-124b: Staff Data Search – View List of Existing Staff by Staff Assignments 157
Instructions Table 11-134c: Staff Data Search - Add a New Staff Record 158
Instructions Table 11-145: Verify SEID 158
Instructions Table 11-156: View Staff List 160
Instructions Table 11-16: View Staff Assignment History 170
Instructions Table 11-17: Add/Modify Staff Assignment Record 171
Instructions Table 11-183: View Course Summary 175
Instructions Table 11-194: Add/Modify Course Section Record 177
Instructions Table 11-205: Student Course Section – Course List 182
Instructions Table 11-216: Student Course Section – Course Section List 184
Instructions Table 11-227: Student Course Section – Student Course Section List 186
Instructions Table 11-230: Maintain Incident Details 192
Instructions Table 11-242: Incident Summary - Maintain Student Details 195
Instructions Table 11-253: File Upload 199
Instructions Table 11-265: Upload File Results 201
Instructions Table 11-276: View Submission Status 203
Instructions Table 11-287: View File Details 206
Instructions Table 11-294: Verify Passed Records – Submission Details 216
Instructions Table 11-305: View Rejected Records 218
Instructions Table 11-316: View Rejected Records – Submission Details 222
Instructions Table 11-328: View Certification Status 225
Instructions Table 11-339: View Certification Details 228
Instructions Table 14-1: CALPADS Reports 248
Instructions Table 14-2: Request SSID Extract 492
Instructions Table 14-3: Request Candidate List Extract 493
Instructions Table 14-4: Request Rejected Records Extract 494
Instructions Table 14-5: Request Replacement SSIDs 495
Instructions Table 14-6: Request ODS Extract - SSID Enrollment 496
Instructions Table 14-7: Request ODS Extract - Student Information 497
Instructions Table 14-8: Request ODS Extract - Student English Language Acquisition Status 499
Instructions Table 14-9: Request ODS Extract - Student Program 500
Instructions Table 14-10: Request ODS Extract - Staff Demographics 502
Instructions Table 14-11: Request ODS Extract - Staff Assignment ,Course, Discipline & Waivers 503
Instructions Table 14-12: Request Direct Certification Extract 504
Instructions Table 14-13: Download Extract 507

Table of Screens

Screen 4-1: CALPADS Login Page 20
Screen 5-1: Retrieve Password 22
Screen 6-1: CALPADS Home Page 23
Screen 7-1: Administration 24
Screen 7-2: Manage Security Questions 25
Screen 7-3: Change Password 26
Screen 8-1: Manage Local Codes page 28
Screen 8-2: Manage Local Codes (Add or Modify Mappings) 29
Screen 9-1: View Direct Certification Status 32
Screen 10-1: SSID Enrollment Menu 36
Screen 10-2: Online Maintenance Menu 38
Screen 10-3: Search for Student 38
Screen 10-4: Search Results 41
Screen 10-5: Student Detail 44
Screen 10-6: Maintain Enrollment 47
Screen 10-7: Edit Student Enrollment 48
Screen 10-8: Request SSID from Online Maintenance 51
Screen 10-9: Request SSID from Student Search – Student Details 53
Screen 10-10: Candidate List 54
Screen 10-11: Existing SSID – Candidate Details 57
Screen 10-12: Existing SSID Enrollment 60
Screen 10-13: Existing SSID Enrollment - Errors 62
Screen 10-14: Existing SSID Enrollment – Post Enrollment 63
Screen 10-15: Existing SSID - Post Enrollment Confirmation 64
Screen 10-16: New SSID Enrollment 65
Screen 10-17: New SSID – Errors 68
Screen 10-18: New SSID – Post Enrollment 69
Screen 10-19: New SSID - Post Enrollment Confirmation 70
Screen 10-20: Manage Submissions Menu 71
Screen 10-21: File Upload 72
Screen 10-22: File Upload Results 74
Screen 10-23: Submission Status 76
Screen 10-24: File Details 78
Screen 10-25: Passed Records (SSID Enrollment) 80
Screen 10-26: SSID Results 84
Screen 10-27: Enrollment Submission Summary 87
Screen 10-28: Submission Details 90
Screen 10-29: Submission Summary - Student Information 93
Screen 10-30: Submission Summary - Student Program 94
Screen 10-31: Rejected Records 98

Screen 10-32: Anomaly Reports Menu 101
Screen 10-33: Multiple Identifiers (MID) Resolution 102
Screen 10-34: Exit Reason Discrepancy (ERD) Resolution....106
Screen 10-35: Concurrent Enrollment (CCE) Resolutions....110
Screen 10-36: Other MID Resolution (Opening Screen)....113
Screen 10-37a: Other MID Resolution (Validation Successful Screen) 113
Screen 11-1-1: State Reporting Online Maintenance Menu....117
Screen 11-1-2: Student Data Search 118
Screen 11-1-3: Student Data Enrolled List 120
Screen 11-1-4: Student Details 123
Screen 11-5: Maintain Student Information - Student Course Section....144
Screen 11-6: Maintain Student Information - Student Career Technical Education (CTE)....146
Screen 11-7: Maintain Student Information - Student Career Technical Education (CTE) Detail 147
Screen 11-8: Maintain Student Information - Student Discipline....148
Screen 11-9: Maintain Student Waivers – Waivers History 152
Screen 11-10: Maintain Student Waivers Detail 152
Screen 11-11: Staff Data Search....155
Screen 11-12: Verify SEID 158
Screen 11-13: Staff Data – Staff List 160
Screen 11-14: Staff Details 162
Screen 11-15: Staff Demographics History 163
Screen 11-16: Staff Demographics - Details 165
Screen 11-17: Staff Assignment History....170
Screen 11-18: Assignment - Details....171
Screen 11-19: Course Data Submissions....174
Screen 11-20: Course Summary....174
Screen 11-21: Course Data – Course Details 176
Screen 11-22: Student Course Section – Course List 182
Screen 11-23: Student Course Section – Course Section List....184
Screen 11-24: Student Course Section – Student Course Section List 186
Screen 11-25: Course Data – Student Course Section Details....188
Screen 11-26: Incident Summary....191
Screen 11-27: Incident Details 192
Screen 11-28: Incident Summary - Student List 194
Screen 11-29: Incident Summary - Student Details....195
Screen 11-30: Manage Submissions Menu....198
Screen 11-313: File Upload....199
Screen 11-32: Upload File Results....200
Screen 11-33: Submission Status 203
Screen 11-34: File Details....205
Screen 11-35: Submission Summary – Staff Demographics 208

Screen 11-36: Submission Summary – Staff Assignment 209
Screen 11-37: Submission Summary – Course Section 210
Screen 11-38: Submission Summary – Student Course Section 211
Screen 11-39: Submission Summary – Student Waivers 212
Screen 11-40: Submission Summary – Student Discipline 212
Screen 11-41: Passed Records – Submission Details 216
Screen 11-42: Rejected Records 217
Screen 11-43: Rejected Records – Submission Details 221
Screen 11-44: Manage Certifications Menu 223
Screen 11-45: Certification Status 225
Screen 11-46: Certification Details 227
Screen 11-47: Certification Error Details 231
Screen 14-1: Reports Menu 235
Screen 14-2: Request CALPADS Files 491
Screen 14-3: Request SSID Extract 491
Screen 14-4: Request Candidate List 493
Screen 14-5: Request Rejected Records Extract 494
Screen 14-6: Request Replacement SSIDs 495
Screen 14-7: Request ODS Extract - SSID Enrollment 496
Screen 14-8: Request ODS Extract - Student Information 497
Screen 14-9: Request ODS Extract - Student English Language Acquisition Status 499
Screen 14-10: Request ODS Extract - Student Program 500
Screen 14-11: Request ODS Extract - Staff Demographics 501
Screen 14-12: Request ODS Extract - Staff Assignment, Course, Discipline & Waivers 503
Screen 14-13: Request Direct Certification Extract 504
Screen 14-14: Retrieve CALPADS Files 506
Screen 14-15: Download Extract 506

Revision History

Version Number	Date	Summary of Changes	Section(s)
6.0	7/28/2014	• Updates throughout to align with the 2014-15 CALPADS changes in file formats and user interface (SENR, SINF and SPRG file formats and new screen for ELAS)	ALL
		• Addressed Sabot IV&V Recommendations; standardized button terminology.	
		• Added reference and screen description for new SELA file with student English language acquisition data (previously stored on the SINF file record)	
		• Updated the following Glossary terms to align with the 2014-15 CALPADS changes in SENR, SINF, SPRG and new SELA file formats: ▪ Limited English Proficient (LEP) Subgroup ▪ English Language Acquisition Status Count ▪ Reclassified Fluent English Proficient (RFEP Count)	17 17.1.3 17.9.1 17.9.7
5.3	1/13/2014	• Updated County/Authorizing LEA Report Menu UI to include new Report C/A 2.5 – C/A English Learner Education Services - Unduplicated Count of Teachers Providing EL Services	14.4
		• Added C/A 2.5 - C/A English Learner Education Services - Unduplicated Count of Teachers Providing EL Services	14.5
		• Updated EL Education Services definition to include new code 6.	17
5.2	11/03/13	• Removed references to School Interoperability Framework (SIF) as this service does not exist in CALPADS.	1.2 2.2
		• Added clarification on when the Cert Date for Direct Certification is updated.	9
		• Removed asterisk from Employment Status Code as this field is only required for Job Classification = 12 (Teacher), 26 (Non-Certificated Charter School Teacher), or 27 (Itinerant/Pull-Out/Push-in Teacher) and updated table instructions to note validation occurs via certification validation.	11.1.21
		• Updated C/A 2.4 - C/A English Learner Education Services - Student Count Unduplicated to include new drilldown options. • Updated reports section to reflect new FTE to Staff Ratio column on reports 4.1 & 4.2.	14.5
		• Updated Screen 14-14 and Instruction Table 14-12 to include	14.6.2

		Job ID.	
5.1	9/10/2013	• Updated Figure 2-3 – Data Collection Windows (moved Spring 1 reports under Fall 1)	2.3
		• Added verbiage for Spring 1 “for submissions prior to AY 2013-14”.	11.3.1
		• Removed “Initial Ninth Grade Entry” from Maintain Student Demo UI and table.	12-6 & 12.6.1
		• Removed “Initial Ninth Grade Entry” column from Report 1.10 - Completers & Dropouts-Student List. • Updated reports section to include LCFF reports 1.17, 1.18, and C/A 1.17. • Updated to reflect Spring to Fall changes to Snapshot reports (2.1, 2.2, 2.8, 2.9, 2.10, 2.12, and 2.13) and C/A reports (2.1, 2.8, 2.9, and 2.12) with UI images. • Updated Report 2.4 - English Learner Education Services - Student Count Unduplicated to include new columns. • Updated Descriptions for Reports 5.1a and 5.3a to denoted Snapshot View only applicable for AY12-13 and Free and Reduced Price meals based on Education Program Membership Start Date >= 7/1 of the current reporting year. • Updated screenshot for 8.1 to remove column for Expected graduating Class Year from report. • Updated Report Description for Reports 2.12 (Fall 1 and Spring) and C/A Report 2.12 (Falls 1 & Spring). • Updated C/A 2.4 - C/A English Learner Education Services - Student Count Unduplicated to include new columns	14.5
		• Updated Socio-economically Disadvantaged to include most recent SPRG record within current academic year. • Updated Title III Eligible Immigrants Subgroup to not included Puerto Rico. • Updated Census Day term to denoted Spring Census Day is no longer applicable after AY1314. • Added LCFF section to Glossary.	17.1.4 17.1.6 17.8 17.2
5.0	7/1/2013	• Added clarifying language regarding students included in Direct Certification (includes open primary enrolled students regardless of enrollment start date). • Added new Direct Certification statuses B – SNAP/TANF, S – SNAP, and T- TANF to instructions table 9.1 (View Direct Certification Status)	9
		• Updated Report 1.5 (Enrollment – By Status Disaggregated to include new filter option for new Education Program code 185 (Transitional Kindergarten) –Y/N values (default All). • Updated Report 5.1 (Program Participants – Count to include	14.5

		new column for Education Program code 185 (Transitional Kindergarten) • Update Report 5.3 (Program Participants – Student List) to include new Education Program code 185 (Transitional Kindergarten) value and filter (Y/N values w/ default All).	
		• Updated Report 8.1 (Student Profile – List) to include new filter option for new Education Program code	14.5
		• Added Enrollment Status 40 Receiving Specialized Services Only to glossary definition for Graduate.	17.10

1.CALPADS Overview

The California Department of Education (CDE), in response to several federal and state legislative mandates, is unifying and streamlining the data collection process with local educational agencies (LEAs) to support various performance measurements. The objective is to deploy a statewide data collection, reporting, and analysis framework that reflects best practices in data quality and confidentiality management of student-level data.

To meet this objective, the California Longitudinal Pupil Achievement Data System (CALPADS) has been created to collect, maintain, and report statewide information on pupil assessments, enrollment, student and teacher assignments, courses, program participation, as well as other elements that will be used to track graduation and dropout rates, to provide appropriate student services, and to better measure student performance over time.

CALPADS is intended to be the cornerstone for compliance with the Federal No Child Left Behind (NCLB) Act of 2001 that provides for the increased accountability for student achievement.

1.1 Purpose

The main purpose of CALPADS is to address the limitations of the current data collection and reporting capabilities of the CDE. CALPADS is the implementation of a comprehensive Operational Data Store (ODS) and underlying computing technology to collect, store, and report on statewide longitudinal student data. CALPADS addresses some of these limitations by including:

- The ability for LEAs to review preliminary state and federal report results and to submit updates/corrections to CALPADS at any time and as needed to meet the state and federal reporting deadlines.
- The ability for LEAs to view individual student data captured by previous LEAs, such as assessment results, once the student is enrolled in the new LEA. This provides LEAs with the ability to “share” data through CALPADS to assist in the selection of appropriate student services.
- The ability for LEAs to generate a limited number of standard queries and reports, such as student enrollment history, course profile, student assessments, teacher profile, and school performance. LEAs will be able to apply standard filters (e.g., date range, school type, subgroup, gender, grade level, etc.) and summary capabilities to the standard reports, as well as to extract and download their data from CALPADS to conduct their own analyses using their local analysis tools.
- The ability to maintain at least 20 years of data in the Production Environment, supported by Development, Testing, and Training Environments that will enable the CDE to maintain and expand the capabilities of CALPADS after the end of the current project.
- The ability for authorized CDE users to create ad hoc reports utilizing the ad hoc database that is designed to capture any data contained within the CALPADS longitudinal database.
- The ability for the CDE program staff to access and extract CALPADS data, as the key source for student and teacher related information required for NCLB reporting, and combine with other data external to CALPADS in order to perform the necessary aggregations to generate required federal reports.

1.2 Features

As indicated in Section 1.1, CALPADS addresses the limitations of the existing data collection and reporting capabilities of the CDE. The following are key features of CALPADS that will differentiate it from the prior data collection and reporting mechanisms:

- Web-based system, requiring no client software
- One point of entry for all CALPADS functions, including SSID request and maintenance
- Submission of individual student/staff level data replacing aggregate reporting where appropriate (e.g., California Basic Educational Data System [CBEDS], Language Census [LCEN], Student National Origin Report [SNOR])
- Data submission via various submission methods:
  - Online
  - Batch
- Data updated on an ongoing basis
- Submission process managed with:
  - Workflows for submitting and approving data
  - Online views of exception reports
  - Views of data submitted prior to posting to the system
  - Confirmations of data initiating the posting to the system
- A complete profile of a student's enrollment history, course completion, program participation and assessment scores (e.g., previous assessment scores and California English Language Development Test [CELDT] administration), providing information immediately on new and existing students
- Student demographic information used in assessment and Academic Performance Index (API) and Adequate Yearly Progress (AYP) reporting updated in CALPADS instead of through the assessment vendor (eliminating additional cost to the LEA)
- Data for an individual student submitted online
- Reporting capabilities including:
  - A view of data stored in CALPADS prior to certification
  - The ability to print reports as well as download reports in Comma-Separated Values (CSV), Excel, etc. formats
  - The ability to filter report data based on user-selected filters (e.g., district, school site, grade level, demographics, program participation, etc.)

2. System Overview

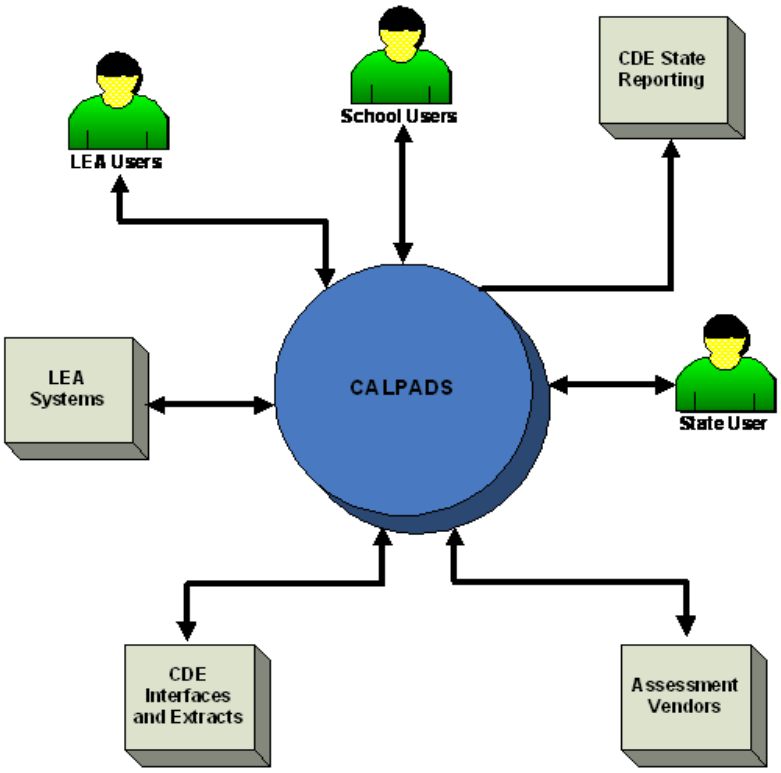
An overview of CALPADS and the environment within which it operates is described in the following sections:

- Intended Users
- System Flow
- Activities Supported

2.1 Intended Users

The CALPADS solution is designed to accommodate the diverse needs of various users and interfacing systems. CALPADS will accommodate several types of interactions: user interactions, system interactions, and interface interactions. Figure 2-1 below depicts these interaction points at a high level.

Figure 2-1: Interaction Types



Each of these interactions will have different needs; therefore, the system will provide different capabilities depending on the type of interaction. Instructions Table 2-1 below describes each of these interactions.

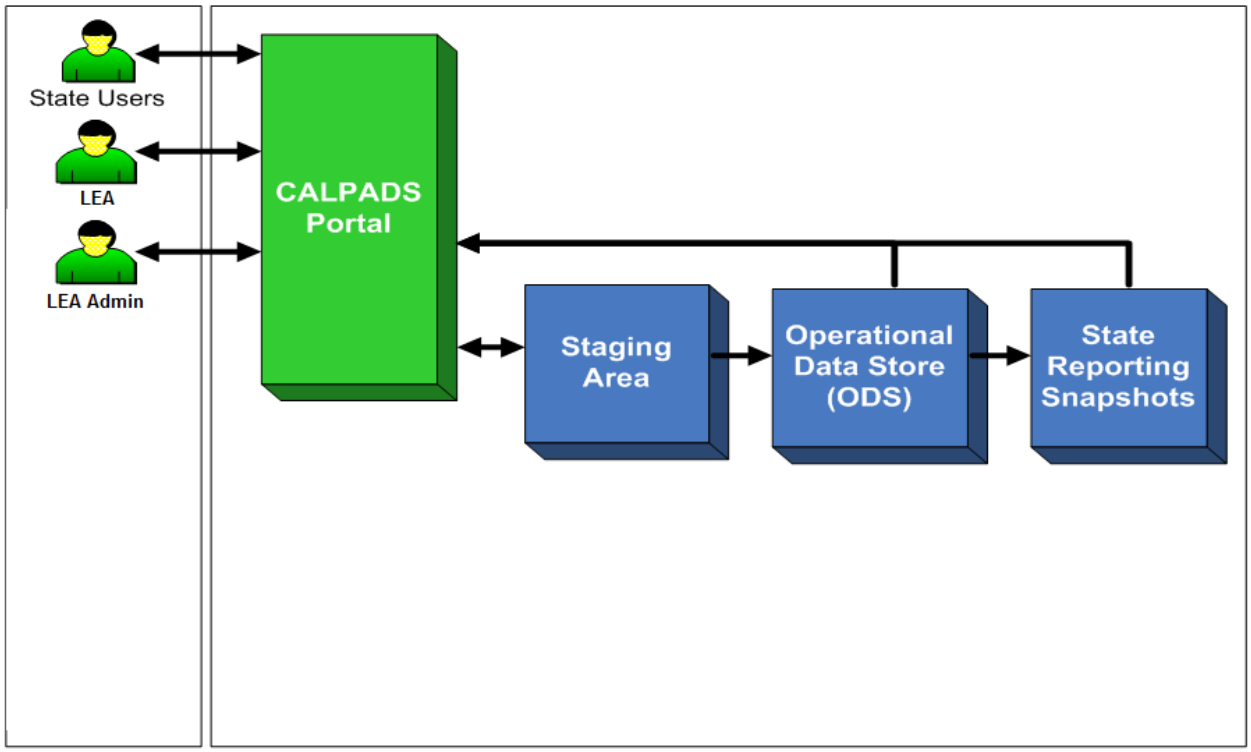
Instructions Table 2-1: User Interactions

User Interaction	Interaction Description
LEA User	▪ Manage Statewide Student Identifiers (SSID), enrollment, state reporting, and assessment data ▪ Validate data submitted ▪ Certify data for state reporting ▪ Administer users (within LEA)
School User	▪ Manage SSID, enrollment, state reporting, and assessment data ▪ Validate data submitted
State User	▪ Manage state reporting, workflow, and data collection windows ▪ Manage the list of expected schools ▪ Administer users (state accounts and LEA Administration accounts) ▪ Administer data (submissions, workflows, metadata, reference data, etc.) ▪ Manage external data requests in compliance with state and federal privacy laws (Family Educational Rights Privacy Act [FERPA], etc.)
System Interactions	**Interaction Description**
The CDE Interfaces and Extracts	▪ Provide and receive data to and from the following external systems and processes o Adequate Yearly Process (AYP) calculation process o County District School Code / Educational Service Institution system o National School Lunch Program (NSLP) Direct Certification o Foster Youth Matches

2.2 Solution Components

The components of CALPADS supporting the interactions above are depicted in the graphic below in Figure 2-2.

Figure 2-2: Solution Components



Each of these components is described in Instructions Table 2-2 below.

Instructions Table 2-2: System Component Descriptions

Component	Description
Portal	The Portal will provide users the ability to: • **LEA Users:** • Submit and review required data transmissions via batch or online • Maintain LEA specific information regarding data submission and auditing • Perform reporting and data extraction activities • **LEA Admin**: • Control local access to CALPADS • Create new accounts and sets specific roles for LEA users • Administer all local CALPADS users

Component	Description
Staging Area	The Staging Area is the temporary storage for LEA submitted data until these are corrected, validated, and approved for loading to the CALPADS Operational Data Store (ODS). The Staging Area is the initial data loading point for all data submissions.
Operational Data Store (ODS)	The ODS captures and maintains all validated student and teacher related data submitted from the LEAs. This data store is the source of snapshot reporting and data extraction.
State Reporting Snapshots	The state reporting snapshot is a view of data in the CALPADS ODS at particular points-in-time based on a data collection window. Before the start of the data collection window, CALPADS takes a current snapshot of data form the ODS and stores it in the Snapshot database. The LEA has an opportunity to review and certify each snapshot. Once certified the data is frozen for official state reporting and analysis.

2.2.1 Security Roles for User Types

User access to data and CALPADS functionality are controlled by a user's set security level and assigned roles. The creation of users within the application is controlled by the system administrator role. Two levels of administrators exist within CALPADS. The administrator levels are:

- State Administrator
- LEA Administrator

The Administrators' main function is for the creation and maintenance of user accounts. State Administrators may create accounts for state level users, LEA Administrators, LEA users, and school level users. LEA Administrators can create LEA level users and school level users.

It is expected that the Administrator will create an additional account to perform day-to-day activities.

The creation of user accounts at the LEA and school level should reflect the workflow employed within the LEA to support ongoing preparation, submission and maintenance of data within CALPADS.

Each user is assigned a role or combination of roles during the creation of the user's account.

CALPADS security employs two key concepts: User Roles and User Security Levels.

- **User Roles** - Authorized administrators assign roles to users to grant the users access to specific data and functions in CALPADS. CALPADS stores the roles assigned to a given user in a set of security tables in the Operational Data Store (ODS).

- **User Security Level** – Authorized administrators also assign a user security level to users. A user can only belong to one level which determines the level of data that the user can see in CALPADS. There are 3 valid security levels:
  - School - Users of this level can view data for one or more schools in CALPADS
    NOTE: NPS schools are a special case requiring LEA level security.

- LEA - Users of this level can view data for an LEA or one or more NPS schools
- State - Users of this level can view all data in CALPADS

The combination of the two concepts determines a user's security rights and enables the user to perform necessary tasks within CALPADS. For example, a typical LEA User will be created with a Security Level of LEA and be assigned user roles based on their local responsibilities as related to CALPADS. If the user is responsible for submitting the LEA's enrollment data to CALPADS, the user might be assigned the SSID Enrollment - All roles. Multiple roles may also be assigned to an individual user (e.g. BatchNoPost and Online). It is possible for a user to belong to the Security Level of School, but have access rights to multiple schools within an LEA. Within both schools, the user may have multiple sets of roles assigned for each school (the role sets may be different across schools).

The Security Roles are discussed in detail in the LEA Operations Manual found under the CALPADS Help menu once you are logged in.

2.3 Hardware and Software Requirements

CALPADS is a web-based software application. There are no special hardware considerations needed. For optimum performance, the Web pages and Web-based applications hosted by the California Department of Education (CDE) require a current Web browser. It is the intent of CDE that all of its Web pages and Web-based applications will work well with **Microsoft Internet Explorer 8.0 or higher** and the current stable release and one previous release of **Mozilla Firefox**, **Apple Safari**, and **Google Chrome**.

Web browsers that are fully compatible with these browsers and older versions of these browsers may also be suitable, but CDE does not design, maintain, or test for browsers that are not listed above.

If you are not sure of the version of your browser, select **Help** in the menu bar of your browser and choose **About**.

Additional Information
Some Web pages and Web-based applications hosted by the CDE require the Web browser to support Javascript and to accept session-based cookies. By default, the major Web browsers are configured to handle these requirements.

2.4 Activities Supported

CALPADS supports the following major activities:

- Ongoing Student Enrollment
- Scheduled Data Collection and Certification
- Assessment Management

Each of these activities is introduced in the following sections.

2.4.1 Ongoing Student Enrollment

Ongoing student enrollment activities in CALPADS include:

- Assign SSIDs
- Enroll Students
- Enter Student Information
- Enter Student Program Information
- Maintain Enrollment Data
- Maintain Student Information
- Maintain Program Information

Additional information about these functions is presented in the SSID Enrollment chapter.

2.4.2 Scheduled Data Collection and Certification

CALPADS supports the collection of scheduled data for state reporting. Activities include the upload of data, reconciliation of data, and certification of data.

The annual data collections are identified in Instructions Table 2-3.

Instructions Table 2-3: Data Collected Annually

Annual Data Collections	
Fall 1	▪ Annual Enrollment Update ▪ Graduates and Dropout Counts ▪ Title III Eligible Immigrants ▪ English Language Acquisition Status ▪ FRPM Eligible/EL/Foster Youth Unduplicated
Fall 2	▪ Course Enrollment ▪ Staff Assignments and FTE ▪ Highly Qualified Teachers ▪ English Learner (EL) Services
EOY 1	▪ Course Completion ▪ Career Technical Education (CTE)
EOY 2	▪ Program Participation
EOY 3	▪ Discipline
EOY 4	▪ Waivers and Exemptions

The general timeframe for each data collection is represented in the following Figure 2-3.
Please note: Spring 1 was retired as an Annual Collection after the 2012-13 submissions year

Figure 2-3: Data Collection Windows

Reporting Grades	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	Jun	July	Aug
K-12		Fall 1 • Annual Enrollment w/Subgroup • English Language Acquisition Status • Title III Eligible Immigrants Fall 2 • Course Enrollments • English Learner (EL) Services • Certificated Staff Assignments								EOY 2 • Student Program Part. • EOY 3 Discip.		
7-12		Fall 1 • Grads and Drops								EOY 1 • Course Compl. • Career Technical Ed		
10-12										EOY 4 • Waivers		

2.4.3 Assessment Management

The Assessment Module was documented in a separate User Manual. See the CALPADS Assessment User Manual on CDE's website, http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp .

3. Navigation

CALPADS was designed with ease of user navigation in mind. The CALPADS “Home Page” appears upon successful login by the user. The Tab Panel is displayed at the top of each page within CALPADS. The series of tabs allow the authorized user to move directly between interfaces and to return to the “Home Page” as needed. Through these tabs, the user may directly navigate to the interface with which they need to perform a specific task or acquire the information they need. Links available on the “Home Page” also direct the user to outstanding tasks left to complete. Access to all of the interfaces, functional areas, and functions the user may perform is determined by the user’s authorization. Areas for which a user is not authorized will either be hidden from the user or inactivated. The user may also click on the **Help Link** from this page or any other page to access the CALPADS online Help information. Within each of the user interfaces and functional areas, the user is led through the pages with clearly labeled, logical buttons and links.

3.1 Tabs

Tabs for each of the CALPADS interfaces are found across the top of the “Home Page” as well as all other pages in CALPADS. The tab for an area will be active if the user has authority to use that interface. Once a main tab is selected, a subset of additional tabs may appear on a second row allowing the user access to sub-menus within the system. An example of the CALPADS **navigational** tabs is shown in Figure 3-1.

Figure 3-1: Navigational Tabs

The user may select the **Home** Tab at any time to return to the CALPADS “Home” page.

3.2 Sub-Menu Link

Links are used throughout CALPADS to allow a user to move logically from one page to another and are denoted by underlined text. In some instances, when a user accesses an interface, they will be presented with links to sub-menus within that interface allowing them to move quickly into the desired area. An example of sub-menu links is shown in Figure 3-2.

Figure 3-2: Sub-Menu Links

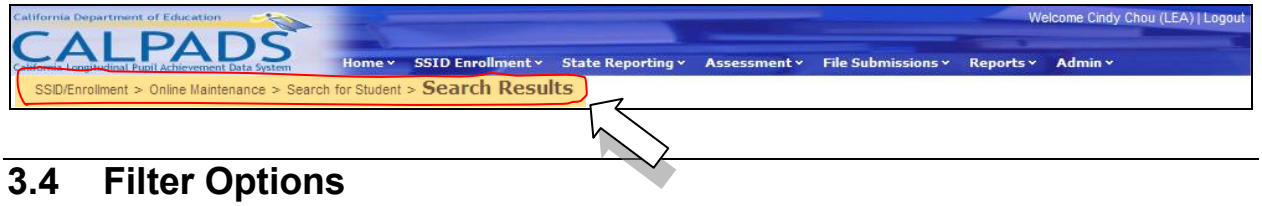
3.3 Bread Crumb Trail

A **Bread Crumb Trail** appears at the top of each page showing the path that the user has taken to get to the current page. Each entry in the **bread crumb trail** signifies a tab, link, or button that the user has selected in reaching the current point, with the current location in bold letters. The **bread crumb trail** is particularly useful in helping the user retrace steps.

Bread Crumb navigation breaks the site into Hyperlinked categories and sub-categories allowing major categories of information to be linked in a range of sequential order. When used properly, Breadcrumb navigation lets users easily see exactly where the page is located within the CAPALDS site.

The key thing to remember with breadcrumbs is that it tells you where you are and where you've been. Your current location is the large bold text to the farthest right. You can click sections of the bread crumb to navigate to the corresponding page. An example is shown in Figure 3-3.

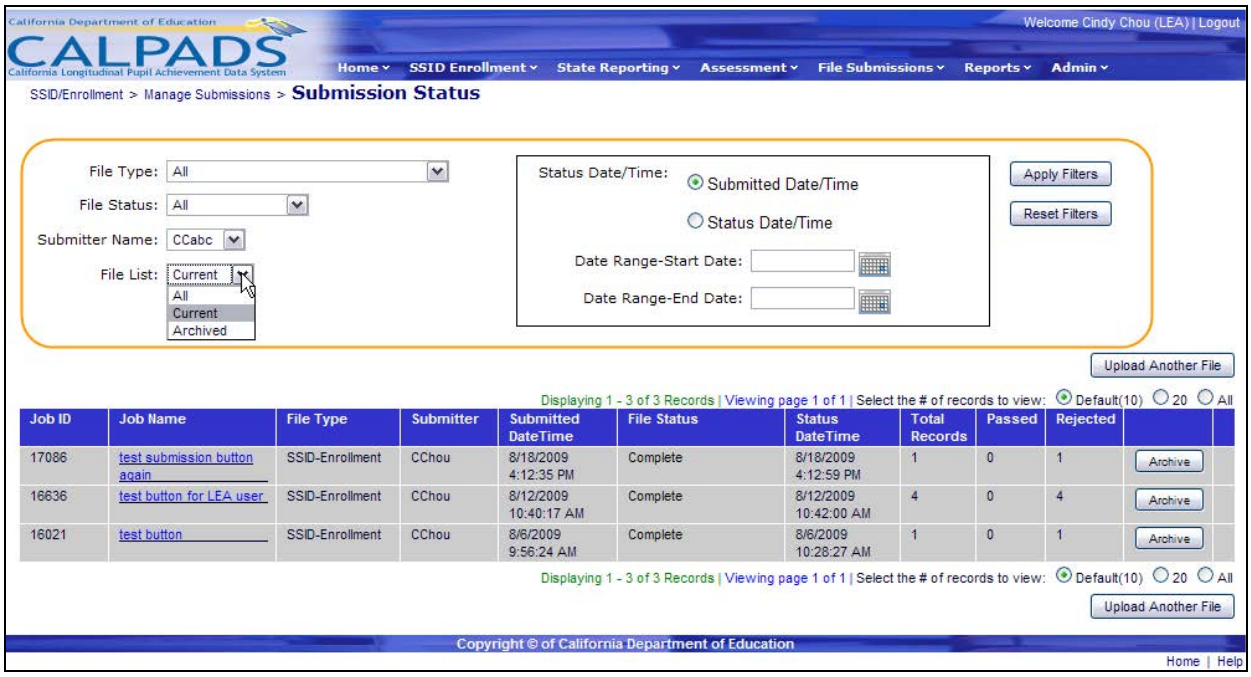
Figure 3-3: Bread Crumb Trail



3.4 Filter Options

Many of the CALPADS pages allow the user to view lists of data. In most cases, where there are large amounts of data to be displayed, the user has the option of using **Filters** to refine the data displayed in order to locate the information needed easier. In each instance where **Filter Options** are used, the user will be presented with several options from which they may choose. In general, the user can utilize fewer options for a broader search and multiple options for a more refined search of the data. When **Filter Options** are available, the screen will display two action buttons – **Apply Filters** and **Reset Filters.** When the user selects the **Apply Filters** button, the system begins a search of the data based on the options that have been selected. When the **Reset Filters** button is selected, the system deletes any filter options that have been selected and resets all values to their default positions. Specific instructions for the **Filter Options** in a particular interface are included in this manual in the section for that interface. An example of **Filter Options** is shown in Figure 3-4.

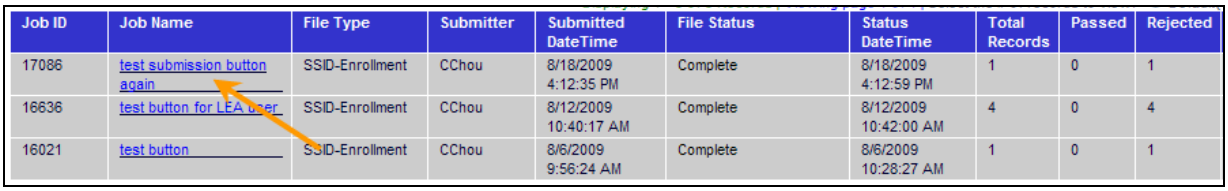
Figure 3-4: Filter Options



3.5 Links

Links provide a way for the user to move from the page they are currently viewing to another page containing additional information about a specific area. **Links** are hyperlinks denoted by underlined text. As mentioned previously, **links** are sometimes used as part of the CALPADS menu system but there are other uses as well. Throughout CALPADS there are many instances in which the system displays data with a count of records for that specific type of data. If the count is underlined, the user may click on that **count** link to view the details that make up that count. In other instances, a field name may be in blue and therefore linked to the detailed information about that field. **Lookup** Links are also used which allow the user to click on the link to see a list of valid values for the related field. In this case, when the user selects a value from the list, the linked field will be populated with the selected value. See Figure 3-5 for examples of **Links.**

Figure 3-5: Links



Job ID	Job Name	File Type	Submitter	Submitted DateTime	File Status	Status DateTime	Total Records	Passed	Rejected
17086	test submission button again	SSID-Enrollment	CChou	8/18/2009 4:12:35 PM	Complete	8/18/2009 4:12:59 PM	1	0	1
16636	test button for LEA user	SSID-Enrollment	CChou	8/12/2009 10:40:17 AM	Complete	8/12/2009 10:42:00 AM	4	0	4
16021	test button	SSID-Enrollment	CChou	8/6/2009 9:56:24 AM	Complete	8/6/2009 10:28:27 AM	1	0	1

3.6 Navigating Within a Page

Frequently, the CALPADS user is working with large amounts of data. The page navigation items are designed to help the user move efficiently through the data and to provide an indication of the subset of data the user is currently viewing. Some tools also allow a user to organize the data being viewed (e.g. sorting columns). Page Navigation items are included in Instructions Table 3-1.

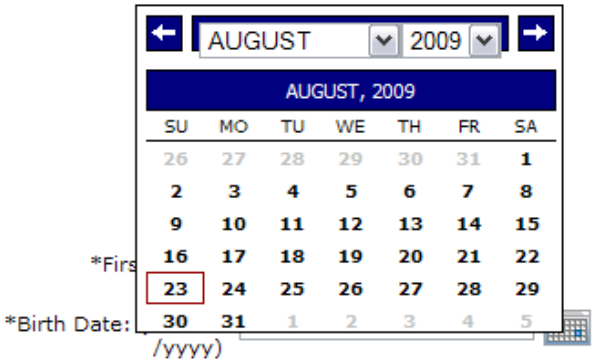
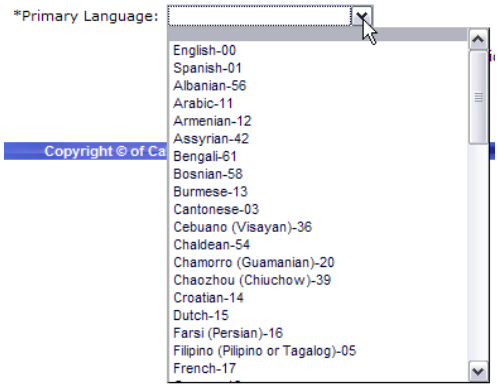
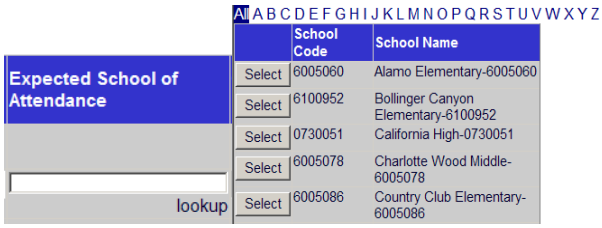
Instructions Table 3-1: Navigating Within a Page

Page Navigation		Description
1	Navigating through pages of data Select the # of records to view: Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button
2	Page Number Display Viewing page 1 of 134 1 2 3 4 5 6 7 8 9 10 ...	The **page display** shows the current page being displayed and the total number of pages for that list. The user may select a page number to view
3	Total Records Display Displaying 1 - 10 of 1339 Records	The **total records** show the number of records returned which may be viewed
4	Sorting data in a list. Submitted DateTime ▼ / File Status / Status DateTime 8/20/2009 12:02:32 PM / Complete / 8/20/2009 12:04:11 PM 8/18/2009 2:47:44 PM / Complete / 8/18/2009 2:51:48 PM 8/18/2009 1:56:40 PM / Upload Failed / 8/18/2009 1:56:40 PM 8/18/2009 1:56:40 PM / Upload Failed / 8/18/2009 1:56:40 PM	To sort a particular column, the user may select a column heading link. The red arrow in the column heading indicates that the column can be sorted. The first click on the field name orders records in ascending order; the second click on the field name orders records in descending order
5	Alphabet Bar All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	The user may select a letter to limit the display of the list to items that begin with that letter

3.7 Data Tools

There are many tools throughout CALPADS to help the user move through the system and enter data efficiently. Several of these tools are highlighted in Instructions Table 3-2.

Instructions Table 3-2: Data Tools

Navigation Tools		Description
1	Calendar Tool  	When the user selects the calendar icon, the system displays an interactive calendar from which the user can select a date. The text box will then be populated with the selected date. This ensures that the date will be entered in the correct format.
2	Dropdown Box  	When the user selects the **Arrow** button, a list of valid data for that field will display. The dropdown list is generally used for shorter lists of data.
3	**Lookup** Link  	When the user selects the **Lookup** link, a popup window will display where a user may search for the correct value for the field and select the value to populate the text box. The **lookup** link is generally used for longer lists of data.

3.8 Action Buttons

Almost every page in CALPADS will include one or more clearly labeled button(s) which the user will select to take some kind of action. Some of these buttons are simply related to navigating through the system and others instruct the system to take specific actions for that interface and data. Depending on the authority of a user, some buttons may be inactive. In other instances, buttons may be active at only specific times depending on the transactions that are taking place. Many of the buttons used in the system are described in general terms in Table 3-3. The individual instructions for each interface and function of the system include specific instructions for each button.

Instructions Table 3-3: Action Buttons

Action Buttons		Description
1	Search **Search** Button	When clicked, the system will begin a search based on the criteria that have been entered.
2	Reset **Reset** Button	When clicked, the system will reset any fields that have been changed back to their default values.
3	Submit **Submit** Button	When clicked, the system will perform the user's selected operation on the interface and return the matching data or appropriate error message.
4	Cancel **Cancel** Button	When clicked, the system will cancel the process.
5	Apply Filters **Apply Filters** Button	When clicked, the system will begin a search based on the filter criteria that have been entered.
6	Reset Filters **Reset Filters** Button	When clicked, the system will reset all filter options for correspond to the function trigged in the active page. The Reset button resets filtered options to their default values.
7	Return to Administration Home **Return to xxxx** Button	When clicked, the Return to button will return to the page indicated in the button text. Please note: The text following *Return to* is specific to where you are in the system, See specific interface instructions areas for detailed information.
8	Edit **Edit** Button or Edit **Edit** Link	When clicked, the system will move from read only mode into edit mode allowing the user to make changes to the data.

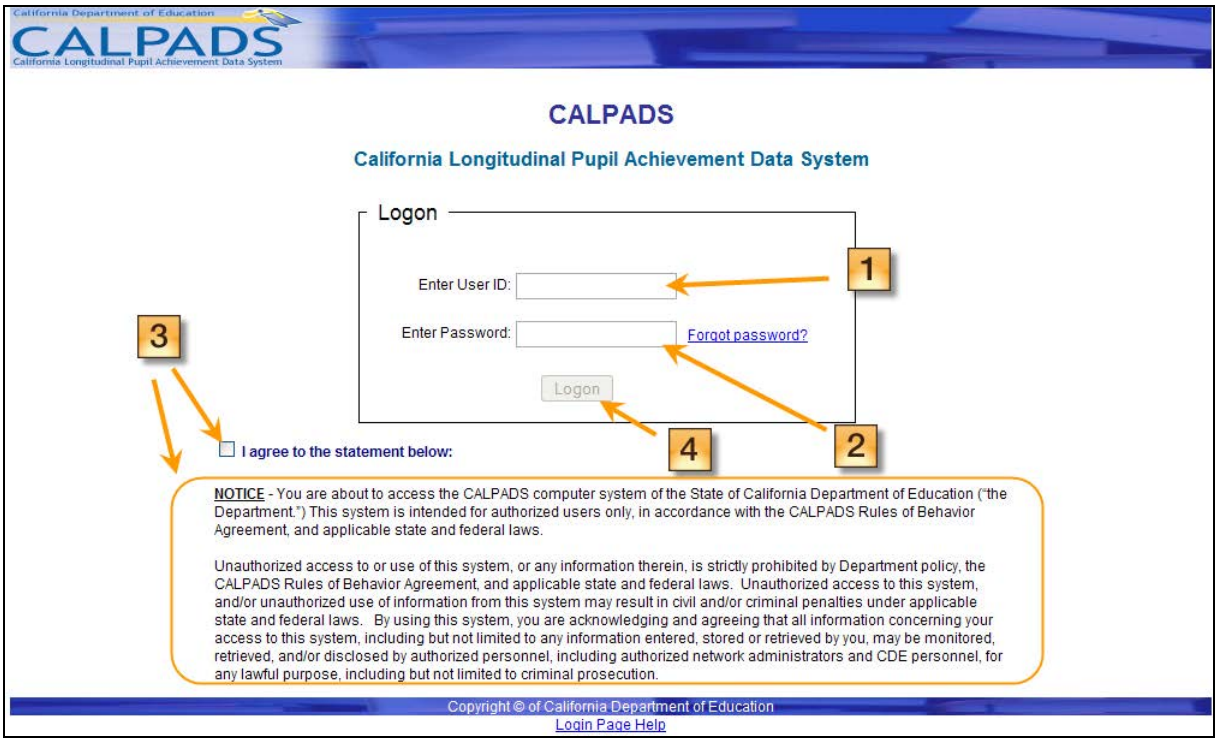
Action Buttons		Description
9	Add New Record + **Add New Record** Button	When clicked, the system will add a new line with *Blank* values so that the user may create a new record. In some instances this button may read "Add a new (interface label) record +".
10	Delete Record **Delete Record** Button	When clicked, the Delete Record button begins the deletion process of the entire record. the system `will display a confirmation message for the user to confirm or cancel the deletion.
11	Validate **Validate** Button	When clicked, the system will search the ODS to verify that the data entered is valid.
12	Save **Save** Buttons	When clicked, the system will save the user's interactions and allow the user to perform some other action or move to another page. There may be more than one **Save** button which allows the user to choose the next action.
13	Download **Download** Button	When clicked, a request for a download of the information displayed on the page will be submitted. The user will be notified when the file is ready to download. The user must download the file using the "Download Requested Files" interface.

4.CALPADS Login

The CALPADS “Login” page allows an authorized user, who has been assigned a User ID and Password, to log in to CALPADS. The role(s) assigned to users determine which interfaces the user has permission to access and which functions the user has permission to perform. The user system roles and system access levels are set according to the CDE specifications and are assigned to each user by a system administrator. The user may use the Forgot your Password link to retrieve his/her password. Upon successful login, the CALPADS “Home Page” is displayed, allowing the user to navigate to specific applications throughout CALPADS.

User roles and system access levels are set according to the CDE specifications. The assigned role determines which interfaces the user has permission to access and which functions the user has permission to perform. The user may access the portal once a User ID and Password are obtained.

Screen 4-1: CALPADS Login Page



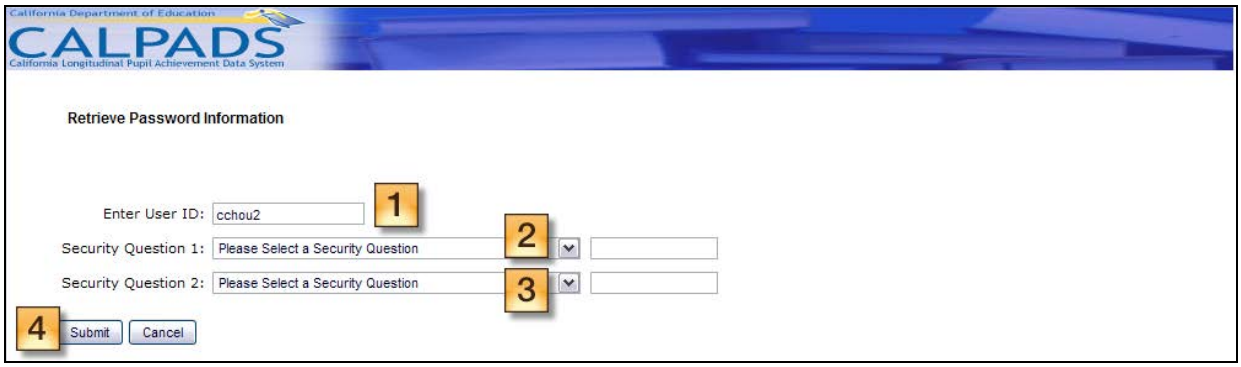
Instructions Table 4-1: Login to CALPADS

Step by Step Screen Instructions		Special Instructions
1	Enter the **User ID** in the text box	The value entered must be a valid User ID assigned by the user's LEA Administrator or assigned by a State User
2	Enter the **Password** in the text box Note: If you are unable to log in, contact your System Administrator	▪ If the user is logging in for the first time, the password will be a system generated password provided through email once the LEA Administrator or State User creates the account ▪ The value entered must be the Password associated with the User ID ▪ 3 login attempts are allowed If these attempts fail, you will be locked out of the system for 10 minutes, at which point you can attempt to log in again
3	Read the Notice at the bottom of the screen and select the "I agree to the statement below" checkbox if agreed	The checkbox must be checked in order to log in
4	Login **Login** Button	When clicked, the system will verify the User ID and Password entered with the CALPADS account information and display the CALPADS "Home Page" or the appropriate error message
Optional Functions		
Forgot password?		When clicked, the system will direct the user to the "Retrieve Password" page
Login Page Help		When clicked, the system will direct the user to the User Manual instructions for the login screen

5.Retrieve Password

This Retrieve Password function allows an authorized user to retrieve a forgotten password stored in the user's CALPADS account profile. The "Retrieve Password" page is displayed when a user selects the **Forgot Your Password** link on the CALPADS "Login" page.

Screen 5-1: Retrieve Password



Instructions Table 5-1: Retrieve Password

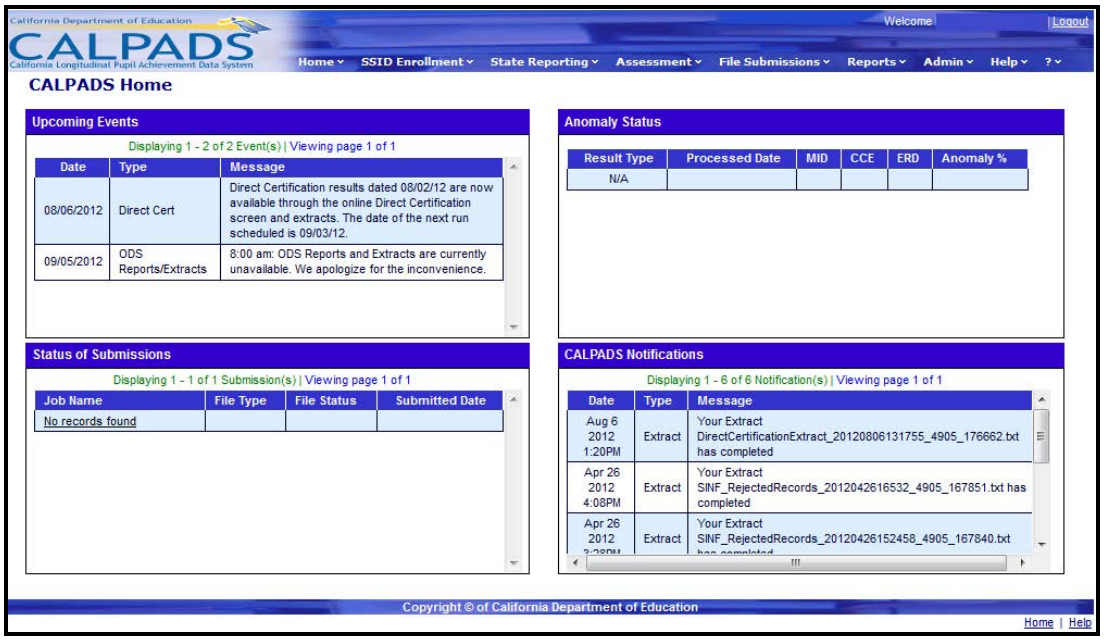
Step by Step Screen Instructions		Special Instructions
1	The user's User ID will be pre populated with the value provided on the login screen. If the user did not provide the User ID, the user must enter the User ID for the password to retrieve on this screen	
2	Select a previously set security question for the **Security Question 1** using the dropdown list, then provide the answer to the question in the text box to the right	The value entered must be a valid answer to the password challenge question that was previously set up in Administration > Manage User Profile
3	Select a previously set security question for the **Security Question 2** using the dropdown list, then provide the answer to the question in the text box to the right	The value entered must be a valid answer to the password challenge question that was previously set up in Administration > Manage User Profile Both questions must be answered in order to retrieve the password
4	Submit **Submit** Button	When clicked, the system will validate the provided answers to the questions and if valid, the system will email a new temporary password to the email account stored in the user's profile.

Optional Functions	
Cancel **Cancel** Button	If the **Cancel** button is clicked, the password will not be retrieved and the user will be directed back to the login screen

6.CALPADS Home Page

The CALPADS “Home” page allows an authorized user to view the status of the user’s CALPADS activities. The “Home” page is displayed upon successful login.

Screen 6-1: CALPADS Home Page



The “Home” page is divided into the following sections:

- Upcoming Events: This section will notify the user of important upcoming events related to CALPADS
- Anomaly Status: This section will provide the status of the LEA’s anomalies with a count of each type of anomaly
- Status of Submissions: This section will provide the user with the status of each file submission
- CALPADS Notifications: This section will display notifications generated by CALPADS, such as the availability of files the user requested for download

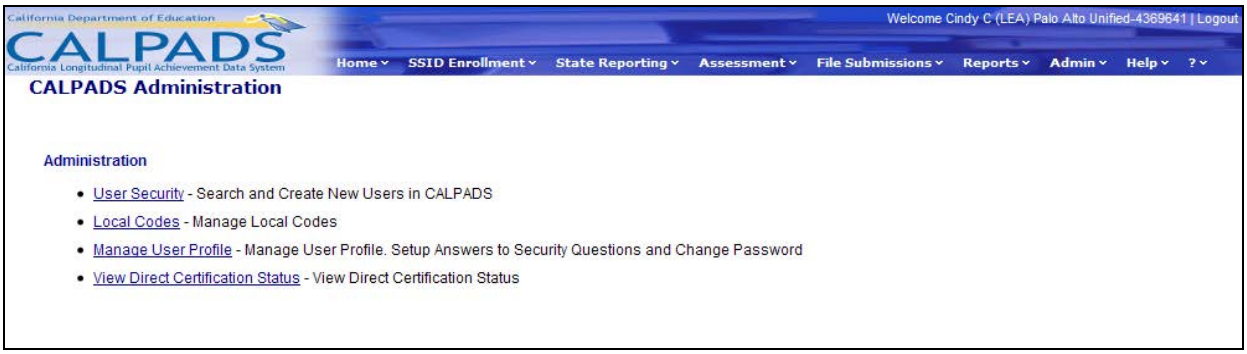
7.Manage User Profile

The “Manage User Profile” function allows an authorized LEA or School user to do the following:

- Manage Users assigned to the LEA through User Security (limited to LEA Administrators)
- Manage security questions and change current password through Manage User Profile
- Manage local code mappings (limited to LEA users with the appropriate role assigned)
- View results from the latest Direct Certification run (limited to users with the appropriate role assigned)

The “Manage User Profile” page is accessed through “Administration” as indicated in the Screen 7-1 image below.

Screen 7-1: Administration



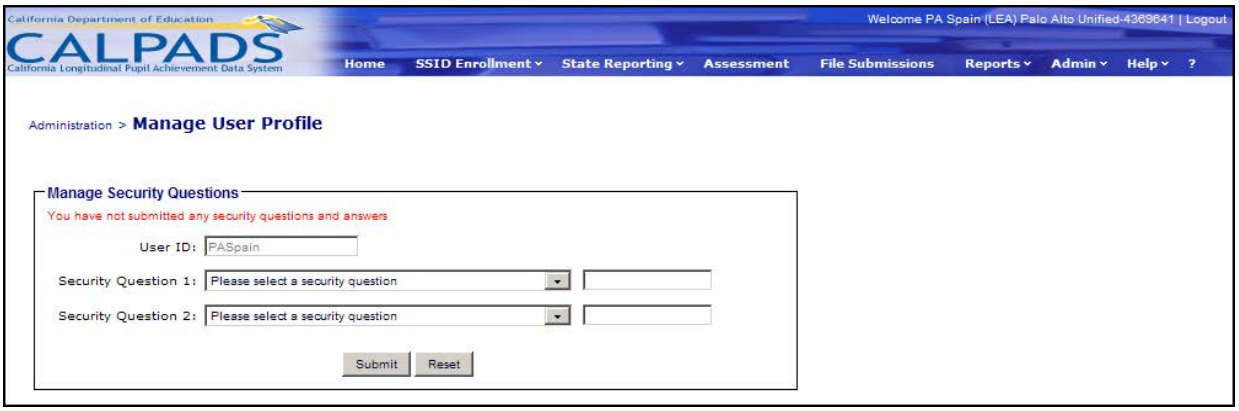
Access to each Administration link is limited by the user’s security level and roles assigned:

- The **User Security** link is accessible to LEA Administrators and State Administrators
- The **Local Codes** link is accessible to LEA Administrators, State Administrators, as well as LEA users with the Local Code Mapping role assigned
- The **Manage User Profile** link is accessible to all users
- The **View Direct Certification Status** link is accessible to users with the Direct Certification role assigned

7.1 Manage Security Questions

The **Manage User Profile** link allows an authorized user to access the appropriate page to set up or edit the user’s security questions. It is selected from the **Admin** tab. The “Manage Security Questions” portion of the “Manage User Profile” page allows the user to set up the answers to security questions that are used on the “Password Retrieval” page when the **Forgot Your Password** link is selected at login. The answers to the security questions provided here are stored in the user’s CALPADS account profile.

Screen 7-2: Manage Security Questions



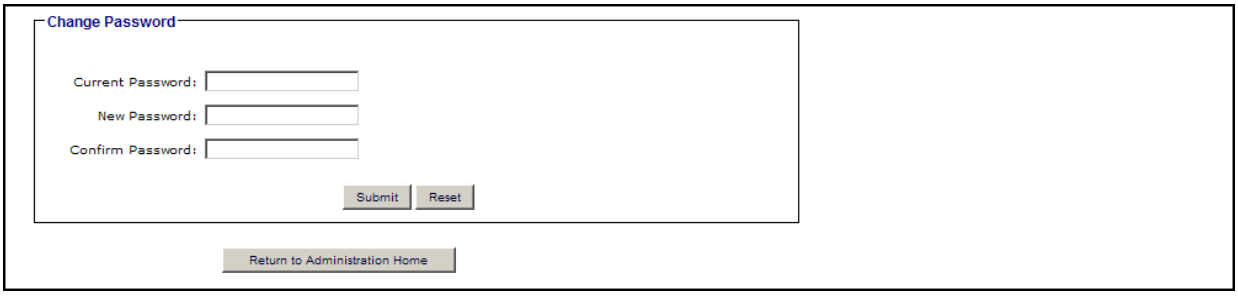
Instructions Table 7-1: Manage Security Questions

Step by Step Screen Instructions		Special Instructions
1	The user's User ID will be pre populated Note: if appropriate, the system will display a message to notify the user if the user does not have security question answers stored	
2	Select a security question for the **Security Question 1** field and provide the answer to the question in the text box to the right	The question must be different from Security Question 2
3	Select a security question for the **Security Question 2** field and provide the answer to the question in the text box to the right	The question must be different from Security Question 1
4	Submit **Submit** Button	If "Submit" is clicked, the answers to the Security Questions will be stored in the user's CALPADS account profile and will be used if the user chooses to retrieve a forgotten password
Optional Function	Reset **Reset** Button	When clicked, the **Reset** button resets all fields on the screen to the default value

7.2 Change Password

The **Manage User Profile** link allows an authorized user to access the appropriate page to manage a user's password. It is selected from the **Admin** tab. The "Change Password" portion of the "Manage User Profile" page (Screen 7-3) allows the user to change the user's current password used to log into CALPADS. The new password entered here will be stored in the user's CALPADS account profile.

Screen 7-3: Change Password



Instructions Table 7-2: Change Password

Step by Step Screen Instructions		Special Instructions
1	Enter your current password	The value entered must be the valid current password
2	Enter your new password in the "New Password" field	See below (7.3) for password specifications
3	Re-enter your new password in the "Confirm Password" field	The password must be the same as the password entered in the "New Password" field
4	Submit **Submit** Button	If "Submit" is clicked, the passwords entered will be validated; If the passwords pass the validation, they will be stored in the user's CALPADS account profile
Optional Functions	Reset **Reset** Button	When clicked, the **Reset** button resets all fields on the screen to the default value
Optional Functions	Return to Administration Home **Return to Administration Home** Button	When clicked, the user will be returned to the Administration landing page

7.3 Password Specifications

When creating a password, it must :

- Be at least eight characters and up to fifteen characters in length
- Contain at least one uppercase letter
- Contain at least one lowercase letter
- Contain at least one of the following non-alphanumeric characters: ! @ # $ ^ & * - = _ + ?

A password must **not** be:

- Same as the User ID
- Same as the current password
- Posted in a public place or on a sticky, attached to your monitor

Passwords expire every 90 days and must be renewed. You will be prompted when a new password is needed.

8.Code Management

The code management function in CALPADS allows an LEA Administrator to map the LEA's local codes to CALPADS system codes. The mapping allows a user to submit files for processing containing local code values that will then be translated into CALPADS code values based on the mapping conducted by the user. Once mappings are created, the Administrator may make additions and corrections to as well as delete the individual code value mappings within a Reference Code set.

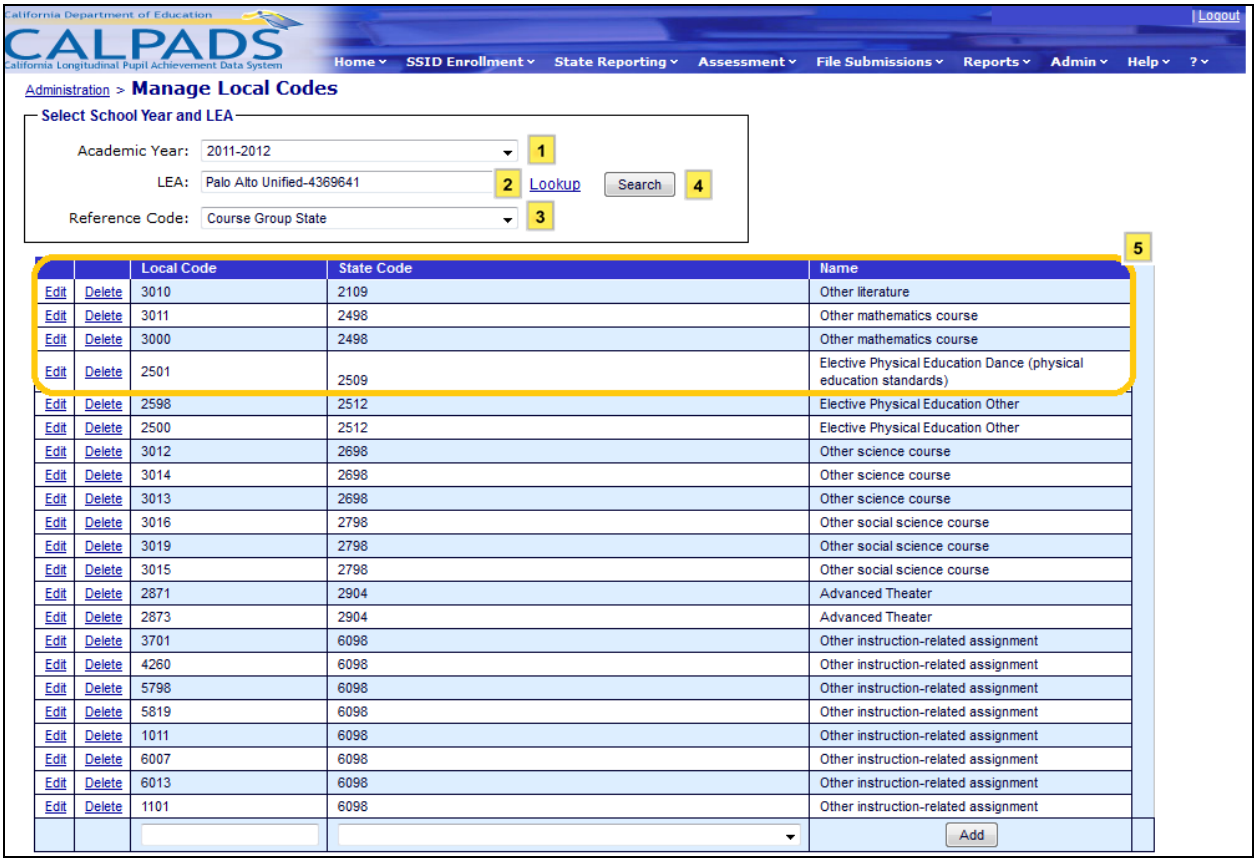
8.1 Local Codes

The Manage Local Codes functionality allows an authorized user to map LEA local codes to the CALPADS codes. The interface will only be displayed for users who are authorized LEA access level Administrators or for users that have the Local Code Mapping role assigned.

A user may perform the following functions with this interface:

- Edit a local code, state code, or name
- Delete a code mapping
- Add a new code mapping

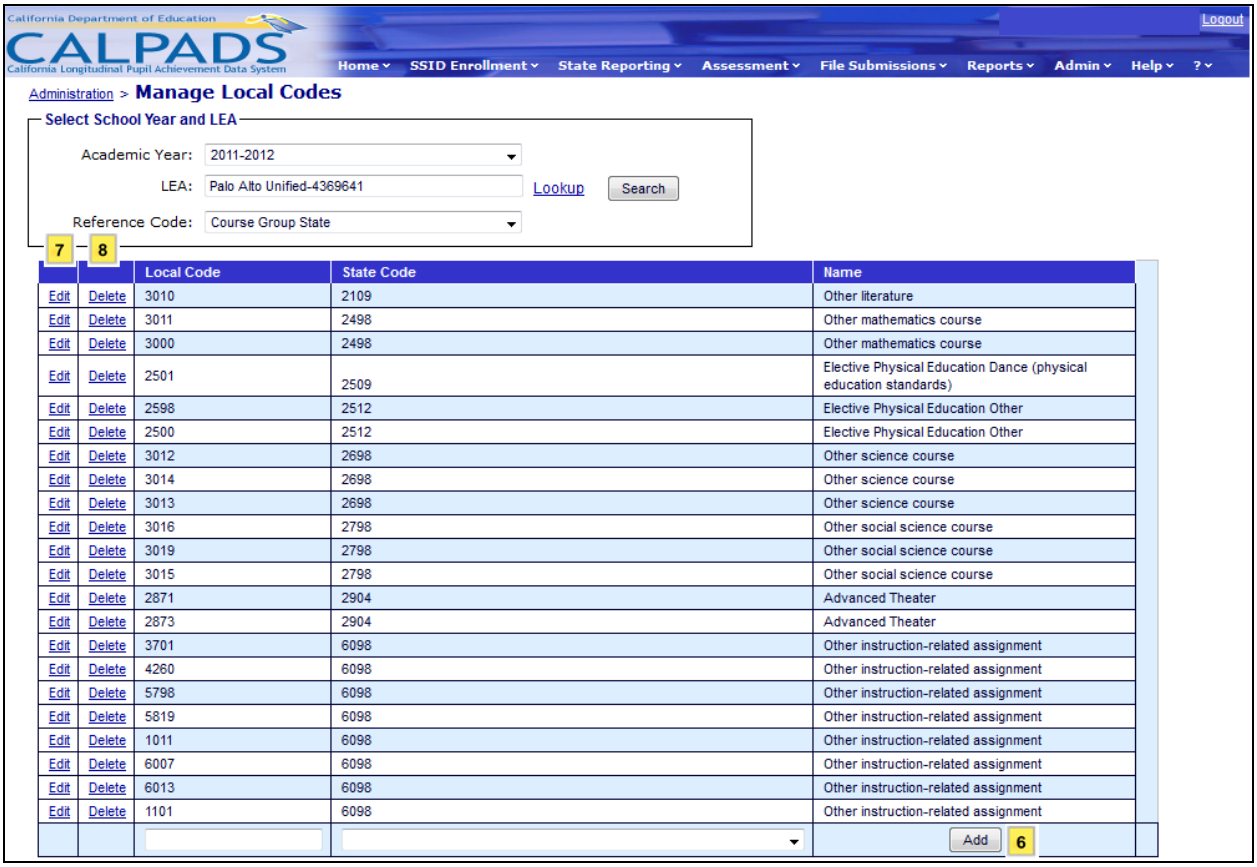
Screen 8-1: Manage Local Codes page



Instructions Table 8-1: Manage Local Codes

	Step by Step Screen Instructions	Special Instructions
1	Select the **Academic Year** from the dropdown list	
2	Select the appropriate LEA using the **Lookup** link	
3	Select the Reference Code set you wish to view or work with using the dropdown list	
4	Click the **Search** button to display the LEA's current mappings of local codes	When the Search button is clicked the system will filter by the Reference Code set selected
5	In the displayed results, four columns will be returned: **Edit** and **Delete** buttons, the **Local Code** column (displaying the local codes), the **State Code** (displaying the corresponding State Codes), and the State Code Name column (displaying the name of the corresponding State Code value)	This interface will vary depending on the code set in use. If mappings exist, the mappings appear in a list form with the option to edit each individual mapping

Screen 8-2: Manage Local Codes (Add or Modify Mappings)



Instructions Table 8-2: Manage Local Codes (Add or Modify Mappings)

	Step by Step Screen Instructions	Special Instructions
6	To add a new mapping, enter the Local Code in the empty text box then select the corresponding State Code from the dropdown list. Select the **Add** button to save the addition	The new mapping will appear as a new row at the bottom of the list
7	To edit an existing mapping, select the **Edit** link in the corresponding row of the mapping to modify. The Local Code and State Code fields will then turn to edit mode. Make the necessary corrections and select the **Save** link after the corrections are made	The edited values will replace the original values once the **Save** button is clicked
8	To delete an existing mapping, select the **Delete** link next to the mapping to delete.	Once the **Delete** link is clicked, the mapping will be removed from the list

9.Direct Certification Status

Direct Certification is the federally mandated process through which school-age recipients of Food Stamps and CalWORKs benefits are certified as eligible for free school meals without further application. The Direct Certification function allows an authorized user to view all open primary enrolled students who either have or have not been previously certified through the National School Lunch Program (NSLP) Direct Certification process. LEAs shall be able to view results for any student enrolled within their LEA regardless of when the enrollment start date occurs (i.e., an LEA can see current results even if the open enrollment doesn't start for a few months).

This process is an exchange of student level data with the California Department of Social Services (CDSS) to determine if a student qualifies for free meals under the NSLP guidelines.

LEAs receive notification via the Home Portal when the results data is loaded to CALPADS. The LEA is then able to view the NSLP Direct Certification run under the Reports section of CALPADS. The results can also be downloaded in a file using the extract functionality from the Reports Tab. It includes the Direct Certification results for all primary enrolled students at the time the CALPADS extract was created for the Direct Certification process exchange.

In order to view the data, the user must be granted the Direct Certification role by the LEA Administrator.

Starting with Academic Year 2012-2013 the Direct Certification module in CALPADS was updated to handle new status types. As of July 2014 we are still awaiting for DSS to provide the new status types in the extract. CALPADS will display the new codes once we receive them from DSS.

- B – SNAP/TANF Certified,
- S – SNAP Certified,
- T – TANF Certified,

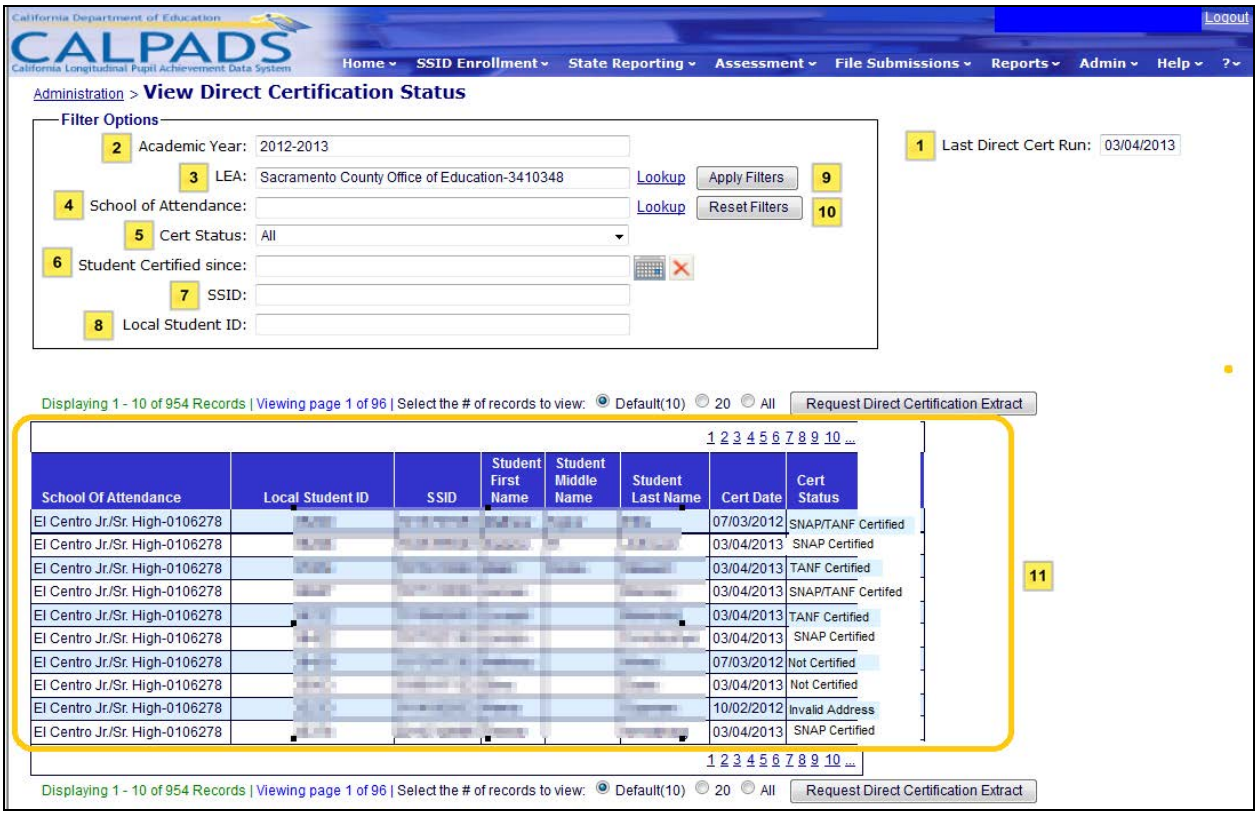
All statuses are reset annually except in the snapshot database which is retained for reporting purposes only.

9.1 View Direct Certification Status

The "View Direct Certification Status" function allows an authorized user to view the results of the latest Direct Certification run for all students in the user's LEA/School. The screen is displayed when the user selects the **View Direct Certification** tab from the **Admin** menu. Only users with the Direct Certification role assigned have access to this screen.

Filter options are available, for the user, to display a specific student or set of students. From this page, the user can navigate to the appropriate page to request a downloadable Direct Certification Extract.

Screen 9-1: View Direct Certification Status



Instructions Table 9-1: View Direct Certification Status

	Step by Step Screen Instructions	Special Instructions
1	The **Last Direct Cert Run** date will be displayed to notify the user of the date in which the most recent Direct Certification process was run	This is a read-only field
2	The **Academic Year** field will always be populated with the current year	This is a read-only field
3	The **LEA** field will default to the user's LEA	
4	Select a **School of Attendance** to display students enrolled in a particular school by using the **Lookup** link	This is an optional field
5	Select a **Cert Status*** to display students with a particular Direct Certification result. Possible values are: ▪ All ▪ C - Certified ▪ N – Not Certified ▪ A – Invalid Address ▪ B – SNAP/TANF ▪ S – SNAP ▪ T – TANF	Field defaults to All

	Step by Step Screen Instructions	Special Instructions
	*Note: Starting with Academic Year 2012-2013 the Direct Certification module in CALPADS was updated to handle new status types. As of July 2014 we are still awaiting for DSS to provide the new status types in the extract. CALPADS will display the new codes once we receive them from DSS.	
6	Choose a **Student Certified since** date using the Calendar tool or by entering a date in the MM/DD/YYYY format in order to display students who have been certified since a particular date within the current Academic Year	This is an optional field Students with a Certification Date on or after the date provided will be displayed
7	To display the results of a particular student, enter the **SSID** of the student if known	This is an optional field
8	To display the results of a particular student, enter the **Local ID** of the student if known	This is an optional field
9	Click on the **Apply Filter** button to generate the list of students based on the filter values provided	
10	Review the results shown	If the results do not produce the students the user is searching for, the user must adjust to filter values and generate a new list
11	In the displayed results, eight columns will be returned: **School of Attendance** **Local Student ID** **SSID** **Student First Name** **Student Last Name** **Cert Date:** Corresponds to the date the student was initially certified eligible for NSLP. This is the date when the match occurred and not be blank, **Cert Status:** **B** = SNAF/TANF means that the student is eligible for free lunches through both SNAP and TANF programs. **S** = SNAP means that the student is eligible for free lunches through only the SNAP program. **T** = TANF means that the student is eligible for free lunches through only the TANF program. **C** = Certified means the student was eligible for free lunches prior to the cutover with the new codes (B, S, T), but may no longer be in the CalWORKS or CalFRESH systems to upgrade the C to a T, S, or B. However, since eligibility is good for the entire academic year, the C status will remain in effect until the academic year is over. **N** = Not Certified means that the student is Not Certified for free lunches.	This interface will vary depending on the filters that are applied. If the Cert Status has upgraded from one certified value to another, (e.g., from S to B), the Cert Date will retain the date of the initial certification for FRPM reporting purposes. If the Cert Status has upgraded from Invalid Address (A) or Not Certified (N) to a certified value (C, S, T, or B), the Cert Date will be updated based on the new certified value. If the Cert Status has not been upgraded from Invalid Address

	Step by Step Screen Instructions	Special Instructions
	A = Invalid Address means that the student's residential address is an invalid address and certification for free lunches cannot be determined.	(A) or Not Certified (N), the Cert Date will be updated based on the most current DC run date.

As for June 2014, the CALPADS Direct Certification results contain a Certification Status code for each active student enrollment record within your LEA since the last time of the pull. The Certification Status codes returned are defined as follows:

	"C" = "Certified" –	Student record was certified during the Direct Certification matching process.
	"N" = "Not Certified"	Student record was not certified during the Direct Certification matching process.
	"A" = "Invalid address"	Student's address information was not recognized as a valid United States Postal Service (USPS) address by the Direct Certification address conversion process. This student record did not process through the Direct Certification matching process.

9.2 Request Extract and Download Extract of Direct Certification Results

Here are the steps to request and download Direct Certification results:

Request Extract of Direct Certification Results

1. Log into CALPADS and navigate to the **Reports** menu
2. Select Extracts
3. Select **Direct Certification link** under the Request CALPADS Files section
4. Review selection criteria:
   - Reporting LEA: request an extract for an LEA
   - School: request an extract for a single school. If left blank, extract will include all schools in the LEA
   - Certification Status Code: request an extract for a specific Certification Status Code (e.g. C – Certified, or A - All)
   - Student Certified Since: request an extract for students certified since a specified date
5. Select Requested File

Download Extract of Direct Certification Results

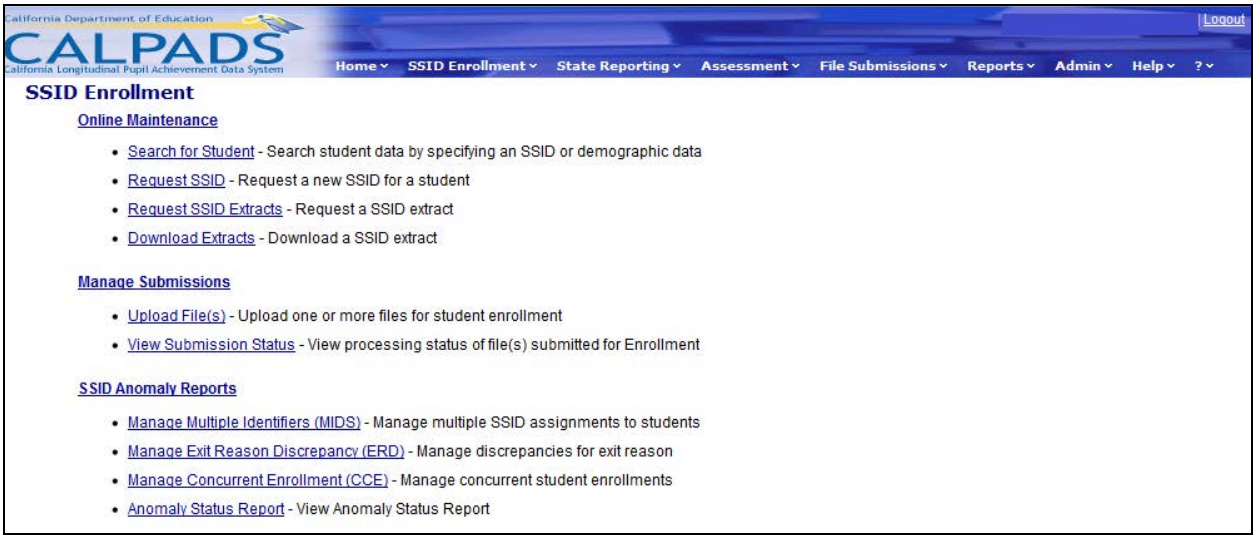
1. Log into CALPADS and navigate to the **Reports** menu
2. Select Extracts
3. Select Direct Certification link under the Retrieve CALPADS Files section
4. Select Download button next to the requested Extract

10. SSID Enrollment

The **SSID Enrollment** tab functions allow an authorized user to view, add, and maintain student enrollment records. These functions are organized into three categories:

1. **Online Maintenance** – Through this Online Maintenance option, the user may search for a particular student, determine if the student already exists in CALPADS, and enroll the student with the existing SSID or with a newly created SSID. Once an enrollment record is created for the student, the user may maintain the record. Once an SSID has been established for student an SSID extract can be requested and downloaded.
2. **Manage Submissions** – The Manage Submission option allows a user to request new SSIDs, create new enrollment records, and submit enrollment updates all in conjunction through the upload of batch files. Once a file is uploaded, the user may also view the status of each uploaded file.
3. **SSID Anomaly Reports** – The Anomaly Reports option allows a user to view existing anomalies as well as resolve the anomalies through designated resolution screens. These anomalies include Exit Reason Discrepancies (ERD), Concurrent Enrollments (CCE), and Multiple Identifiers (MID).

Screen 10-1: SSID Enrollment Menu



10.1 Online Maintenance

The Online Maintenance functions allow an authorized user to view, update or add new enrollment information for an individual student at a time. Through the **SSID Enrollment** and **Online Maintenance** tabs, the user has the ability to select from several links. The **Search for Student** link directs the user to the initial search page where the user may enter the search criteria to determine if the student has an existing SSID. The **Request SSID** link directs the user to the appropriate page to submit a request for the creation of a new SSID or assign an existing SSID.

10.1.1 Online Maintenance Menu

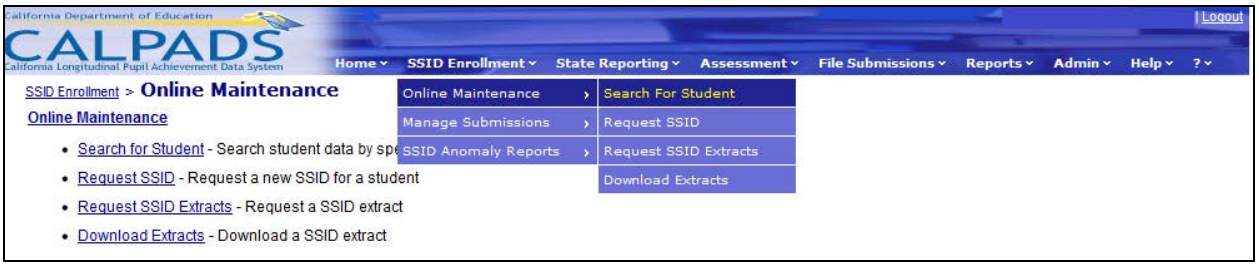
The Online Maintenance Menu directs the user to the appropriate pages to initiate the following actions:

1. **Search for Student**
   - A user may select the **Search for Student** link to search for an existing student by SSID or by Demographic. The user may conduct more general or wildcard searches (see definition below) by providing partial information through this option.
2. **Request SSID**
   - A user may enroll a student by requesting a new SSID or assigning an existing SSID through the **Request SSID** link.
3. **Request SSID Extracts**
   - A user may select **Request SSID Extracts**. See Section 14.5 Extracts.
4. **Download Extracts**
   - A user may select **Request SSID Extracts**. See Section 14.5 Extracts.

A wildcard search is using a special character that represents one or more other characters. CALPADS uses the most commonly used wildcard character, the asterisk (*), which can represent one, none or any a string of characters that might follow the wildcard asterisk. The wildcard character search can be used in any field where you are unsure about the specifics about search criteria, such as name spelling, partial email addresses and student IDs.

For example, in searching: would mean "any word that starts with 'run' and has any kind of ending." If you entered "run*" for your search criteria in a field that offered wildcard search capability, you would get results for run, runs, running, runner, runners - in short, any possible word that might begin with the three letters.

Screen 10-2: Online Maintenance Menu



10.1.2 Student Search

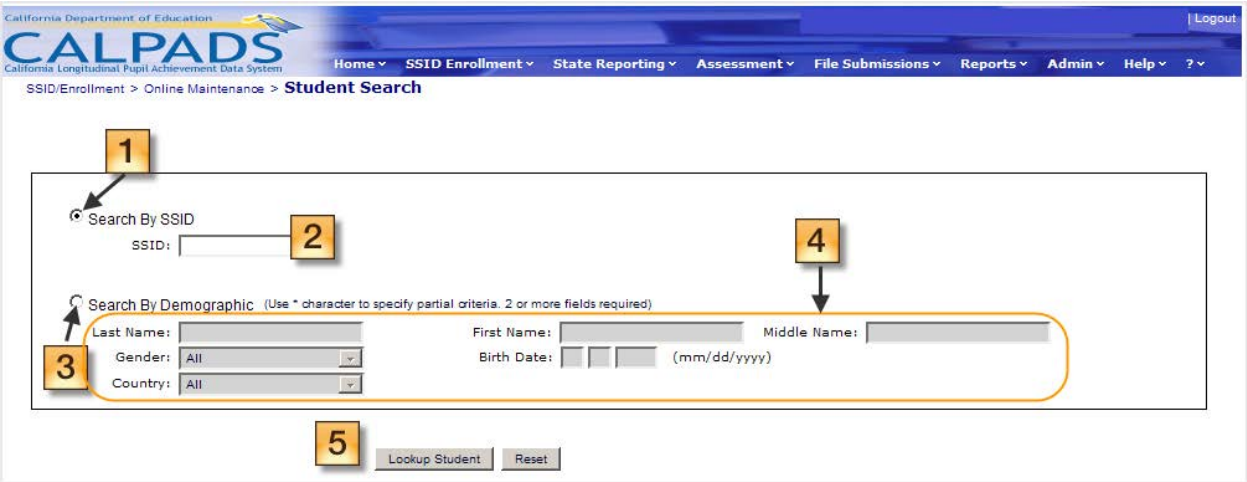
The "Student Search" function allows an authorized user to initiate a search to determine if a student exists in the ODS. The page is displayed when the user selects the **Search for Student** link from the **Online Maintenance** menu through the **SSID Enrollment** tab.

The search options allow the user to conduct a specific search as well as a general search. Partial information may be submitted as search criteria. A search is limited to a result set of 100 records. If a warning message indicates that the limit has been exceeded, additional criteria should be added to the query.

The two search methods are:

1. Search by SSID: The user may utilize the Search By SSID option if the complete SSID or part of the SSID is known for the student. (see Screen 10-3)
2. Search by Demographics: The user may utilize the Search By Demographic option if the SSID is not known but at least two demographic fields are known. Partial information is allowed (see below for instructions). If data are entered in more than the required two fields, the system will utilize the additional fields to filter records during the ODS search process. (See Screen 10-3a)

Screen 10-3: Search for Student



Instructions Table 10-3: Search for Student - Search by SSID

Step by Step Screen Instructions		Special Instructions
1	Select the **Search by SSID** Radio button	Verify the **Search by SSID** Radio button is selected
2	Add all or part of the SSID	If entering partial number place an Asterisk before, in the middle of, or at the end of the partial SSID
5	Click **Lookup Student**	**Lookup Student** initiates the search

Optional Functions	
Reset **Reset** Button	To restore all fields to the default values, click the **Reset** button

Instructions Table 10-3a: Search for Student - Search by Demographics

Step by Step Screen Instructions		Special Instructions
3	Select the **Search by Demographics** radio button	Verify the **Search by Demographics** Radio button is selected
4	Add all or part of the Demographic information (two or more fields are required)	If entering partial information place an Asterisk before, in the middle of, or at the end of the information
5	Click **Lookup Student**	**Lookup Student** initiates the search If data are entered in more than the required two fields, the system will utilize the additional fields to filter records during the ODS search process

Optional Functions	
Reset **Reset** Button	To restore all fields to the default values, click the **Reset** Button

10.1.3 Search Results

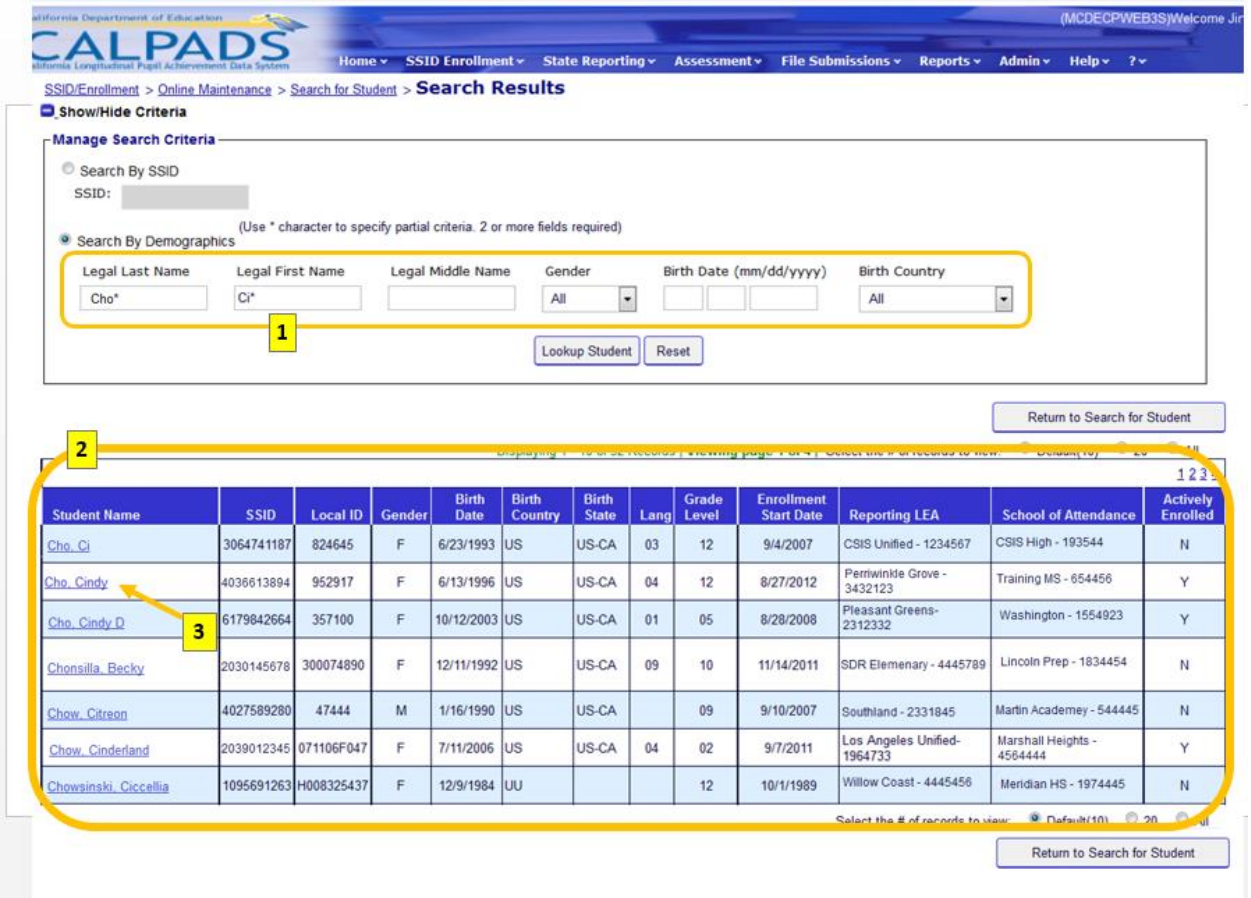
The “Search Results” page displays 100 or fewer records containing data that match the search criteria entered on the “Student Search” page. If a warning message indicates that the limit of 100 records has been exceeded, additional criteria should be added to the query.

The system will display the search criteria utilized to identify matching records in the ODS at the top of the page and will display the identified matching records below in the search results section. The search results section will display key elements from each candidate’s record. The user may select a candidate’s name to view additional details and to continue the Search for Student process.

The functionality on the “Search Results” page allows a user to:

1. Manage the search criteria data by modifying the submitted data, by applying filters or by modifying the view
2. View key elements and select a student name in the search results section to view additional details of an existing student the system identified as a possible match
3. Avoid creating students with Multiple Identifier (MID) by showing 100% matches*
4. Modify the number of records displayed when there are more than 10 results
5. Manipulate the sort order of the returned records in the search results
6. Navigate to selected pages when there is more than one page of results

Screen 10-4: Search Results



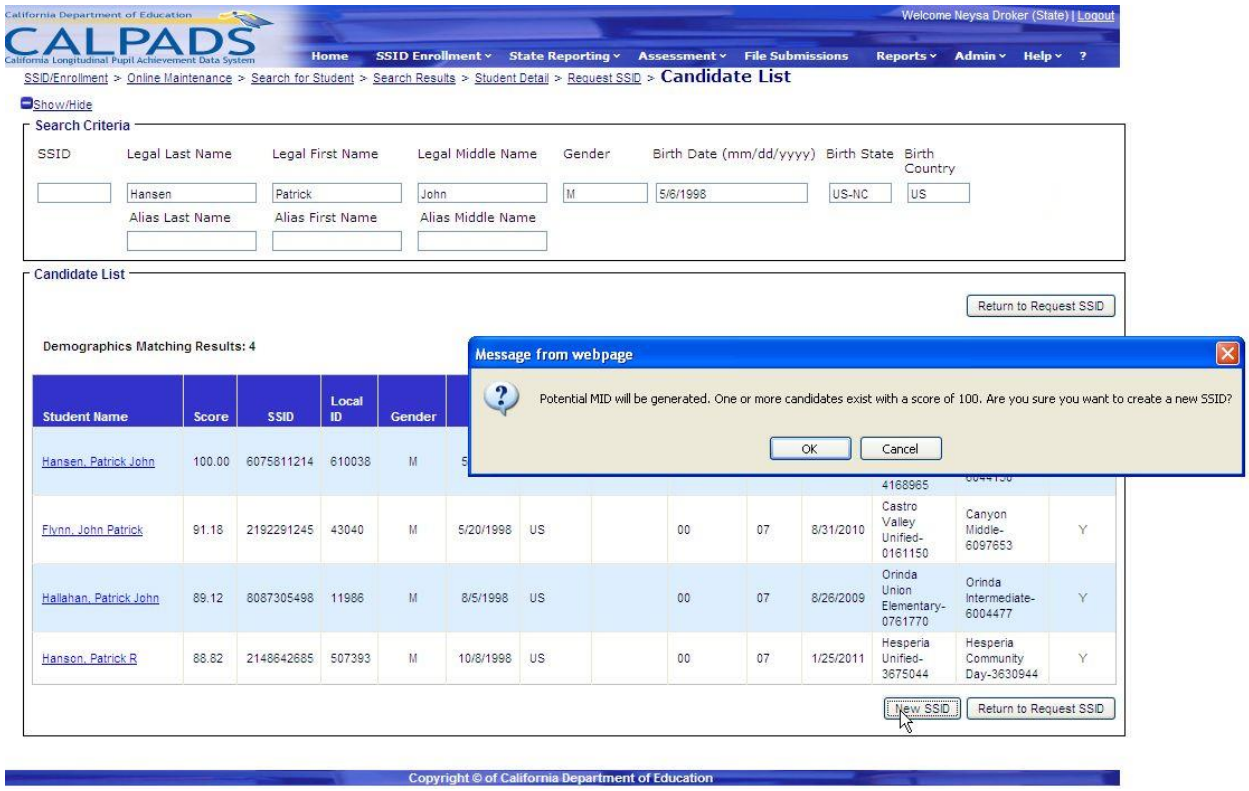
Instructions Table 10-4: View Search Results

	Step by Step Screen Instructions	Special Instructions
1	The criteria entered through the original search is displayed in these fields	Additional information may be entered here to conduct a new search through this page; Modify any field and select the **Lookup Student** button
2	View the search results to locate the student being searched for or to determine if the student has an existing SSID	Consider using a different set of filter values if the search does not return the correct student
3	Click on the **Student's Name** link to view additional student details	The "Student Detail" page will display for the selected student

Optional Functions	

Optional Functions	
Lookup Student **Lookup Student** Button	Displayed results may be modified by adding additional information in the search fields and clicking the **Lookup Student** button
Reset Search for Student **Reset Search for Student** Button	Select the **Reset Search for Student** button to reset all filters to the default values
Return to Search for Student **Return to Search for Student** Button	Select the **Return to Search for Student** button display the "Search for SSID" page with *Blank* fields (the original search criteria will not be saved)
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button
1 2 3 4 5 6 7 8	If multiple pages of results are returned, click on any number to navigate to a different page.
Student Name | SSID | Local ID | Gender | Birth Date | Birth Country | Birth State Province	Click on any column heading links to sort the results. The first click on the field name orders records in the ascending order, the second click orders information in descending order.

If one or more 100% matches exist for the demographics supplied, the system will display a warning message:



10.1.4 Student Detail

The “Student Detail” page displays the following existing information in CALPADS when a user clicks on a **Student Name** link from the search results list on the “Search Results” page:

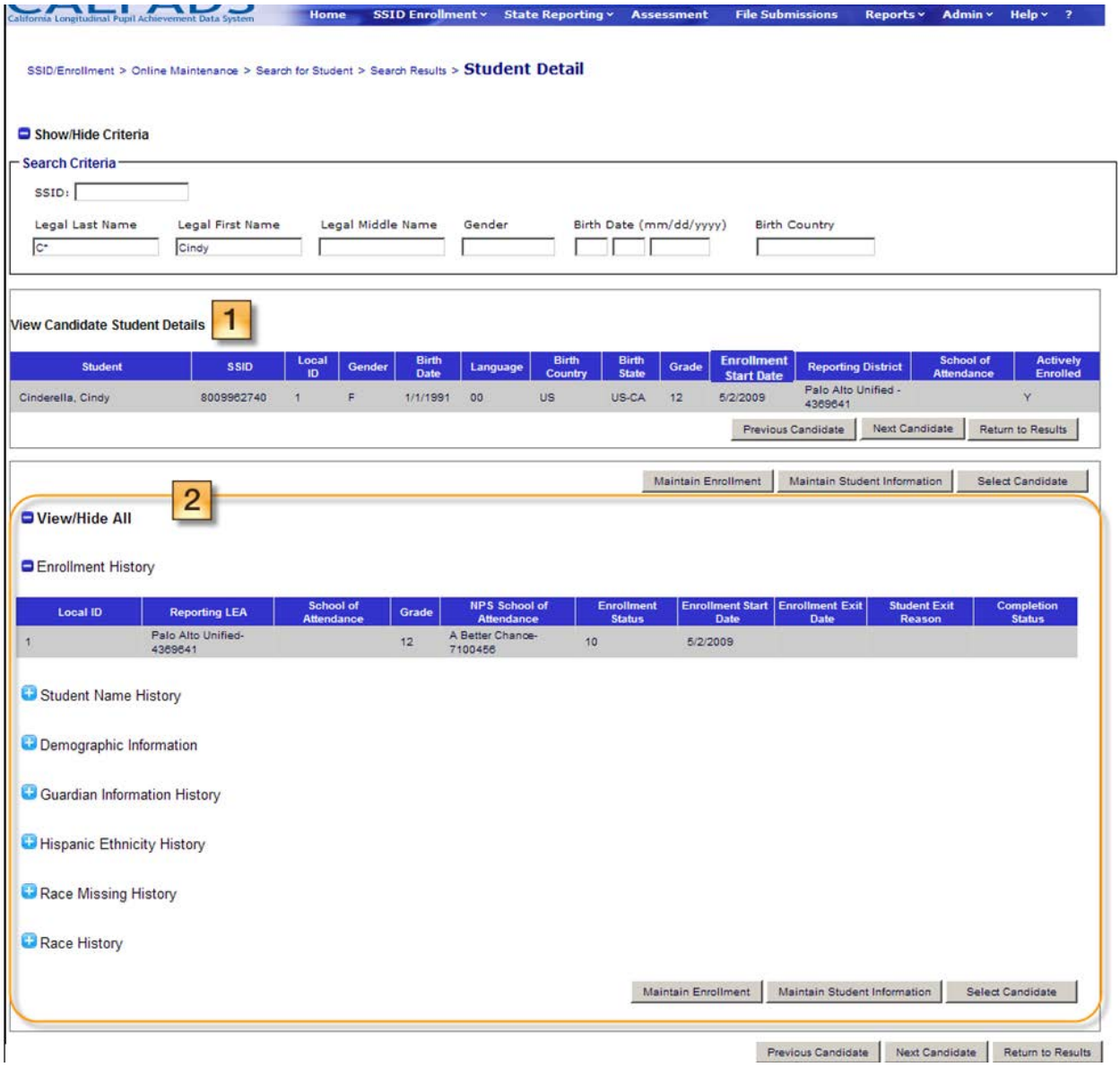
- Enrollment History
- Student Name History
- Demographic Information
- Guardian Information History
- Hispanic Ethnicity History
- Race Missing History
- Race History

A user may perform the following functions through the “Student Detail” page:

- View and compare the key elements and additional details of the candidates in the search results list
- Select to maintain an enrollment record for a candidate who has a or has had an enrollment in the user’s LEA
- Select to maintain student information records created for a candidate during an enrollment period in the user’s LEA
- Select a candidate to create a new enrollment record for
- Return to the “Search Results” page

Ability to view and edit records is dependent on the roles assigned to the user by the LEA Administrator for the district.

Screen 10-5: Student Detail



Instructions Table 10-5: View Student Details

Step by Step Screen Instructions		Special Instructions
1	Verify the selected student's "Student Details": Information displayed includes Name, SSID, Local ID, Gender, Birth Date, Birth Country, Birth State Province, Primary Language, Grade Level, Enrollment Start Date, Reporting LEA, School of Attendance, and Actively Enrolled	
2	Review the student's details. The button may be used to collapse an individual history section while the button may be used to expand a section	Review all information to determine if the selected student is correct

Optional Functions	
Printer-friendly View	If selected, the system displays a printable form of the page
View/Hide All	To collapse all history details or expand all history details, select the or
Previous Candidate **Previous Candidate** Button	When clicked, the system will display the "Student Detail" page for the student listed before the currently displayed student on the "Search Results" page
Next Candidate **Next Candidate** Button	When clicked, the system will display the "Student Detail" page for the student listed after the currently displayed student on the "Search Results" page
Return to Results **Return to Results** Button	When clicked, the system will return to the "Search Results" page
Maintain Enrollment **Maintain Enrollment** Button	Button is displayed only if the user's LEA either has current ownership or has had previous ownership of the student; if the button is present and selected the "Maintain Student-Enrollment" page displays
Maintain Student Information **Maintain Student Information** Button	Button is displayed only if user's LEA either has current ownership or has had previous ownership of the student; if the button is present and selected the "Student Details" page displays

Optional Functions	
Select Candidate **Select Candidate** Button	To create a new enrollment record for the displayed student, select the **Select Candidate** button. When clicked, the system will display either the "Request SSID" page for more user-input or the Request SSID "Candidate List" with the user-input values displayed in the criteria fields and the SSID of the result selected

10.1.5 Maintain Enrollment

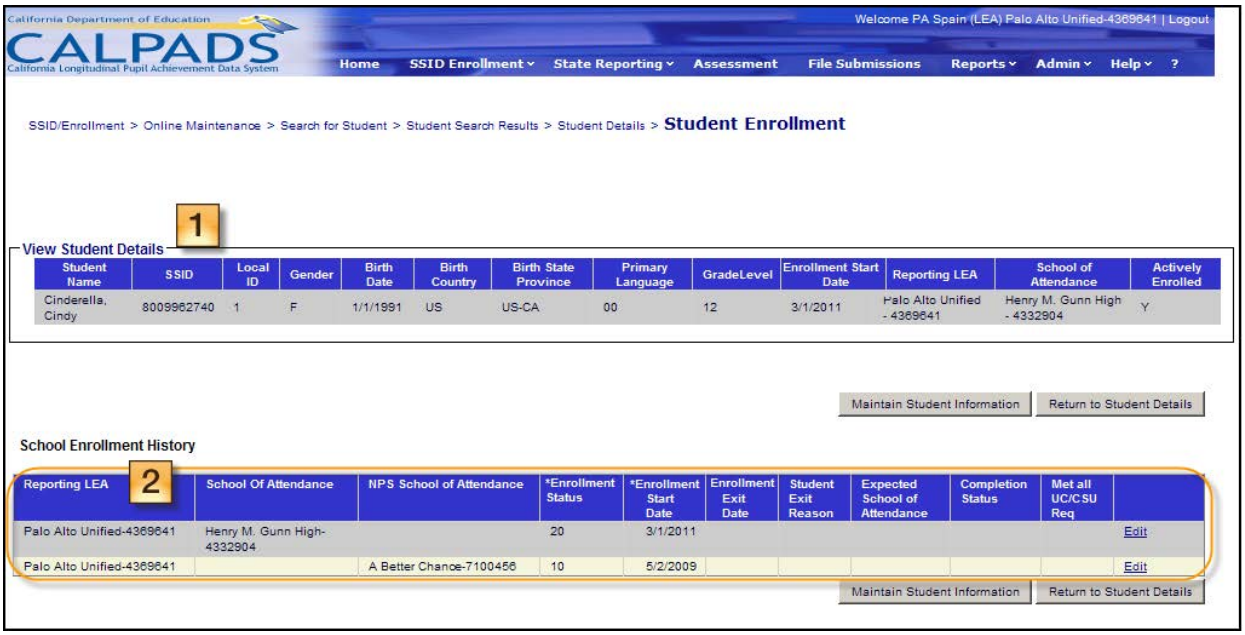
The initial "Maintain Enrollment" page displays a view-only screen with the student's details displayed across the top to the page and the student's "School Enrollment History" displayed in the lower half of the page. This information is displayed when an authorized user selects the **Maintain Enrollment** button from the "Student Detail" page.

When accessed, the system will validate the user's ID and security level and will only display an **Edit** link next to the existing enrollment records that the user is authorized to modify. Note that a new enrollment cannot be created from this page. In order to create a new enrollment, the user may navigate to the "Student Details" page and select the **Select Candidate** button.

Users may have the ability to edit records that are owned by the LEA, and if the roles assigned by your LEA Administrator allow you to edit enrollment records. An authorized user may perform the following SSID Enrollment functions through this interface:

- View a student's Enrollment History in the ODS
- Navigate to the "Edit Student Enrollment" page to update an existing enrollment record
- Navigate to the "Maintain Student Information" page to update existing information records
- Return to the "Student Detail" page

Screen 10-6: Maintain Enrollment



Instructions Table 10-6: Maintain Enrollment

Step by Step Screen Instructions		Special Instructions
1	The selected student's details will be displayed at the top portion of the screen for reference	
2	View each enrollment record listed in the student's "Enrollment History" and validate each field value for each record. Fields shown include: Reporting LEA, School of Attendance, NPS School of Attendance, Enrollment Status, Enrollment Start Date, Enrollment Exit Date, Student Exit Reason, Expected School of Attendance, Completion Status, Met All UC/CSU Requirements	The **Edit** button will only be displayed if the Enrollment record is in the user's LEA

Optional Functions	
Maintain Student Information **Maintain Student Information** Button	If this button is clicked, the system displays the "Maintain Student Information" page
Return to Student Details **Return to Student Details** Button	When clicked, the system will return to the "Search for Student-Student Details" page
Edit **Edit** Button	The **Edit** button will appear next to all records owned by the user's LEA. When clicked, the system will display the "Edit Student Enrollment" page for the corresponding record

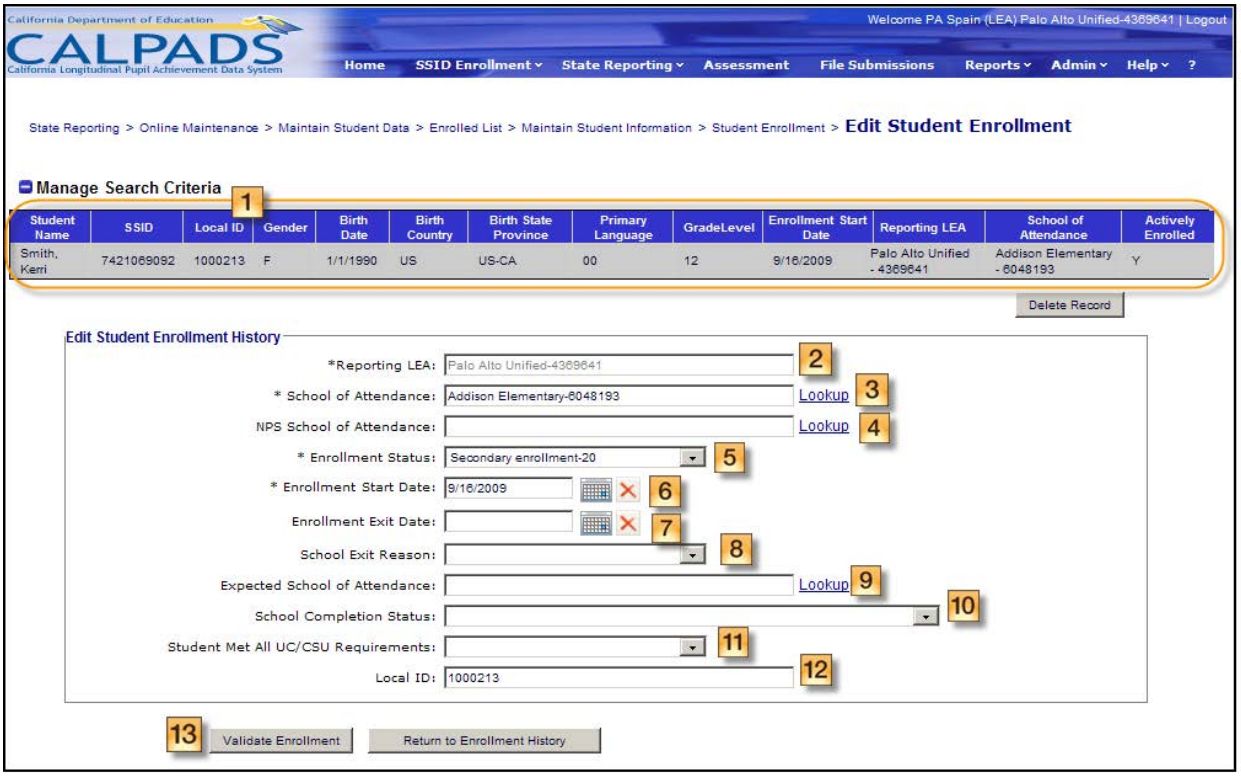
10.1.6 Edit Student Enrollment

The “Edit Student Enrollment” page allows an authorized user to update an enrollment record. If the **Edit** link is present on the ”Maintain Enrollment” page and when the user clicks the link, the system will display the page with the student’s details displayed across the top of the page and the selected Enrollment record displayed in edit mode. The corresponding Enrollment record field values will pre-populate on this page with all fields editable except the **Reporting LEA** field. A user may only update one enrollment record at a time.

Users may have the ability to edit records that are owned by the LEA, and if the roles assigned by your LEA Administrator allow you to edit enrollment records. An authorized user may perform the following SSID Enrollment functions through this interface:

- Modify a student’s existing Enrollment record
- Submit the modifications to update the Enrollment record in the ODS
- Return to the “Student Detail” page

Screen 10-7: Edit Student Enrollment



Instructions Table 10-7: Edit Student Enrollment Record

Step by Step Screen Instructions		Special Instructions
1	View the selected student's details to make sure you are editing records for the correct student	
2	The **Reporting LEA** column displays the LEAs the student has attended. The user may only edit a record associated with the user's own LEA	This is a read only field
3	The **School of Attendance** is populated with the information returned from the ODS. To change the value, enter the school code if known or select the school using the **Lookup** link.	This is a required field
4	The Non-Public School **(NPS) School of Attendance** is populated with the information returned from the ODS. To change the value, enter the school code if known or select the school using the **Lookup** link	This is an optional field
5	The **Enrollment Status** is populated with the information returned from the ODS. To edit the value, select from the dropdown list	This is a required field
6	The **Enrollment Start Date** is populated with the information returned from the ODS. To edit the value, enter a date in the MM/DD/YYY format or select a date using the calendar tool	This is a required field
7	The **Enrollment Exit Date** is populated with the information returned from the ODS. To edit the value, enter a date in the MM/DD/YYY format or select a date using the calendar tool	This is an optional field
8	The **Student Exit Reason** is populated with the information returned from the ODS. To edit the value, select from the dropdown list	This is a required field if the **Student Exit Date** is not *Blank.* If **School Completion Status Code** = 'Graduated', then the **Student Exit Reason Code** must = 'Completer Exit'.
9	The **Expected School of Attendance** is populated with the information returned from the ODS. To change the value, enter the school code if known or select the school using the **Lookup** link	This is a required field if **Student Exit Reason Code =** T165 (TransEnrollDiscip) Or If School Type of **School of Attendance** (as indicated in the CDE County District School database) is an **Alternative School** And **Student Exit Reason Code =** T160 (TransCASchl)
10	The **Completion Status** is populated with the information returned from the ODS. To edit, select from the dropdown list	This is a required field if **Student Exit Reason Code =** E230 (CompleterExit)

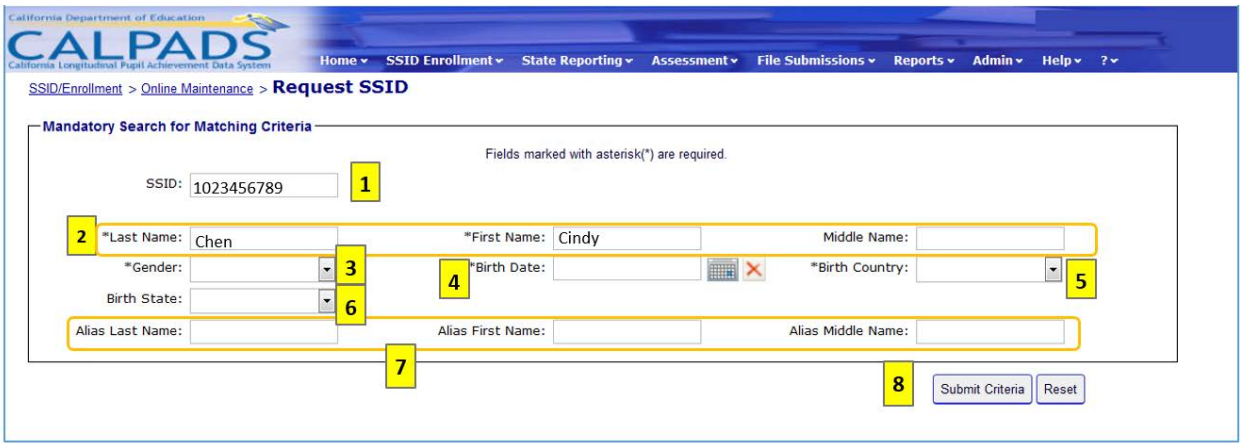
Step by Step Screen Instructions		Special Instructions
11	The **Met All UC/CSU** is populated with the information returned from the ODS. To edit the value, select or unselect the check box.	This is a required field if **School Completion Status** = 100 (Graduated)
12	The **Local ID** is populated with the information returned from the ODS. To change the value, enter the student's Local ID in the text box provided.	This is a required field
13	Validate Enrollment **Validate Enrollment** Button Select "**Validate Enrollment**" to initiate the validation process of the information entered and continue posting the record.	The system will perform the validations and display any error and warning messages or proceed with the posting process If fatal errors are found, select **Cancel Enrollment**, correct the errors and re-validate. If no fatal errors are found, select **Post Enrollment** to post the record to the ODS

Optional Functions	
Delete Record **Delete Record** Button	When clicked, the entire record will be deleted from the ODS
Return to Enrollment History **Return to Enrollment History** Button	When clicked, the system will return to the "Enrollment History" page If clicked prior to selecting the **Validate** button or the **Post** button, the system will not save the data entered.

10.1.7 Request SSID from Online Maintenance

The "Request SSID" page, when accessed through the **Online Maintenance** sub menu, allows an authorized user to begin the process of requesting an SSID without using the Search for Student process. All fields on the screen will be blank. Since the search conducted through the "Request SSID" page directs the user to SSID assignment for a student, the user must enter complete values for all mandatory fields to determine the correct action through choosing a candidate or having the system generate a new SSID. The system will not validate partial data with the asterisk (*) wildcard.

Screen 10-8: Request SSID from Online Maintenance



Instructions Table 10-8: Request SSID from Online Maintenance

Step by Step Screen Instructions		Special Instructions
1	The **SSID** field will be *Blank.* To add a value, enter a complete and valid SSID in the provided text box	This is an optional field. If a SSID is provided, the system will return the record associated with the SSID
2	The **Legal First, Legal Middle, Legal Last,** and **Legal Suffix** name fields will be *Blank*. To add values, enter the names in the provided text boxes	The **Legal First** and **Legal Last** names fields are required. These fields must contain the student's complete name that may only include alphabetic letters, numbers, periods, hyphens and apostrophes
3	The **Gender** field will be *Blank.* To add a value, select from the dropdown list	This is a required field
4	The **Birth Date** field will be *Blank.* To add a value, enter a date in the MM/DD/YYYY format or choose a date from the calendar tool	This is a required field
5	The **Birth Country** field will be *Blank*. To add a value, select from the dropdown list	This is a required field
6	The **Birth State** field will be *Blank*. To add a value, select from the dropdown list	This is an optional field
7	The **Alias Last Name**, **Alias First Name**, and **Alias Middle Name** fields will be *Blank*. To add values, enter the names in the provided text boxes	These fields are optional and may only include alphabetic letters, numbers, periods, hyphens and apostrophes

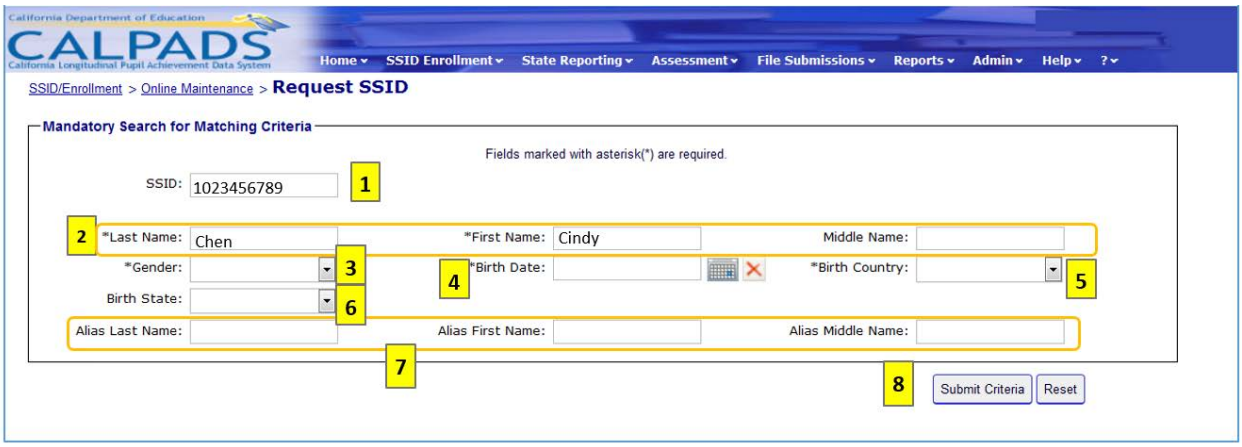
Step by Step Screen Instructions		Special Instructions
8	When all required fields and any optional fields are completed, click on the **Submit Criteria** button. Submit Criteria	If the data passes the validation processing and any existing records match either the SSID entered or the demographic data entered based on the CALPADS Matching Logic, the "Candidate List" page will be displayed. If the data passes the validation processing and no existing records match the data entered based on the CALPADS Matching Logic, the user will be notified with the option of requesting the creation of a new SSID

Optional Functions	
Reset **Reset** Button	When clicked, the system resets all fields to the default values

10.1.8 Request SSID from Search for Student – Student Details

The "Request SSID" page, when accessed by clicking the **Select Candidate** button from the "Student Details" page, allows an authorized user to begin the process of requesting an SSID using the Search for Student option through the Online Maintenance sub menu. The system will populate the demographic fields with the complete or partial data the user entered on the "Search for Student " page and will populate the SSID field with the selected candidate's existing SSID. Since the search conducted through the "Request SSID" page directs the user to the assignment of an SSID for a student, the user must enter complete values for all mandatory fields to determine whether the correct action is choosing the candidate or having the system generate a new SSID. The system will not validate partial data with the asterisk (*) wildcard.

Screen 10-9: Request SSID from Student Search – Student Details



Instructions Table 10-9: Request SSID from Student Search - Student Details

Step by Step Screen Instructions		Special Instructions
1	The **SSID** field will be populated with the SSID of the selected record from the "Student Detail" page. To change the value, enter a complete and valid SSID in the provided text box	This is an optional field If a SSID is provided, the system will return the record associated with the SSID
2	The **Legal First, Legal Middle, Legal Last,** and **Legal Suffix** name fields will be populated with the values specified in the search. To change the value, enter new names to overwrite the existing names in the provided text boxes	The **Legal First** and **Legal Last** names fields are required These fields must contain the student's complete name that may only include alphabetic letters, numbers, periods, hyphens and apostrophes
3	The **Gender** field will be populated with the value specified in the search. To change the value, select from the dropdown list.	This is a required field
4	The **Birth Date** field will be populated with the value specified in the search To change the value, enter in a date in the MM/DD/YYYY format or choose a date from the calendar tool.	This is a required field
5	The **Birth Country** field will be populated with the value specified in the Search. To change the value, select the Birth Country from the dropdown list	This is a required field
6	The **Birth State** field will be populated with the value specified in the search. To change the value, select the Birth Country from the dropdown list	This is an optional field

8	When all required fields and any optional fields are completed, click on the **Submit Criteria** button. Submit Criteria	If the data passes the validation processing and any existing records match either the SSID entered or the demographic data entered based on the CALPADS Matching Logic, the "Candidate List" page will be displayed If the data passes the validation processing and no existing records match the data entered based on the CALPADS Matching Logic, the user will be notified with the option of requesting the creation of a new SSID
Optional Functions		
Reset **Reset** Button		If selected, the system resets all the fields to their default values

10.1.9 Candidate List

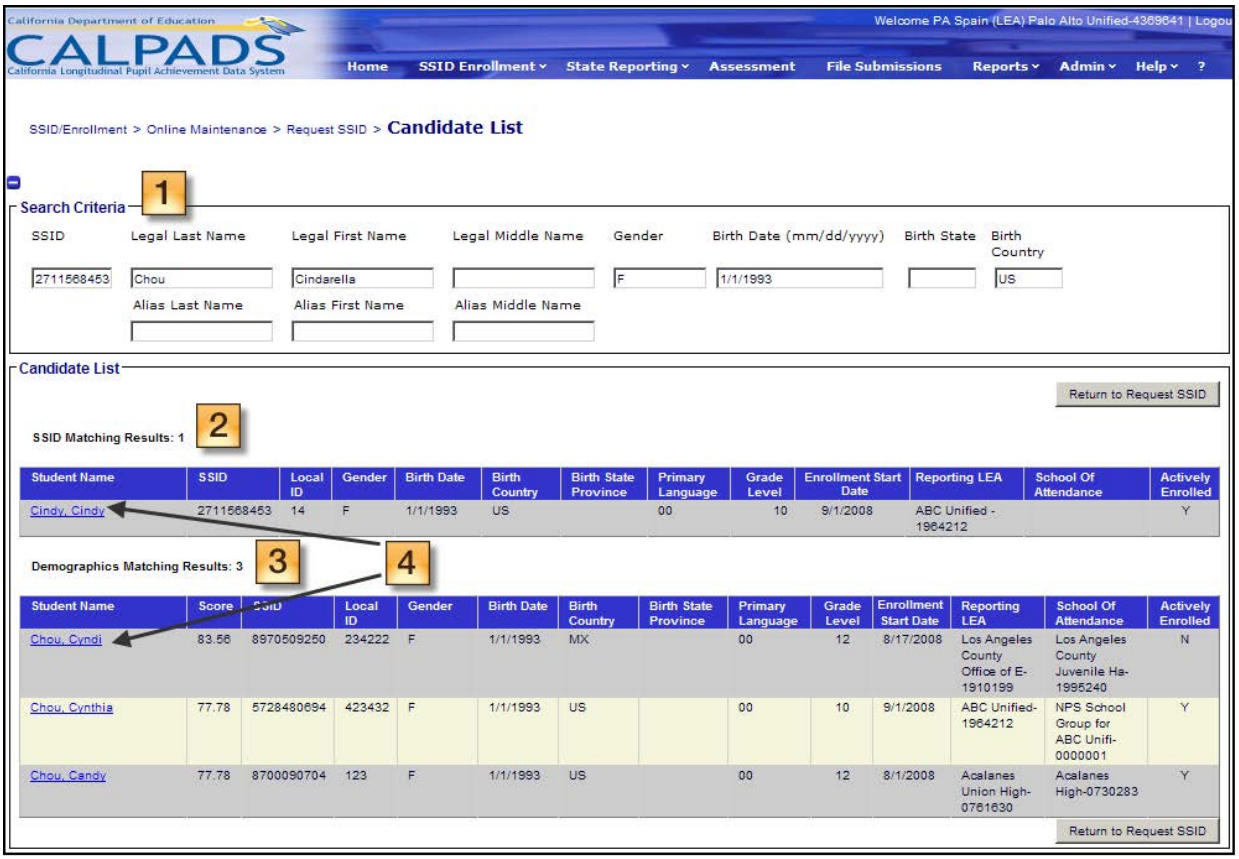
The "Candidate List" page displays an existing record in the ODS that matches the criteria entered on the "Request SSID" page. The page displays the search criteria at the top of the page and the Candidate List on the lower portion of the page. The Candidate list is displayed in two sections: the top section will display a record matching the SSID, and the section below will display all records containing matching Demographic data that match the provided search criteria based on the CALPADS Matching Logic.

If there is no value for the SSID in the search criteria, the **New SSID** link will be displayed at the bottom of the page for the user to request the creation of a new SSID for the student. If the user enters a valid SSID value or the system populates the field with a selected candidate's SSID from the "Student Detail" page, the **New SSID** link will not be displayed.

A user may perform one of the following functions on this page:

- View key elements and additional detail about a candidate with the matching criteria and an existing SSID
- Continue the Request SSID process
- Continue the Search for Student process
- Change the sort order of the Candidate List
- Modify the page display and navigate through multiple pages
- Return to the "Request SSID" page

Screen 10-10: Candidate List



Instructions Table 10-10: View Candidate List

Step by Step Screen Instructions		Special Instructions
1	View the **Search Criteria**. The criteria entered on the "Request SSID" page will be displayed	
2	View the **SSID Matching Results** to determine if the existing student with the SSID assigned is the correct student	
3	View the **Demographics Matching Results** to determine if the searched student matches any of the candidates shown.	Note: Multiple matches may appear
4	Select the **Student Name** link of the student to view additional details. The "Existing SSID – Student Details" page for that candidate will be displayed.	A score will be displayed next to each Match Result indicating the percentage of matched information

Optional Functions	
New SSID	The link is only available if the SSID field is *Blank*. If it is determined that none of the results match the student being searched for, the link can be selected to request a new SSID. When clicked, the "New SSID – Enrollment" page will be displayed
Search Criteria Collapse/Expand Button	Click the button next to the Search Criteria to expand or collapse the box
Return to Request SSID **Return to Request SSID** Button	When clicked, the system will return to the "Request SSID" page
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button
1 2 3 4 5 6 7 8	If multiple pages of results are returned, click on any number to navigate to a different page
Student Name | SSID | Local ID | Gender | Birth Date | Birth Country | Birth State Province | Primary Language | Grade Level	Click on any column heading links to sort the results. The first click on the field name orders records in the ascending order, the second click orders information in descending order

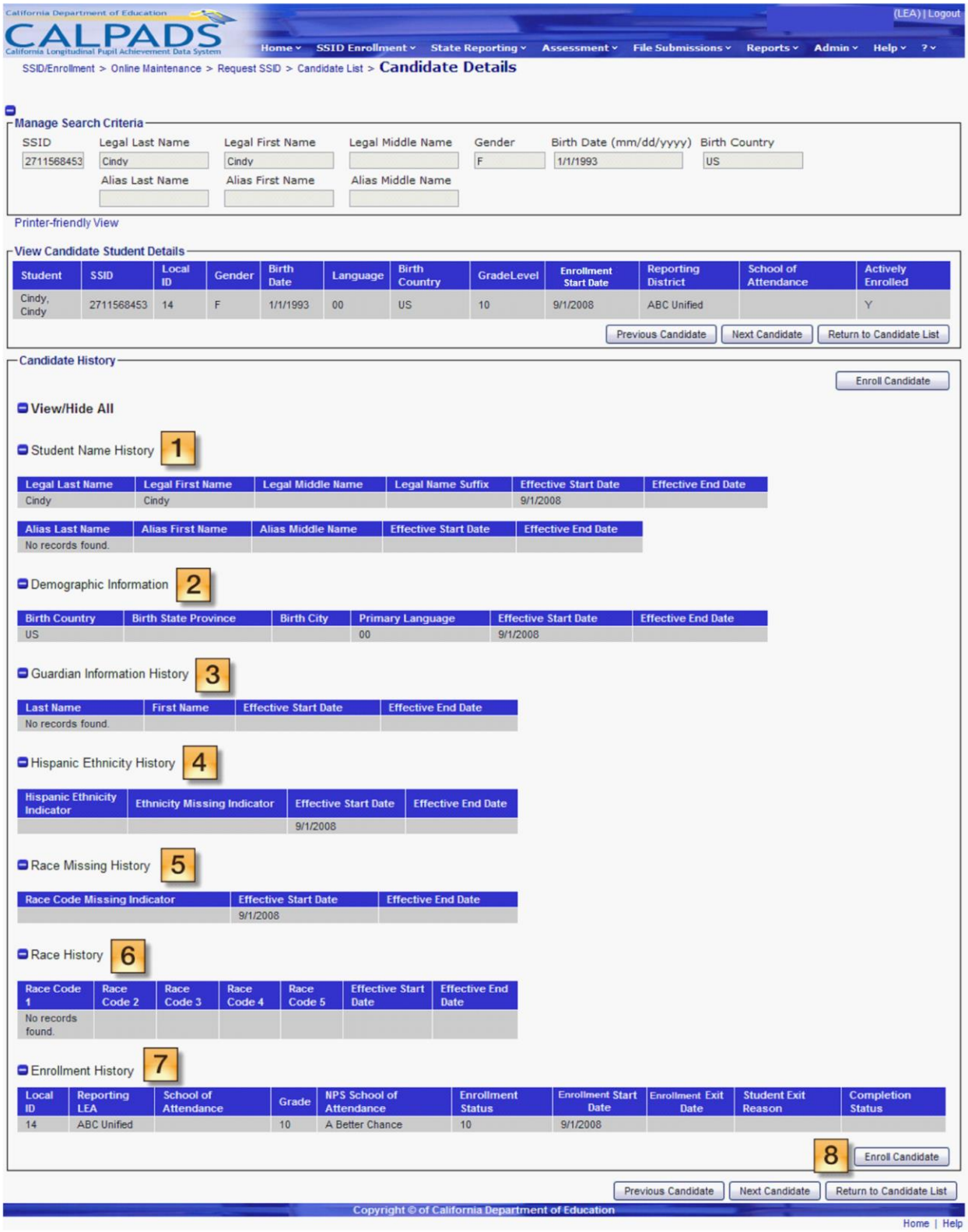
10.1.10 Existing SSID – Candidate Details

The "Existing SSID - Candidate Details" page displays the key elements for the candidate selected when a **Student Name** link is clicked on the "Candidate List" page. .

The "Existing SSID – Candidate Details" page has the following functionalities and limitations:

- View and compare the search criteria with the key elements and additional details of a candidate in the Candidate List
- Manipulate the page display to view the key elements and additional details for other candidates in the Candidate List
- Select to enroll the displayed candidate with an existing SSID
- Return to the "Candidate List" page
- The Maintain Student system functions are not available on this page

Screen 10-11: Existing SSID – Candidate Details



Instructions Table 10-11: View Existing SSID - Candidate Details

Step by Step Screen Instructions		Special Instructions
1	Expand the **Student Name History** to verify the selected candidate matches the student being enrolled. This section displays different names that have been assigned to this student in the past**.**	
2	Expand the **Demographic Information** to verify the selected candidate matches the student being enrolled. This section displays **Birth Country**, **Birth State Province**, **Effective Start Date**, and **Effective End Date**	
3	Expand the **Guardian Information** to verify the selected candidate matches the student being enrolled. This section displays **Last name**, **First name** , **Effective Start Date**, and **Effective End Date**	
4	Expand the **Hispanic Ethnicity History** to verify the selected candidate matches the student being enrolled. This section displays **Hispanic Ethnicity Indicator, Ethnicity Missing Indicator, Effective Start Date,** and **Effective End Date**	
5	Expand the **Race Missing History** to verify the selected candidate matches the student being enrolled. This section displays **Race Code Missing Indicator**, **Effective Start** and **Effective End Date**	
6	Expand the **Race History** to verify the selected candidate matches the student being enrolled. This section displays **Race Code, Effective Start Date** and **Effective End Date**	
7	View the **Enrollment History** to verify the selected candidate matches the student being enrolled. This section displays **Local ID, Reporting LEA, School of Attendance, NPS School of Attendance, Grade Level, Enrollment Status, Enrollment Start Date, Enrollment Exit Date, Student Exit Reason,** and **Completion Status**	
8	Select **Enroll Candidate** to create a new enrollment record for the selected student in the user's LEA	When clicked, the system will display the "Existing SSID Enrollment" page with all field values as *Blank*

Optional Functions	
View/Hide All	Click the button next to the Search Criteria to expand or collapse all history sections

Optional Functions	
Printer-friendly View	When clicked, the page will be displayed in a printer-friendly format
Previous Candidate **Previous Candidate** Button	Click to display the details of the previous candidate on the Candidate List
Next Candidate **Next Candidate** Button	Click to display the details of the next candidate on the Candidate List
Return to Candidate List **Return to Candidate List** Button	Click to return to the Candidate List

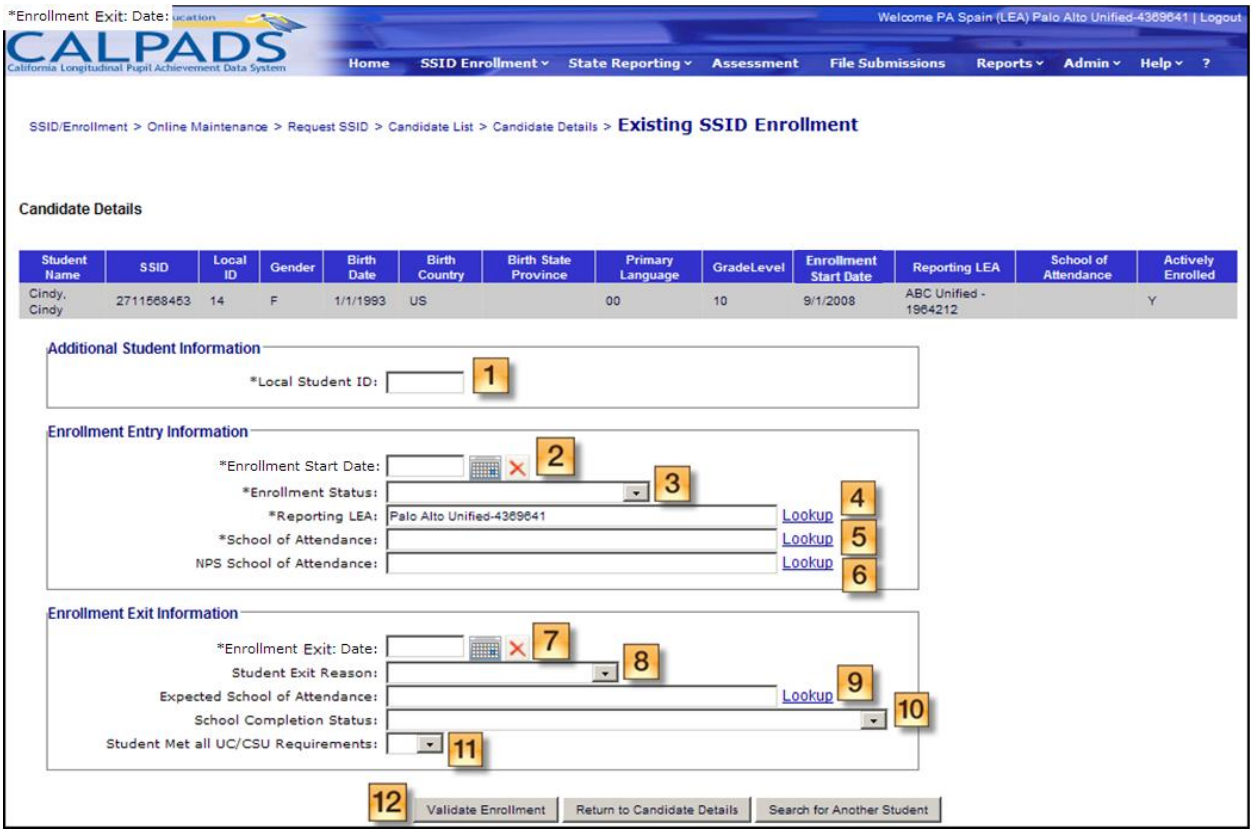
10.1.11 Existing SSID Enrollment

The "Existing SSID Enrollment" page allows an authorized user to enroll an existing SSID. The page is displayed when a user clicks the **Enroll Candidate** button on the "Candidate Details" page. All fields will be blank (*Blank*) and no previous enrollment records may be accessed from this page.

A user may perform the following functions on the "Existing SSID - Enrollment" page:

- Enter mandatory and optional data to create a new Enrollment record for a candidate with an existing SSID.
- Submit the candidate's new Enrollment record to be Posted in the ODS
- Return to the "Existing SSID – Candidate Details" page.

Screen 10-12: Existing SSID Enrollment



Instructions Table 10-22: Existing SSID Enrollment

Step by Step Screen Instructions		Special Instructions
1	The **Local Student ID** field will be *Blank*. To add a value, enter a Local Student ID in the text box provided	This is a required field
2	The **Enrollment Start Date** field will be *Blank*. To add a value, enter a date in the MM/DD/YYYY format or select a date using the calendar tool	This is a required field
3	The **Enrollment Status** field will be *Blank*. To add a value, select from the dropdown list	This is a required field
4	The **Reporting LEA** field will default to the user's LEA	If the user is authorized to enroll students in more than one LEA, the user may use the **Lookup** link to select a different LEA Independently reporting charters must use the School of Attendance number as the Reporting LEA. The full 14 digits are necessary.

Step by Step Screen Instructions		Special Instructions
5	The **School of Attendance** field will be *Blank*. To add a value, enter a complete School Code or select a school using the **Lookup** link	This is a required field Independently reporting charters must use the School of Attendance number as the Reporting LEA. The full 14 digits are necessary.
6	The **NPS School of Attendance** field will be *Blank*. The **School of Attendance** field will be *Blank*. To add a value, enter a complete School Code or select a school using the **Lookup** link	This is a required field if **School of Attendance** = 0000001 A unique identifier (school code) for the certified non-public non-sectarian school the student attends. Use the Nonpublic, Nonsectarian Schools section of the California School Directory look up table on the CDE website to find the number.
7	The **Enrollment Exit Date** field will be *Blank.* To add a value, enter a date in the MM/DD/YYYY format or select a date using the calendar tool	This is a required field if **Student Exit Reason** is not *Blank*
8	The **Student Exit Reason** will be *Blank.* To add a value, select from the dropdown list	This is a required field if **Student School Exit Date** is not *Blank.* If **School Completion Status** code equals Graduated the **Student Exit Reason** must equal Completer Exit CALPADS Code Sets are available on the CALPADS website at: http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp
9	The **Expected School of Attendance** field will be *Blank*. The **School of Attendance** field will be *Blank*. To add a value, enter a complete School Code or select a school using the **Lookup** link	This is a required field if **Student Exit Reason Code =** T165 (TransEnrollDiscip) Or If School Type of **School of Attendance** (as indicated in the CDE County District School database) is an **Alternative School** And **Student Exit Reason Code =** T160 (TransCASchl) A unique identifier (school code) assigned to the Educational Service Institution a student is expected to attend after exiting the School of Attendance An "Alternative School" means Juvenile Court, County Community, Community Day, Continuation, or Opportunity schools (JUV, COMM, COMMDAY, CON, OPP)
10	The **School Completion Status** will be *Blank*. To add a value, select from the dropdown list.	This is a required field if **Student Exit Reason Code =** E230 (CompleterExit)
11	The **Student Met all UC/CSU Requirements** will be *Blank.* Select Yes or No from the dropdown list.	This is a required field if **School Completion Status** = 100 (Graduated)

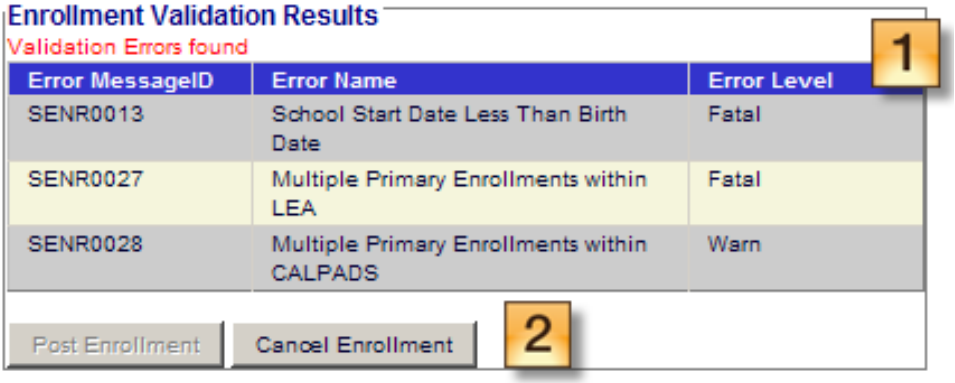
Step by Step Screen Instructions		Special Instructions
12	Select the **Validate Enrollment** Button to validate the information entered Validate Enrollment	The system will perform the validations and display any error and warning messages or proceed with the posting process

Optional Functions	
Return to Candidate Details **Return to Candidate Details** Button	To return to the "Candidate Details" page, select the **Return to Candidate Details** button
Search for Another Student **Search for Another Student** Button	To conduct another search from the "Request SSID" page, select **Search for Another Student**

10.1.12 Existing SSID – Errors

An Enrollment Validation Results box is displayed at the top of the "Existing SSID Enrollment" page if the submitted enrollment record contains errors. The user should review all messages with a "Warning" Error Level and must correct all errors with a "Fatal" Error Level in order to resubmit the enrollment record. The Fatal errors prevent the specific record from posting to the ODS database. The data must be fixed according to the error and resubmitted again in order for the record to post. Warnings do not prevent data from posting to the ODS database but warn the user that the data could create an anomaly in the ODS.

Screen 10-13: Existing SSID Enrollment - Errors



Instructions Table 10-33: Existing SSID Enrollment - Errors

Step by Step Screen Instructions	Special Instructions

Step by Step Screen Instructions		Special Instructions
1	Review all errors displayed: Warnings - Any warning associated with submitting the enrollment will be displayed in this section. To proceed with posting the record, review the warnings and consider if corrections to the record need to be made Fatal Errors - Any fatal error associated with submitting an enrollment will be displayed in this section. To proceed with posting the record, correct all fatal errors shown	Fatal Errors prevent the user from posting the record
2	After reviewing the displayed errors, select the **Cancel Enrollment** button and make the necessary corrections. Resubmit the record by selecting the **Validate Enrollment** again	If the record is resubmitted, the system will conduct the validations and/or rule requirement verifications once again based on the data entered

10.1.13 Existing SSID Enrollment – Post Enrollment

The Enrollment Validation Results box is displayed at the top of the "Existing SSID Enrollment" page with the message: "Validation Successful" if the submitted enrollment record does not contain any fatal errors. The user may then select the **Post Enrollment** button to post the record.

Screen 10-14: Existing SSID Enrollment – Post Enrollment

Instructions Table 10-4: Existing SSID Enrollment - Post Enrollment

Step by Step Screen Instructions		Special Instructions
1	To post the enrollment record containing the information entered, select the **Post Enrollment** button	

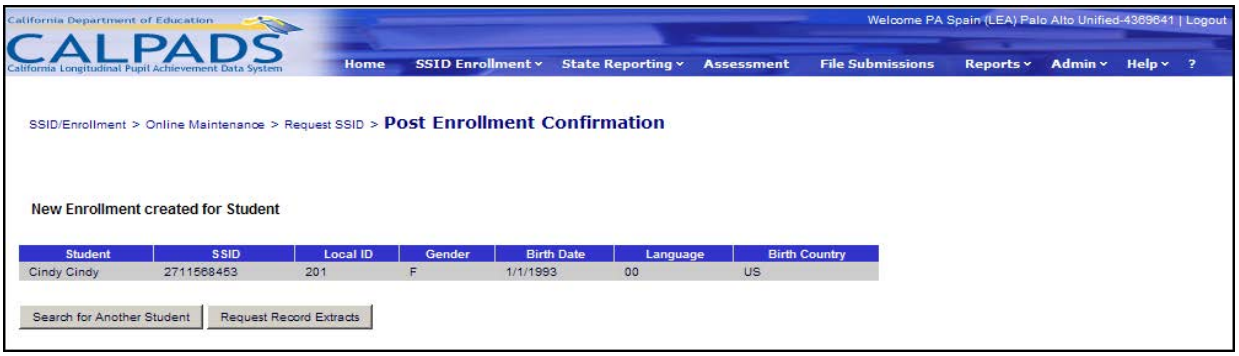
Optional Functions		
	Cancel Enrollment **Cancel Enrollment** Button	If the user does not want to post the enrollment record containing the values entered, the user may select the **Cancel Enrollment** button

10.1.14 Existing SSID – Post Enrollment Confirmation

The "Post Enrollment Confirmation" page is displayed if the Existing SSID – Post Enrollment process is successful. The authorized user may:

- View the confirmation message and key student details
- Navigate to the “Request SSID Extract” page to generate a downloadable file of SSIDs
- Navigate to the “Search for SSID” page and begin a new search process for another student

Screen 10-15: Existing SSID - Post Enrollment Confirmation



Instructions Table 10-55: Existing SSID - Post Enrollment Confirmation

Step by Step Screen Instructions		Special Instructions
1	Review the student’s information displayed. The new enrollment record created is now assigned to the shown student with the displayed SSID	

Optional Functions	
Search for Another Student **Search for Another Student** Button	Select to search for another student through the “Search for Student” page
Request Record Extracts **Request Record Extracts** Button	Select to navigate to the “Request Record Extracts” screen in order to submit a request to download a file

10.1.15 New SSID Enrollment

The “New SSID Enrollment” page allows an authorized user to create both a new SSID and a new Enrollment record for a student who does not have an existing SSID. This page is displayed when a user selects the **New SSID** link on the “Candidate List” page or when the system does not return any matches and the user selects to create a new SSID from the “Request SSID” page. All the fields will be blank and the user must enter or select data in the specified mandatory fields.

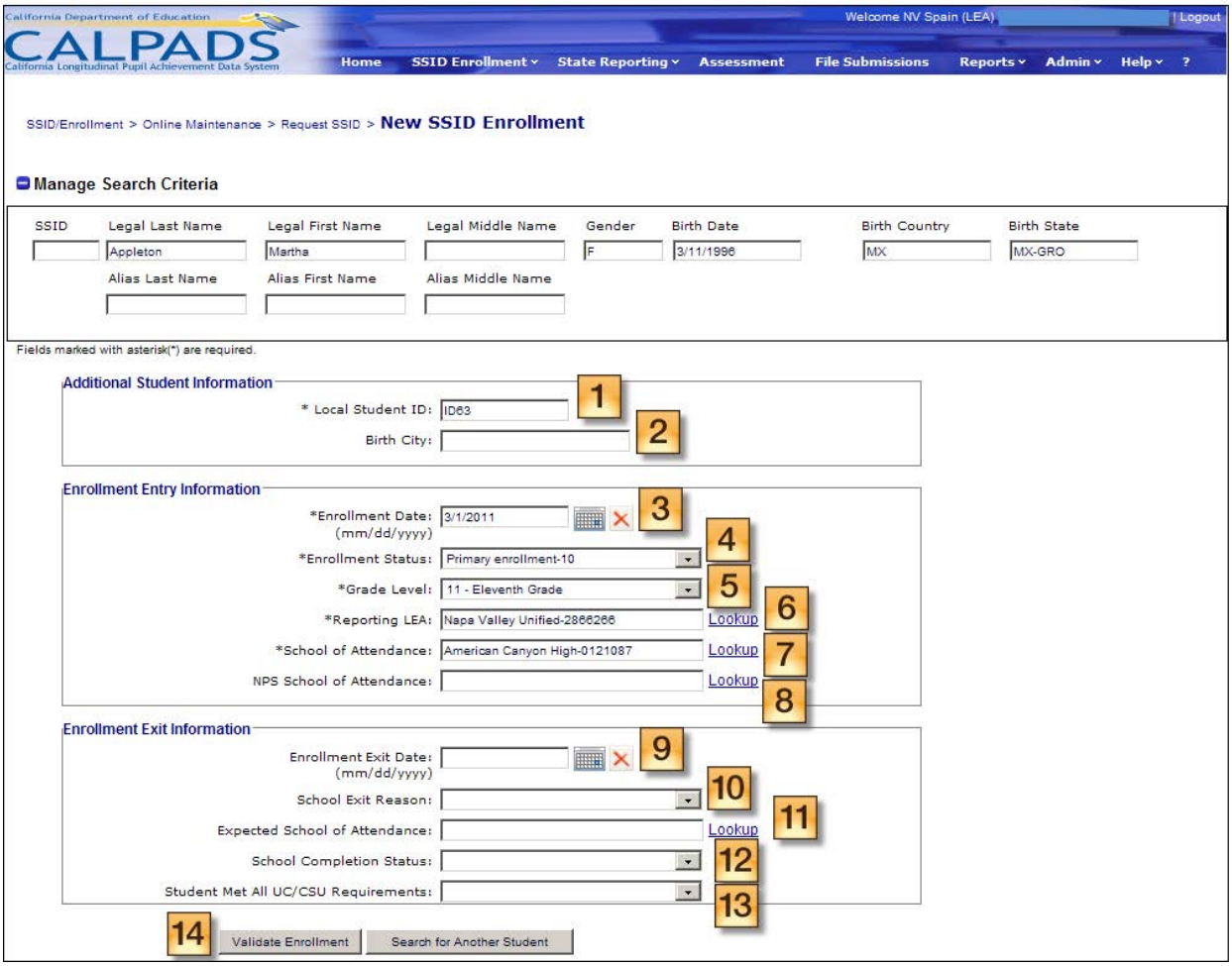
A user may perform the following functions through this page:

- Enter mandatory and optional data to create a new SSID and a new Enrollment record for a student who does not have an existing SSID
- Submit the student’s new enrollment record to:

- Initiate a system-generated, unique SSID for the student
- Initiate the creation of Student Information records
- Initiate the creation of an enrollment record

- Return to the "Candidate List" page

Screen 10-16: New SSID Enrollment



Instructions Table 10-16: New SSID Enrollment

Step by Step Screen Instructions		Special Instructions
1	The **Local Student ID** field will be *Blank*. To add a value, enter a Local Student ID in the text box provided	This is a required field
2	The **Birth City** field will be *Blank*. To add a value, enter the student's birth city in the text box provided.	This is an optional field
3	The **Enrollment Start Date** field will be *Blank*. To add a value, enter a date in the MM/DD/YYYY format or select a date using the calendar tool.	This is a required field

Step by Step Screen Instructions		Special Instructions
4	The **Enrollment Status** field will be *Blank*. To add a value, select from the dropdown list.	This is a required field
5	The **Grade Level** field will be *Blank*. To add a value, select from the dropdown list.	This is a required field
6	The **Reporting LEA** field will default to the user's LEA	If the user is authorized to enroll students in more than one LEA, the user may use the **Lookup** link to select a different LEA. Independently reporting charters must use the School of Attendance number as the Reporting LEA. The full 14 digits are necessary for the School of Attendance.
7	The **School of Attendance** field will be *Blank*. To add a value, enter the School Code if known or select a school using the **Lookup** link	This is a required field Independently reporting charters must use the School of Attendance number as the Reporting LEA. The full 14 digits are necessary for the School of Attendance.
8	The **NPS School of Attendance** field will be *Blank*. To add a value, enter the School Code if known or select a school using the **Lookup** link	This is a required field if **School of Attendance** = 0000001 A unique identifier (school code) for the certified non-public non-sectarian school the student attends. Use the Nonpublic, Nonsectarian Schools section of the California School Directory look up table on the CDE website to find the number.
9	The **Enrollment Exit Date** field will be *Blank.* To add a value, enter a date in the MM/DD/YYYY format or select a date using the calendar tool	This is a required field if **Student Exit Reason** is not *Blank*

Step by Step Screen Instructions		Special Instructions
10	The **Student Exit Reason** will be *Blank***.** To add a value, select from the dropdown list	This is a required field if **Student School Exit Date** is not *Blank.* If **School Completion Status** code equals Graduated the **Student Exit Reason** must equal Completer Exit CALPADS Code Sets are available on the CALPADS website at: http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp
11	The **Expected School of Attendance** field will be *Blank*. To add a value, enter the School Code if known or select a school using the **Lookup** link	This is a required field if **Student Exit Reason Code =** T165 (TransEnrollDiscip) Or If School Type of **School of Attendance** (as indicated in the CDE County District School database) is an **Alternative School** And **Student Exit Reason Code =** T160 (TransCASchl) A unique identifier (school code) assigned to the Educational Service Institution a student is expected to attend after exiting the School of Attendance An "Alternative School" means Juvenile Court, County Community, Community Day, Continuation, or Opportunity schools (JUV, COMM, COMMDAY, CON, OPP)
12	The **School Completion Status** will be *Blank***.** To add a value, select from the dropdown list	This is a required field if **Student Exit Reason Code =** E230 (CompleterExit) CALPADS Code Sets are available on the CALPADS website at: http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp
13	The **Student Met all UC/CSU Requirements** will be *Blank.* Select Yes or No from the dropdown list	This is a required field if **School Completion Status** = 100 (Graduated)

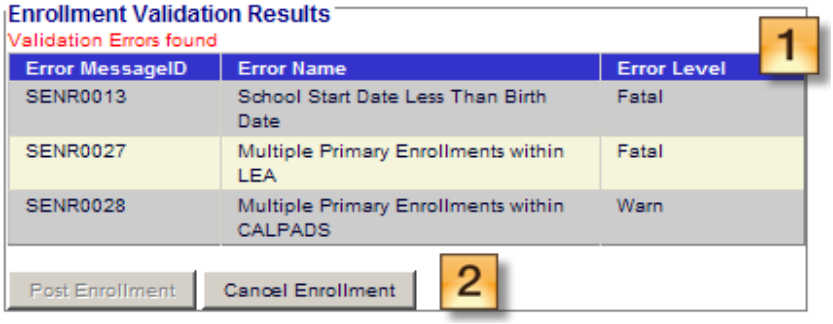
Step by Step Screen Instructions		Special Instructions
14	Select the **Validate Enrollment** button to validate the information entered Validate Enrollment	The system will perform the validations and display any error and warning messages or proceed with the posting process If fatal errors are found, select **Cancel Enrollment**, correct the errors and re-validate. If no fatal errors are found, select **Post Enrollment** to post the record to the ODS

Optional Functions	
Search for Another Student **Search for Another Student** Button	To return to the "Request SSID" page without saving any of the information entered, select **Search for Another Student**

10.1.16 New SSID – Errors

The "New SSID Enrollment" page, with an Enrollment Validation Results box at the top of the screen, is re-displayed with error messages if the submitted enrollment record contains errors. The user should review all messages with a "Warning" Error Level and must correct all errors with a "Fatal" Error Level in order to resubmit the enrollment record.

Screen 10-17: New SSID – Errors



Instructions Table 10-67: New SSID - Errors

Step by Step Screen Instructions	Special Instructions

Step by Step Screen Instructions		Special Instructions
1	Review all errors displayed: Warnings - Any warning associated with submitting the enrollment will be displayed in this section. To proceed with posting the record, review the warnings and consider if corrections to the record need to be made Fatal Errors - Any fatal error associated with submitting an enrollment will be displayed in this section. To proceed with posting the record, correct all fatal errors shown	Fatal Errors prevent the user from posting the record
2	After reviewing the displayed errors, select the **Cancel Enrollment** button and make the necessary corrections. Resubmit the record by selecting the **Validate Enrollment** again	If the record is resubmitted, the system will conduct the validations and/or rule requirement verifications once again based on the data entered.

10.1.17 New SSID – Post Enrollment

The "New SSID Enrollment" page, with the Enrollment Validation Results box at the top of the page, is re-displayed with the message "Validation Successful" if the submitted enrollment record does not contain any fatal errors. The user may then select the **Post Enrollment** button to post the record.

Screen 10-18: New SSID – Post Enrollment

Instructions Table 10-78: New SSID – Post Enrollment

Step by Step Screen Instructions		Special Instructions
1	To post the enrollment record containing the information entered, select the **Post Enrollment** button	

Optional Functions		
Cancel Enrollment	**Cancel Enrollment** Button	If the user does not want to post the enrollment record containing the values entered, the user may select the **Cancel Enrollment** button.

10.1.18 New SSID – Post Enrollment Confirmation

If the New SSID – Enrollment process is successful and the system displays the "Post Enrollment Confirmation" page, the user may:

- View the confirmation message and key student details
- Navigate to the "Request SSID Extract" page to generate a downloadable file of SSIDs
- Navigate to the "Request SSID" page and begin a new search process for another student

Screen 10-19: New SSID - Post Enrollment Confirmation

Instructions Table 10-899: New SSID - Post Enrollment Confirmation

Step by Step Screen Instructions		Special Instructions
1	Review the student's information displayed. The new SSID appears in the **SSID** column. In addition, the new enrollment record created is now assigned to the shown student.	

Optional Functions	
Request SSID Extract **Request SSID Extract** Button	To generate a downloadable file of SSIDs, select the **Request SSID Extract** button. The "Request Record Extract" page will be displayed
Search for Another Student **Search for Another Student** Button	To search for another student, select the **Search for Another Student** Button. The "Search for Student" page will be displayed

10.2 Manage Submissions

The **Manage Submissions** tab, accessed through the **SSID Enrollment** tab, allows authorized users to submit SSID Enrollment, Student Information and Student Program records by uploading batch files (e.g. all student's enrollment records within a school) for processing to

CALPADS. The user may select a single file or multiple files to upload at one time. Once the files are selected, CALPADS will check for errors associated with the specific file type format. Details of records containing errors will then be available through a screen for the user to examine as well as download. If no errors are found, the batch files will be placed in a queue for processing and posting to the ODS.

During processing of the SSID Enrollment file, for all records submitted without an SSID, CALPADS uses the “Matching Logic” against the ODS to look for potential existing matches with the students being uploaded. If the records pass the validations, they are split into three groups: records with no matches, records with single/100% matches, and records with multiple matches. If the Auto Post function is turned on, those without matches are automatically posted with newly created SSIDs and those record additions or updates with single/100% matches are automatically posted with the correct SSIDs assigned. The multiple matched records will not be posted until the user indicates, through an interface, how to proceed with the posting process for each record. If the Auto Post function is turned off, the user will indicate how to proceed with posting for all records.

For records submitted with SSIDs, the user will be able to view a summary of the passed records by key elements of the SSID Enrollment File type and indicate whether to post or exclude the records of an individual school or all schools. The user will also be able to download the files grouped by school, all schools within the user’s LEA, as well as by the key elements of the SSID Enrollment File in order to update the user’s local School Information System (SIS).

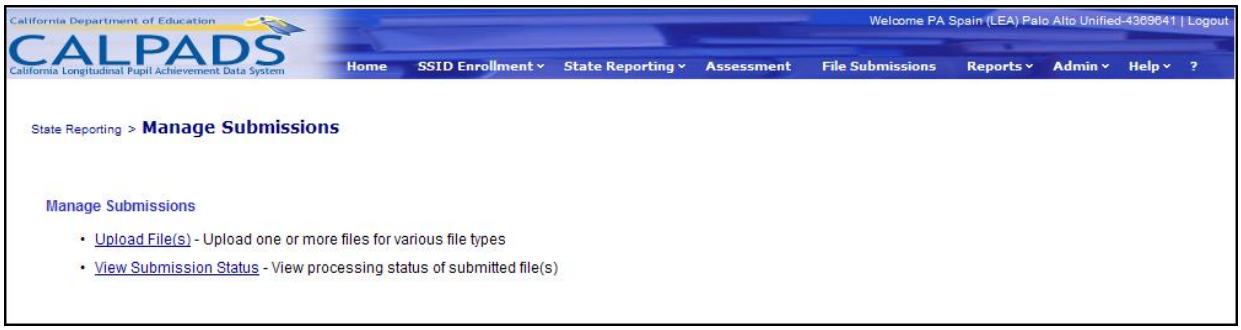
Student Information and Program records may also be posted for an individual school or all schools within the file by verifying key element counts of the file type.

10.2.1 Manage Submissions Menu

The Manage Submissions interface directs the user to the appropriate pages to initiate the following actions:

- **Upload File** - A user may select the **Upload File** link to view the “Upload File” page where the user may select a batch file(s) to submit for processing
- **View Submission Status** - A user may select the **View Submissions Status** link to view the “Submission Status” page where an authorized user may manage previously submitted files

Screen 10-20: Manage Submissions Menu

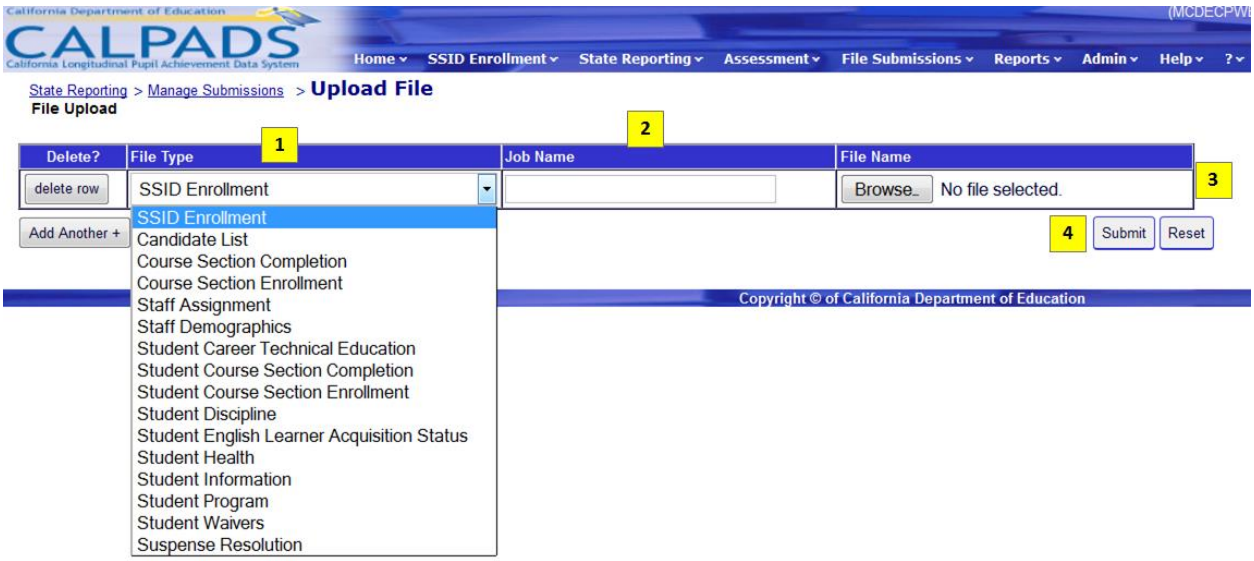


10.2.2 Upload File

The Upload File screen allows an authorized user to select one or more batch file(s) to submit to CALPADS. The Upload File screen is displayed when the user selects the **Upload File** link from the **Manage Submissions** menu. The following restrictions apply:

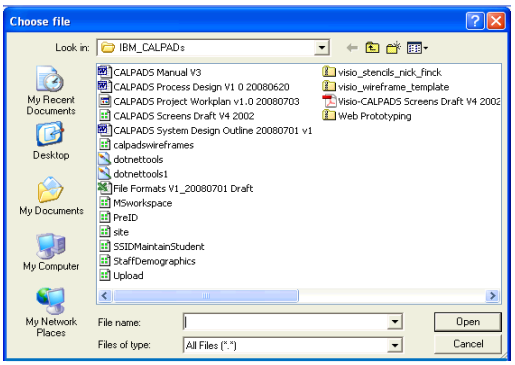
- The user is required to enter a valid, unique name in the **Job Name** text box and select a valid, uniquely named file using the **Browse** button
- The system displays appropriate validation errors to the user if a duplicate Job Name and/or File Name are provided in the same upload session

Screen 10-21: File Upload



Instructions Table 10-21: File Upload

Step by Step Screen Instructions		Special Instructions
1	Select the **File Type** of the file	
2	In the first Upload Row, enter a valid, unique name in the **Job Name** text box to provide a *customized* name to the processing task	If no Job Name is entered, CALPADS will default the name to the File Type.

Step by Step Screen Instructions		Special Instructions
3	Click on the **Browse** button [Browse] in the selected upload row and select a valid file to upload in the **File Upload** dialog box. 	The valid batch file extensions include: .CSV, .XML, and .XLS
4	Click on the **Submit** button [Submit] to initiate the upload process for the file(s)	Do not navigate away from the page until the file is finished uploading

Optional Functions	
[Add Another +] **Add Another +** Button	To upload more than one file at a time, click this button and choose another file
[delete row] **Delete Row** Button	To remove a selected file from the interface, click this button
[Cancel] **Cancel** Button	To cancel the process and remove the selected files, click this button

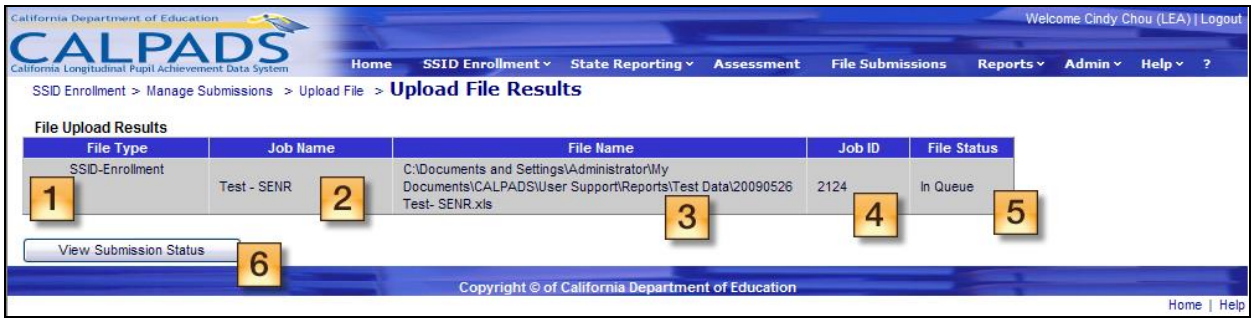
10.2.3 Upload File Results

The Upload File Results screen allows an authorized user to view the File Upload Results when all the files submitted for the upload process through the "Upload File" page have completed the defined validations. The system will display the assigned Job ID and the File Status for each of the user's submitted files.

A user may perform the following SSID Enrollment functions:

- View a file's upload status
- Make a selection to view a file's submission status

Screen 10-22: File Upload Results



Instructions Table 10-92: File Upload Results

Step by Step Screen Instructions		Special Instructions
1.	View each **File Type** to make sure the selected file types are correct	
2.	View each file's **Job Name** to make sure all files intended to be uploaded are listed	The **Job Name** was assigned to each file from the previous screen by the user
3.	View each file's **File Name** to make sure all files intended to be uploaded are listed	The **File Name** is the name of the file from the user's computer
4.	View and note the **Job ID** assigned to each file	These ID's are automatically assigned to each file in order to keep track of each file
5.	View the **Status** of each file	The Status indicates the state in which the file is in. (Details of each status is available through the instructions for the "Submission Status" page)
6.	Select the **View Submission Status** button	The "Submission Status" page will be displayed, with the ability for the user to view the uploaded files and perform Submissions Status functions

10.2.4 Submission Status

The "Submission Status" page displays a complete list of all the submitted batch files and the status of each file, which will change as the system processes the file or the authorized user interacts with the file. This page is displayed when the user clicks the **View Submission Status** button on the "File Upload Results" page.

The "Submission Status" interface has the following functionalities and limitations:

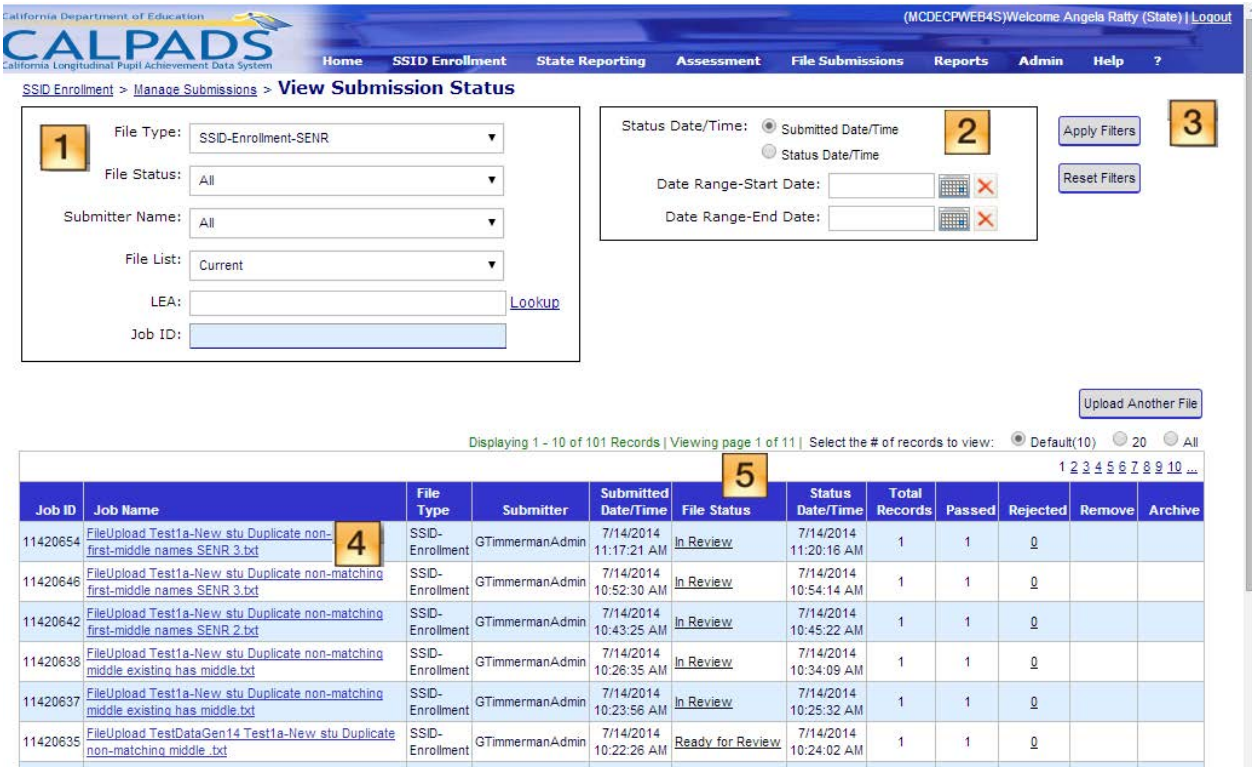
- View the status and details of submitted batch files
- Filter the results on the page to view specific files
- Modify the sort order of the files on the page

- Determine the reason a file failed to upload
- An authorized user may Archive files in a Complete state
- An authorized user may Remove a file in either an “Upload Failed” or an “In Queue” status to exclude it from the submission and posting processes
- Authorized user access to submitted files in any state is limited to 60 days from the submission date
- Return to the “File Upload” page

A file may be in one of the following possible states after the upload process or during the batch submission process:

- Upload Failed – a file did not pass the initial upload validations or rules processing
- In Queue – a file passed the initial upload validations and rules processing and is waiting to be processed (Queue: the process waiting line for files)
- Processing – a file is currently being processed by the system. Each record in the file is being processed by the Input Validation Rules.
- Ready for Review – a file has completed the initial submission processing and is ready for an authorized to review the results
- In Review – a file has completed the initial submission processing and an authorized user has reviewed the results, but has not made a selection on one or more sets of records in the file requiring user interaction
- Post Requested- the records within the file submitted for posting are currently in queue to post to the ODS
- Partial Post – a file with multiple schools that has one or more school(s) posted but not all school(s) are posted.
- Complete - an entire file of “passed” submitted records has been posted to the ODS or all records in the file have failed the Input Validation Rule processing
- Post Failed - at least one school in the file contains records that have failed on post validations. Users should review the rejected records to correct the errors, upload the file again after corrections are made, then resubmit the file for posting.
- Excluded – an entire file of submitted records was removed from the submission process and not posted to the ODS
- Cancelled - the entire file has been cancelled from posting by CALPADS Support due to intervention for technical reasons or a file that has not been posted has been cancelled upon the user's request

Screen 10-23: Submission Status



Instructions Table 10-103: View Submission Status

Step by Step Screen Instructions		Special Instructions
1.	Use the Filter Options to refine the list of files displayed at the bottom half of the page. To refine the list by **File Status, File Type, Submitter Name, File List, LEA, or Job ID** change one or more of the filter values using the drop down lists.	A value must be displayed in each filter option if the user wishes to use filters.
2.	Use the Filter Options to refine the list of files displayed at the bottom half of the page. To refine the list by **Submitted Date/Time** or **Status Date/Time**, select the appropriate radio button and enter **Date Range – Start Date** and/or **Date Range – End Date** in the MM/DD/YYYY format or select a date using the calendar tool	Either the **Submitted Date/Time** or **Status Date/Time** must be selected if the user wishes to use filters. The **Date Range – Start Date** and **Date Range – End Date** are optional.
3.	Click Apply Filters to use the filters chosen on the left.	
4.	For those files that have finished processing, the **Job Name** will appear as a link available for the user to view details of the processed file. To view details of a file, click on the file's **Job Name**	The "File Details" page will display the contents of the file by School Name
5.	Selecting File Status heading allows sorting by the current state of files.	

Optional Functions	
Reset Filters **Reset Filters** Button	To restore all filter options fields to their default value, select the **Reset Filters** button.
Upload Another File **Upload Another File** Button	To upload another file, click on the **Upload Another File** button. When clicked, the "File Upload" page will be displayed
Remove **Remove** Button	The system will only display the **Remove** button to authorized users, and only next to files in either an Upload Failed or an In Queue state; When clicked, the corresponding file will be removed from the submission and posting processes
Archive **Archive** Button	The system will only display the **Archive** button to authorized users, and only next to files in a Complete state; When clicked, the corresponding file will be archived
Job ID | Job Name | File Type | Submitter | Submitted DateTime | File Status | Status DateTime	Click on any column heading links to sort the results. The first click on the field name orders records in the ascending order, the second click orders information in descending order
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button

10.2.5 File Details

The "File Details" page allows an authorized user to view details of a submitted file and to access passed and rejected records. This page is accessed when the user clicks the **Job Name** link of a particular file on the "Submission Status" page.

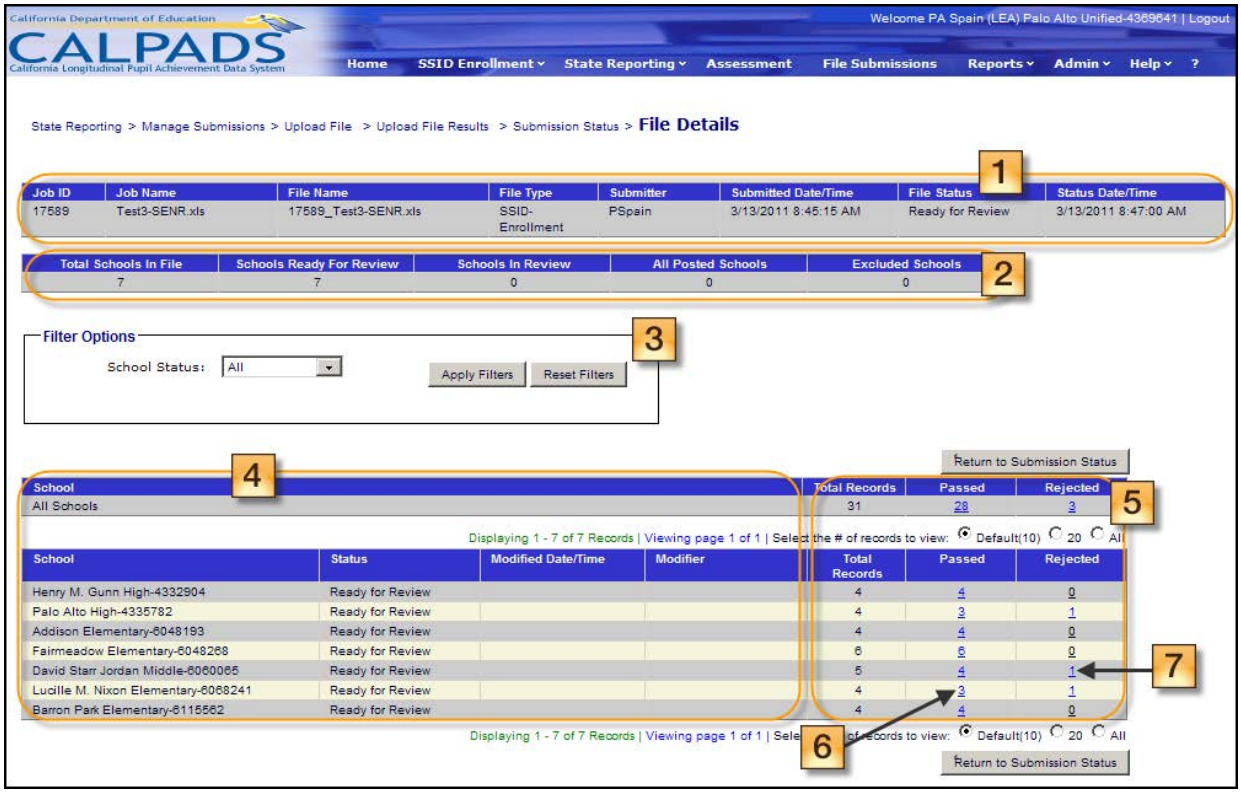
The selected file's key elements are displayed at the top of the page along with a submission summary with a total count of all the schools in the batch file broken down by School Status. Also displayed on the page are the status and record results for all the schools in the file as well as for each school in the file. The Record Results section on the page displays an aggregate breakdown of the total records, passed records, and rejected records for all schools and each school within the file. The schools displayed can also be filtered by School Status.

An authorized user may perform the following functions on this interface:

- View the status and details for each school in a selected file
- Filter the school results displayed on the page
- Modify the sort order of the schools on the page

- View the details of Passed records for one or all the schools in a selected file
- View the details of Rejected records for one or all the schools in a selected file
- Return to the “Submission Status” page to view the selected file results

Screen 10-24: File Details



Instructions Table 10-114: View File Details

Step by Step Screen Instructions		Special Instructions
1.	View the key elements of the selected file. Fields shown include: **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, **Submitted Date/Time**, **File Status**, **Status Date/Time**	
2.	View the summary of the number of schools included in the file and summary of the number of schools with each type of School Status.	
3.	Select to filter the displayed schools by **School Status** by selecting from the drop down list. Then click the **Apply Filters** button.	
4.	View the **School**, **Status**, **Modified Date/Time**, and **Modifier** columns for each set of school records. The records for all of the schools in the file are displayed first with records for each individual school displayed below.	
5.	View the Record Results of each set of school records. The number of **Total Records**, **Passed** records, and **Rejected** records are shown for each school and all schools.	

Step by Step Screen Instructions		Special Instructions
6.	Click on the **Passed records count** link to view the details of the passed records in the corresponding submitted file.	The "Passed Records" page will be displayed based on the file type. If the number is 0, the number will be read-only and the link will not be available
7.	Click on the **Rejected records count** link to view the details of the rejected records in the corresponding submitted file.	The "Rejected Records" page will be displayed based on the file type. If the number is 0, the number will be read-only and the link will not be available

Optional Functions	
Reset Filters **Reset Filters** Button	To restore the **filter** option field to the default value, select the **Reset Filters** button
Return to Submission Status **Return to Submission Status** Button	To return to the "Submission Status" page, select the **Return to Submission Status** button
School | Status | Modified DateTime | Modifier	Click on any column heading links to sort the results. The first click on the field name orders records in the ascending order, the second click orders information in descending order
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button

10.2.6 Passed Records (SSID Enrollment)

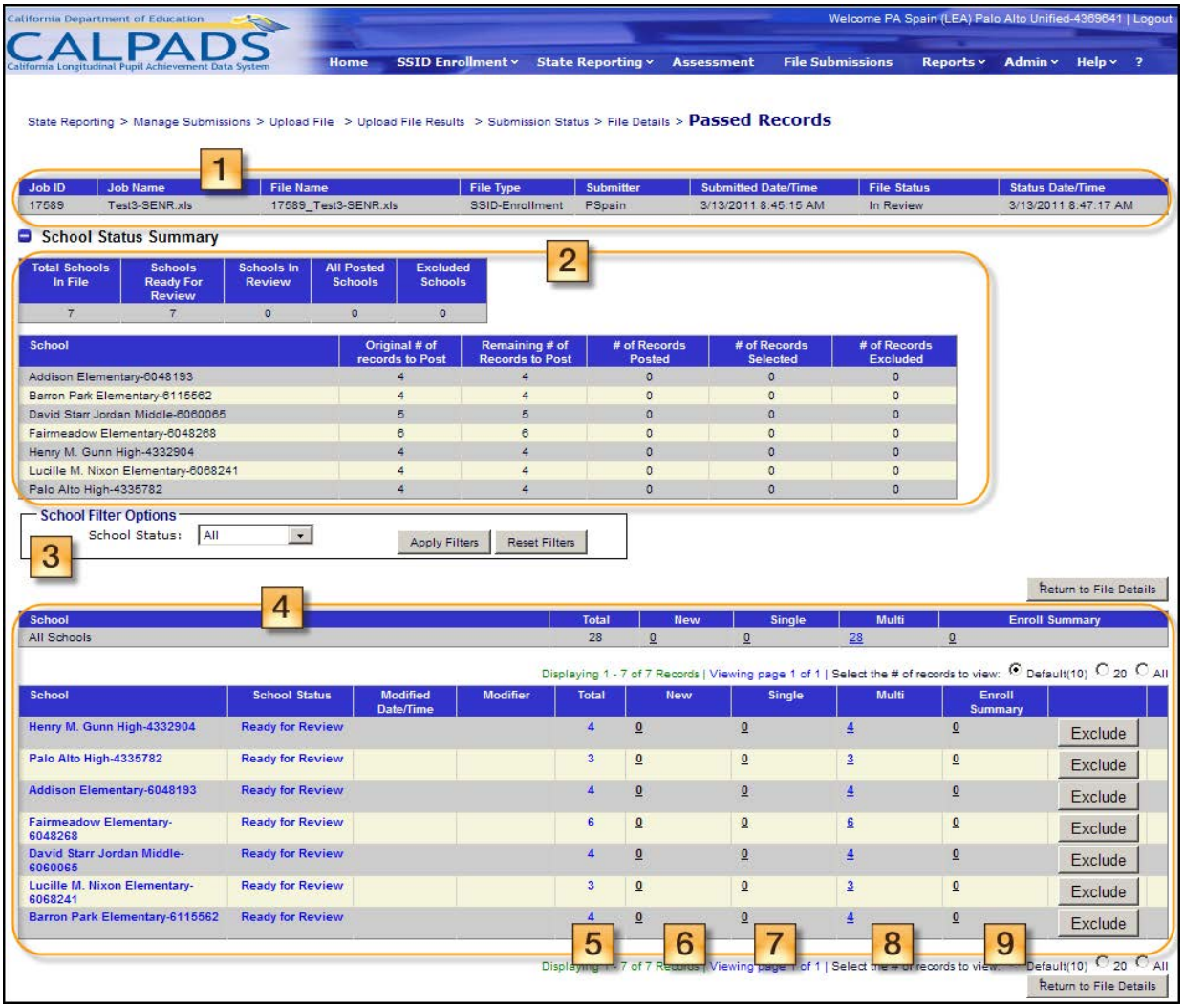
The "Passed Records" page allows the authorized user to view details of the validated data submitted for an individual school or for all the schools in the file. This page is displayed when the user clicks the **Passed records count** link on the "File Details" page.

A user may perform the following SSID Enrollment functions through this interface:

- View the status and details for the Passed records of one or all the schools in a submitted batch file

- View the status and details for the Passed records of one or all the schools by a specified match status
- View the status and details for the Passed records of one or all the schools by key Enrollment elements
- Exclude a school's set of records from the file submission
- Filter the school results displayed on the page
- Modify the sort order of the schools on the page
- Return to the "File Details" page

Screen 10-25: Passed Records (SSID Enrollment)



Instructions Table 10-125: View Passed Records (SSID Enrollment)

Step by Step Screen Instructions		Special Instructions
1.	View the details of the selected file from the "Submission Status" page for reference. Values displayed are **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, and **Submitted Date/Time**	
2.	View the details of the **School Status Summary**. The numbers shown are counts of the **Total Schools in File**, **Schools Ready for Review**, **Schools in Review**, **All Posted Schools**, **Excluded Schools**, **School, Original # of Schools to Post**, **Remaining # of records to Post**, **# of Records Posted**, **# of Records Selected**, and **# of Records Excluded** for all schools combined as well as individual schools.	
3.	To filter the results by **School Status** for each school and all schools combined, select from the drop down list. Then select **Apply Filters** for the system to only display results that match the chosen value.	Possible **School Status** values: All; In Queue; In Process; Ready for Review; In Review; Post Requested; Post Failed; Complete; Excluded; Cancelled A value must be chosen before the **Apply Filters** button is clicked.
4.	View the details of the passed records by school or all schools. Along with the name of the school, additional information for each set of records includes: **School Status**, **Modified Date/Time, Modifier,** and **SSID Record Results**.	
5.	View the **Total** counts for each school and all schools in the file. These represent the total counts of passed records	
6.	View the **New** counts for each school and all schools. These counts represent the number of records with a **New** match status (no existing matches or new records in the file). Select the **New count** link (for an individual school or all schools) to view the details of records with a New match status	The "SSID Results" page will be displayed with only New matches displayed
7.	View the **Single** counts for each school and all schools. These represent the total number of single matches. Select the **Single count** link (for an individual school or all schools) to view the details of records with a Single match status	The "SSID Results" page will be displayed with only Single matches displayed
8.	View the **Multi** counts for each school and all schools. These represent the total counts of records with multiple matches. Select the **Multi count** link to display details of the multiple matched records.	The "SSID Results" page will be displayed with only Multi matches displayed
9.	View the **Enroll Summary** counts for each school and all schools. These represent the total counts of records with enrollment history updates (records submitted with existing SSIDs). Select the **Enroll Summary** link to view high level counts of key Enrollment data elements that passed the validations and rule processing	The "Enrollment Update Submission Summary" page will be displayed where the user may select to view details at the student level and post these records by school or all schools

Optional Functions	
Exclude **Exclude** Button	The system will only display the button to authorized users, and only next to schools with either a Ready for Review of in Review Status. If present and selected, the system will not include the corresponding School's set of records in the submission and posting Process
Reset Filters **Reset Filters** Button	To reset the filters to their original value, select the **Reset Filters** button
Return to File Details **Return to File Details** Button	To return to the "File Details" page, select the **Return to File Details** button
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button
School | School Status | Modified DateTime | Modifier | Total | New | Single | Multi | Enroll Summary	To sort the columns, select the column headings. First selection orders records by the ascending values; second selection reorders records by the descending values. Top row value of All Schools will not be included in the sort
If **Auto Post** is enabled for the user, all records with a **New** or **Single** (depending on the Autopost flag assigned to the user through User Security) match status will be automatically posted to the ODS If **Auto Post** is not turned on, the user must make a selection for each record with a **New** or **Single** match status as well as the records with a **Multi** match status	

10.2.7 SSID Results

The "SSID Results" page allows the authorized user to view the results of the SSID Enrollment file submission and posting processing. The page is accessed when the user selects a count link from the "Passed Records" page.

The SSID Results page displays the selected file's key elements across the top. The lower half of the page displays the details of all the Passed records in a submitted file that make up the selected count link on the "Passed Records" page. Each record has a section which may be collapsed or expanded by selecting the expand/collapse buttons .

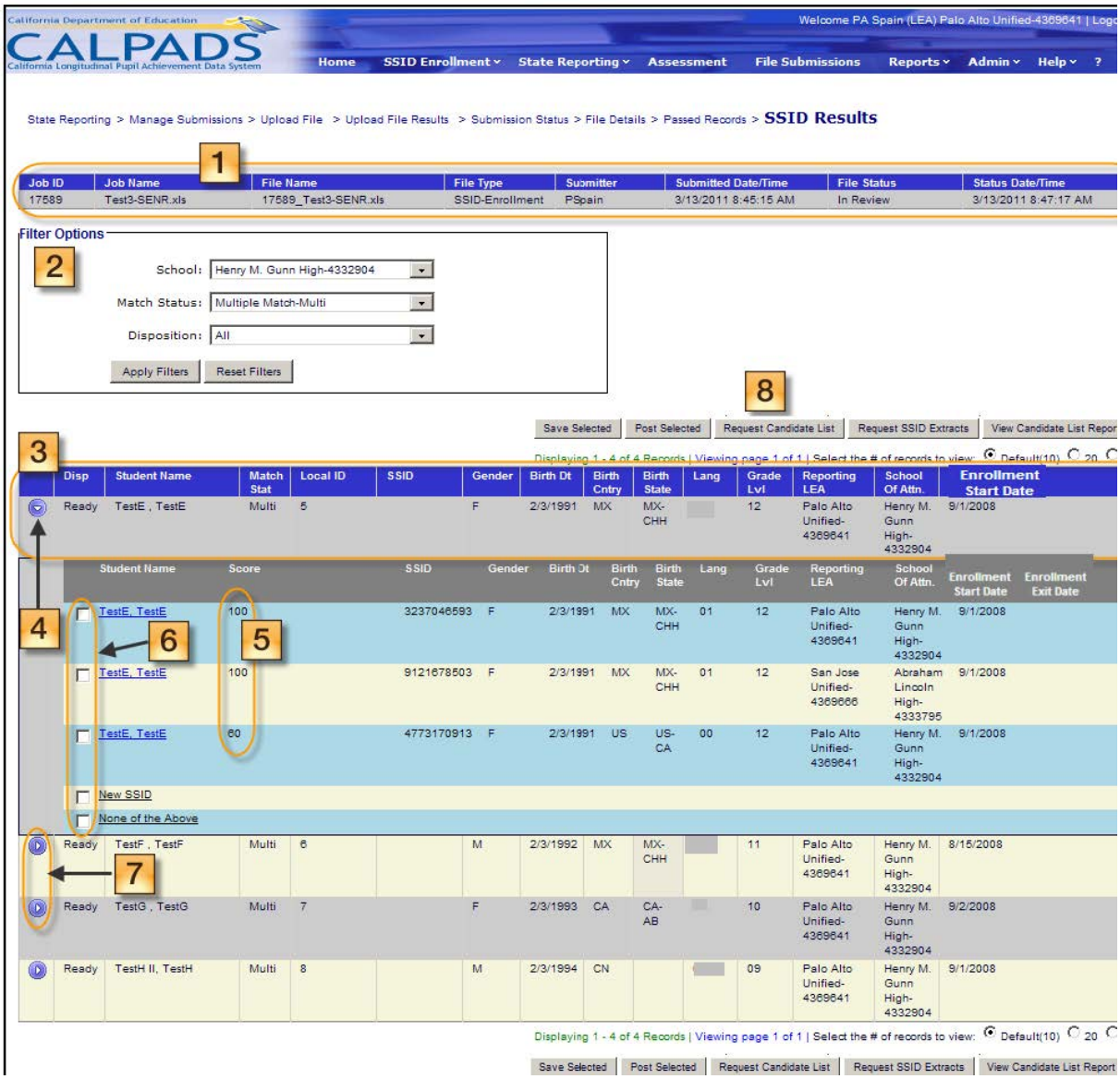
Records that are not automatically posted to the ODS have a disposition in the left column. A record can have the disposition of Ready, the disposition of Selected, or a disposition of Failed which meaning that at least one of the candidates for the selected record failed validations.

Once a record is posted to the ODS, the record's disposition will change to Posted (indicated with a number 3).

A user may perform the following SSID Enrollment functions through this interface:

- View key elements and the submission and posting processing results details of an individual school's set of records or all the schools' records in a submitted batch file that passed validations.
- Modify the sort order of the records on the page
- Filter the record results by School, Match Status and Disposition
- Post records to the ODS
- Select records and Save selections for Posting in the ODS at a later date
- Download the posted records
- Select to create a new SSID for a student
- Select to take no action on a record to maintain a Ready Disposition
- View additional details of records the system identified meeting the defined matching requirements for a submitted record
- Request to view a Candidate List report for use in offline candidate selection.

Screen 10-26: SSID Results



Instructions Table 10-136: View SSID Results and Make SSID Assignments

Step by Step Screen Instructions		Special Instructions
1.	View the details of the selected file from the "Submission Status" page for reference. Values displayed are **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, **Submitted Date/Time, File Status,** and **Status Date/Time**	
2.	Use the **Filter Options** to refine the list of files displayed at the bottom half of the page. To refine the list by **School**, **Match Status**, and **Disposition** change one or more of the filter values using the drop down lists. Select **Apply Filters** to display results matching the chosen values	If the **Apply Filters** button is selected, only records with the chosen value/values will be displayed

Step by Step Screen Instructions		Special Instructions
3.	View the details of each record to determine if actions need to be made	
4.	Expand a record with a disposition indicating it is ready for selection using the expand/collapse button	When expanded, each record will display all possible SSID assignment options below the record to post
5.	The Matching Score displays the percentage of demographic value match for each listed candidate	Sorts by descending scores when first displayed
6.	**For the selected student, choose the appropriate action**: 1) Select the check box next to the appropriate candidate if the student matches any of the candidates shown. The candidates name link may be selected to view additional information of the candidate 2) Select the **New SSID** check box if no student matches any of the candidates shown and a new SSID needs to be created for the student 3) Select the **None of the Above** check box to take no action and direct the system to exclude the record from being posted	The first two actions will direct the system to create an enrollment record for the selected student when the **Post** button is selected. Only one check box may be selected for a student.
7.	Make appropriate SSID assignment selections for all other records to post (see step 6 above – repeat for each SSID request)	
8.	Select the **Post Selected** button to post the selected records with indicated SSID assignments	Once submitted to posting, no other records may be posted until the records submitted have finished posting

Optional Functions	
Reset Filters **Reset Filters** Button	To reset the filters to their original value, select the **Reset Filters** button
Save Selected **Save Selected** Button	When clicked, the system will identify records with a selected check box and will save the selections on the " SSID Results" page and will display the saved selections when the user returns to the page
Post Selected **Post Selected** Button	When clicked, the system will post all "selected" records to the ODS.

Optional Functions	
View Candidate List Report	Links to report 0.0 Candidate List to produce a printable report for working the list of candidates offline.
Request SSID Extract **Request SSID Extract** Button	When clicked, the system will display the "Request SSID Extract" page for the user to request to download a SSID extract file
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button
Disp | Student Name | Match Stat | Local ID | SSID | Gender | Birth Dt | Birth Cntry | Birth State | Lang | Grade Lvl | Reporting LEA | School Of Attn. | School Start Date	To sort the columns, select the column headings. First selection orders records by the ascending values; second selection reorders records by the descending values. Top row value of All Schools will not be included in the sort.

10.2.8 Enrollment Submission Summary

The "Enrollment Submission" page allows an authorized user to post or exclude the records making up the count of enrollment record updates. It is accessed when the user selects an **Enroll Summary count** link for an individual school or all schools within the file from the "Passed Records" page.

This page will display a summary of key Enrollment data submitted in records that were submitted with SSIDs and that have passed the defined validations. The file's key information will also be displayed across the top of the page for the user's reference. An **Enrollment Update Summary** in the middle portion of the screen indicates the total count of records included in the summary, a summary count of records containing updates and a summary count of records containing exits.

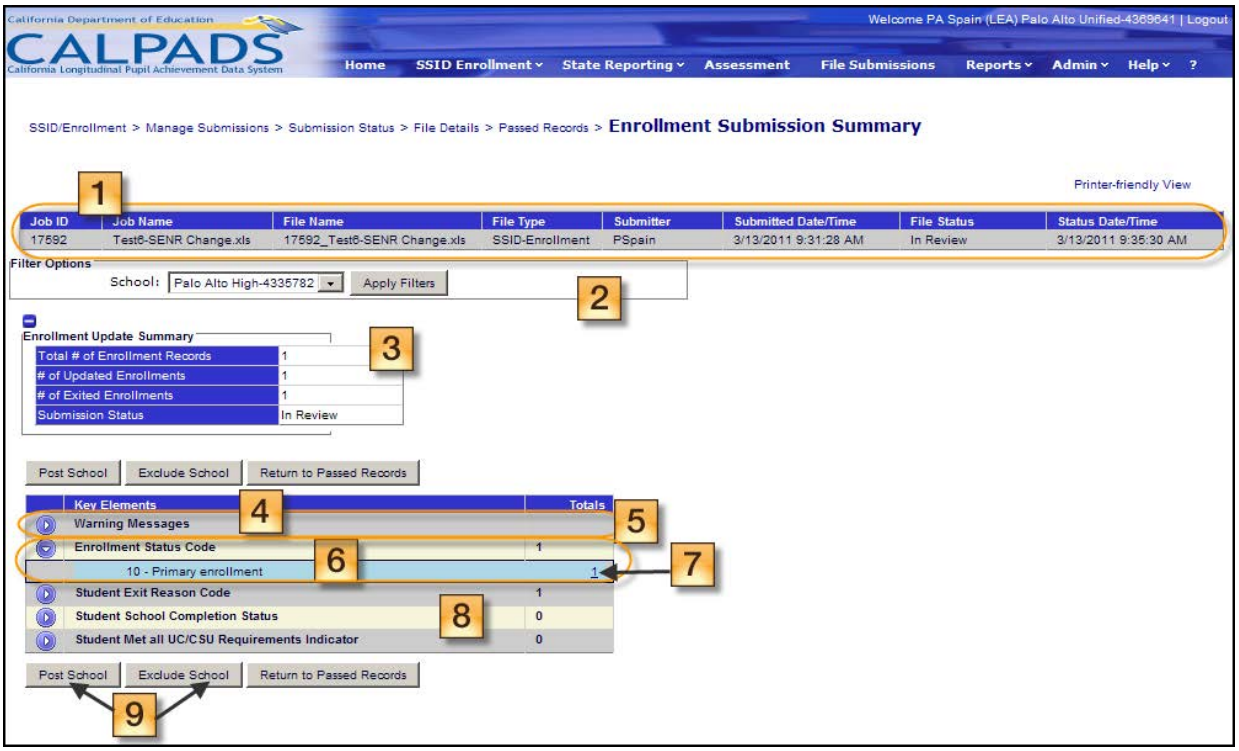
The SSID Enrollment **Key Element** list will contain the Element Name in a collapsible/expandable section. When the section is expanded, the system will display the specified CALPADS' Value Name(s) for the element with the count of records containing that specified value. If the count is not zero, each element's value count is a link leading to the "Submission Details" page where the individual records containing the selected element will be shown. Additionally, the system will display any warnings generated from the submission. A

user may view details of the students associated with the warning messages by selecting a warning message **count** link.

A user may perform the following SSID Enrollment functions through this interface:

- View a summary of the values submitted in a file for key Enrollment elements or warning messages
- View a summary count of records submitted with existing known SSIDs representing enrollment updates and enrollment exits
- View the details of individual records containing either a specific Key Enrollment value or a blank value
- Select to Post the displayed set or sets of records to the ODS
- Select to Exclude the displayed set or sets of records from the posting process
- Apply additional filters to display the record for a specific student
- Manipulate the display of records on the page
- Return to the “Passed Records” page

Screen 10-27: Enrollment Submission Summary



Instructions Table 10-27: Verify Enrollment Submission Summary

Step by Step Screen Instructions		Special Instructions
1.	View the values of the selected file from the "Submission Status" page. Values displayed are **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, **Submitted Date/Time, File Status,** and **Status Date/Time**	
2.	To filter the results by a particular school or all schools, select from the drop down list. Then select **Apply Filters** button for the system to only display results that match the chosen value	A value must be chosen before the **Apply Filters** button is clicked.
3.	View the **Enrollment Update Summary** box where the **Total # of Enrollment Records**, **# of Updated Enrollments**, and **# of Exited Enrollments** record counts are displayed	The total represents all passed records submitted with SSIDs
4.	The **Warning Messages** is the first Key Element category displayed. To view each count of records of each type of warning message, click on the expand/collapse button on the left to expand the Warning Messages box	If the Warning Messages box is expanded, each warning type associated with the file will be listed with the count of records containing the particular warning message
5.	If the count of records containing warning messages is not zero, click on the count link to view details of the records that contain the warning messages and determine if corrections need to be made	If the link is selected, the system will display the "Submission Details" page with the individual records containing the selected warning
6.	The following Key Elements will be specific elements related to SSID Enrollment File type. To view the count of records with the possible values for a Key Element, use the expand/collapse buttons	If the particular Key Element's box is expanded, each possible value of the element will display with the count of records containing the value
7.	If the value count is not zero, click on the count link to view details of the records that contain the particular value and verify the count shown	If the link is selected, the system will display the "Submission Details" page with the individual records containing that value
8.	Repeat steps 6 and 7 for all Key Elements of the file	

Step by Step Screen Instructions		Special Instructions
9.	After viewing the details of the records for the school(s) select the **Post** button to post the records to the ODS or select the **Exclude** button to exclude records from posting	If **Post** is clicked, the system will display a confirmation message and will then either post the displayed school or schools to the ODS or cancel the process, dependent on the user's selection If **Exclude** is selected, the system will display a confirmation message and will then either not post the displayed school or schools to the ODS or cancel the process, dependent on the user's selection
10.	To filter the results for a particular student based on the job ID and School selected above, enter an SSID or the Local Student ID. Then select **Apply Filters** button.	A value must be chosen before the **Apply Filters** button is clicked.

Optional Functions	
Printer-friendly View	To display a printable form of the page, select the **Printer-friendly View** button
Return to Passed Records **Return to Passed Records** Button	To return to the "Passed Records" page, select the **Return to Passed Records** button

10.2.9 Submission Details

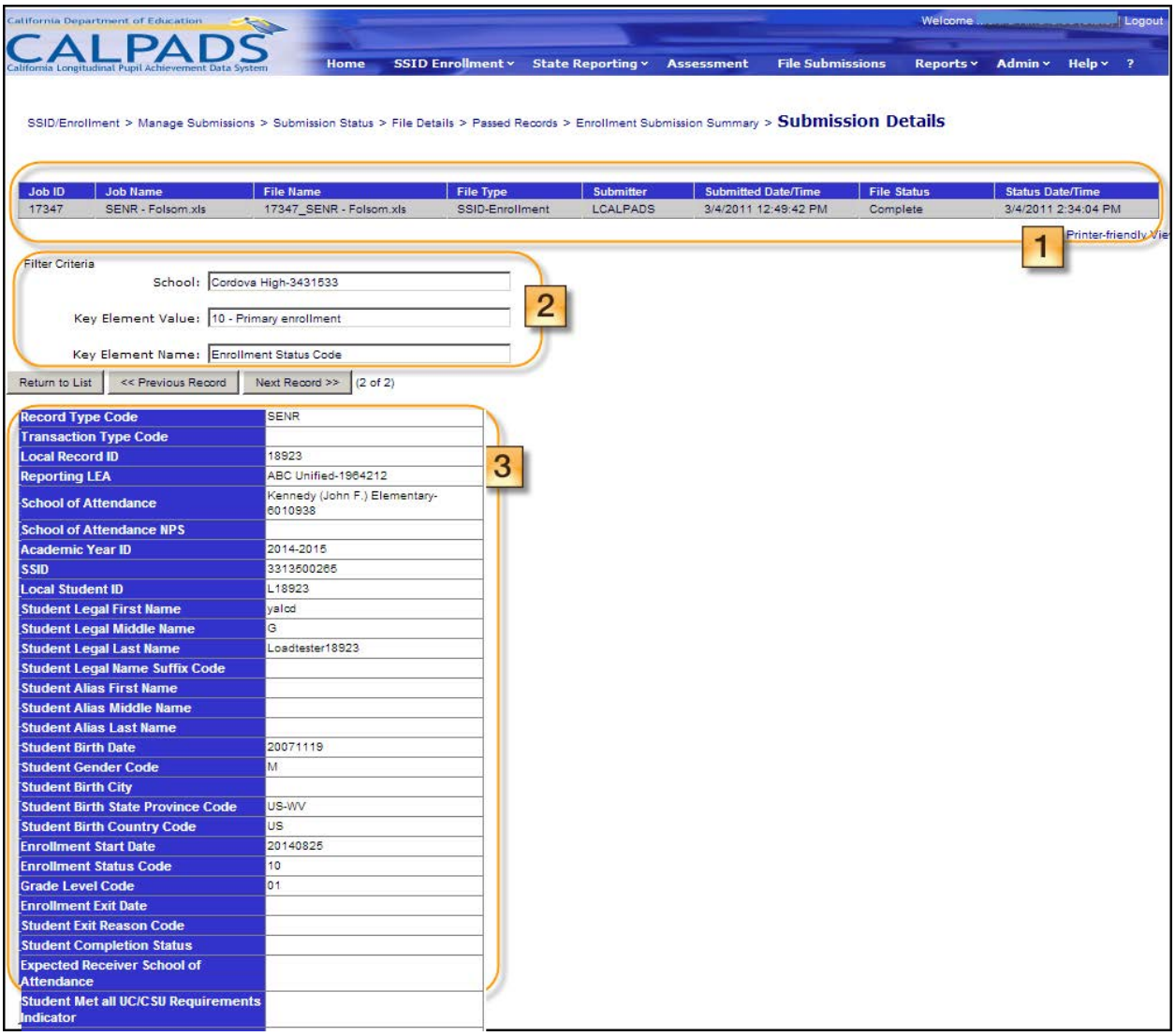
The "Submission Details" page allows an authorized user to view the records in the submitted file containing the Key Element value selected. The page is accessed when a user selects a **Key Element value count** link on the "Enrollment Submission Summary" page.

The selected file's key elements are displayed across the top of the page. Below the file's elements, the system displays a Filter Criteria box containing the values for the School, Key Element Name, and Key Element Value fields utilized to identify the records displayed on the page. The individual records, their key elements and additional elements are displayed on the lower portion of the page.

A user may perform the following SSID Enrollment functions through this interface:

- View submitted records containing a specified Key Element value
- Manipulate the page display and navigation
- Return to the "Enrollment Submission Summary" page

Screen 10-28: Submission Details



Instructions Table 10-148: View Submission Details (SSID Enrollment)

Step by Step Screen Instructions		Special Instructions
1.	View the details of the selected file from the "Submission Status" page for reference. Values displayed are **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, **Submitted Date/Time**, **File Status**, and **Status Date/Time**	

Step by Step Screen Instructions		Special Instructions
2.	View the Filter criteria details in **School**, **Key Element Name** and **Key Element** fields. The values are populated from the "Submission Status" page and cannot be changed unless a different count is selected from the "Enrollment Submission Summary" page	
3.	View the details of the records that make up the selected count: **Student Name**, **SSID**, **Local ID**, **School of Attendance**, **NPS School of Attendance**, **Enrollment Status**, **Enrollment Start Date**, **Enrollment Exit Date**, **Exit Reason Code**, **Expected School of Attendance**, **School Completion Status**, **Student Met all UC/CSU Requirements**	

Optional Functions	
Return to Submission Summary **Return to Submission Summary** Button	To return to the "Enrollment Submission Summary" page, select the **Return to Submission Summary** button
Printer-friendly View	To display a printable form of the page, select the **Printer-friendly View** Link.
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button
Student Name | SSID | Local ID | School Of Attendance | NPS School Of Attendance	Click on any column heading to sort the column. The first click sorts in ascending order, the second click sorts in descending order

10.2.10 Submission Summary (Student Information and Student Program)

The "Submission Summary" page allows the user to either post one or all schools to the ODS or to exclude one or all schools from being posted to the ODS. This page displays when the user clicks the Passed records count link on the "File Details" page for a Student Information file or Student Program file.

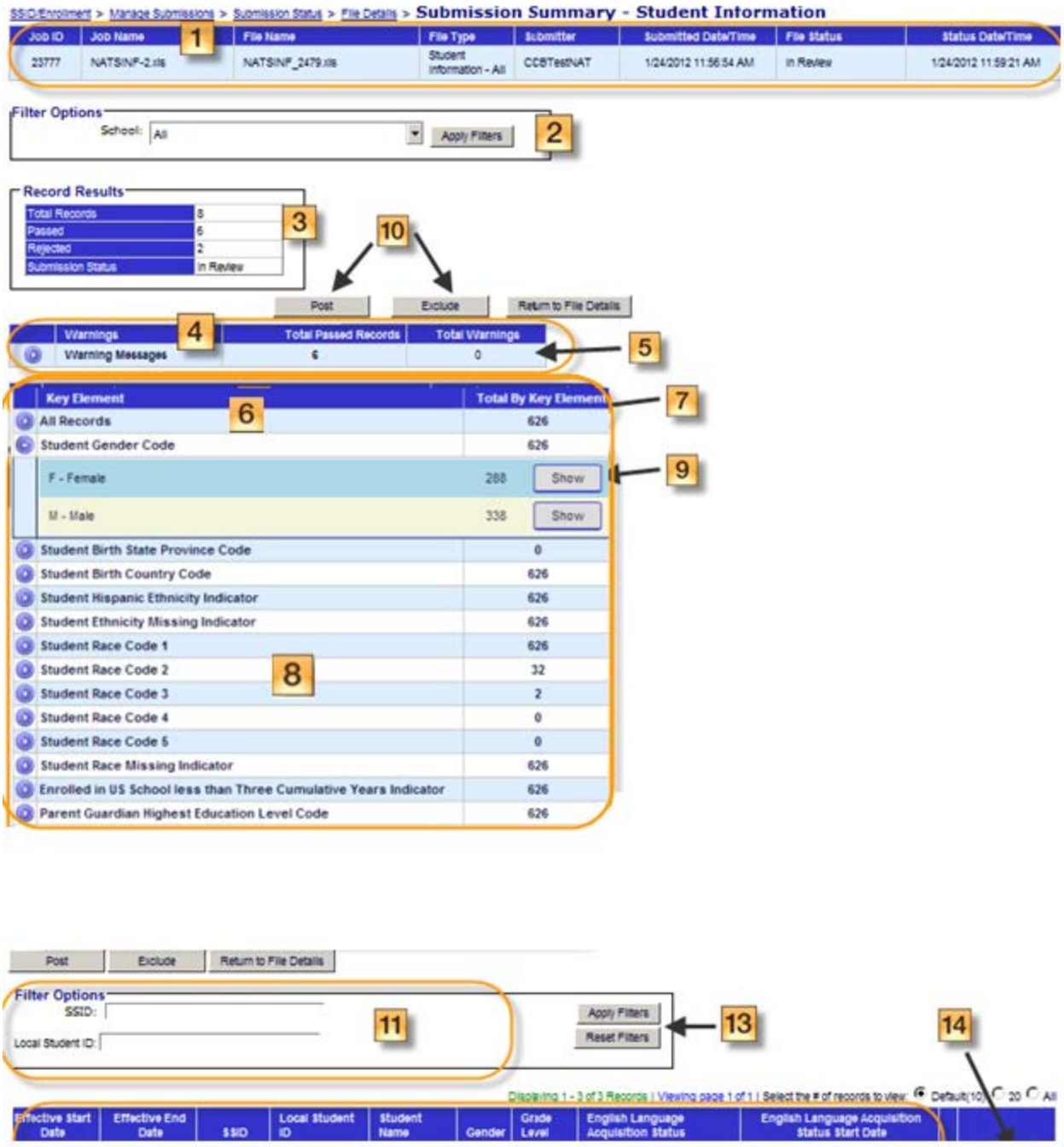
A "Submission Summary" page is available for each file type. The page displays summary counts of Key Elements across the top and key element from the selected file type. The Key Element box will contain the Element Name (depending on the File Type) in a collapsible/ expandable section. When the section is expanded, the system will display the specified CALPADS' Value Name(s) for the element with the count of records containing that specified value. If the count is not zero, each element's value count is a link leading to the "Submission

Details" page where the individual records containing the selected element will be shown. If a mandatory element is missing in a record, it will display as a rejected record. If the element is optional, the count of records that did not have the element populated will also be displayed. The first element of each list will be the Warning Messages to alert the user to any warning errors the system may have identified during the validations and/or rules processes. The second key element is an All Records selection for the user to view the details of all the records regardless of the Key Element values.

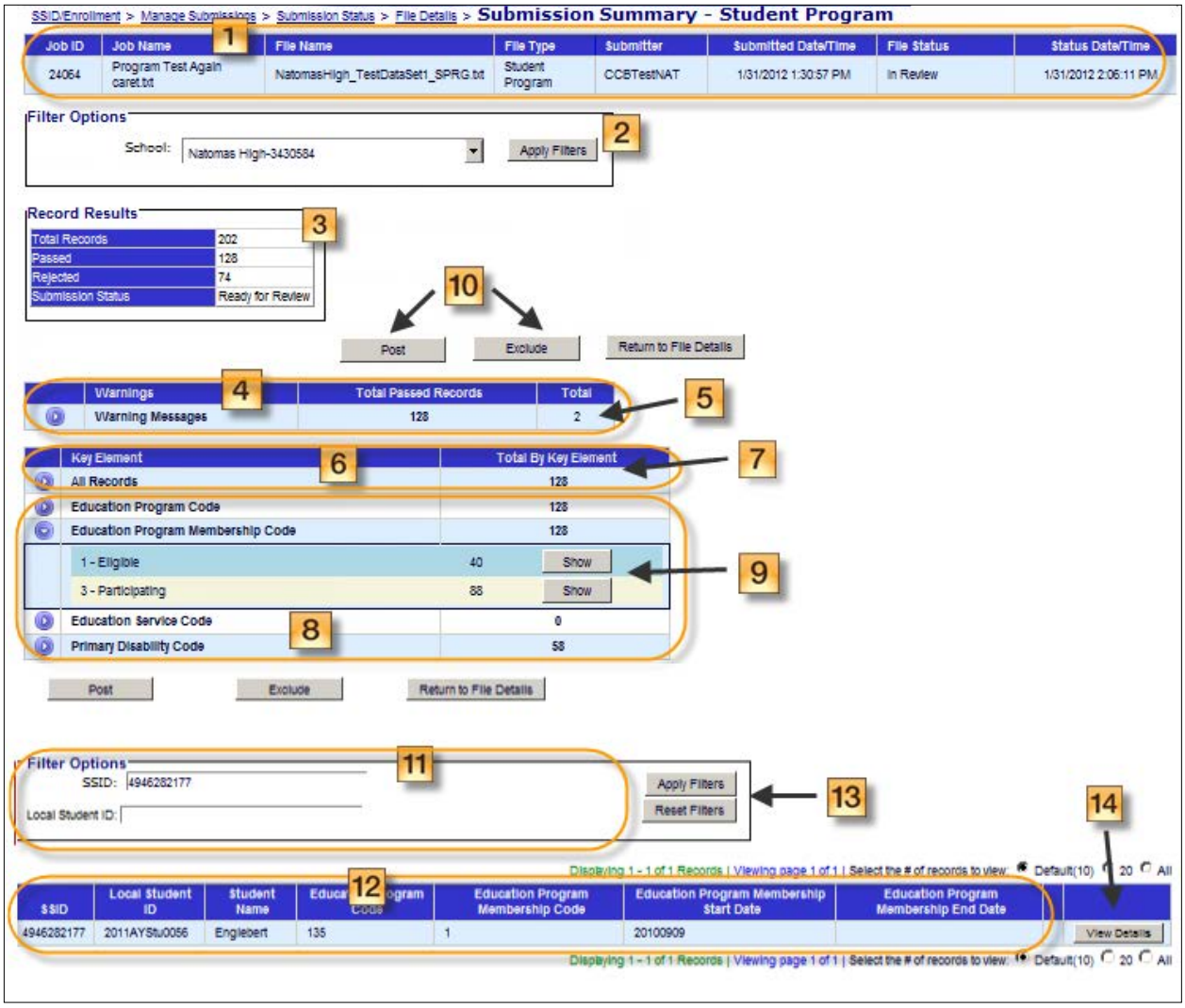
A user may perform the following functions through this interface:

- Reduce the number of results by using the School filter
- View a summary of the values submitted in a file for key State Reporting elements or warning messages
- View the details of individual records containing either a specific State Reporting element value or a blank value
- Select to Post the displayed school or all schools to the ODS
- Select to Exclude the displayed school or all schools from the posting process
- Manipulate the display of records on the page
- Return to the "File Details" page

Screen 10-29: Submission Summary - Student Information



Screen 10-30: Submission Summary - Student Program



Instructions Table 10-30: Verify Submission Summary (Student Information and Student Program)

Step by Step Screen Instructions		Special Instructions
1.	View the values of the selected file from the "Submission Status" page. Values displayed are **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, **Submitted Date/Time, File Status,** and **Status Date/Time**	
2.	To filter the results by a particular school or all schools, select from the dropdown list. Then select **Apply Filters** for the system to only display results that match the chosen value	A value must be chosen before the **Apply Filters** button is clicked

Step by Step Screen Instructions		Special Instructions
3.	View the **Record Results** box where the **Total Records**, **Passed** record and **Rejected** record counts are displayed	
4.	The **Warning Messages** is the first Key Element displayed. To view each count of records for each type of warning message, click on the expand/collapse button to view the list of Warning Messages and counts of each message	
5.	If the count of records containing warning messages is not zero, click the **Show** button to view a list of the records that contain the warning messages.	The list of records containing the warning will be listed at the bottom of the screen.
6.	The **All Records** count is the second Key Element category displayed. This notifies the user of the total number of passed records regardless of the Key Element values. Click on the expand/collapse button to view the count of ALL Records and to access the **Show** button for listing all of the records.	
7.	If the count of All Records is not zero, click on the **Show** button to display the list of the submitted records	The list of records containing the warning will be listed at the bottom of the screen.
8.	The following Key Elements will be specific elements related to the File Type (Student Information or Student Program). To view the count of records containing a particular value for a Key Element, click on the expand/collapse button to view the counts	If the particular Key Element's box is expanded, the populated values of the element will display with the count of records containing the value and a **Show** button.
9.	If the value count is not zero, click on the **Show** button to view a list of the records that contain the particular value	

Step by Step Screen Instructions		Special Instructions
10.	After viewing the records for the school(s) select the **Post** button to post the records to the ODS or select the **Exclude** button to exclude records from posting	If **Post** is clicked, the system will display a confirmation message and will then either post the displayed school or schools to the ODS or cancel the process, dependent on the user's selection If **Exclude** is clicked, the system will display a confirmation message and will then either not post the displayed school or schools to the ODS or cancel the exclude process, dependent on the user's selection
11.	To filter the results for a particular student based on the job ID and School selected above, enter an SSID or the Local Student ID. Then select **Apply Filters** button.	A value must be chosen before the **Apply Filters** button is clicked.
12.	View the list of records that contain the key value based on the Show button selected (or all records if the Show button next to all records was clicked)	The list of records shown is filtered based on any filtering criteria specified in the item above (11).
13.	Click the **Apply Filters** Button to filter the list of records based on the filter criteria selected. Click the Reset filters button to clear the filters to blank.	
14.	Click the **View Details** Button to display a screen that shows all the fields in the selected record in the same order as the record layout.	The system will display the Submission Details screen for the record selected and then allow you to page forwards and backwards through the list showing details of each record from the list.
Optional Functional	Return to File Details	To return to the "File Details" page, select the **Return to File Details** Button
Optional Functional		

Optional Functions	
Return to File Details Button	To return to the "File Details" page, select the **Return to File Details** Button

Optional Functions	
Printer-friendly View	To display a printable form of the page, select the **Printer-friendly View** Link

10.2.11 Rejected Records

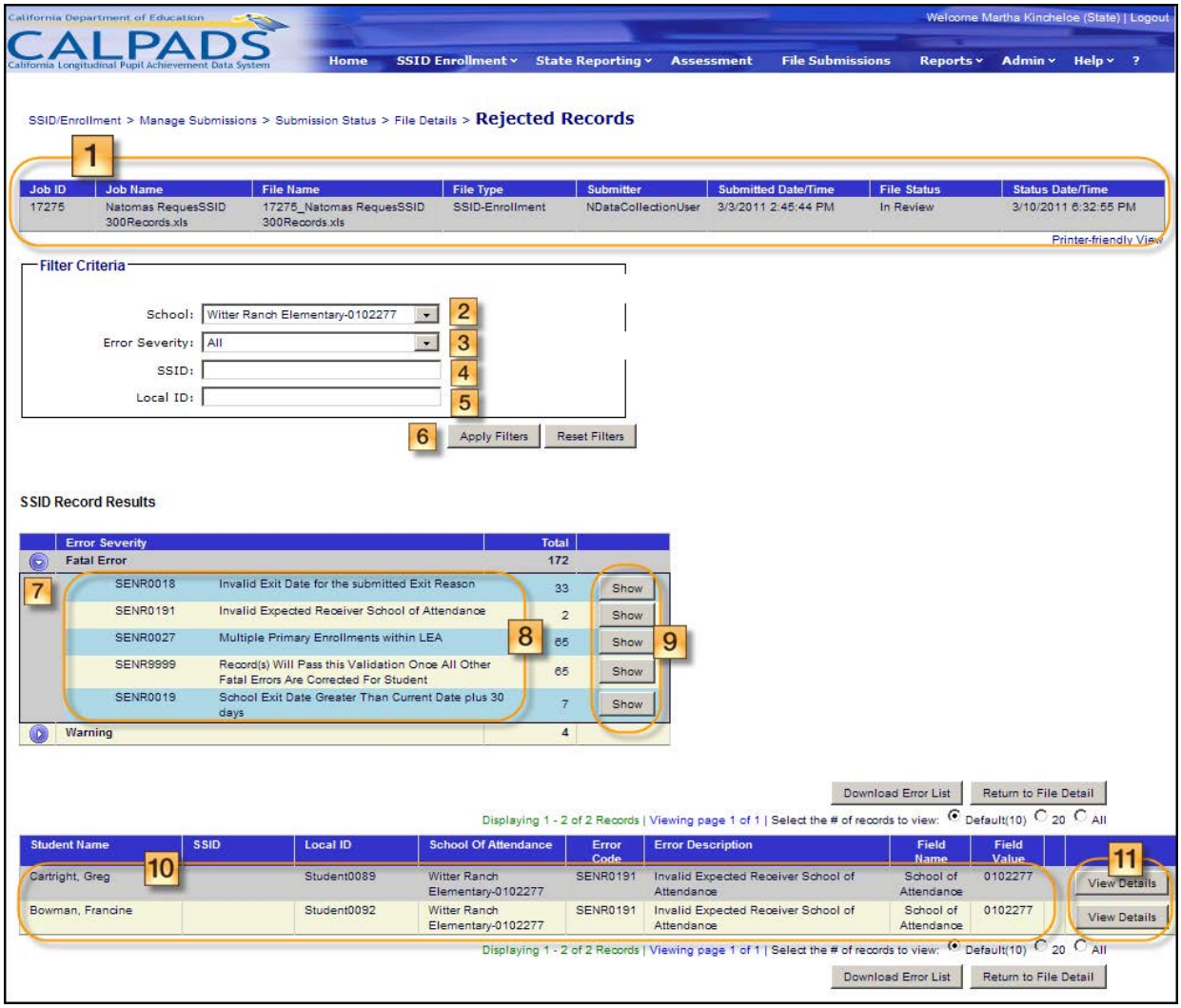
The “Rejected Records” page allows an authorized user to view the details of records in a submitted file that have failed the defined validations and rules processing and therefore cannot be posted. It displays when the user selects a **Rejected Records Count** link from the “File Details” page.

The file’s key elements are displayed across the top of the page. Below the file’s elements, the system displays a SSID Record Results box and a Filter Options box.

A user may perform the following functions through this interface:

- View the status and details of rejected records for an individual school or all the schools in a submitted batch file
- View the status and details for rejected records by a specified match status
- Select the details of rejected records by the Error Category or by the Error Description
- Manipulate the page display and navigation
- Modify the sort order of the records displayed on the page
- Modify the sort order in the SSID Record Results box
- Return to the “File Details” page

Screen 10-31: Rejected Records



Instructions Table 10-31: View Rejected Records

Step by Step Screen Instructions		Special Instructions
1.	View the details of the selected file from the "Submission Status" page for reference. Values displayed are **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, and **Submitted Date/Time**	
2.	To filter the list of records containing errors by **School**, select an individual school or all schools from the drop down list	A value must be chosen before the **Apply Filters** button is clicked.
3.	To filter the list of records containing errors by **Error Category**, select an individual error category or all error categories from the drop down list	A value must be chosen before the **Apply Filters** button is clicked.
4.	To view a record for an individual student using a known **SSID**, enter the ID in the text box provided	
5.	To view a record for an individual student using a known	

Step by Step Screen Instructions		Special Instructions
	Local ID, enter the ID in the text box provided	
6.	Select the **Apply Filters** Button once all desired filter criteria is selected or entered	If the **Apply Filters** Button is clicked, this selection will direct the system to only display records that match the chosen value
7.	The Error categories display in the **SSID Record Results** box**.** To view the counts of records for each type of error message, click on the +/- link to expand/collapse the individual fatal error counts	If the Error category is expanded, each error associated with the file will be listed with the count of records containing a particular error
8.	View each error message displayed and the counts of records containing each error	
9.	Click on the **Show** button to the right of each error count to view the records and details of the records that make up the count	The individual records containing the selected error will display at the bottom portion of the page
10.	View all records with the selected error to determine the corrections necessary for these records to pass the validations	To post these records to the ODS, corrections need to take place in the source file, which can then be resubmitted for processing
11.	Select the **View Details** button to view the user's inputted values for the particular record	The system will display the record layout on another screen

Optional Functions	
Reset Filters **Reset Filters** Button	To reset the filters to their original value, select the **Reset Filters** button
Download Error List **Download Error List** Button	When clicked, the system will request a download of a file with the list of the rejected records for the user to download. The user may then download the file through the "Download Requested Records" page
Return to File Detail **Return to File Detail** Button	When clicked, the system will return to the, "File Details" page
Printer-friendly View	To display a printable form of the page, select the **Printer-friendly View** button
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button
Student Name | SSID | Local ID | School Of Attendance | Error Code	To sort the columns, select the column headings. First selection orders records by the ascending values; second selection reorders records by the descending values.

10.3 SSID Anomalies

The **SSID Anomalies** functions allow an authorized user to view all SSID Anomalies detected from the latest run of the anomaly process. The SSID Anomalies include Multiple Identifiers (MIDs), Exit Reason Discrepancies (ERDs), and Concurrent Enrollments (CCEs). The user may use the **SSID Anomalies** menu to navigate to each anomaly type resolution page as well as download the SSID Anomaly Status Report. The functionality on each resolution page allows a user to view a current list of students identified with each type of SSID Anomaly in the ODS. The students listed may have active enrollments in the LEA or may have previously been enrolled in the LEA. Each resolution page will provide contact information of each LEA involved in each anomaly.

The MID Resolution Screen allows the user to resolve a MID if the user is the MID Owner. The MID Owner is the LEA of the first SSID displayed in each MID set. The CCE and ERD resolution screens include **Resolve** buttons that direct the user to the appropriate page to make corrections to a student's enrollment records.

Each resolution screen also includes the functionality to download anomaly reports. The available reports include: the Multiple Identifier (MID) Anomalies - Unresolved Report, the Multiple Identifier (MID) Anomalies - Resolved Report, the Exit Reason Discrepancy (ERD) Anomalies Report, and the Concurrent Enrollment (CCE) Anomalies Report. The SSID Anomaly Status Report may be downloaded through the **SSID Anomalies** menu.

10.3.1 SSID Anomaly Reports Menu

The Anomaly Reports Menu directs the user to the appropriate pages to initiate following actions:

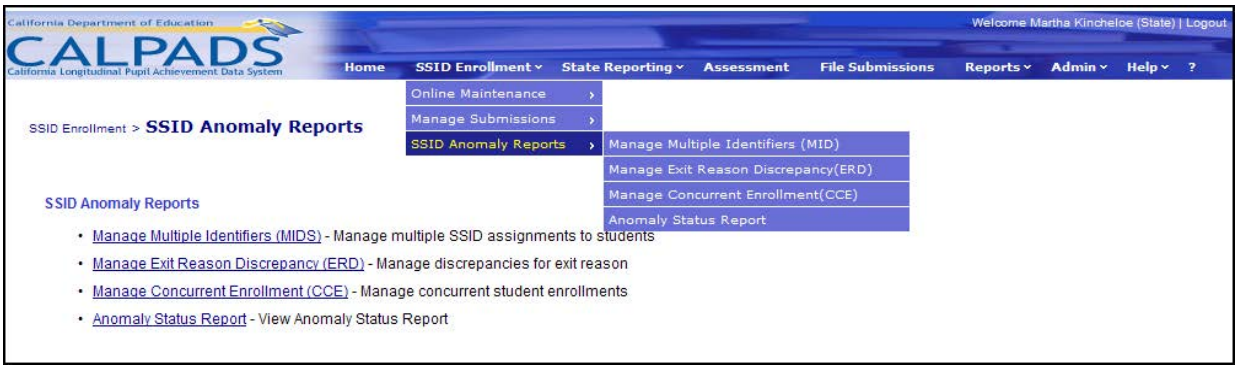
- **Manage Multiple Identifiers (MID) -** A user may select the **Manage Multiple Identifiers** (MID) link to display the "MID Resolution" page where the user may view a list of students identified with potential multiple identifiers in the ODS resulting from the latest anomaly process run and take the appropriate actions to resolve MID anomalies.

- **Manage Exit Reason Discrepancies (ERD) -** A user may select the **Manage Exit Reason Discrepancies (ERD)** link to display the "ERD Resolution" page where the user may view a list of students identified with exit reason discrepancies in the ODS resulting from the latest anomaly process run. The user may then take the appropriate actions to resolve the ERD anomalies.

- **Manage Concurrent Enrollments (CCE) -** A user may select the **Manage Concurrent Enrollments (CCE)** link to display the "CCE Resolution" page where the user may view a list of students identified with concurrent enrollments in the ODS resulting from the latest anomaly process run. The user may then take the appropriate actions to resolve the CCE anomalies.

- **Anomaly Status Report -** A user may select the **SSID Anomaly Status** link to display the SSID Anomaly Status report. This report allows a user to view the results of the most recent anomaly status check run by CALPADS. This includes the number of ERD, CCE, and MID anomalies detected as well as the percentage of enrollment the number of CCEs and MIDs combined represent.

Screen 10-32: Anomaly Reports Menu



10.3.2 Multiple Identifiers (MID) Resolutions

The "MID Resolution" page provides authorized users the functionality to view 'Multiple Records' resulting from the latest anomaly process run for a specified enrollment period. It is accessed when the user selects the "**MID Resolutions"** link from the **Anomaly Reports** menu.

The Processed Date, located below the Filter Option box on the interface, indicates the date the weekly SSID Anomaly Process generated the displayed list of CCE anomalies. The process examines enrollments for a period of fourteen months prior to this date.

The user will also have the ability to view School Contact information in order to work with members involved in order to determine the correct resolution for the anomalies. The user may utilize the School, SSID, Disposition, Focus ID Status, MID Ownership, SSID, and Local ID Filter Options to either reduce the number of results shown or to display specific results based on the selections.

The MID Set is owned by the LEA associated with the Focus ID's enrollment. The Focus ID of a MID Set is the SSID with the most recent Start Date and the SSID all members of the set were matched against. The Focus ID is always displayed in the first row of a MID Set. The owning LEA is given the option to resolve the anomaly by combining an SSID with the Focus ID or marking it as a Different student than the Focus ID. Once the user selects either the Combine or Different resolution, the system will complete the resolution of the anomaly based on the user selections. If the user selects to combine SSIDs, the system will keep the SSID with the earliest creation date and retire all other SSIDs marked to combine. If the user marks an SSID as Different, the system will disassociate the specified SSID with the Focus ID.

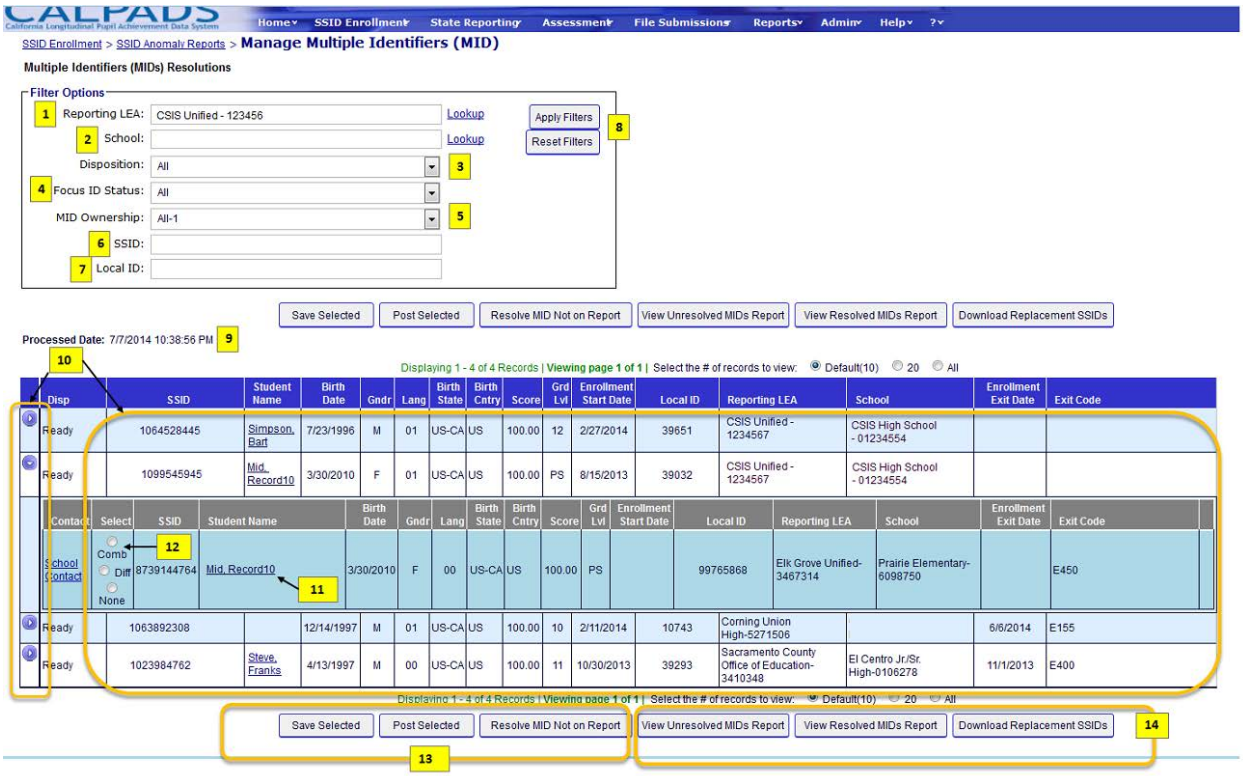
MID Sets that have not been resolved and posted to the ODS have the disposition of Ready. Once a record is posted to the ODS, the record's disposition changes to Posted. Once posted, the MID Set is no longer available for selection.

A user may perform the following SSID Anomaly functions through this interface:

- View a list of MID anomalies based on the user selections
- Resolve the anomaly by combining SSIDs with the Focus ID or marking SSIDs as Known Non-anomalies with the Focus ID
- Filter the results displayed on the page
- Post resolutions records to the ODS

- Select a candidate's Name link to view the student's details
- Navigate to the "Other MID Resolution" page to resolve MIDs not detected by the Anomaly process

Screen 10-33: Multiple Identifiers (MID) Resolution



Instructions Table 10-33: Multiple Identifiers (MID) Resolution

Step by Step Screen Instructions		Special Instructions
1.	Use the **Filter Options** Button to refine the list of CCE anomalies displayed based on the values chosen. The **LEA** field will default to the user's LEA. If the user has access to multiple LEA's, the user may select another LEA using the **Lookup** link	
2.	To display a list of MIDs with students belonging to the specific **School**, select a school using the **Lookup** link	

Step by Step Screen Instructions		Special Instructions
3.	To filter the results by **Disposition**, select from the drop down list	Possible values are: All: displays all MIDs Ready: no selection has been saved or posted Selected: a resolution has been selected and saved Posted: the resolution has been posted successfully Failed: the resolution may not be posted due to failed validation
4.	To filter the results by **Focus ID Status**, select from the drop down list	Possible values are: All, Active, Inactive
5.	To filter the results by **MID Ownership**, select from the drop down list	Possible values are: All: displays all MIDs Reporting LEA: displays all MIDs owned by the user's LEA Other District: displays all MIDs owned by another LEA but for which the user's LEA is involved in
6.	To display all anomalies for a particular student, enter the student's SSID in the text box provided	
7.	To display all anomalies for a particular student, enter the student's Local ID in the text box provided	
8.	Select the **Apply Filters** Button to refine the list of MID anomalies displayed based on the values chosen	When clicked, the system will base the search on the provided filter criteria values then either display the filtered list of records or display a message that no records were found based on the criteria provided
9.	View the **Processed Date** to determine the most recent run of the MID process	The Processed Date displayed is the system SSID Anomaly Process run date and is updated each time the system performs the process The system displays the corresponding Processed Date and Calendar dates used to generate the data
10.	View the details of each displayed MID Anomaly to determine the appropriate actions needed in order to resolve each anomaly To view each record involved in an anomaly, use expand/collapse button to display all records involved	The SSID shown in the collapsed state is the Focus ID and therefore the LEA of the Focus ID has the option to resolve the MID
11.	To view additional details of a student, click on the student's **Name** link	The "Student Details" page will display for the selected student

Step by Step Screen Instructions		Special Instructions
12.	All SSIDs involved in the selected MID set will appear with **Combine**, **Different** and **None** radio buttons. For each SSID, select the **Combine** radio button if the student with the SSID is in fact the same student as the student with the Focus ID. If an SSID listed belongs to a different student (than the Focus ID student), select the **Different** radio button. Select the **None** option to take no action with the SSID. **All** members in the box need to have a resolution selected in order for the whole MID anomaly set to be indicated as resolved and ready to be posted	The radio buttons direct the system to either combine the SSID with the Focus ID, disassociate the SSID with the Focus ID, or take no action with the selected SSID If the user selects a resolution for some members in a MID anomaly set, but leaves the other members unselected, the partial resolution will not be posted
13.	Repeat steps 10-12 for any other unresolved anomalies the user's LEA is associated with	The resolution of a MID should not create a CCE due to this restriction: If the combination/merging of two SSIDs will result in an overlapping enrollment, the system will prevent the user from posting the resolution and display an error message
14.	To post the resolved MID anomalies, select the **<u>Post Selected</u>** Button Note: the system will run validation errors if the user is attempting to Combine two SSIDs. If the resolution does not pass the validations, the system will display the appropriate error message under the selected SSID to combine. If the SSID does not meet validations, the disposition of the MID will change to "Failed". To view the error messages, select the expand/collapse button to the left of the selected SSID	Once selected, the system will combine the records indicated to combine and assign the earliest known SSID out of the records to each record. The replaced SSIDs will then be retired. The system will also retain the SSIDs indicated as Different and disassociate these SSIDs with the Focus ID of the set Certain restrictions apply when attempting to resolve a MID using the **Combine** option: 1) If the combination/merging of two SSIDs will result in an overlapping enrollment, the system will prevent the user from posting the resolution and display an error message 2) If the owning LEA is attempting to combine the Focus ID with an SSID that has an open enrollment in another LEA, the system will prevent the user from posting the resolution and display an error message

Optional Functions	
Reset Filters **<u>Reset Filters</u>** Button	To reset all filters to their original values, select the **<u>Reset Filters</u>** button

Optional Functions	
Resolve MID Not on Report **Resolve MID Not on Report** Button	To resolve a known MID anomaly not identified by the system MID process, select the **Resolve MID Not on Report** button to display the "Other MID Resolution" page
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button

10.3.3 Exit Reason Discrepancy (ERD) Resolution

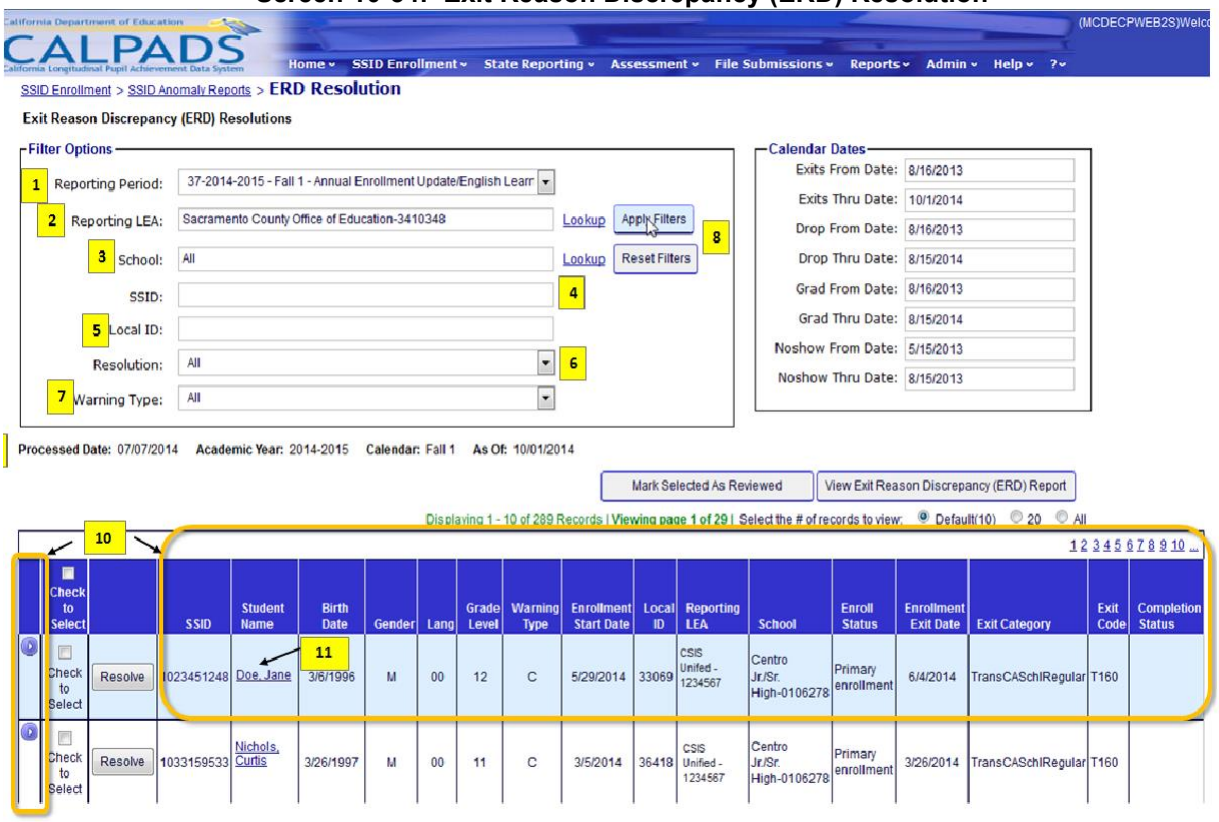
The "ERD Resolution" page provides authorized users the functionality to view the ERDs resulting from the latest anomaly process run for a specified enrollment period. It is accessed when the user selects the **ERD Resolution** link from the **Anomaly Reports** menu.

The Processed Date, located below the Filter Option box on the interface, indicates the date the weekly SSID Anomaly Process generated the displayed list of ERD anomalies. The Calendar indicates the CALPADS Reporting Calendar used in the process with specified 'From' and 'Through' dates used to identify exited enrollments for the Calendar Report Period. Each ERD anomaly displayed will list the student's enrollment records in descending order with the most recent enrollment record in bold. The user will also have the ability to view School Contact information in order to work with members involved in order to determine the correct resolution for the anomalies. The user may then select a **Resolve** button to navigate to the appropriate page to correct a student's enrollment record. A user may utilize the available filter options to either reduce the number of results or to display specific results based on the selections.

A user may perform the following SSID Anomaly functions through this interface:

- View a list of ERD anomalies for the user's LEA based on user specified selections
- Resolve the anomaly by selecting the **Resolve** button to navigate to the "Maintain Enrollment" page for a student
- Filter the results displayed on the page
- Select a candidate's **Name** link to view the student's details
- Mark an ERD as reviewed and filter by all reviewed ERDs

Screen 10-34: Exit Reason Discrepancy (ERD) Resolution



Instructions Table 10-154: Exit Reason Discrepancy Resolution

Step by Step Screen Instructions		Special Instructions
1.	Use the Filter Options to refine the list of ERD anomalies displayed based on the values chosen Choose to display ERDs considered for a particular **Reporting Period**	The screen will display all ERDs that fall within the Report Period chosen
2.	The **LEA** field will default to the user's LEA. If the user has access to multiple LEA's, the user may select another LEA using the **Lookup** link	
3.	To display a list of ERDs with students belonging to the specific School, select a **School** using the **Lookup** link	
4.	To display all anomalies for a particular student, enter the student's **SSID** in the text box provided	
5.	To display all anomalies for a particular student, enter the student's **Local ID** in the text box provided	
6.	To display all ERDs with a specific **Resolution** status, select a value using the dropdown list: Resolved – display all anomalies that have been Marked as Reviewed Not Resolved – display all anomalies that have not been Marked as Reviewed	The Resolution status is indicated by a user. Once an anomaly is Marked as Reviewed, the Resolution status is considered "Resolved"

Step by Step Screen Instructions		Special Instructions
7.	To display all ERDs of a specific Warning Type, select a value using the dropdown list: All – display all ERDs regardless of warning type A – display Completer Re-enrolled warnings only B – display Dropout Re-enrolled warnings only C – display Potential Dropout warnings only	
8.	Select the **Apply Filters button** to refine the list of ERD anomalies displayed based on the values chosen	When clicked, the system will base the search on the provided filter criteria values then either display the filtered list of records or display a message that no records were found based on the criteria provided
9.	View the additional information defining the resulting list of ERD anomalies. Information includes: **Processed Date**, **Academic Year**, and Reporting **Calendar**, **As Of** date	The Processed Date displayed is the system SSID Anomaly Process run date and is updated each time the system performs the process The system displays the corresponding Academic Year, Calendar, and As Of dates used to generate the data
10.	View the details of each displayed ERD anomaly to determine the appropriate actions to take in order to resolve the anomaly. To view each record involved in an anomaly, use the expand/collapse button to view the records involved. Information to determine the student involved includes: SSID, Student Name, Birth Date, Gender, Primary Language, Grade Level, Local ID, LEA, School of Attendance, and Enrollment Status Information to determine the Exit Reason Discrepancy includes: LEA, School Name, Enrollment Status, Warning Type, Start Date, Exit Date, Exit Reason, Exit Category, and Completion Status	Note: The Warning Legend is displayed at the bottom of the screen
11.	To view additional details of a student, click on the student's **Name** link	The "Search for Student – Student Details" page will display for the selected student.

Step by Step Screen Instructions		Special Instructions
12.	If the anomaly involves another School/LEA, select the **School Contacts** link to display contact information for the representative from the another school/LEA	Communication with another LEA may be necessary to resolve the anomaly. You may realize that one of the LEAs involved in an anomaly assigned the wrong SSID to a student. IF the ERD belongs to another LEA, the Anomaly contact is not available by clicking the arrow icon.
13.	Select the **Resolve** button to resolve the anomaly by editing the student's enrollment record belonging to your LEA. The student's Exit Reason and Completion Status may need to be changed.	The "Maintain Enrollment – Edit" page will display for the selected enrollment record with the values of the selected enrollment record pre-populated If an LEA assigned a wrong SSID to a student, resulting in the system marking the student in an anomaly, an enrollment record may need to be removed and a new SSID may need to be requested
14.	Repeat steps 9-12 for any other unresolved anomalies.	

Optional Functions	
Reset Filters **Reset Filters** Button	To reset all filters to their original values, select the **Reset Filters** Button
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button
Mark Selected As Reviewed **Mark Selected As Reviewed** Button	A user may indicate an anomaly or set of anomalies as reviewed/resolved by selecting the check box to the left of the anomaly followed by the **Mark Selected As Reviewed** button

10.3.4 Concurrent Enrollment (CCE) Resolutions

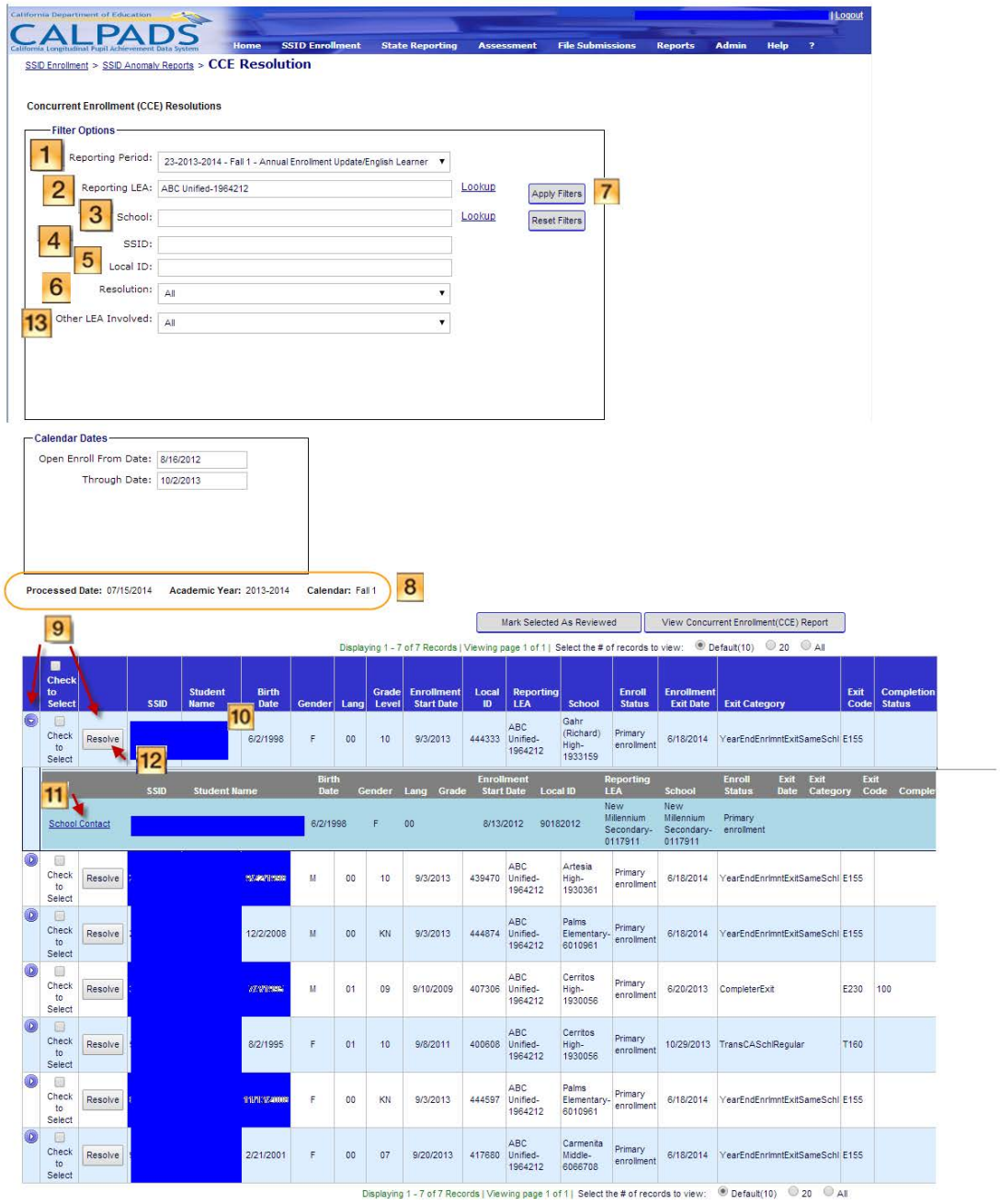
The “CCE Resolutions” page provides authorized users the functionality to view the CCEs resulting from the latest anomaly process run for a specified enrollment period. It is accessed when the user selects the **CCE Resolutions** link from the **Anomaly Reports** menu.

The Processed Date, located below the Filter Option box on the interface, indicates the date the weekly SSID Anomaly Process generated the displayed list of CCE anomalies. The Calendar indicates the CALPADS Reporting Calendar used in the process with specified ‘From’ and ‘Through’ dates used to identify open enrollments for the Calendar Report Period. The user will also have the ability to view School Contact information in order to work with members involved in order to determine the correct resolution for the anomalies. Each CCE anomaly displayed will list the student’s enrollment records in descending order with the most recent enrollment record in bold. The user may then select a **Resolve** Button to navigate to the appropriate page to correct a student’s enrollment record. A user may utilize the available Filter Options to either reduce the number of results or to display specific results based on the selections.

A user may perform the following SSID Anomaly functions through this interface:

- View a list of CCE anomalies for the user’s LEA based on user specified selections
- Resolve the anomaly by selecting the Resolve button to navigate to the “Maintain Enrollment” page for a student
- Filter the results displayed on the page
- Select a candidate’s **Name** link to view the student’s details
- Mark a CCE as reviewed and filter by all reviewed CCEs

Screen 10-35: Concurrent Enrollment (CCE) Resolutions



Instructions Table 10-165: Concurrent Enrollments Resolutions

Step by Step Screen Instructions		Special Instructions
1.	Use the Filter Options to refine the list of CCE anomalies displayed based on the values chosen Choose to display CCEs considered for a particular **Reporting Period**	The screen will display all CCEs that fall within the Report Period chosen
2.	The **LEA** field will default to the user's LEA. If the user has access to multiple LEA's, the user may select another LEA using the Lookup link	
3.	To display a list of CCEs with students belonging to the specific School, select a school using the **Lookup** link	
4.	To display all anomalies for a particular student, enter the student's SSID in the text box provided	
5.	To display all anomalies for a particular student, enter the student's Local ID in the text box provided	
6.	To display all CCEs with a specific **Resolution** status, select a value using the dropdown list: Resolved – display all anomalies that have been Marked as Reviewed Not Resolved – display all anomalies that have not been Marked as Reviewed	The Resolution status is indicated by a user. Once an anomaly is Marked as Reviewed, the Resolution status is considered "Resolved"
7.	Select the **Apply Filters** button to refine the list of CCE anomalies displayed based on the values chosen	When clicked, the system will base the search on the provided filter criteria values then either display the filtered list of records or display a message that no records were found based on the criteria provided
8.	View the additional information defining the resulting list of CCE anomalies. Information includes: **Processed Date**, **Academic Year**, and **Reporting Calendar**	The Processed Date displayed is the system SSID Anomaly Process run date and is updated each time the system performs the process The system displays the corresponding Academic Year, Calendar, and As Of dates used to generate the data

Step by Step Screen Instructions		Special Instructions
9.	View the details of each displayed CCE anomaly to determine the appropriate actions to take in order to resolve the anomaly. To view each record involved in an anomaly, use the expand/collapse button to view the records involved. Information to determine the student includes: SSID, Student Name, Birth Date, Gender, Primary Language, Grade Level, Local ID, LEA, School of Attendance, Enrollment Status, Exit Date, Exit Reason, Exit Category, and Completion Status Information to determine the Concurrent Enrollments include: LEA, School Name, Enrollment Status, Start Date, and Exit Date	
10.	To view additional details of a student, click on the student's ***Name*** *link*.	The "Search for Student – Student Details" page will display for the selected student
11.	If the anomaly involves another School/LEA, select the **School Contacts** Button to display contact information for the representative from the another school/LEA	Communication with another LEA may be necessary to resolve the anomaly You may realize that one of the LEAs involved in an anomaly assigned the wrong SSID to a student or another LEA marked the student with the wrong enrollment status
12.	Select the **Resolve** button to resolve the anomaly by editing the student's enrollment record belonging to your LEA. One or a combination of these elements may need to be changed: Start Date, Exit Date, and Enrollment Status	The "Maintain Enrollment – Edit" page will display for the selected enrollment record with the values of the selected enrollment record pre-populated If an LEA assigned a wrong SSID to a student, resulting in the system marking the student in an anomaly, an enrollment record may need to be removed and a new SSID may need to be requested
13.	The **Other LEA Involved** field will default to All. If the user wants to resolve CCEs for a specific other LEA, the user may select the other LEA using the **drop down list.**	The list of CCE anomalies will be filtered and show only those anomalies the two LEAs have in common.
14.	Repeat steps 9-12 for any other unresolved anomalies.	

Optional Functions	
Reset Filters **Reset Filters** Button	To reset all filters to their original values, select the **Reset Filters** button

Optional Functions	
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button
Mark Selected As Reviewed **Mark Selected As Reviewed** Button	A user may indicate an anomaly or set of anomalies as reviewed/resolved by selecting the check box to the left of the anomaly followed by the **Mark Selected As Reviewed** button

10.3.5 Other MID Resolution

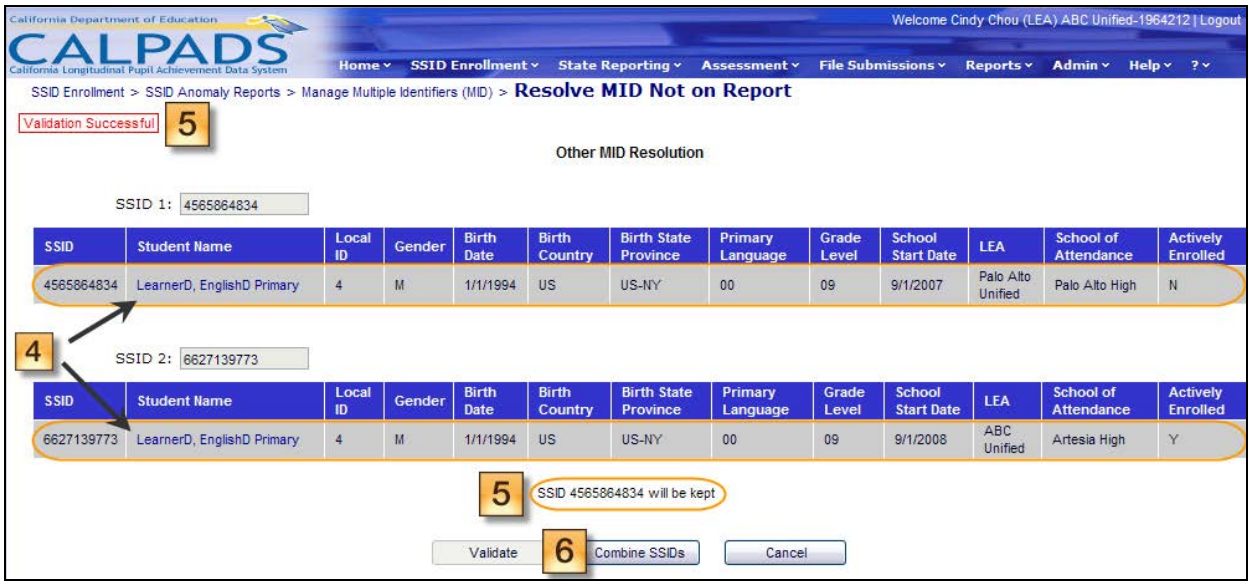
The "Other MID Resolution" page provides authorized users the functionality to combine SSIDs not identified by the MID process. This page is accessed when the user selects the "**Resolve MID Not on Report"** button from the "Multiple Identifier (MID) Resolutions" page.

The user must enter the two SSIDs to be combined in the **SSID 1** and **SSID 2** fields. At least one of the SSIDs to combine must belong to the user's LEA. The second SSID can belong to either the user's LEA or another LEA. However, certain restrictions apply: 1) If the combination/merging of two SSIDs will result in an overlapping enrollment, the system will prevent the user from posting the resolution and display an appropriate error message 2) If the user is attempting to combine the user's SSID with an SSID that has an open enrollment in another LEA, the system will prevent the user from combining the two SSIDs and display an appropriate error message. The user will select the Validate button to confirm that the SSIDs entered belong to the correct students.

Once validated, each SSID's key enrollment and demographic elements will display. If the SSIDs entered pass all validations, the system notifies the user of the SSID that will be kept if combined and the **Combine SSIDs** button will be active. After the user clicks **Combine SSIDs**, the system will retire the SSID to retire and associate all records to the SSID that is kept.

Screen 10-36: Other MID Resolution (Opening Screen)

Screen 10-37a: Other MID Resolution (Validation Successful Screen)



Instructions Table 10-176: Other Multiple Identifiers Resolution

Step by Step Screen Instructions		Special Instructions
1	Enter one SSID of the student with multiple identifiers belonging in the **SSID 1** text box	One of the SSIDs must be a valid SSID in user's LEA
2	Enter the alternate SSID of the student with multiple identifiers in the **SSID 2** text box	The other SSID must be a valid SSID and must not be active in a different LEA
3	Select the **Validate** button to display the key demographic and enrollment information for each SSID record and initiate the validation process	1) If the combination/merging of two SSIDs will result in an overlapping enrollment, the system will prevent the user from posting the resolution and display an appropriate error message 2) If the user is attempting to combine the user's SSID with an SSID that has an open enrollment in another LEA, the system will prevent the user from combining the two SSIDs and display an appropriate error message The errors must be resolved before the combination may occur
4	View the key elements displayed for each record to validate that the retrieved records are the ones to combine. To view additional information of a record, select the student's **Name** link	The "Student Details" page will display for the selected student
5	If the SSIDs entered pass all validation checks, the system will display a notice of successful validation and indicate the SSID that will be kept	The other SSID will be retired and all data of the retired SSID will be associated with the kept SSID

Step by Step Screen Instructions		Special Instructions
6	Select the **Combine SSIDs** button to retire the SSID with the later start date and map the retired SSID's associated data to the SSID with the earliest start date (the SSID being kept)	When selected, the system will associate all data to the oldest SSID, retire the other SSID, and map the associated data to the kept SSID

Optional Functions	
Cancel **Cancel** Button	To cancel the process, select the **cancel** button. When clicked, the system will cancel the process, removing any messages displayed and redisplay the "Other MID Resolution" page

11. State Reporting

The State Reporting functions allow an authorized user to perform the functions necessary for maintaining and submitting required State Reporting data.

The user may submit and retrieve data (belonging to the user's LEA) in the following categories:

- Student Enrollment
- Student Information
- Student English Language Acquisition
- Student Program
- Course Section
- Staff Demographics
- Student Course Section
- Student Career Technical Education
- Staff Assignments
- Student Discipline
- Student Waivers

Through State Reporting, the user may also manage the certification of data during data collection windows. The State Reporting system functions are divided into the following categories:

- Perform Online Maintenance – Through this option, the user may enter and maintain student data, course section data and staff data individually (one record at a time). A link to maintain Student Enrollment information is also available through the Maintain Student Data section.
- Manage Submissions – The Manage Submissions option allows a user to submit and maintain multiple entries of student information, course section information, and staff information through batch files. Records of different file types may also be submitted simultaneously through this option.
- Manage Certifications – The user may use the Manage Certifications functions to validate and certify data (through reports) based on certain certification/data collection windows.

Each of the State Reporting function categories listed above is a **menu** tab which, when selected will display sub-menu links for the authorized user to perform the required functions within each of those categories. To learn more about establishing authorized users, review the CALPADS LEA Operation Manual online in the HELP function of the CALPADS application.

11.1 Online Maintenance

The Online Maintenance functions for State Reporting allow an authorized user to manage student, staff, and course data individually through the **Maintain Student Data**, **Maintain Staff Data**, **Maintain Course Data,** and **Maintain Discipline Data** links. The Maintain Student Data function provides the ability to access student data by searching for an individual student by SSID or by viewing a list of students based on available filter options. The system will provide the appropriate links to access an individual's Student Enrollment, Student Information, Student English Learner data and Student Program data. Information may be entered, updated, and maintained in all of these areas. (Student Enrollment data may be accessed through this area but if clicked, will direct the user back to the SSID Enrollment tab). The Maintain Staff Data

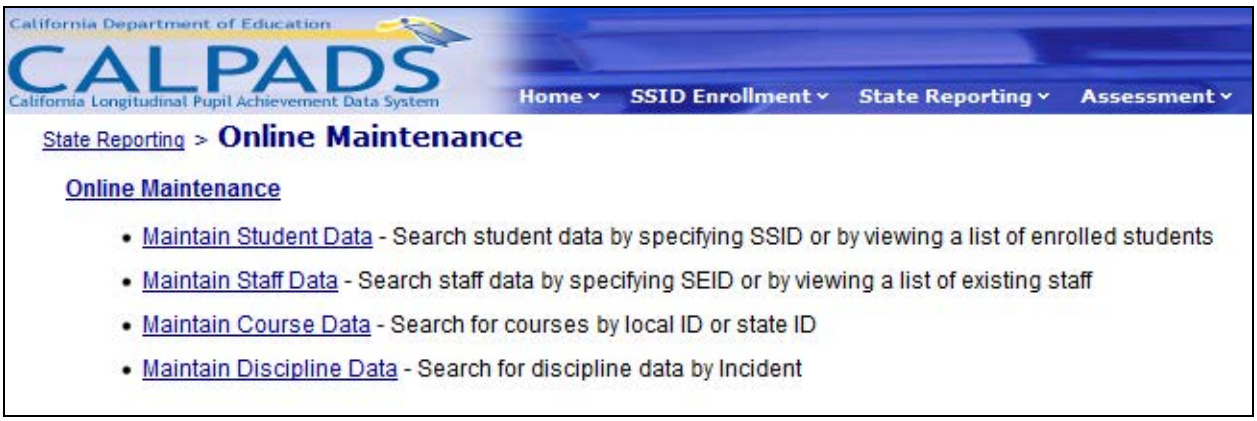
function provides the ability to view and maintain individual staff member data. The data may be accessed by searching for an individual using a known SEID or by viewing a list of existing staff members with available user selections. The Course Section and Student Course Section functions allow a user to manage the courses offered by the LEA along with managing the students enrolled in each Course Section. A user may only edit data owned by the user's LEA.

11.1.1 Online Maintenance Menu

The Online Maintenance Menu directs the user to the appropriate pages which allows the user to initiate the following actions:

- **Maintain Student Data -** A user may select the **Maintain Student Data** link to display the "Student Data Search" page where the user may search for an existing student to input or update student state reporting information.
- **Maintain Staff Data -** A user may select the **Maintain Staff Data** link to display the "Staff Data Search" page where the user may search for a staff member in order to input or update staff state reporting information.
- **Maintain Course Data -** A user may select the **Maintain Course Data** link to display the "Course Data" page where the user may choose to input/update course section or student course section state reporting information.
- **Maintain Discipline Data -** A user may select the **Maintain Discipline Data** link to display the "Incident Summary" page to perform online maintenance for discipline data. The system will display a Filter Options box at the top of the page for the user to manipulate which discipline incident records to display. If a user is authorized, the system will display buttons for the user to edit or add discipline incident records. A discipline incident must be selected before adding the student screen to the Online Maintenance screen.

Screen 11-1-1: State Reporting Online Maintenance Menu



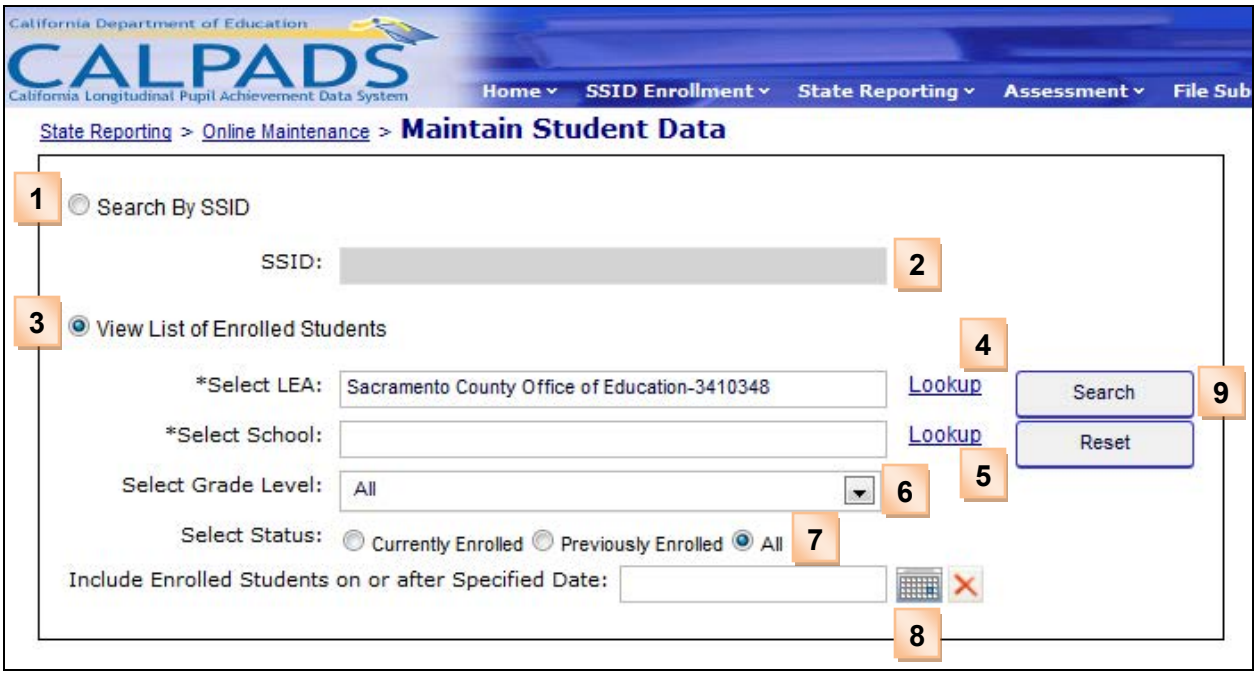
11.1.2 Maintain Student Data - Student Data Search

The "Student Data Search" page provides an authorized user with the ability to search for a student in order to conduct maintenance on individual student's data. It is accessed when the user selects **Maintain Student Data** from the State Reporting and Online Maintenance tabs.

A user may select the **Search by SSID** radio button to search for a single enrolled student, or the **View List of Enrolled Students** radio button and user selections to produce a list of students to choose from. To search by SSID, the user must enter a valid and complete SSID. If the user selects to view a list of students, several filter options are available:

- By School – The user must select one or all schools the user is authorized to view.
- By Grade – The user must select one or all grades to view.
- By Enrollment Status – The user must select either the **Currently Enrolled** or **Previously Enrolled** radio button.
- Include Enrolled Students on or after Specified Date – The user may designate a specific date for the system to base the search on.

Screen 11-1-2: Student Data Search



Instructions Table 11-1-2: Student Data Search - Search by SSID

Step by Step Screen Instructions		Special Instructions
1	Select the **Search By SSID** radio button	Verify the **Search By SSID** Radio button is selected
2	Enter the SSID of the student you want to look up	The system will return an error if the entered SSID is non-numeric or incomplete (must contain 10 digits)

Step by Step Screen Instructions		Special Instructions
9	Click the **Search** button Search	When clicked, the search will initiate and if a match is determined the user will be directed to the "Student Data – Student Details" page

Optional Functions	
Reset **Reset** Button	When clicked, all fields will be restored to the default values

Instructions Table 11-1-1a: Student Data Search – View List of Enrolled Students

Step by Step Screen Instructions		Special Instructions
3	Select the **View List of Enrolled Students** radio button	Verify the **View List of Enrolled Students** radio button is clicked
4	Select the LEA using the **Lookup** link	This is a required field
5	Select the School using the **Lookup** link	This is a required field If more than 1000 records match the specified criteria, the user must narrow the search criteria
6	Select one grade or All from the **Select Grade Level** dropdown list	An individual grade or All grades must be selected, If more than 1000 records match the specified criteria, the user must narrow the search criteria
7	Choose to include only enrolled or previously enrolled students by selecting the appropriate radio button	An enrollment status or all enrollment statuses must be selected If more than 1000 records match the specified criteria, the user must narrow the search criteria
8	To utilize the **Include Enrolled Students on or after Specified Date** filter, enter a specific date in the MM/DD/YYYY format or use the calendar tool to choose the desired date	This user selection is optional If more than 1000 records match the specified criteria, the user must narrow the search criteria, the system will return an error if the date is not in the MM/DD/YYYY format
9	Click the **Search** Button Search	When clicked, the search will initiate, using the specified filter values, and the user will be directed to the "Student Data Enrolled List" page

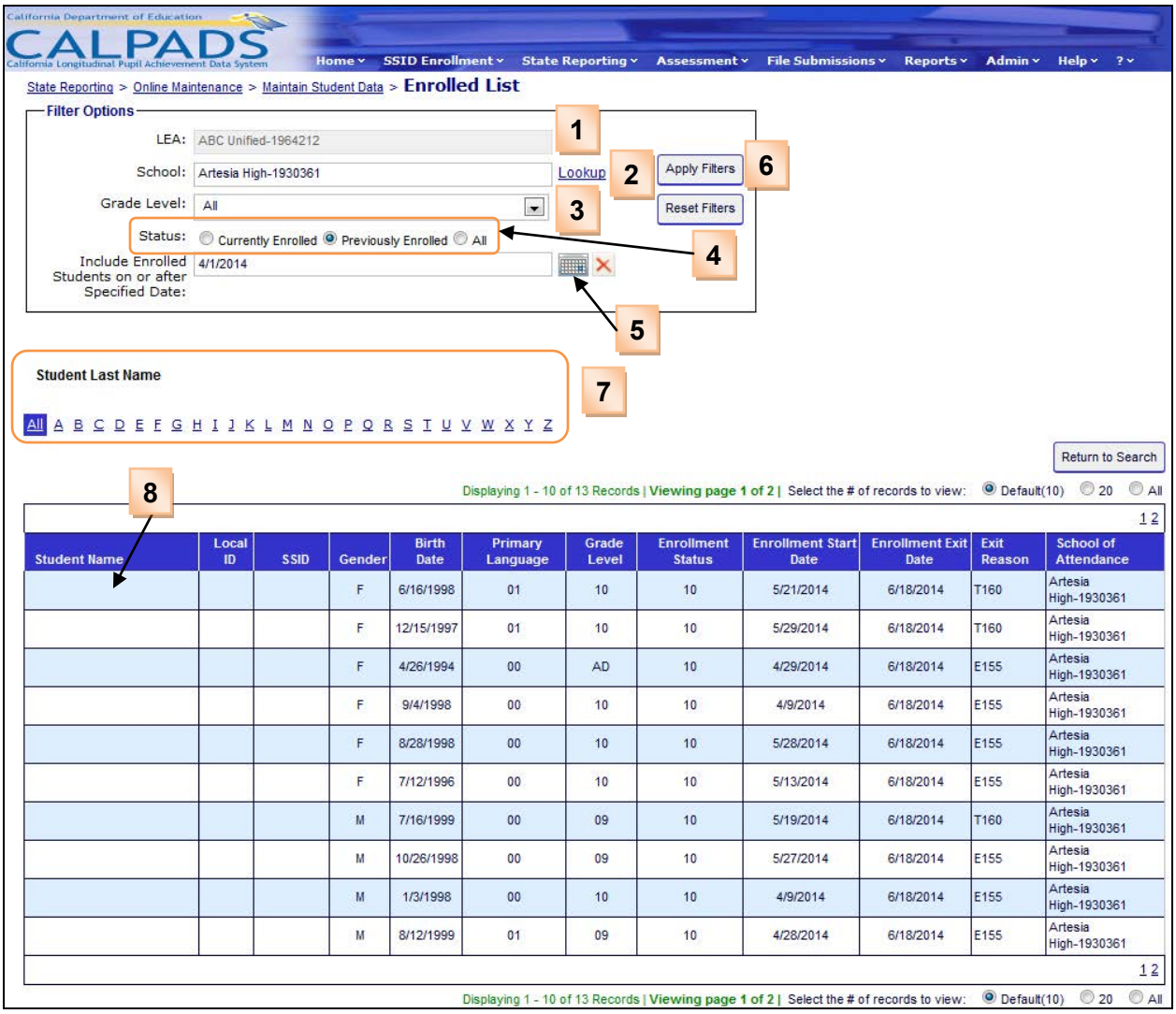
Optional Functions	
Reset **Reset** Button	When clicked, the system will restore all fields to the default values

11.1.3 Student Data - Enrolled List

The “Student Data Enrolled List” page allows an authorized user to view either currently enrolled and/or previously enrolled students in the user’s LEA. It displays when the user selects the **View List of Enrolled Students** radio button on the “Student Data Search” page.

Based on the user selected filter criteria, a list of students is displayed at the bottom half of the screen. The top half of the screen also allows for modification of the filter criteria. Once the list is produced, the user may refine the list further by selecting a letter from the Student Last Name alphabet bar to display only those students with last names beginning in the selected letter.

Screen 11-1-3: Student Data Enrolled List



Instructions Table 11-1-2: View Student Data Enrolled List

Step by Step Screen Instructions		Special Instructions
1	The LEA field is read-only if the user only has access to a single LEA	
2	To use the **School** filter option, enter a School Code if known or select a school using the **Lookup** link	A value must be selected before clicking on the **Apply Filters** button
3	To use the **Grade** filter option, select a grade or all grades from the dropdown list	A value must be selected before clicking on the **Apply Filters** button
4	To use the **Enrollment Status** filter option, select one of the following radio buttons: **Currently Enrolled**, **Previously Enrolled** or **All**	A value must be selected before clicking on the **Apply Filters** button
5	To use the **Include Students on or after Specified Date** filter option, enter a date in the MM/DD/YYYY format or select a date using the calendar tool	This is an optional field
6	Once the required filter options are selected, click the **Apply Filters** button to produce the student list based on the filters values chosen	
7	To further refine the list of results, select the first letter of the student's last name from the alphabet bar	Only those records starting with the selected alphabet letter, in addition to the user specified filter values, will display
8	To view more details of the student, select the **Student Name** link	When clicked, the "Student Data – Student Details" page will be displayed with links to data separated by file type

Optional Functions	
Reset Filters **Reset Filters** Button	Click this button to restore all filter fields to the default values
Student Name | Local ID | SSID | Gender | Birth Date | Primary Language | G L	Click on any column heading links to sort the results, the first click on the field name provides records in ascending order, the second click provides information in descending order
Printer-friendly View	Click this link to display the information on the page in a printer-friendly format
Return to Search **Return to Search** Button	Click this button to return to the "Student Data Search" page

Optional Functions	
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button
1 2 3 4 5 6 7 8 9 10 ..	If multiple pages of results are returned, navigate through the pages by selecting the page number of the page to display

11.1.4 Student Data – Student Details

The "Student Data – Student Details" page provides an authorized user access to functions which are used to maintain student data. It displays when the user either selects a **Student Name** link on the "Student Data Enrolled List" page or selects to Search by SSID on the "Student Data Search" page and the system identifies a record with a matching SSID. Alternatively, this page will display when a user selects the **Maintain Student Information** button from the "Student Detail" page resulting from the SSID Enrollment Search for Student process.

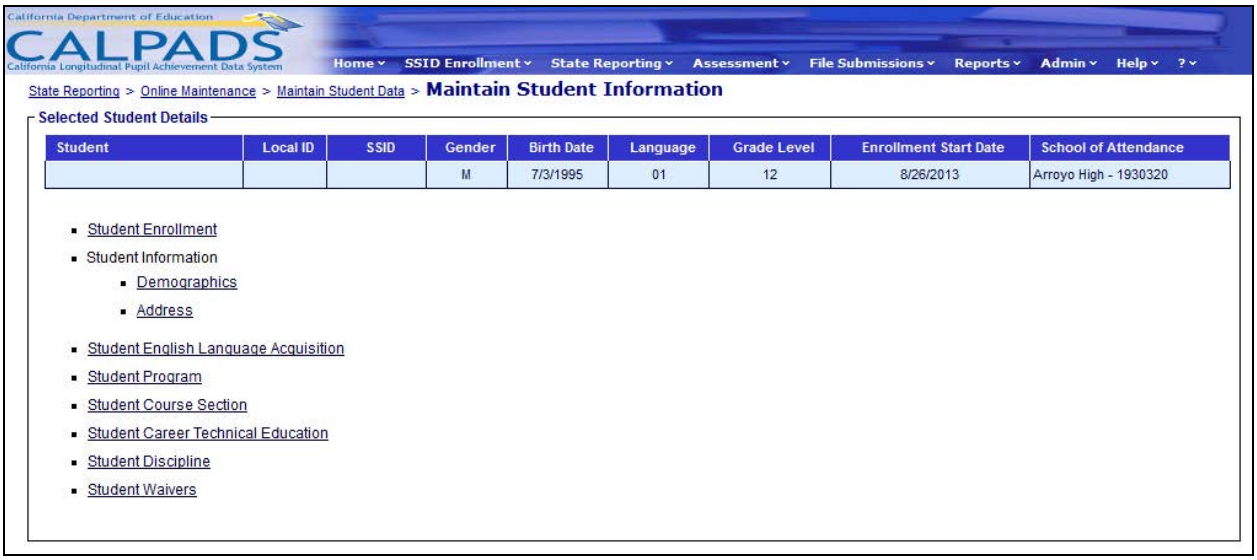
The system will display the student's key elements at the top portion of the Selected Student Details box for reference. The following links will display at the bottom portion and direct the user to the appropriate pages to maintain the selected student data category:

- **Student Enrollment** Link - If selected, the system will direct the user to the "Maintain Enrollment History" screen, which resides in the SSID Enrollment area of the portal (see the SSID Enrollment chapter in this document for instructions), where the user can view and maintain the selected student's enrollment data.
- Student Information - The following links direct the user to view categories of a student's Student Information data on the "Student Information History" screen:
  - **Demographics** Link - If selected, the system will display the Student Information History screen where the user may view the selected student's Demographic History and maintain the Demographic Data.
  - **Address** Link - If selected, the system will display the Student Information History screen where the user may view the selected student's Address History and maintain the Address Data.

  Once any of the above links is selected, navigation to these sub-category pages is available through a sub-menu on the "Student Information History" screen, displayed at the top of the page.
- **Student English Language Acquisition** Link - If selected, the system will display the English Language Acquisition History screen where the user may view the selected student's English Language Acquisition History and maintain the English Language Acquisition Data.
- **Student Program** Link – If selected, the system will display the "Maintain Student Program" screen where the use can view and maintain the selected student's Program Data.

- **Student Course Section** Link - If selected, the system will display the "Course Section History" screen where the user can view and maintain the selected student's Course Section Information.
- **Student Career Technical Education** Link – If selected, the system will display the "Maintain Student Career Technical Education" screen where the user can view and maintain the selected student's Career Technical data.
- **Student Discipline** Link - If selected, the system will display the "Maintain Student Discipline" screen where the user can view and maintain the selected student's Discipline Data.
- **Student Waivers** Link - If selected, the system will display the "Waivers History" screen where the user can view and maintain the selected student's Waiver Information.

Screen 11-1-4: Student Details



Instructions Table 11-1-3: Student Details

Step by Step Screen Instructions		Special Instructions
1	Click a link to view the associated section of the student's record	

11.1.5 Student Enrollment History

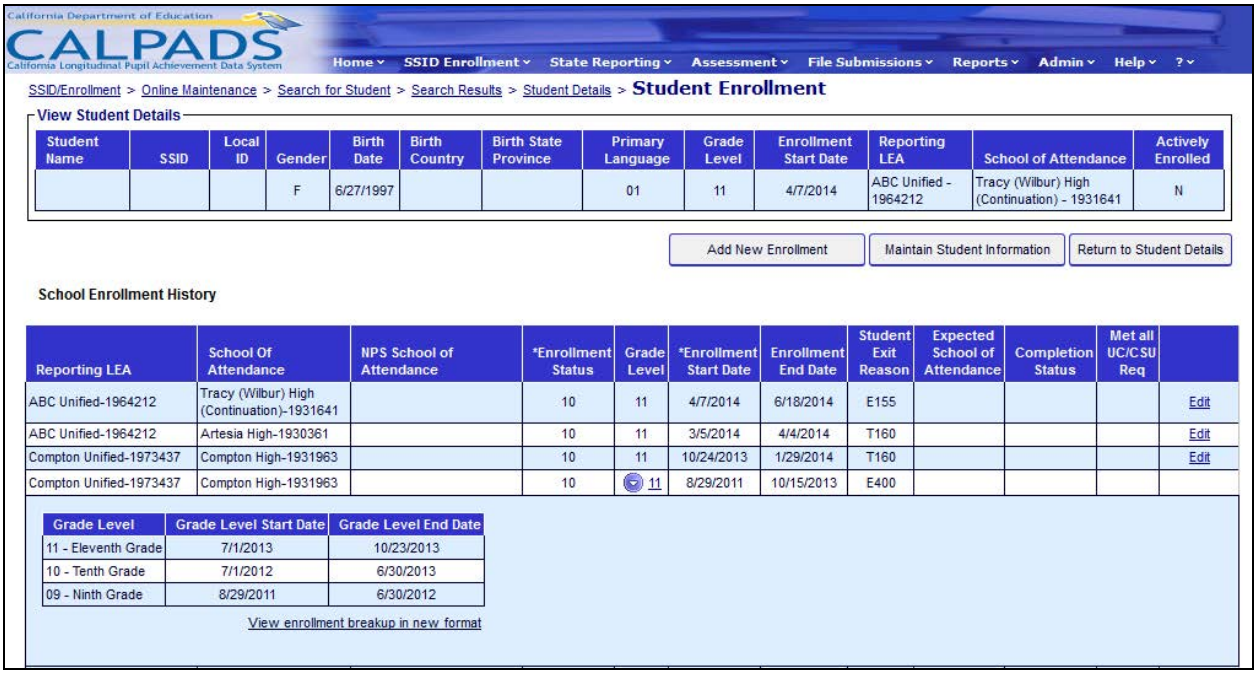
The "Student Enrollment History" page allows an authorized user to update the student's enrollment history. It is accessed when the user clicks the Student Enrollment link on the "Student Details" page.

A user may perform the following functions through this interface:

- View the selected student's enrollment records and edit records owned by the LEA which are associated with a single grade level
- View historical enrollment records and their associated grade level records
- Initiate conversion of historical enrollment records
- Add a new enrollment for the student

- Jump to the Student Information section
- Return to the “Student Details” page.

Screen 11-1-5-1: Student Enrollment History



Instructions Table 11-1-5-1a: Student Enrollment History – Edit Record

Step by Step Screen Instructions		Special Instructions
1	Click the **Edit** link to the right of the record you want to update	You will be brought to the “Edit Student Enrollment History” screen where you can update the student’s enrollment history record. Historical records or records owned by other LEAs will not show an edit link.

Instructions Table 11-1-5-1b: Student Enrollment History – View Historical Record

Step by Step Screen Instructions		Special Instructions
1b	Look for records which have a reveal button next to the grade level	
2b	Click the reveal button	A list of the associated grade level records will be displayed. These historical records cannot be updated. To update grade level records, the enrollment records must be converted using the instructions described in the next table.

Instructions Table 11-1-5-1c: Student Enrollment History – Convert Historical Enrollment Records

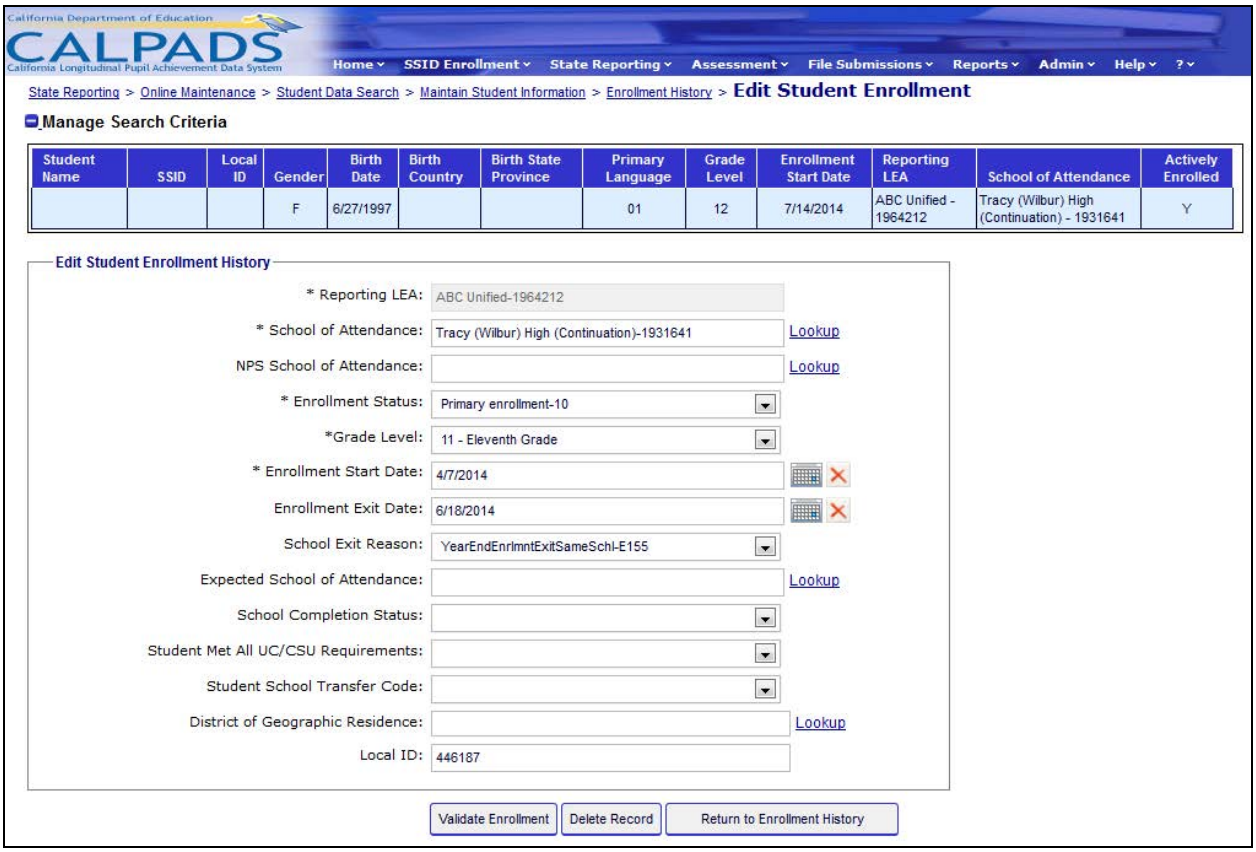
Step by Step Screen Instructions		Special Instructions
1c	Click the **View enrollment breakup in new format** link	You will be brought to the "Grade Level History Conversion" screen shown later in this section.

Instructions Table 11-1-5-1d: Student Enrollment History – Add New Enrollment

Step by Step Screen Instructions		Special Instructions
1d	Click the **Add New Enrollment** button	Note the student's SSID
2d	Click the Student's Name	The SSID should match the SSID on the previous screen
3d	Click the **Enroll Candidate** button	
4d	Enter all required fields (fields marked with an asterisk)	Make sure that the entered **Enrollment Start Date** does not overlap with other records in the student's history
5d	Click **Validate Enrollment** button	If any errors occur during validation they will be displayed in the top left corner of the page. To correct errors, click the **Cancel Enrollment** button and make changes as necessary. Then click the **Validate Enrollment** button when done. All fatal errors must be fixed before proceeding to the next step.
6d	Click **Post Enrollment** button	

Optional Functions	
Maintain Student Information **Maintain Student Information** Button	Click this button to go to the "Student Information History" page
Return to Student Details **Return to Student Details** Button	Click this button to return to the "Student Details" screen

Screen 11-1-5-2: Edit Student Enrollment History



Instructions Table 11-1-5-2: Update Student Enrollment History

Step by Step Screen Instructions		Special Instructions
1	Enter the **Reporting LEA**	This is a required field, but it will be may not be edited once set
2	Enter the **School of Attendance**	This is a required field
3	Enter the **NPS School of Attendance** if applicable	This field is required if the student is attending a state recognized NPS
4	Select the **Enrollment Status**	This is a required field
5	The **Grade Level Code** will be populated with the value for the record that was selected on the "Grade History" page To change the value, select from the dropdown list	This is a required field
6	Enter the **Enrollment Start Date**	This is a required field
7	Enter the **Enrollment Exit Date and School Exit Reason** if applicable	These fields are required for students who have left the school reported in the **School of Attendance** field or have completed the school year at that school

Step by Step Screen Instructions		Special Instructions
8	Enter the **Expected School of Attendance** if applicable	This field is required if a student has left an Alternative School (Juvenile Court, County Community, Community Day, Continuation, or Opportunity). The 7-digit school code of the school where the student is expected to attend should be submitted in this field.
9	Enter the **School Completion Status** if applicable	This field is required for students who have completed the highest grade level at a school.
10	Enter the **Student Met All UC/CSU Requirements** if applicable	This field is required for all students who are reported as high school graduates (School Completion Status = 100, 106, or 108).
11	Student School Transfer Code	Required for students who have transferred to a school other than the school they would normally attend based on their residence. Some examples include: • Interdistrict Transfer • NCLB Public School of Choice • District of Choice • Transfer to COE School (other than Juvenile Hall) • Transfer based on IEP • Transfer to Charter School See the **Student School Transfer Category** code set in the CALPADS Code Sets document for detailed definitions.
12	District of Geographic Residence	Required for students with a **Student School Transfer Code**
13	Local ID	Unique identifier, up to 15 characters, established by the LEA.

Step by Step Screen Instructions		Special Instructions
14	Click **Validate Enrollment** button	If any errors occur during validation they will be displayed in the top left corner of the page. To correct errors, click the **Cancel Enrollment** button and make changes as necessary. Then click the **Validate Enrollment** button when done. All fatal errors must be fixed before proceeding to the next step.
15	Click **Post Enrollment** button	

Instructions Table 11-1-5-2b: Delete Student Enrollment Record

Step by Step Screen Instructions		Special Instructions
1	Click the **Delete Record** button	A confirmation prompt will appear
2	Click the **OK** button to confirm that you want to delete the record	After the record is deleted, you will be brought back to the "Student Enrollment History" screen.

Optional Functions	
Return to Enrollment History **Return to Enrollment History** Button	Click this button to go to the "Student Enrollment History" page

Screen 11-1-5-3: Grade Level History Conversion

School Enrollment History

Reporting LEA	School Of Attendance	NPS School of Attendance	*Enrollment Status	Grade Level	*Enrollment Start Date	Enrollment End Date	Student Exit Reason	Expected School of Attendance	Completion Status	Met all UC/CSU Req	
ABC Unified-1964212	Tracy (Wilbur) High (Continuation)-1931641		10	12	7/14/2014						Edit
ABC Unified-1964212	Tracy (Wilbur) High (Continuation)-1931641		10	11	4/7/2014	6/18/2014	E155				Edit
ABC Unified-1964212	Artesia High-1930361		10	11	3/5/2014	4/4/2014	T160				Edit
Compton Unified-1973437	Compton High-1931963		10	11	10/24/2013	1/29/2014	T160				Edit
Compton Unified-1973437	Compton High-1931963		10	11	8/29/2011	10/15/2013	E400				

Grade Level	Grade Level Start Date	Grade Level End Date
11 - Eleventh Grade	7/1/2013	10/23/2013
10 - Tenth Grade	7/1/2012	6/30/2013
09 - Ninth Grade	8/29/2011	6/30/2012

Grade level history for this enrollment must be converted to the new SENR format before edits can be made. Below is a preview of what the converted records will be. After conversion, the system will redirect back to the Student Enrollment History page where the edit link will be enabled for the new converted enrollment records.

Preview of enrollment record changes:

Reporting LEA	School Of Attendance	NPS School Of Attendance	Enrollment Status	Grade Level	Enrollment Start Date	Enrollment End Date	Student Exit Reason	Expected School Of Attendance	Completion Status	Met All UC/CSU Req
Compton Unified	Compton High		10	11	7/1/2013	10/15/2013	E400			
Compton Unified	Compton High		10	10	7/1/2012	6/30/2013	E490			
Compton Unified	Compton High		10	09	8/29/2011	6/30/2012	E490			

Click here to convert this enrollment record to the new format

Compton Unified-1973437	Davis Middle-6066732		10	08	9/2/2008	6/10/2011	E230		480		
Compton Unified-1973437	Robert F. Kennedy Elementary-6012314		10	05	9/4/2007	6/13/2008	E450				
Compton Unified-1973437	Robert F. Kennedy Elementary-6012314		10	04	9/5/2006	6/15/2007	T160				Edit

Add New Enrollment | Maintain Student Information

Instructions Table 11-1-5-2: Grade Level History Conversion

Step by Step Screen Instructions		Special Instructions
1	Review the preview of enrollment record changes	If you decide not to proceed with the conversion, simply go to any other screen using the CALPADS menus.
2	Click the **Click here to convert enrollment record to the new format** button	Your record will be converted and displayed once the conversion is complete.

Screen 11-1-5-4: Student Enrollment History after Grade Level History Conversion

School Enrollment History

Reporting LEA	School Of Attendance	NPS School of Attendance	*Enrollment Status	Grade Level	*Enrollment Start Date	Enrollment End Date	Student Exit Reason	Expected School of Attendance	Completion Status	Met all UC/CSU Req	
ABC Unified-1964212	Tracy (Wilbur) High (Continuation)-1931641		10	11	4/7/2014	6/18/2014	E155				Edit
ABC Unified-1964212	Artesia High-1930361		10	11	3/5/2014	4/4/2014	T160				Edit
Compton Unified-1973437	Compton High-1931963		10	11	10/24/2013	1/29/2014	T160				Edit
Compton Unified-1973437	Compton High-1931963		10	11	7/1/2013	10/15/2013	E400				Edit
Compton Unified-1973437	Compton High-1931963		10	10	7/1/2012	6/30/2013	E490				Edit
Compton Unified-1973437	Compton High-1931963		10	09	8/29/2011	6/30/2012	E490				Edit
Compton Unified-1973437	Davis Middle-6066732		10	08	9/2/2008	6/10/2011	E230		480		
Compton Unified-1973437	Robert F. Kennedy Elementary-6012314		10	05	9/4/2007	6/13/2008	E450				
Compton Unified-1973437	Robert F. Kennedy Elementary-6012314		10	04	9/5/2006	6/15/2007	T160				Edit

Add New Enrollment | Maintain Student Information

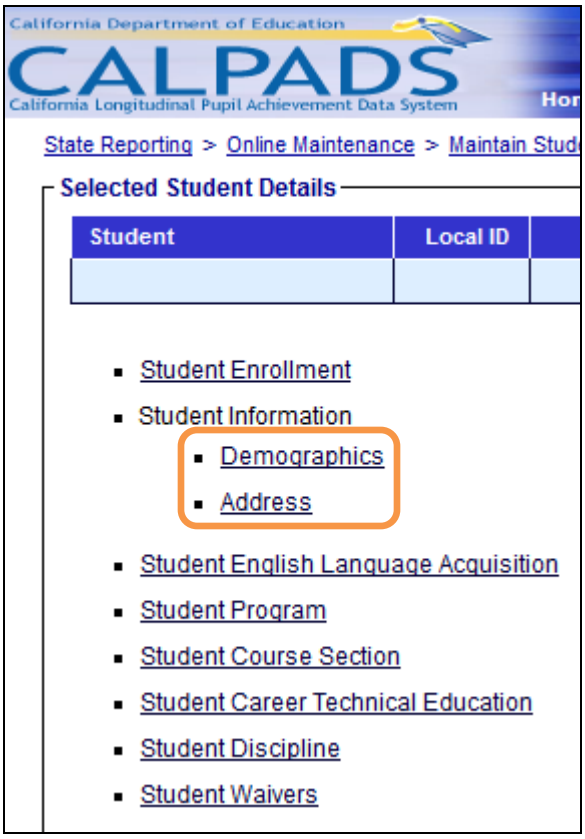
Instructions Table 11-1-5-4: Reviewing Converted Student Enrollment

Step by Step Screen Instructions		Special Instructions
1	Review converted records	There should now be a new enrollment record for each grade level that existed in the historical record. The converted records can now be edited by clicking on the **Edit** links if you need to make grade level updates.

11.1.6 Student Information History

The “Student Information History” page provides an authorized user with a sub-menu to navigate to the appropriate Student Information section. It is accessed when the user selects any of the sub-category links under the Student Information bullet on the “Student Details” page.

Screen 11-1-6-1: Student Information Section of Student Details



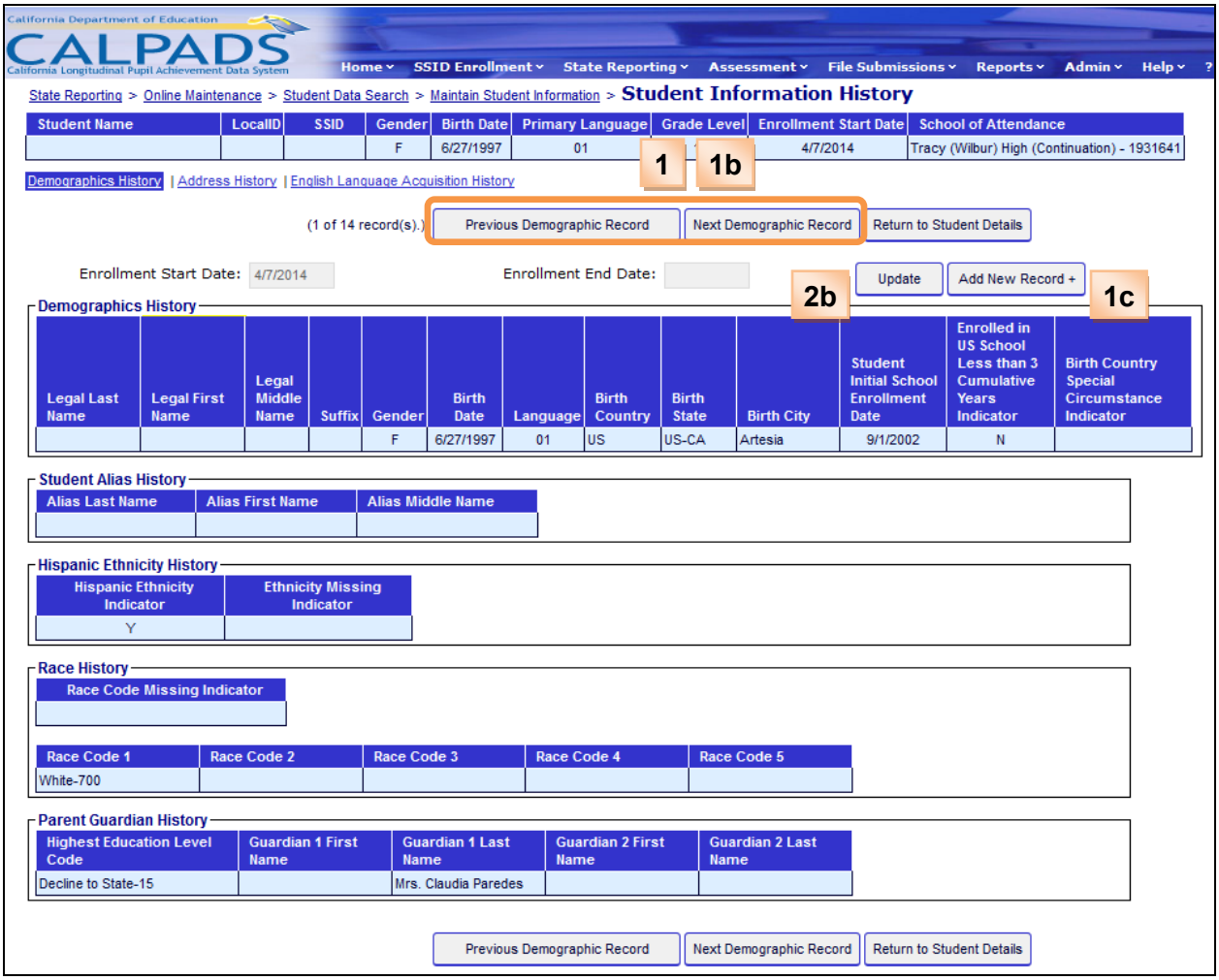
A user may perform the following functions through this interface:

- View the selected student's historical Information records and navigate to pages for additions and updates:
  - Demographics –the system will pre-populate existing field information for the student's record if the **Update** or the **Add New Record** buttons are used
  - All other sub-categories – the system will pre-populate existing field information for the student's record if the **Update** button is used, but not when the **Add New Record** button is used
- Return to the Student Data "Student Details" page.

11.1.7 Student Demographics History

The "Maintain Student Demographics" page provides an authorized user with the ability to update the student's demographic information after viewing the pre-populated field's information. The user may also delete the record once the demographic information has been viewed. This page displays when the user clicks the **Update** button or **Add New Record +** button from the "Student Information History" page under the **Demographics** section.

Screen 11-1-6-2: Student Information History – Demographics



Instructions Table 11-1-6-2: View Student Information History

Step by Step Screen Instructions		Special Instructions
1	Use the **Previous Demographic Record** and **Next Demographic Record** buttons to navigate to the record which you want to view	The most recent record will be displayed first. The number to the left (# of <total>) records will tell you which record you are currently viewing. The **Enrollment Start Date** and **Enrollment End Date** Will tell you the date range for which the information applies.

Instructions Table 11-1-6-2b: Update Student Information

Step by Step Screen Instructions		Special Instructions
1b	Use the **Previous Demographic Record** and **Next Demographic Record** buttons to navigate to the record which you want to update	The most recent record will be displayed first. The number to the left (# of <total>) records will tell you which record you are currently viewing. The **Enrollment Start Date** and **Enrollment End Date** Will tell you the date range for which the information applies.
2b	Click the **Update** button	You will be brought to the Student Information Update screen. Existing information will be prefilled.

Instructions Table 11-1-6-2c: Add New Student Information Record

Step by Step Screen Instructions		Special Instructions
1c	Click the **Add New Record +** button	You will be brought to the Demographics Update screen.

Optional Functions	
Return to Student Details **Return to Student Details** Button	A click on this button will return the user to the "Student Details" page for the selected student.
Demographics History | Address History | English Language Acquisition History **Demographics History**, **Address History**, and **English Language Acquisition History** links	Can be used to jump between different sections of the student's data.

Screen 11-1-6-3: Demographics Update

California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System

Home | SSID Enrollment | State Reporting | Assessment | File Submissions | Reports | Admin | Help | ?

State Reporting > Online Maintenance > Maintain Student Data > Maintain Student Information > Student Information History > **Demographics**

Student	Local ID	SSID	Gender	Birth Date	Language	Grade Level	Enrollment Start Date	School of Attendance
			F	6/27/1997	01	11	4/7/2014	Tracy (Wilbur) High (Continuation) - 1931641

*Record Effective Start Date: 4/7/2014 Record Effective End Date:

Name

*Legal First:
Legal Middle:
*Legal Last:
Legal Suffix:
Alias Legal First:
Alias Legal Middle:
Alias Legal Last:

Student Information

*Birth Date: 6/27/1997
*Gender: Female - F
*Birth Country: UNITED STATES-US
Birth City: Artesia
Birth State/Province: California US-CA
Student Initial School Enrollment Date: 9/1/2002
Enrolled in US School Less Than 3 Cumulative years Indicator: Yes No
Birth Country Special Circumstance Indicator: Yes No

Ethnicity and Race

Hispanic Ethnicity Indicator: Yes
Race Code 1: White-700
Race Code 2:
Race Code 3:
Race Code 4:
Race Code 5:
Ethnicity Missing Indicator: Yes No
Race Code Missing Indicator: Yes No

Parent Guardian Information

*Parent/Guardian Highest Education Level Code: Decline to State-15
Guardian 1 First Name:
Guardian 1 Last Name:
Guardian 2 First Name:
Guardian 2 Last Name:

Delete Record | Validate | Return to Student Information History

Instructions Table 11-1-6-3: Demographics Update

Step by Step Screen Instructions		Special Instructions
1	**The Record Effective Start Date** and **Record Effective End Date** fields will be populated with the value for the record that was selected on the "Student Information History" page if the user clicked the **Update** button (the fields will be *blank* if the user clicked the **Add a New Record+** button) To change the value, enter a date in the MM/DD/YYYY format or choose a date from the calendar tool	The **Record Effective Start Date** is a required field The Record Effective Start Date should reflect the actual date the change/addition is valid, to the best of the user's knowledge Student Information records cannot have overlapping Record Effective Start and/or End Dates. However, if a record is submitted with a Start Date or End Date that overlaps the dates of an existing record owned by the submitter (i.e. record corresponds to the student's enrollment in the Reporting LEA), the system will auto-populate the existing record's Start/End Date with a value of one day before/after the Start/End Date of the submitted record If the record is submitted with a Blank/BLANK value for the Effective End Date field and the student has a subsequent enrollment record, the system will auto-populate the Effective End Date with a value of one day before the start of the next school enrollment.
2	The **Legal First, Legal Middle, Legal Last, and Legal Suffix Name** fields will be populated with the value for the record that was selected on the "Student Information History" page. To change the value, enter new names to overwrite the existing names and select a suffix value from the dropdown list	The **Legal First** and **Legal Last Names** fields are required, and additionally these fields must contain the student's complete name that may only include alphabetic letters, numbers, periods, hyphens and apostrophes.
3	The **Alias Legal First, Alias Legal Middle,** and **Alias Legal Last Name** fields will be populated with the value for the record that was selected on the "Student Information History" page To change the value, enter new names to overwrite the existing names	These fields must contain the student's complete alias name that may only include alphabetic letters, numbers, periods, hyphens and apostrophes
4	The **Birth Date** field will be populated with the value for the record that was selected on "Student Information History" page To change the value, enter a date in the MM/DD/YYYY format or choose a date from the calendar tool	This is a required field

Step by Step Screen Instructions		Special Instructions
5	The **Gender** field will be populated with the value for the record that was selected on the "Student Information History" page To change the value, select from the dropdown list	This is a required field
6	The **Birth Country, Birth State Province, and Birth City** fields will be populated with the value for the record that was selected on the "Student Information History" page To change the values, select the Birth Country and Birth State Province from the dropdown lists. Enter a Birth City value to overwrite the existing value	The **Birth Country** field is required
7	The **Birth Country Special Circumstance Indicator** field will be selected with the value for the record that was selected on the "Student Information History" page To change the value, select a different radio button.	This is an optional field
Ethnicity and Race		
8	The **Hispanic Ethnicity Indicator** field will be populated with the values for the record that was selected on the "Student Information History" page To change the value, select from the dropdown list	This field is required if the **Ethnicity Missing Indicator** field is *Blank*
9	The **Ethnicity Missing Indicator** field will be populated with the value for the record that was selected the "Student Information History" page To change the value, select the appropriate (**Y** or **N**) radio button	This field is required if the **Hispanic Ethnicity Indicator** field is *Blank*
10	The **Race Code 1-5** fields will be populated with the values for the record that was selected on the "Student Information History" page To change the value(s), select from the dropdown lists	Race Code 1 is required if the **Race Code Missing Indicator** field is *Blank*
11	The **Race Code Missing Indicator** field will be populated with the value for the record that was selected on the "Student Information History" page To change the value, select the appropriate (**Y** or **N**) radio button	This field is required if the **Race Code 1** field is *Blank*
Parent Guardian Information		

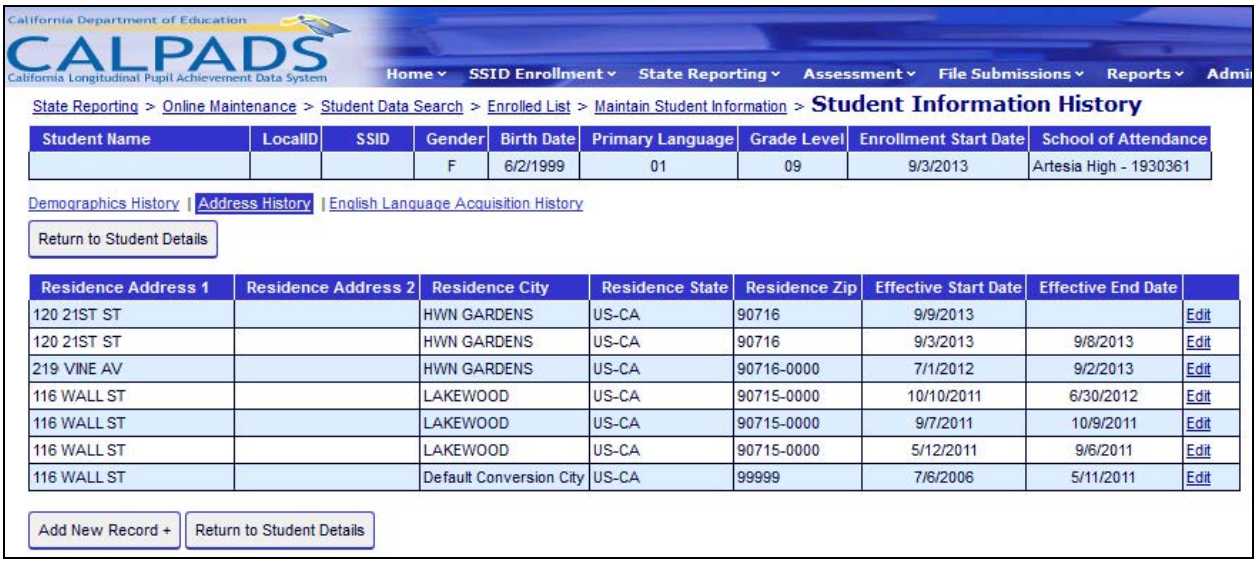
Step by Step Screen Instructions		Special Instructions
12	**The Parent/Guardian Highest Education Level Code** field will be populated with the value for the record that was selected on the "Student Information History" page To change the value, select from the dropdown list	This field is required
13	The **Guardians First Name** and **Last Name** fields will be populated with the value for the record that was selected on the "Student Information History" page To change the value, enter new names to overwrite the existing names	These fields are optional
14	Validate To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the inputted data. If the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel** button must be selected to correct the data. If the entered data passes the Input Validation Rules, select the **Post** button to post the record. The system will save the original record and create a new record containing the new modifications or additions.

Optional Functions	
Delete Record **Delete Record** Button	The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection Note: if only one demographic record exists for the student, the record cannot be deleted
Return to Student Information History **Return to Student Information History** Button	Click this button to return to the "Student Information History" page If clicked prior to posting any changes, the system will not save the data entered.

11.1.8 Maintain Student Address

The "Maintain Student Address" page allows an authorized user to update the student's address information. The page displays when the user selects the **Update** link (with fields populated or the **Add New Record +** button (without fields populated) from the "Address History" page.

Screen 11-1-8-1: Student Address History



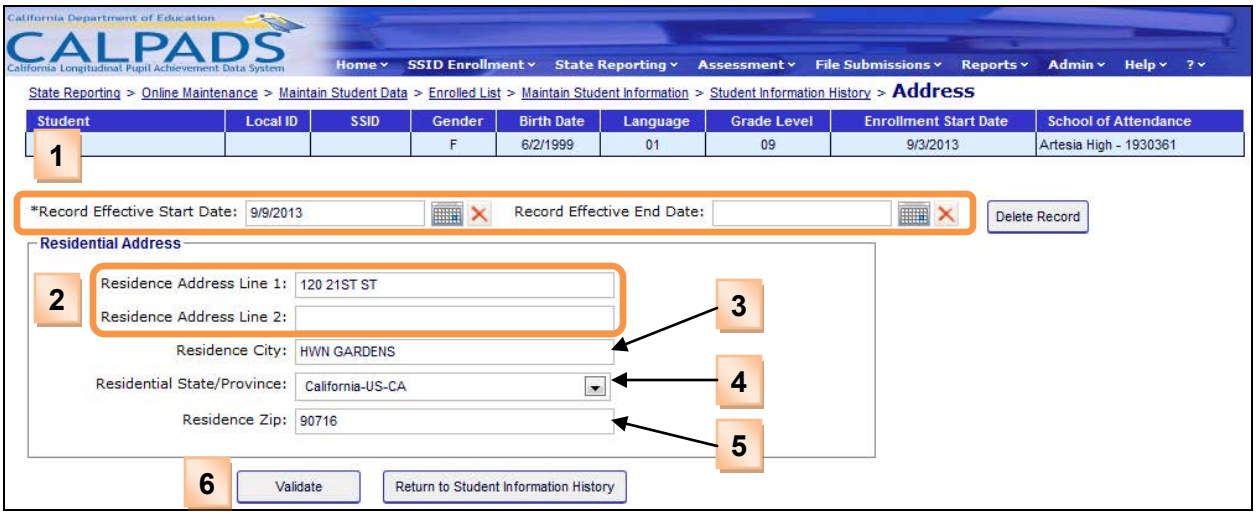
Instructions Table 11-1-8-1: Edit Student Address

Step by Step Screen Instructions		Special Instructions
1	Click the **Edit** link to the right of the address you want to edit	You will be brought to the "Student Address Update" screen. You will only be able to modify address records which fall within the enrollment(s) at your school(s).

Instructions Table 11-1-8-1b: Add New Student Address

Step by Step Screen Instructions		Special Instructions
1	Click the **Add New Record +** button	You will be brought to the "Student Address Update" screen.

Screen 11-1-8-2: Student Address Update



Instructions Table 11-1-8-2: Student Address Update

Step by Step Screen Instructions		Special Instructions
1	**The Record Effective Start Date and Record Effective End Date** fields will be populated with the values for the record that was selected on the "Address History" page To change the values, enter in a date in the MM/DD/YYYY format or choose a date from the calendar tool	The **Record Effective Start Date** is a required field The Record Effective Start Date should reflect the actual date the change/addition is valid, to the best of the user's knowledge Student Information records cannot have overlapping Record Effective Start and/or End Dates. However, if a record is submitted with a Start Date or End Date that overlaps the dates of an existing record owned by the submitter (i.e. record corresponds to the student's enrollment in the Reporting LEA), the system will auto-populate the existing record's Start/End Date with a value of one day before/after the Start/End Date of the submitted record If the record is submitted with a Blank/BLANK value for the Effective End Date field and the student has a subsequent enrollment record, the system will auto-populate the Effective End Date with a value of one day before the start of the next school enrollment.

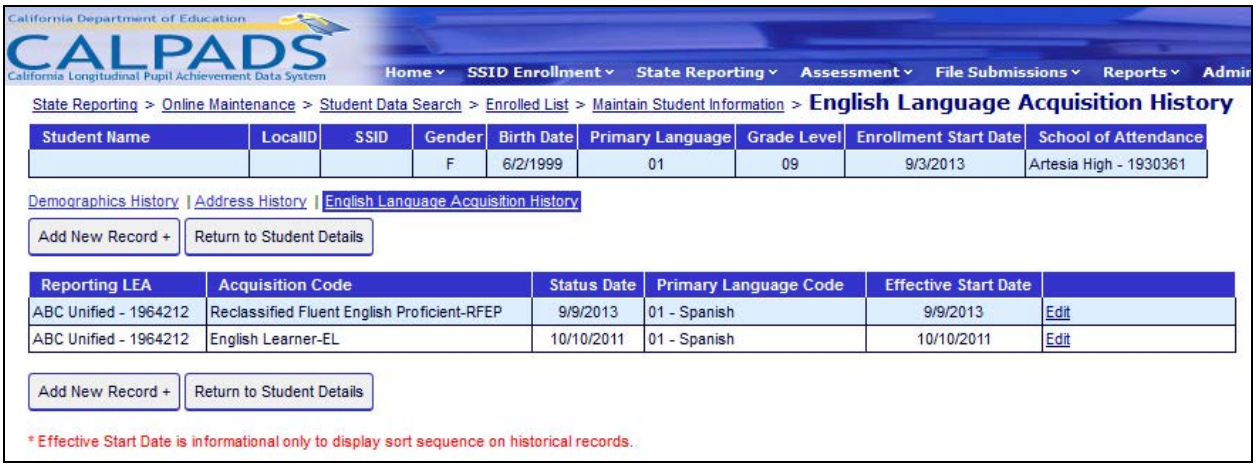
Step by Step Screen Instructions		Special Instructions
2	The **Residence Address Line 1 and Line 2** field will be populated with the value for the record that was selected on the "Address History" page To change the value, enter the address line(s) in the text boxes provided	This field is required for a student to be included in Direct Certification processing.
3	The **Residence City** field will be populated with the value for the record that was selected on the "Address History" page To change the value, enter the city in the text box provided	This field is required for a student to be included in Direct Certification processing.
4	The **Residential State/Province** field will be populated with the value for the record that was selected on the "Address History" page To change the value, select from the dropdown list	This field is required for a student to be included in Direct Certification processing.
5	The **Residence Zip** field will be populated with the value for the record that was selected on the "Address History" page To change the value, enter the zip code in the text box provided	This field is required for a student to be included in Direct Certification processing.
6	Validate To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the inputted data. If the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel** button must be selected to correct the data. If the entered data passes the Input Validation Rules, select the **Post** button to post the record. The system will save the original record and create a new record containing the new modifications or additions.

Optional Functions	
Delete Record **Delete** Button	The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection
Return to Student Information History **Return to Student Information History** Button	Click this button to return to the "Student Information History" page If clicked prior to selecting the **Validate** button or the **Post** button, the system will not save the data entered.

11.1.9 Maintain Student English Language Acquisition

The "English Language Acquisition History" page provides the ability for an authorized user to view the English Language Acquisition History for the student and provides links to edit existing records or add new ones.

Screen 11-1-9-1: Student English Language Acquisition History



Instructions Table 11-1-9-1: Edit Student English Language Acquisition

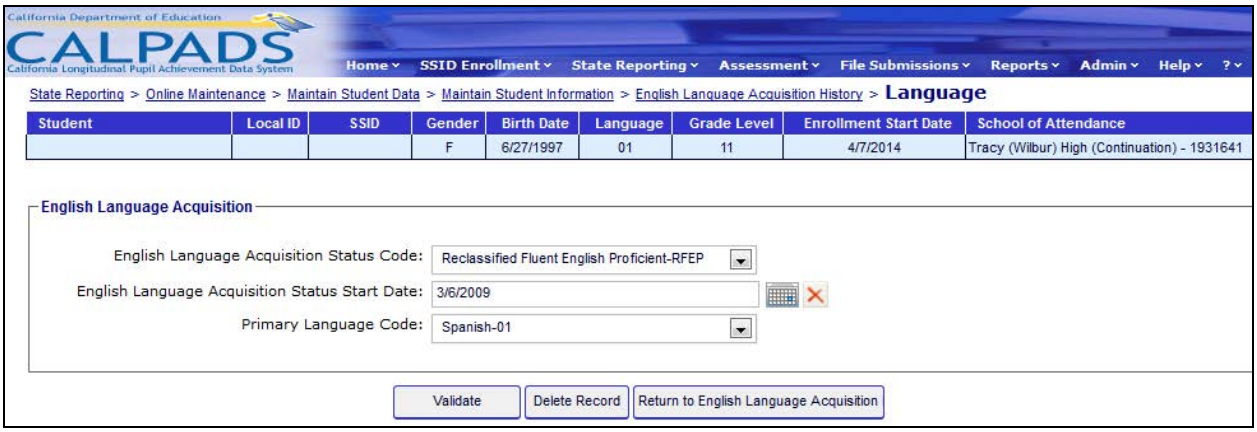
Step by Step Screen Instructions		Special Instructions
1	Click the **Edit** link to the right of the English Language Acquisition Status you want to edit	You will be brought to the "Student English Language Acquisition Update" screen. Information from the existing record will be pre-populated on that screen. The edit link will only be active for status records which fall within the enrollment(s) at your school(s).

Instructions Table 11-1-8-1b: Add New Student English Language Acquisition

Step by Step Screen Instructions		Special Instructions
1	Click the **Add New Record +** button	You will be brought to the "Student English Language Acquisition Update" screen.

Optional Functions	
Return to Student Details **Return to Student Details** button	Click this button to return to the "Maintain Student Information" page.

Screen 11-1-9-2: Student English Language Acquisition Update



Instructions Table 11-1-9-2: Student English Language Acquisition Update

Step by Step Screen Instructions		Special Instructions
1	Select an **English Language Acquisition Status Code**	This is a required field When English Language Acquisition Status Code = EL, RFEP or IFEP, Student Primary Language Code (in Student Demographics) cannot equal English (00) or Sign Language (37)
2	Enter the **English Language Acquisition Status Start Date**	This is a required field To change the value, enter a new date in the MM/DD/YYYY format or select a date using the Calendar Tool

Step by Step Screen Instructions		Special Instructions
3	Select a **Primary Language Code**	This is a required field The primary language is the language the student first learned, is spoken by the student, or in the case of student too young to speak, the language spoken most frequently by adults in the home. It is identified only once from information gathered on the Home Language Survey and other indicators determined at the local level. It should never change. Student Primary Language Code cannot equal English (00) or Sign Language (37) when English Language Acquisition Status Code = EL, RFEP or IFEP
4	Click the **Validate** button	The system will run all Input Validation Rules against the inputted data. If the entered data passes the Input Validation Rules, select the Post button to post the record. The system will save the original record and create a new record containing the new modifications or additions.

Optional Functions	
Delete Record **Delete** Button	The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection
Return to English Language Acquisition **Return to English Language Acquisition** button	Click this button to return to the "Student English Language Acquisition History" page If clicked prior to selecting the **Validate** button or the **Post** button, the system will not save the data entered.

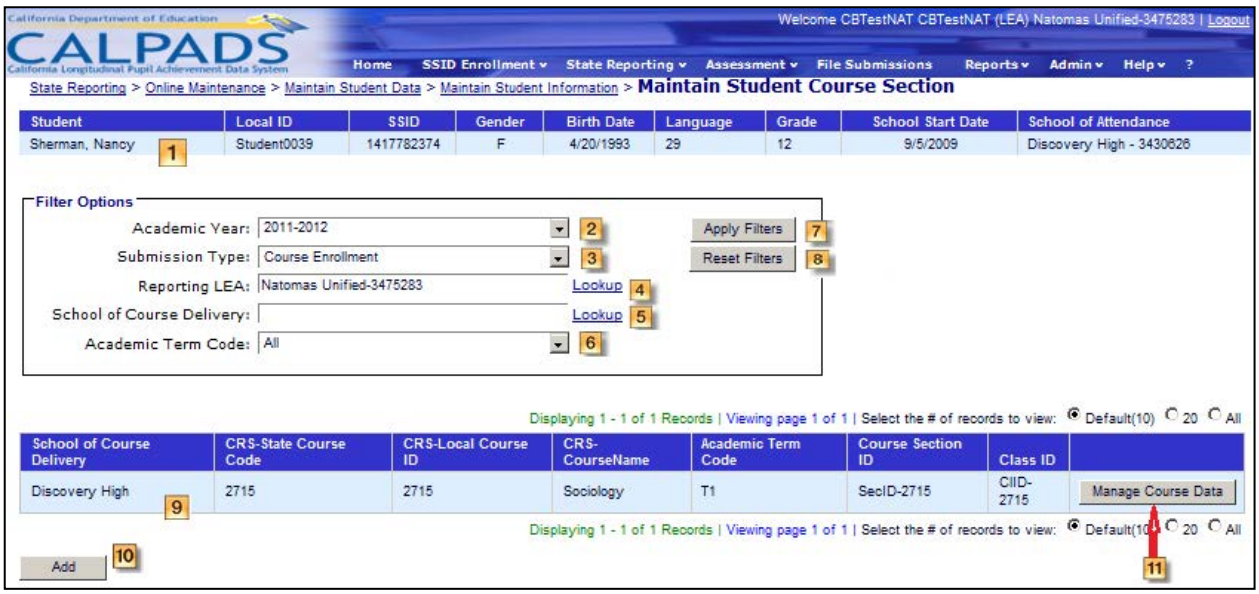
11.1.10 Maintain Student Information – Student Course Section

The Maintain Student Course Section page provides the ability for an authorized user to enter a new Student Course Section record by clicking the **Add** Button or to display the course section detail information by clicking "Manage Course Data". It is accessed by clicking the **Student Course Section** link on the "Maintain Student Information" menu.

The filters allow the user to select submission type, school and Academic Term. It is important to note that both Course Enrollment (Fall 2) and Course Completion (EOY 1) use the *exact same set of screens*. The only visible difference is on this screen where the Submission Type is selected (default is Course Enrollment). Subsequent screens show the Submission Type as a column for the selected Course Section and/or Student Course section depending on what screen is displayed.

Once the user clicks "Manage Course Data" on this screen, the remaining screens to complete the maintenance for the student are the same as the ones for Maintain Course Data found later in this manual.

Screen 11-5: Maintain Student Information - Student Course Section



Instructions Table 11-4: Maintain Student Course Section

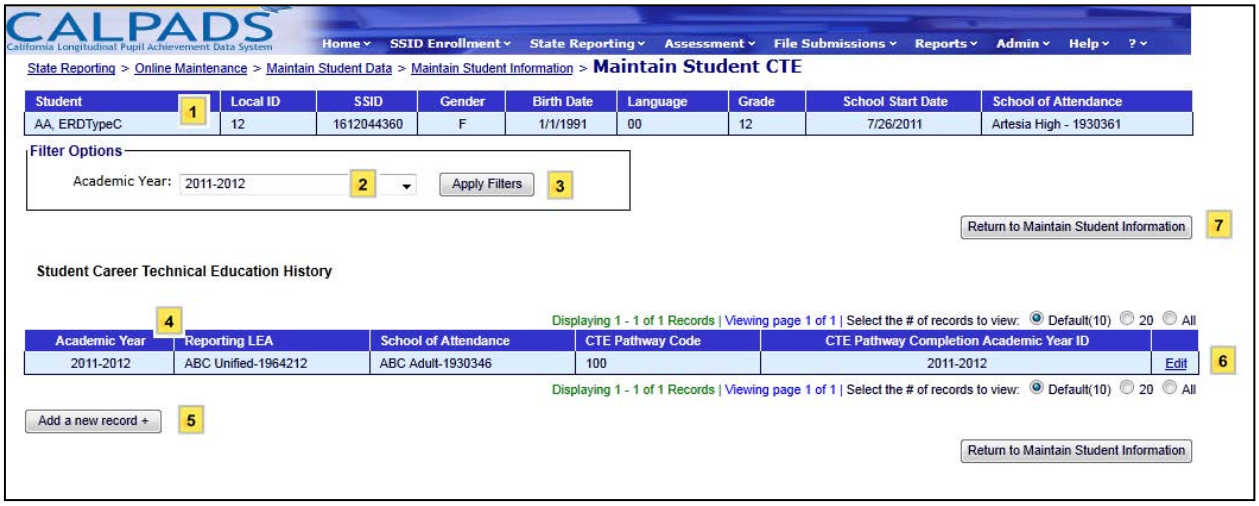
Step by Step Screen Instructions		Special Instructions
1	Student detail information is displayed based on the student selected for maintenance.	Display includes most recent school of attendance.
2	Select an Academic Year to view the student course section data of each existing record in a particular Academic Year using the dropdown list	System defaults to the most current academic year.

Step by Step Screen Instructions		Special Instructions
3	Select a Submission Type to view the course data of each existing Student Course Section record for either the Course Enrollment or Course Completion Submission Type using the dropdown list	System defaults to Course Enrollment.
4	The Reporting LEA field will default to the user's LEA	If the user has access to multiple LEAs, the user may use the Lookup link to switch to another LEA.
5	Select a School of Course Delivery using the Lookup link	Can also be left blank.
6	Select an Academic Term code from the drop down list to filter by.	System defaults to "All".
7	Click the **Apply Filters** button	A list of student course sections based on the user's filter selections will display at the portion of the page
8	Click the **Reset Filters** button	System sets all filters back to the default setting.
9	The list of Student Course Section records that the student is either enrolled in or has Course Completion data for, depending on what was selected above for Submission Type.	
10	Click the **Add** Button to insert a new Student Course Section record.	System displays the Course List screen. See Student Course Section – Course List later in this document.
11	Click the Manage Course Data button to access the Student Course Section list and to edit the Student Course Section data.	The system navigates to the Student Course Section List screen with the Student Course Section record displayed. See Student Course Section – Student Course Section List later in this document.

11.1.11 Maintain Student Information – Student Career Technical Education

The Maintain Student Career Technical Education (CTE) page provides the ability for an authorized user to enter a new CTE record by clicking the **Add** Button or to display the CTE detail information for a student by clicking the **Edit** Button It is accessed by clicking the **Student Career Technical Education** link on the "Maintain Student Information" menu.

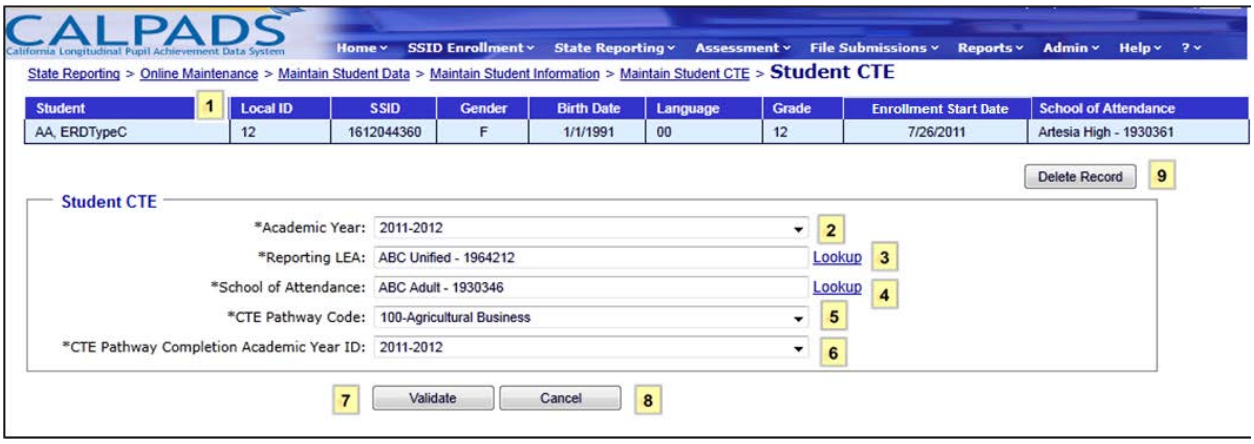
Screen 11-6: Maintain Student Information - Student Career Technical Education (CTE)



Instructions Table 11-5: Maintain Student Information - Student Career Technical Education

Step by Step Screen Instructions		Special Instructions
1	Student detail information is displayed based on the student selected for maintenance.	Display includes most recent school of attendance.
2	Select an **Academic Year** to view the CTE data of each existing record in a particular Academic Year using the dropdown list the student.	System defaults to the most current academic year.
3	Click on the **Apply Filters** button. Apply Filters	A list of CTE records based on the user's filter selections will display at the bottom portion of the page.
4	The list of CTE records for the student.	
5	Click to insert a new CTE record. Add a new record +	System displays the CTE record below.
6	Click the **Edit** hyperlink to access the CTE maintenance screen.	The system navigates to the CTE maintenance screen below.
Optional Functions		**Special Instructions**
7	Click the **Return to Maintain Student Information**. Return to Maintain Student Information	Click this button to return to the "Maintain Student Information" page.

Screen 11-7: Maintain Student Information - Student Career Technical Education (CTE) Detail



Instructions Table 11-6: Student Career Technical Education (CTE) Detail

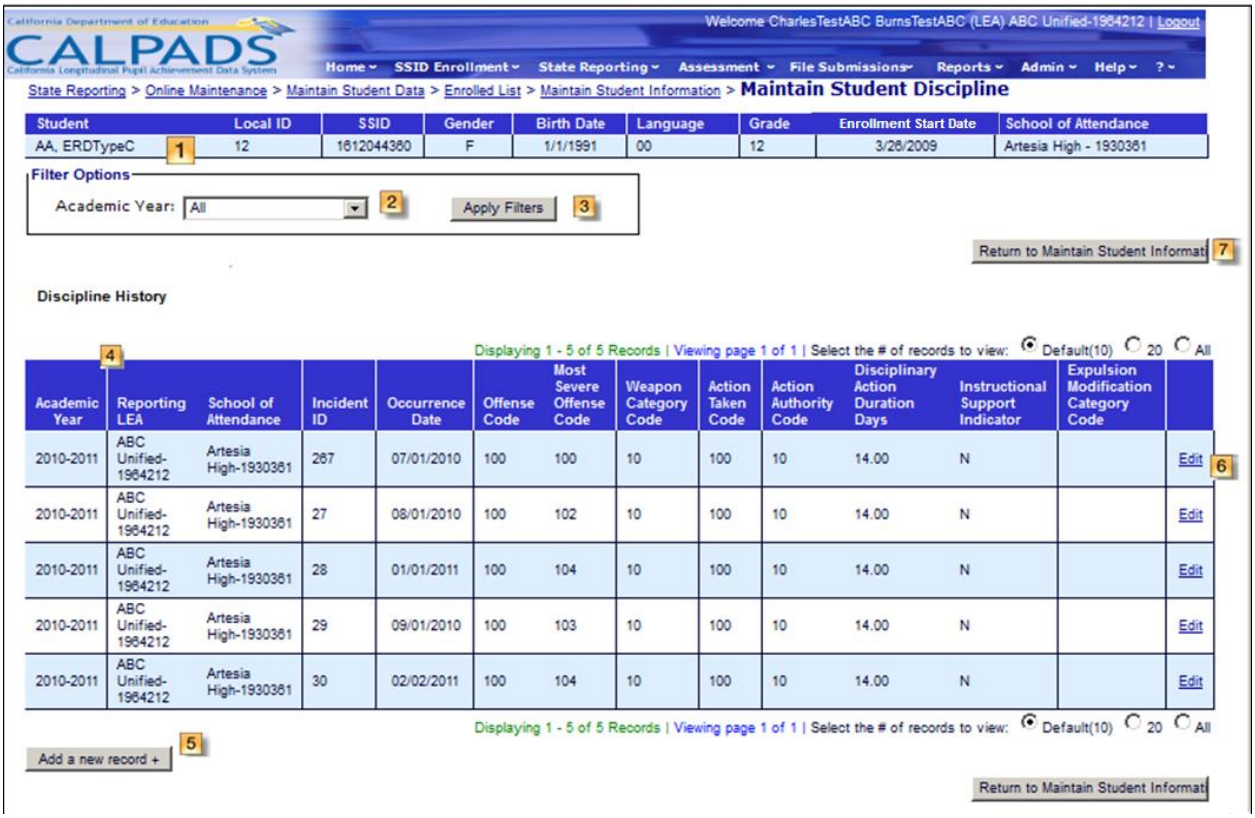
Step by Step Screen Instructions		Special Instructions
1	Student detail information is displayed based on the student selected for maintenance.	Display includes most recent school of attendance.
2	Select an **Academic Year** to view the CTE data of each existing record in a particular Academic Year using the dropdown list the student.	System defaults to the most current academic year.
3	Users with access to multiple LEAs may click Lookup hyperlink to select a different LEA to work with.	Depends on security level associated with user ID.
4	Click the Lookup hyperlink to select a school.	The student must have an active enrollment record in the selected school on the incident occurrence date.
5	Select a **CTE Pathway Code** from the drop down list the student is taking.	
6	Select the **CTE Pathway Completion Academic Year ID** from the drop down list the student completed the CTE Pathway.	The CTE Pathway Completion Academic Year ID must match the Academic Year ID.
7	Click the **Validate** button to apply the input validation rules. Validate	System will display results of validation in upper left corner of the screen. If no errors were found the user may click Post or Cancel the validation if desired.
8	Click on the **Cancel** button to return to the previous screen and discard any input. Cancel	

Optional Functions		Special Instructions
9	Delete Record **Delete Record** Button	The system will ask to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the selection.

11.1.12 Maintain Student Information – Student Discipline

The Maintain Student Discipline page provides the ability for an authorized user to enter a new discipline record by selecting the **a New Record +** Button. To edit the discipline record select the Edit Button.

Screen 11-8: Maintain Student Information - Student Discipline



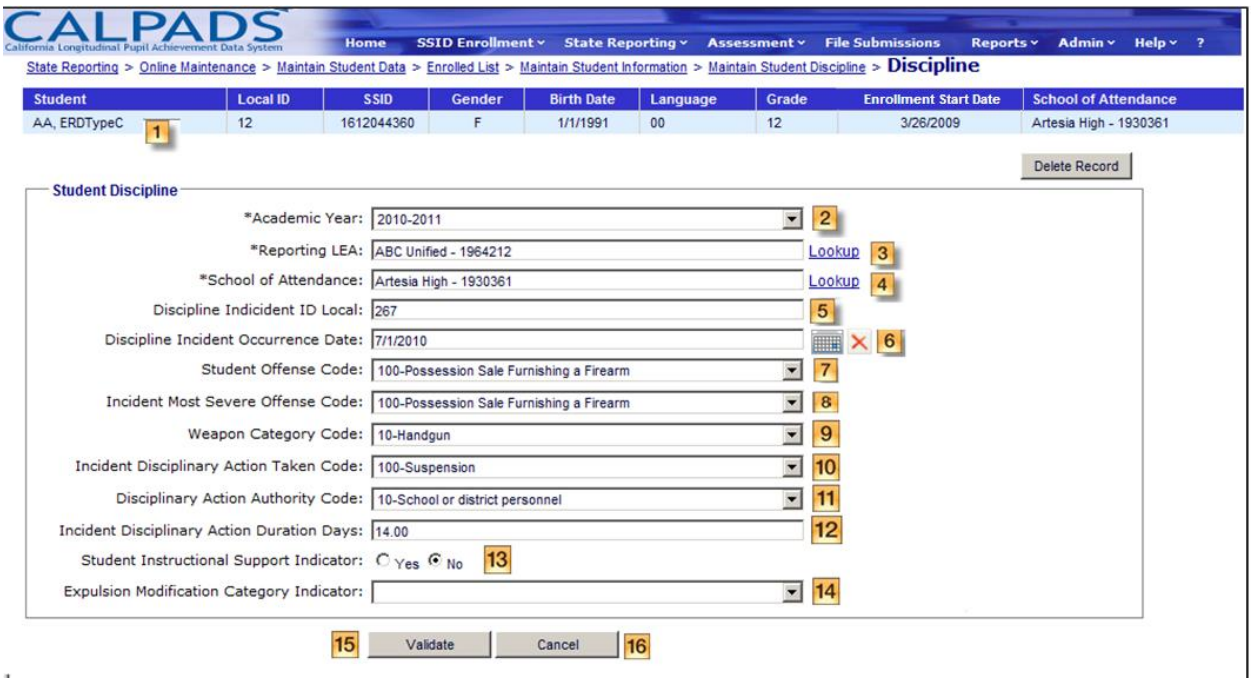
Instructions Table 11-7: Maintain Student Discipline

Step by Step Screen Instructions		Special Instructions
1	Student detail information is displayed based on the student selected for maintenance.	Display includes most recent school of attendance.
2	Select an **Academic Year** to view the discipline data of each existing record in a particular Academic Year using the dropdown list	System defaults to the most current academic year.

Step by Step Screen Instructions		Special Instructions
3	Click the **Apply Filters** button	A list of discipline records based on the user's filter selections will display at the bottom portion of the page
4	The list of Discipline records for the student.	
5	Click **Add a new record+** to insert a new discipline record.	System displays the Discipline maintenance below.
6	Click the Edit hyperlink to access the Discipline maintenance screen.	The system navigates to the Discipline maintenance screen below.

Optional Functions		Special Instructions
7	Click the **Return to Maintain Student Information**. Return to Maintain Student Information	Click this button to return to the "Maintain Student Information" page.

Screen 11-20: Maintain Student Information - Student Discipline Detail



Instructions Table 11-20: Maintain Student Discipline Detail

Step by Step Screen Instructions		Special Instructions
1	Student detail information is displayed based on the student selected for maintenance.	Display includes most recent school of attendance.

Step by Step Screen Instructions		Special Instructions
2	Select an Academic Year to view the discipline data of each existing record in a particular Academic Year using the dropdown list	System defaults to the most current academic year.
3	Users with access to multiple LEAs may click Lookup hyperlink to select a different LEA to work with.	Depends on security level associated with user ID.
4	Click the Lookup hyperlink to select a school.	The student must have an active enrollment record in the selected school on the incident occurrence date.
5	Enter the Discipline Incident ID.	Assigned locally; uniquely identifies a discipline incident in the LEA.
6	Click the calendar control to select the date that the incident occurred.	
7	Select a student offense code from the drop down list.	
8	Select the most severe offense code associated with the incident.	If only a single offense code has been selected for the incident, select the same offense code or leave the field blank. If there are multiple offenses recorded for a single incident, select the most severe. The most severe offence code must appear on 1 of the incident records associated with the incident ID.
9	If a weapon was used by the student being reported, select the weapon code that corresponds to the weapon the student used.	
10	Select the code that represents the disciplinary action that was taken.	
11	Select the code that represents the disciplinary action authority code.	
12	Enter the number of days that a suspension was effective for. Partial days can be entered by using a decimal fraction.	Up to two decimal places.
13	Indicate yes or no depending on if instructional support was provided for the student during the duration of the discipline.	
14	Enter a code as applicable for any modification to the expulsion.	
15	Click the **Validate** button to apply the input validation rules.	System will display results of validation in upper left corner of the screen. If no errors were found the user may click Post. User may cancel validation if desired.

Step by Step Screen Instructions		Special Instructions
16	Click the **Cancel** button to return to the previous screen and discard any input.	
Optional Functions		**Special Instructions**
17	Delete Record **Delete Record** Button	The system will ask to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the selection.

11.1.13 Maintain Student Waivers

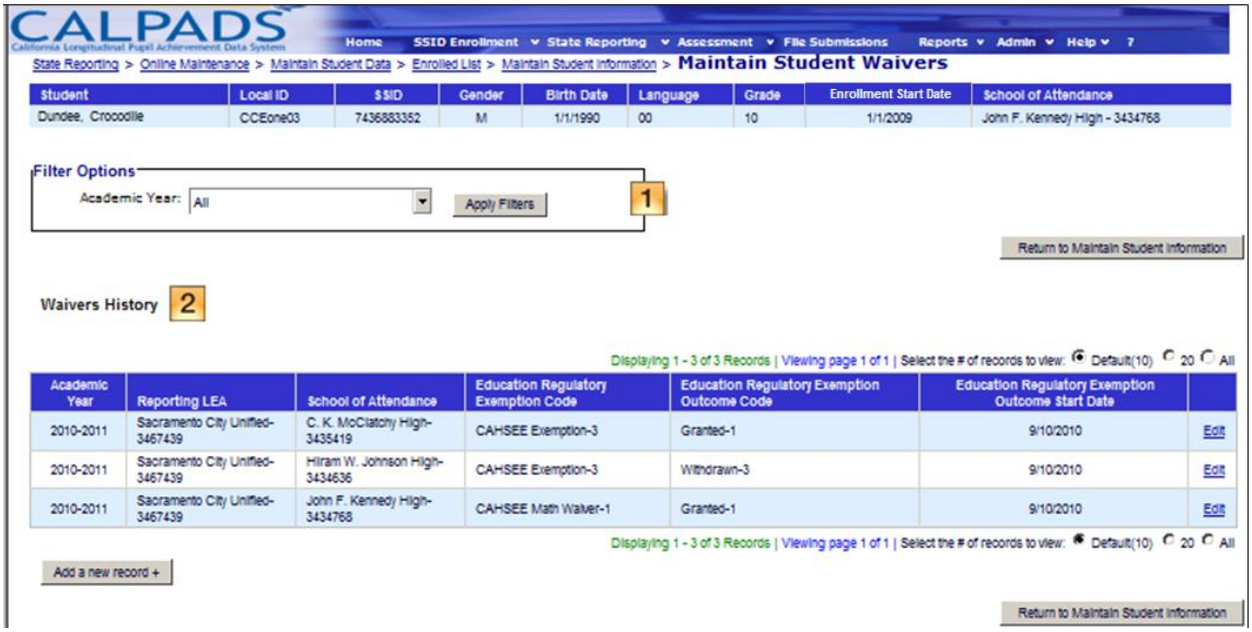
The "Waiver History" page allows an authorized user to view all of a student's historical waiver records and navigate to pages for additions and updates. This page is accessed when a user selects the **Student Waivers** link on the "Student Details" page.

The selected student's key elements appear across the top of the page. A Filter Options box is displayed immediately below the elements for the user to modify the student's list of historical records by one or all the available Academic Years of records in the ODS. On the lower half of the page, the selected student's historical records are displayed in reverse chronological order.

Through this page, the authorized user may:

- View all of a student's Waiver records.
- Update records belonging to the LEA by selecting an **Edit** link. The system will pre-populate existing information for the user to modify.
- Create a new record by selecting the **Add New Record +** button. The system will display a page with empty record fields for the user to populate.
- Return to the "Main Student Information" page

Screen 11-9: Maintain Student Waivers – Waivers History



Instructions Table 11-8: Maintain Student Waivers – Waivers History

Step by Step Screen Instructions		Special Instructions
1	Select an **Academic Year** to view the student's waiver records in a particular Academic Year and select **Apply Filters Button**	The filter will default to *All*
2	Review all existing records to determine if updates need to be made or if a new record needs to be created.	If the user is authorized to update existing records or to add a new record, the system will display an **Edit** link next to each existing record and an **Add New Record +**.
Optional Functions		
Edit link		An **Edit** link will appear next to each existing record the user is authorized to modify, this link may be selected to change and existing waiver record.
Add New Record +	**Add New Record +** Button	The **Add New Record +** button may be selected to create a new record using a new record form containing empty field values

Screen 11-10: Maintain Student Waivers Detail

Instructions Table 11-9: Maintain Student Waivers Detail

Step by Step Screen Instructions		Special Instructions
1	Academic Year	Required field. Select the academic year that the waiver applies to.
2	The **School of Attendance LEA** field will be populated with the user's LEA To change the value use the **Lookup** link to select the appropriate LEA	This is a required field
3	The **School of Attendance** field will be populated with the value for the record that was selected on the "Waiver History" page To change the value, use the **Lookup** link to select the appropriate school	This is a required field
4	The **Education Regulatory Exemption Code** field will be populated with the value for the record that was selected on the Waiver History page. To change the value, select a code from the dropdown list.	This is a required field
5	The **Education Regulatory Exemption Outcome Code** field will be populated with the value for the record that was selected on the Waiver History page. To change the value, select a code from the dropdown list.	This is a required field
6	The **Education Regulatory Exemption Outcome Start Date** field will be populated with the value for the record that was selected on the "Waiver History" page To change the value, enter a date in the MM/DD/YYYY format or select a date from the calendar tool.	This is a required field
7	✕ To clear the date field, select the **Clear** button.	This is a required field.

Step by Step Screen Instructions		Special Instructions
8	Validate To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the inputted data. If the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel** button must be selected to correct the data. If the entered data passes the Input Validation Rules, select the **Post** button to post the record. The system will update the selected record and any modifications or additions made to the data.

Optional Functions		
9	Cancel **Cancel** Button	Click this button to return to the "Student Details" page without saving any information entered
10	Delete Record **Delete Record** Button	Click this button will permanently delete the record.

11.1.14 Maintain Staff Data - Staff Data Search

The "Staff Data Search" page provides the ability for an authorized user to 1) search for a staff member in order to conduct maintenance on an individual staff member's demographic and/or assignment data or 2) create a new Staff Demographic record if none exists. Two methods are provided: Search by SEID and View List of Existing Staff. This page is accessed when the user selects **Maintain Staff Data** from the State Reporting and Online Maintenance tabs.

A user can view and edit only staff member records entered by the user's LEA for the period the staff member was employed by the LEA. Each LEA adds its own Staff Demographics record using the State Educator Identifier (SEID) assigned by the California Commission on Teacher Credentialing (CTC). A Staff Demographic record must be created before a Staff Assignment record can be created.

If the staff member has an existing Staff Demographic record for the LEA, a user may select the **Search by SEID** radio button to search for the staff member. To search by SEID, the user must enter a valid and complete SEID. A user may also select the **View List of Existing Staff** radio button and select **By Staff Demographics** which produces a list of existing staff that allows further search by name. The following option is available for the search:

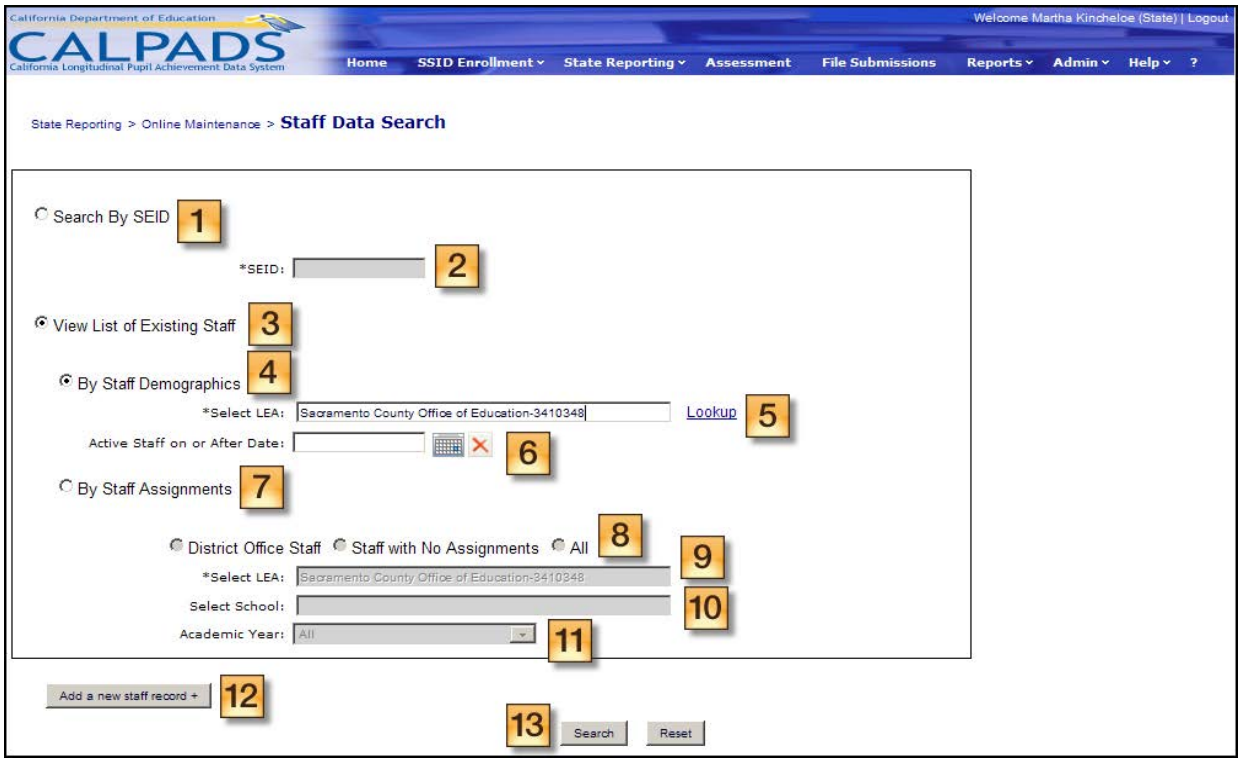
- Active by Specified Date - The user may designate a specific Employment Date on which to base the search

If the staff member has an existing Staff Assignment record for the LEA, a user may select the **View List of Existing Staff** radio button and select **By Staff Assignment** to view a list of existing staff that allows further search by name. The following options are available for the search:

- District Office Staff
- Staff with No Assignments
- All
- School
- Academic Year

If the staff member does not have an existing Staff Demographic record for the LEA, a user may click the **Add a new staff record +** Button to add the record. A SEID assigned by the CTC is required.

Screen 11-11: Staff Data Search



Instructions Table 11-10: Staff Data Search - Search by SEID

Step by Step Screen Instructions		Special Instructions
1	Select the **Search by SEID** Radio button	Verify the **Search by SEID** Radio button is selected

Step by Step Screen Instructions		Special Instructions
2	Enter a complete SEID	The system will return an error if the entered SEID is non-numeric or not complete (must contain 10 digits), or if the SEID entered is invalid (i.e. not in the list of valid SEIDS from the CTC)
13	Click on the **Search** button Search	If selected, the search will initiate and if a match is determined the user will be directed to the "Staff Data – Staff Details" page If the SEID is a valid SEID (i.e. in the list of SEIDS assigned by the CTC) and no Staff Demographic record exists for the staff member, the user will be prompted to create a new record. If the user selects Yes to the *create new record* prompt, the Staff Demographics screen is displayed (see Staff Demographics - Details)

Optional Functions	
Reset **Reset** Button	If selected, all fields will be restored to the default values

Instructions Table 11-114a: Staff Data Search – View List of Existing Staff by Staff Demographics

Step by Step Screen Instructions		Special Instructions
3	Select the **View List of Existing Staff** radio button	Verify the **View List of Existing Staff** Radio button is selected
4	Select the **By Staff Demographics** radio button	Make sure this radio button is selected or the screen will return an error
5	The **LEA** field will be pre-populated with the user's LEA	This is a required field
6	To utilize the **Active Staff on or After Date** filter, enter a specific date in the MM/DD/YYYY format or use the calendar tool to choose the desired date	This user selection is optional The system will return all Staff members with an Employment End Date that is blank or on or after the specified date

Step by Step Screen Instructions		Special Instructions
13	Click on the **Search** button Search	If selected, the search will initiate, using the specified filter values, returning the "Staff List" screen if there are staff records that meet the criteria

Optional Functions	
Reset **Reset** Button	If selected, the system will restore all fields to the default values

Instructions Table 11-124b: Staff Data Search – View List of Existing Staff by Staff Assignments

Step by Step Screen Instructions		Special Instructions
3	Select the **View List of Existing Staff** radio button	Verify the View List of Existing Staff **Radio button** is selected
7	Select the **By Staff Assignments** radio button	**Verify the By Staff Assignments** Radio button is selected
8	Choose to view staff members in one of the following categories by selecting the corresponding radio button: ▪ **District Office Staff**: When clicked, all staff members with a Staff Assignment record matching the user's LEA/School along with a Non Classroom Based or Support Assignment code will be returned ▪ **Staff with No Assignments**: When clicked, all staff members without a Staff Assignment record matching the user's LEA/school will be returned ▪ **All**: When clicked, all staff members with a Staff Assignment record matching the user's LEA/school will be returned	This user selection is required
9	The **LEA** field will be pre-populated with the user's LEA	This is a required field
10	Select the **School** of assignments to include using the **Lookup** link	This is a required field
11	Select one Academic Year or all Academic Years of assignments to include from the **Academic Year** dropdown list	An individual year or All years must be selected
13	Click on the **Search** button Search	If selected, the search will initiate, using the specified filter values, returning the "Staff List" screen if there are staff records that meet the criteria

Optional Functions	

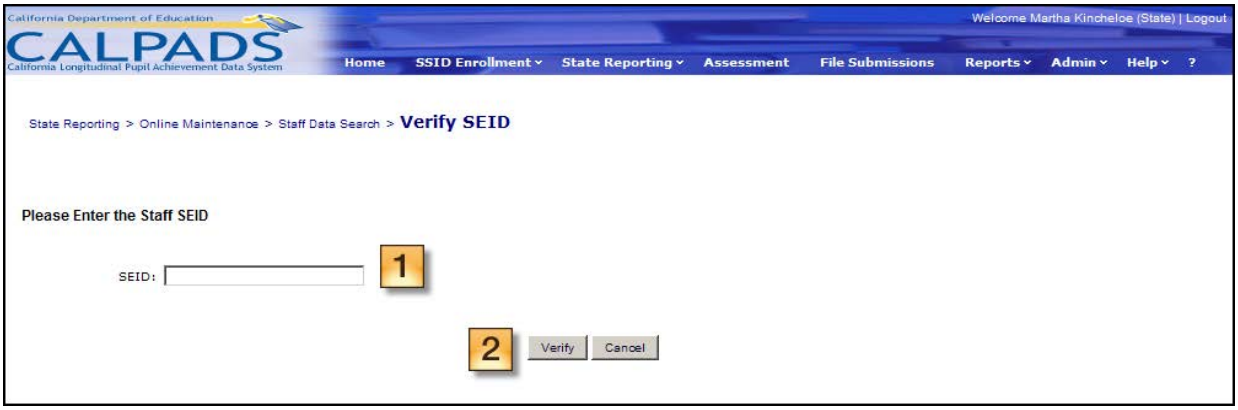
Optional Functions	
Reset **Reset** Button	If selected, the system will restore all fields to the default values

Instructions Table 11-134c: Staff Data Search - Add a New Staff Record

Step by Step Screen Instructions		Special Instructions
12	Click on the **Add a new staff record +** button Add a new staff record +	If selected, the user will be directed to the "Verify SEID " screen where the user may begin the process of creating a new Staff Demographic record

Optional Functions	
Reset **Reset** Button	If selected, all fields will be restored to the default values

Screen 11-12: Verify SEID



Instructions Table 11-145: Verify SEID

Step by Step Screen Instructions		Special Instructions
1	Enter a complete **SEID**	The system will return an error if the entered SEID is non-numeric or not complete (must contain 10 digits), or if the SEID entered is invalid (i.e. not in the list of valid SEIDS from the CTC)

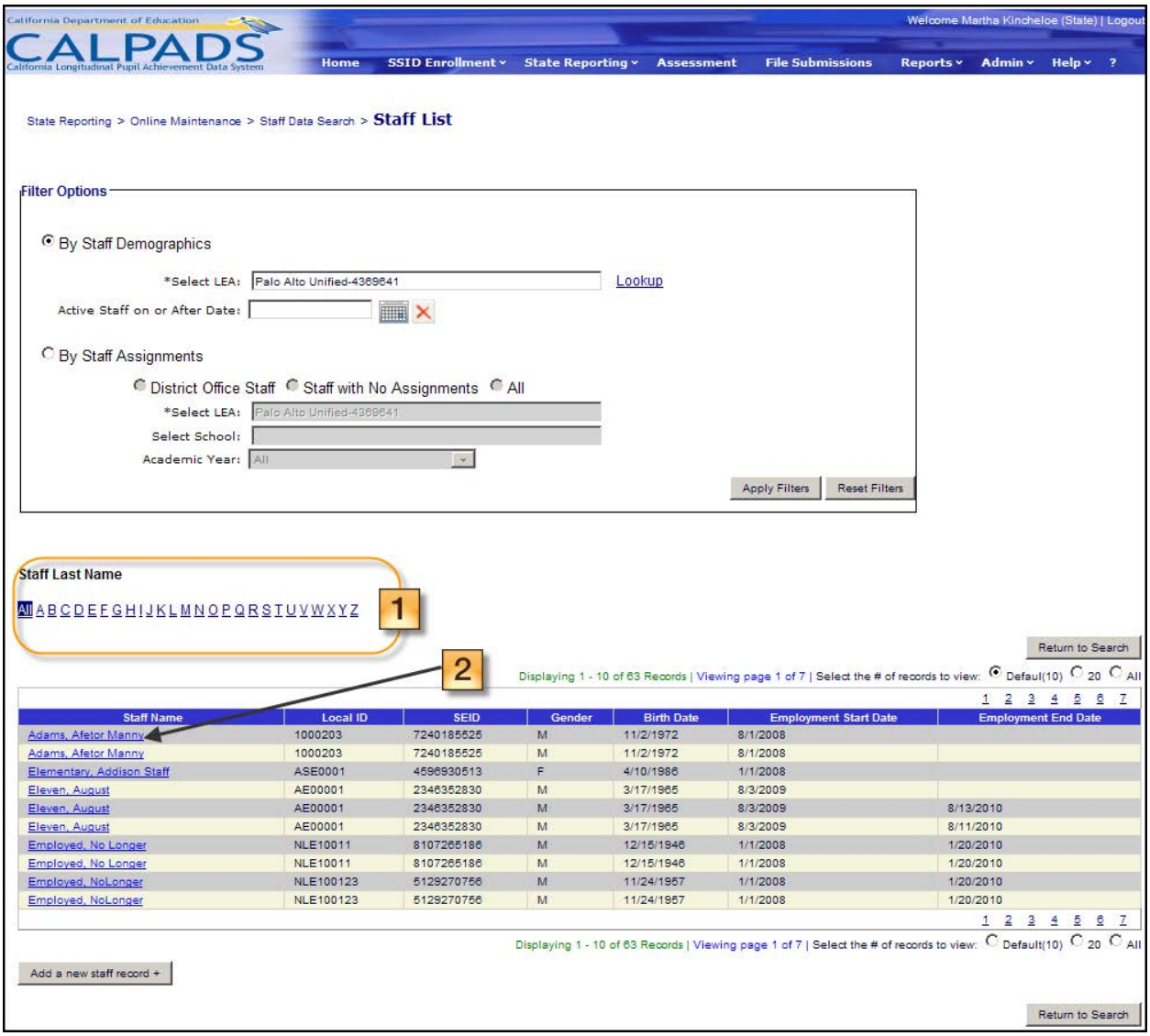
Step by Step Screen Instructions		Special Instructions
2	Click on the **Verify** button Verify	If the SEID is a valid SEID (i.e. assigned by the CTC) and no Staff Demographic record exists for the staff member, the user will be prompted to create a new record If the user enters Yes to the *create new record* prompt, the Staff Demographics screen is displayed (see Staff Demographics - Details)
Optional Functions		
Cancel	**Cancel** Button	If selected, the process will be cancelled

11.1.15 Staff Data - Staff List

The “Staff Data - Staff List” page provides an authorized user with a list of staff members assigned to the user’s LEA. This page is accessed when the user selects the **View List of Existing Staff** radio button on the “Staff Data Search” page.

The list of staff members displays on the bottom half of the screen, based on the user selected filter criteria. The top half of the screen allows for modification of the filter criteria. Once the list is produced, the user may refine the list further by selecting a letter from the Staff Last Name alphabet bar to display only those staff members with last names beginning with the selected letter.

Screen 11-13: Staff Data – Staff List



Instructions Table 11-156: View Staff List

Step by Step Screen Instructions		Special Instructions
1	The resulting list of staff members based on the user criteria provided on the "Staff Data Search" page is displayed. To further refine the list of results, select the first letter of the staff member's last name from the alphabet bar	Only those records starting with the selected alphabet letter, in addition to the user specified filter values, will display
2	To view additional details of the Staff member, select the **Staff Name** link	If selected, the "Staff Data – Staff Details" page will be displayed

Optional Functions	
-Filter Options· Apply Filters **Filter Options: <u>Apply Filters</u>** Button	If the results do not return the staff member the user is searching for, the user may modify the filter criteria to conduct a new search Enter the new search criteria in the **Filter Options** box then click the **Apply Filters** button
Reset Filters **<u>Reset Filters</u>** Button	Click this button to restore all filter fields to the default values
Staff Name | Local ID | SEID	Click on any column heading links to sort the results, the first click on the field name provides records in ascending order, the second click provides information in descending order
Return to Search **Return to Search** Button	Click this button to return to the "Staff Data Search" page
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button
1 2 3 4 5 6 7 8 9 10 ..	If multiple pages of results are returned, navigate through the pages by selecting the page number of the page to display
Add a new staff record + **Add a new staff record +** Button	If the staff member does not exist in CALPADS, the user may select the **Add a new staff record +** button and the user will be directed to the "Verify SEID " screen where the user may begin the process of creating a new Staff Demographic record

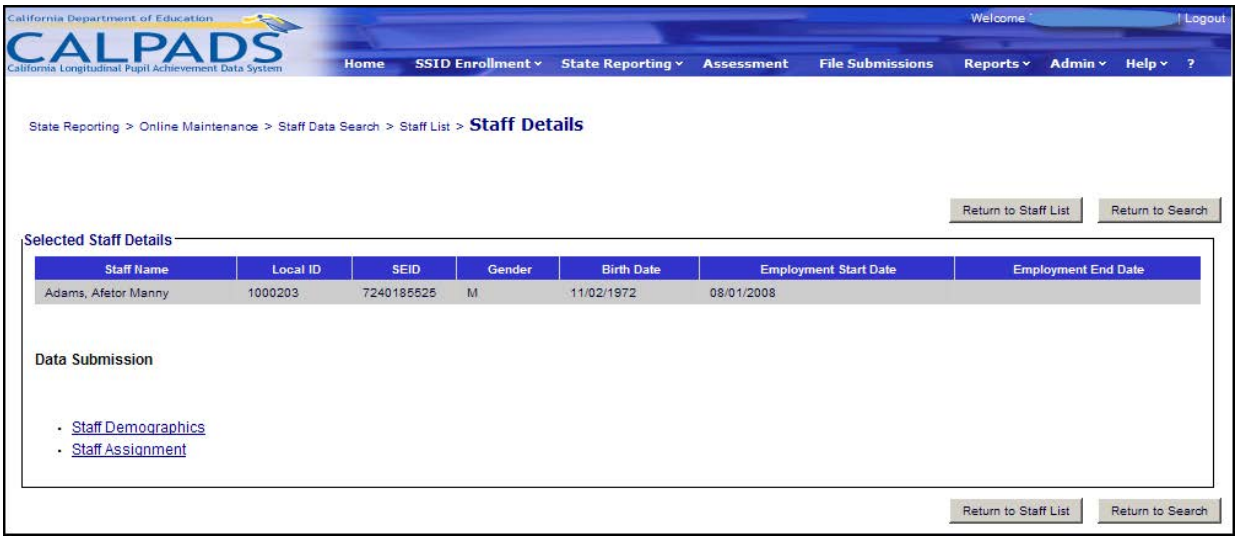
11.1.16 Staff Data – Staff Details

The "Staff Data – Staff Details" page provides an authorized user access to functions which are used to maintain a selected staff member's data. It displays when the user either selects a **Staff Name** link on the "Staff Data – Staff List" page or selects to Search by SEID on the "Staff Data Search" page and the system identifies an existing Staff Demographics record for the user's LEA with a matching SEID.

The system will display the staff's key elements at the top portion of the Selected Staff Details box for reference. The following links will display at the bottom portion and direct the user to the appropriate pages to maintain the selected staff's data:

- Staff Demographics – If selected, the system will direct the user to the "Staff Demographics History" page where the user may view and maintain the selected staff member's Staff Demographic data for the user's LEA/school
- Staff Assignment – If selected, the system will direct the user to the "Staff Assignment History" page where the user may view and maintain the selected staff member's Staff Assignment data for the user's LEA/school

Screen 11-14: Staff Details



Instructions Table 11-27: Staff Details

Optional Functions	
Return to Staff List **Return to Staff List** Button	If selected, the user will be directed to the "Staff Data-Staff List" page
Return to Search **Return to Search** Button	If selected, the user will be directed to the "Staff Data Search" page

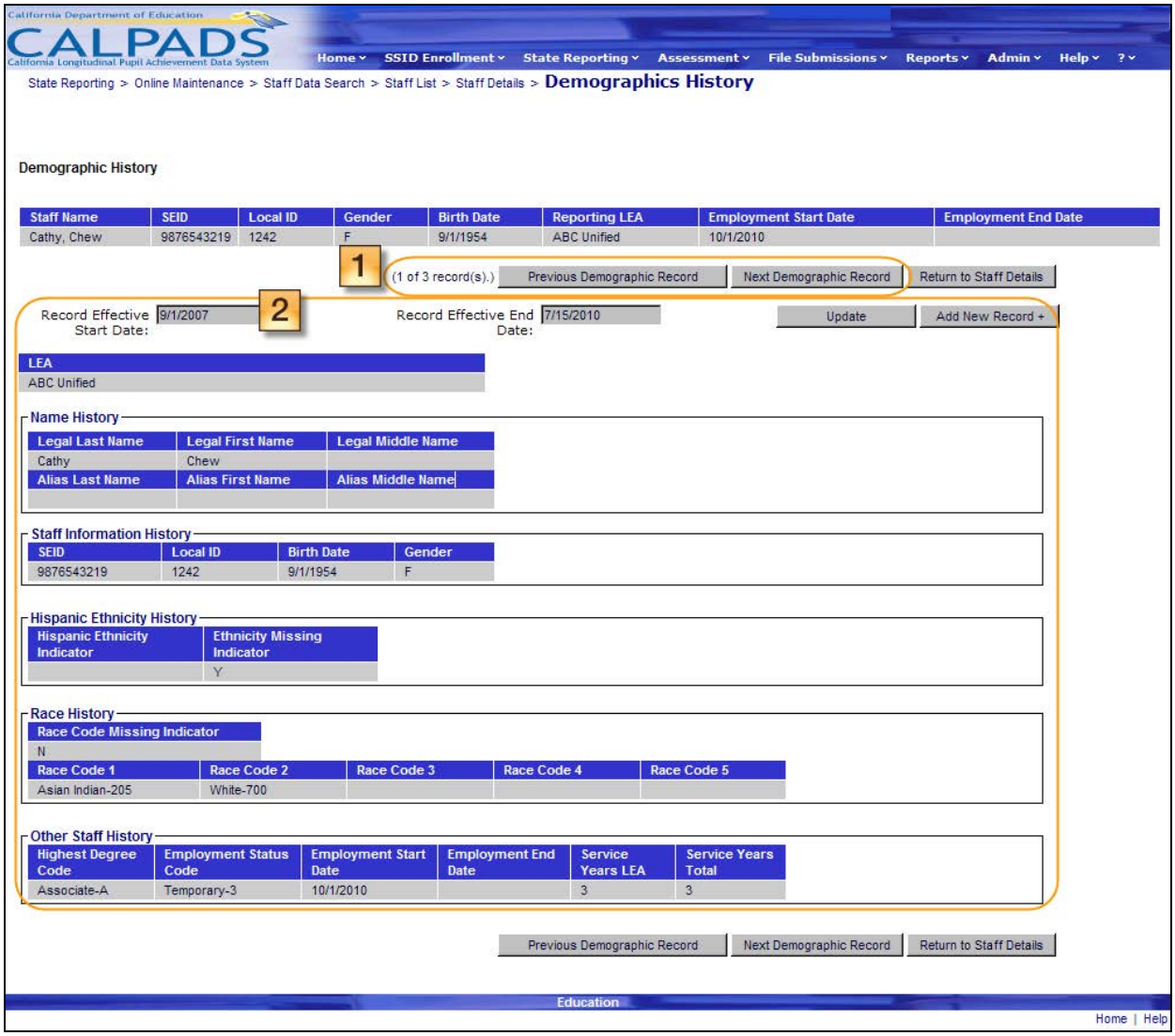
11.1.17 Staff Demographics History

The "Staff Demographics History" page allows an authorized user to view, add, or update Staff Demographics data for an existing staff member in the user's LEA. The page displays when the user selects the **Staff Demographics** link on the "Staff Details" page.

The system displays the staff member's key elements at the top of the screen followed by each existing Staff Demographics record (on separate pages) of the staff member in a read-only format. The system will display an **Update** button next to each existing record for the user to

modify and an **Add New Record +** button for the user to create a new Staff Demographics record. If the **Update** button is selected, the system will pre-populate the information from the existing record for the user to modify. If the **Add New Record +** button is selected, the system will display a page with all empty record fields for the user to populate.

Screen 11-15: Staff Demographics History



Instructions Table 11-28: View Staff Demographics History

Step by Step Screen Instructions		Special Instructions
1	If the staff has multiple existing Demographic records, use the **Previous Demographic Record** and **Next Demographic Record** buttons to page through and view all of the staff's existing demographic records	

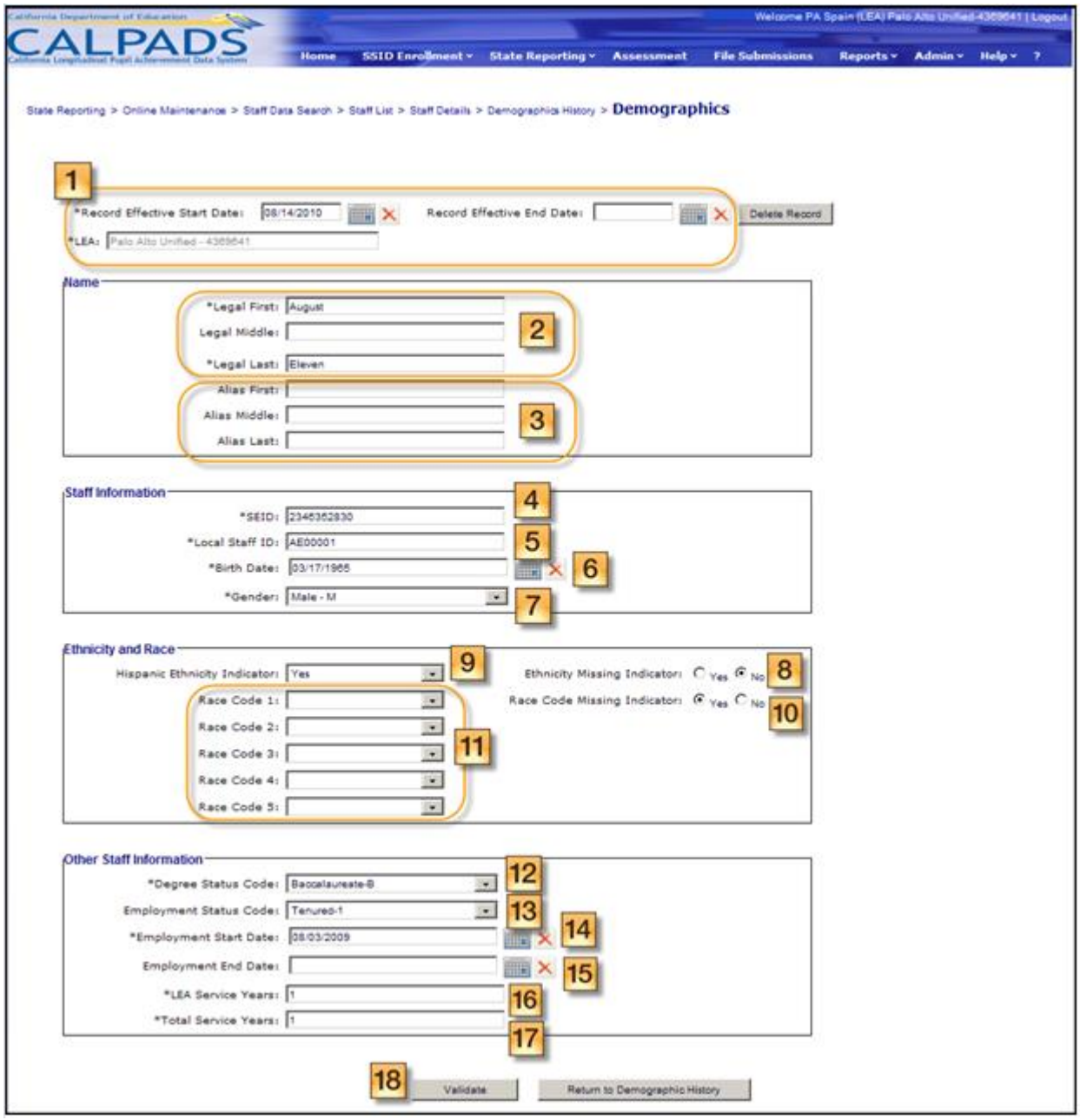
Step by Step Screen Instructions		Special Instructions
2	For each section (**Name History**, **Staff Information History**, **Hispanic Ethnicity History**, and **Race History**), review all existing records to determine if the data need to be modified or updated	

Optional Functions	
Update **Update** Button	If selected, the user may modify the selected demographic record The system will pre-populate the existing field values for the user to modify
Add New Record + **Add New Record +** Button	If selected, the user may create a new record using a new record form containing empty field values
(1 of 1 record(s).)	Numbers may vary; this text notifies the user of the record the user is currently viewing out of the total number of demographic records for the staff member
Return to Staff Details **Return to Staff Details** Button	If selected, the user will be directed to the "Staff Data - Staff Details" page for the selected staff member

11.1.18 Staff Demographics - Details

The "Staff Data – Demographics Details" page allows an authorized user to update a selected staff member's demographic information that belongs to the user's LEA after viewing the existing information. The user may also delete the record once the demographic information has been viewed. This page displays when the user selects the **Update** or **Add New Record +** buttons from the "Staff Demographics History" page or if the user selects the **Add a New Staff Record** radio button from the "Staff Data Search" page.

Screen 11-16: Staff Demographics - Details



Instructions Table 11-29: Add/Modify Staff Demographic Record (Update or Add a New Record+)

Step by Step Screen Instructions		Special Instructions
1	**The Record Effective Start Date** and **Record Effective End Date** fields will be populated with the value for the record that was selected on the "Staff Demographic History" page if the user clicked the **Update** button (the fields will be *blank* if the user clicked the **Add a New Record+** button) To change the value, enter a date in the MM/DD/YYYY format or choose a date from the calendar tool	The **Record Effective Start Date** is a required field The Record Effective Start Date should reflect the actual date the change/addition is valid, to the best of the user's knowledge
Name		
2	The **Legal First, Legal Middle,** and **Legal Last** fields will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the fields will be *blank* if the user clicked the **Add a New Record+** button) To change the value, enter new names to overwrite the existing names	The **Legal First** and **Legal Last Names** fields are required, and additionally these fields must contain the staff's complete name that may only include alphabetic letters, numbers, periods, hyphens and apostrophes The Legal First and Legal Last Name should match the data in existing records unless a correction is being made or a name change is being recorded
3	The **Alias Legal First, Alias Legal Middle,** and **Alias Legal Last Name** fields will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the fields will be *blank* if the user clicked the **Add a New Record+** button) To change the value, enter new names to overwrite the existing names	These fields are optional These fields must contain the staff's complete alias name that may only include alphabetic letters, numbers, periods, hyphens and apostrophes
Staff Information		
4	The **SEID** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button)	This is a required field Must be a valid SEID in the CCTC file
5	The **Local Staff ID** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, enter the Local Staff ID in the text box provided	This is a required field
6	The **Birth Date** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, enter a date in the MM/DD/YYYY format or choose a date from the calendar tool	This is a required field The Birth Date Year should match the data in existing records unless a correction is being made

Step by Step Screen Instructions		Special Instructions
7	The **Gender** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, select from the dropdown list	This is a required field The Gender should match the data in existing records unless a correction is being made
Ethnicity and Race		
8	The **Ethnicity Missing Indicator** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, select the appropriate (**Y** or **N**) radio button	This field is required if the **Hispanic Ethnicity Indicator** field is *Blank*
9	The **Hispanic Ethnicity Indicator** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, select from the dropdown list	This field is required if the **Ethnicity Missing Indicator** field is *Blank*
10	The **Race Code Missing Indicator** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, select the appropriate (**Y** or **N**) radio button	This field is required if the **Race Code 1** field is *Blank*
11	The **Race Code 1-5** fields field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value(s), select from the dropdown lists	**Race Code 1** is required if the **Race Code Missing Indicator** field is *Blank*
Other Staff Information		
12	The **Degree Status Code** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button)	This field is a required field

Step by Step Screen Instructions		Special Instructions
13	The **Employment Status Code** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button)	This field is only required if Job Classification Code = 12 (Teacher), 26 (Non-Certificated Charter School Teacher), or 27 (Itinerant/Pull-Out/Push-in Teacher); however, this validation is via certification validation since input for Job Classification is via the Staff Assignment screen.
14	The **Employment Start Date** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button)	This field is a required field
15	The **Employment End Date** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button)	This is an optional field
16	The **LEA Service Years** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button)	This field is a required field
17	The **Total Service Years** field will be populated with the value for the record that was selected on the "Staff Demographics History" page if the user clicked the **Update** button (the field will be *blank* if the user clicked the **Add a New Record+** button)	This field is a required field
16	Validate To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the inputted data. If the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel** button must be selected to correct the data. If the entered data passes the Input Validation Rules, select the **Post** button to post the record. The system will save the original record and create a new record containing the new modifications or additions.

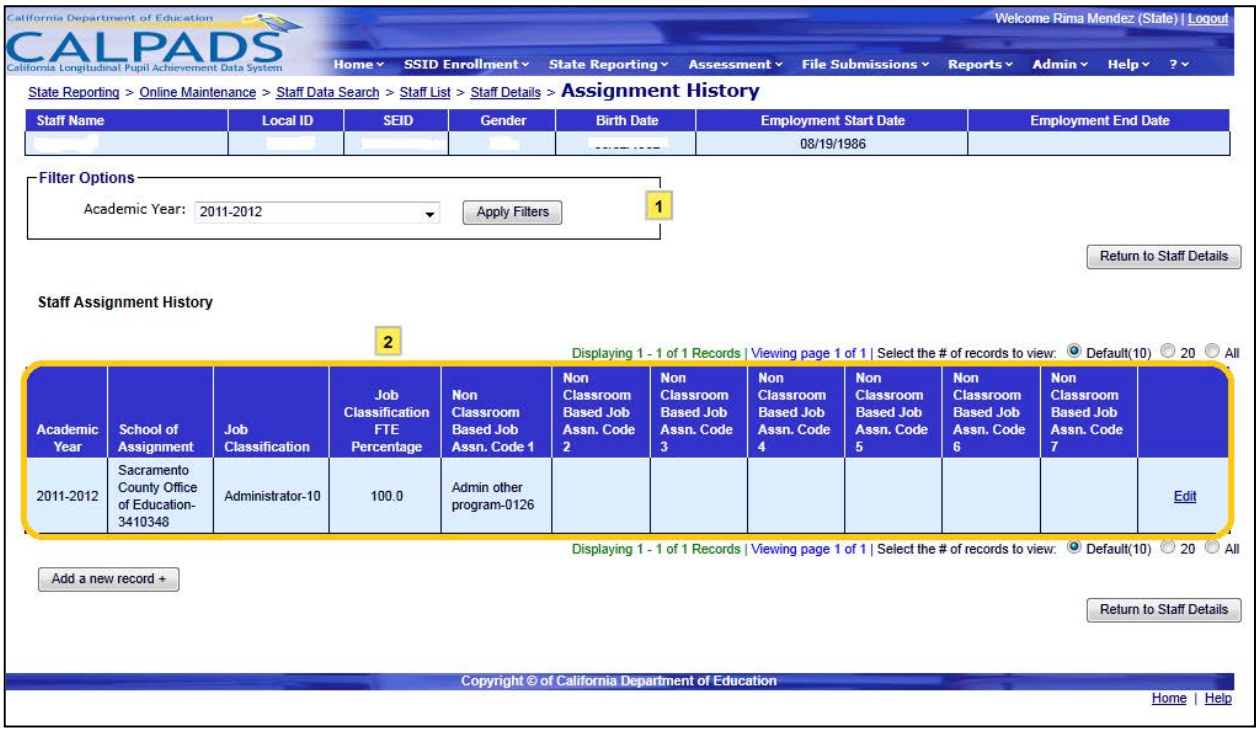
Optional Functions	
Delete Record **Delete Record** Button	The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection Note: if only one demographic record exists for the student, the record cannot be deleted
Return to Demographic History **Return to Demographic History** Button	Click on this button to return to the "Staff Demographic History" page If clicked prior to selecting the **Validate** button or the **Post** button, the system will not save the data entered.

11.1.19 Staff Data – Assignment History

The "Assignment History" page allows an authorized user to view, add, or update the user LEA's Staff Assignment data for an existing staff member. This page displays when the user selects the **Staff Assignment** link on the "Staff Details" page.

- The system will display the staff member's key elements at the top of the screen followed by each existing Staff Assignment record of the staff member in a read-only format. The system will display an **Edit** link next to each existing record for the user to modify and an **Add New Record +** button for the user to create a new Staff Assignment record. If the **Edit** link is selected, the system will pre-populate the information from the existing record for the user to modify. If the **Add New Record +** button is selected, the system will display a page with empty record fields for the user to populate for the user's LEA.

Screen 11-17: Staff Assignment History



Instructions Table 11-16: View Staff Assignment History

Step by Step Screen Instructions		Special Instructions
1	Select an **Academic Year** to view the staff's assignment records in a particular Academic Year and select **Apply Filters**	The filter will default to *All*
2	Review all existing records to determine if updates need to be made or if a new record needs to be created (staff member has no existing records)	If the user is authorized to update existing records or to add a new record, the system will display an **Edit** link next to each existing record or an **Add New Record +** button if no records exist

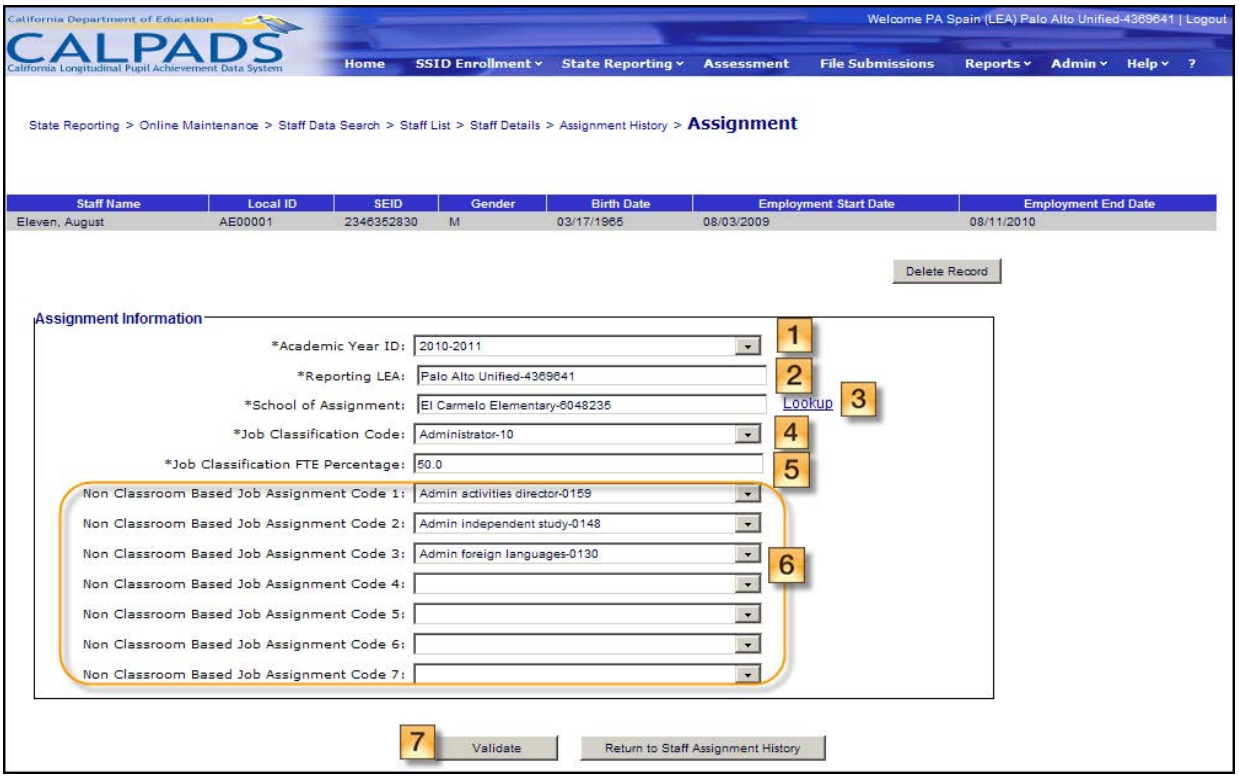
Optional Functions	
Edit **Edit** Link	The **Edit** link may be selected to modify the original data of the selected record, using the "Assignment" page

Optional Functions	
Add a new record + **Add a new record +** Button	The **Add New Record +** button may be selected to create a new record, using the "Assignment" page containing empty field values

11.1.20 Staff Data – Assignment Details

The "Assignment" page allows an authorized user to add a new assignment for a staff member or update a staff member's assignment record after viewing the existing information. The user may also delete a Staff Assignment record through this page. This page displays when the user selects an **Edit** link or the **Add New Record +** button from the "Assignment History" page.

Screen 11-18: Assignment - Details



Instructions Table 11-17: Add/Modify Staff Assignment Record

Step by Step Screen Instructions		Special Instructions
1	The **Academic Year** field will be populated with the value for the record that was selected on the "Staff Assignment History" page if the user clicked the **Edit** link (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, select a value from the dropdown list	This is a required field The **Academic Year** indicates the school year associated with the assignment
2	The **LEA** field will be populated with the user's LEA	This is a required field

Step by Step Screen Instructions		Special Instructions
3	The **School of Assignment** field will be populated with the value for the record that was selected on the "Staff Assignment History" page if the user clicked the **Edit** link (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, select a school using the **Lookup** link	This is a required field If Staff Job Classification Code = 26 (Charter School Non-certificated Teacher), then **School of Assignment** must be a charter school (CDS)
4	The **Job Classification Code** field will be populated with the value for the record that was selected on the "Staff Assignment History" page if the user clicked the **Edit** link (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, select a value from the dropdown list	This is a required field
5	The **Job Classification FTE Percentage** field will be populated with the value for the record that was selected on the "Staff Assignment History" page if the user clicked the **Edit** link (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, enter a value in the text box provided	This is a required field The value must be in this format: XXX.X , submitted by tenths of a percentage, and must be greater than or equal to 1 but less than 200 Example: 50% should be submitted as 50 or 50.0
6	The **Non Classroom Based Job Assignment Code 1-7** fields will be populated with the value for the record that was selected on the "Staff Assignment History" page if the user clicked the **Edit** link (the field will be *blank* if the user clicked the **Add a New Record+** button) To change the value, select a value from the dropdown list	This field is required for all non-teaching Job Classification Codes [Staff Job Classification Code (10– Administrator), (11-Pupil Services), and (25-Non-certificated Administrator)] Note: Those with teaching Job Classification Codes [(12-Teacher), (26-Charter School Non-Certificated Teacher), (27-Itinerant or Pull-Out/Push-In Teacher)] may also have **Non-Classroom Based Job Assignments** The assignments entered on this page are non-classroom assignments. Classroom based assignments are edited or viewed using the "Course Details" page

Step by Step Screen Instructions		Special Instructions
7	Validate To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the entered data. If the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel** button must be selected to correct the data. If the entered data passes the Input Validation Rules, select the **Post** button to post the record. The system will save the original record and create a new record containing the new modifications or additions.

Optional Functions	
Delete Record **Delete Record** Button	The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection
Return to Staff Assignment History **Return to Staff Assignment History** Button	Click this button to return to the "Staff Assignment History" page If clicked prior to selecting the **Validate** button or the **Post** button, the system will not save the data entered

11.1.21 Maintain Course Data – Course Submission

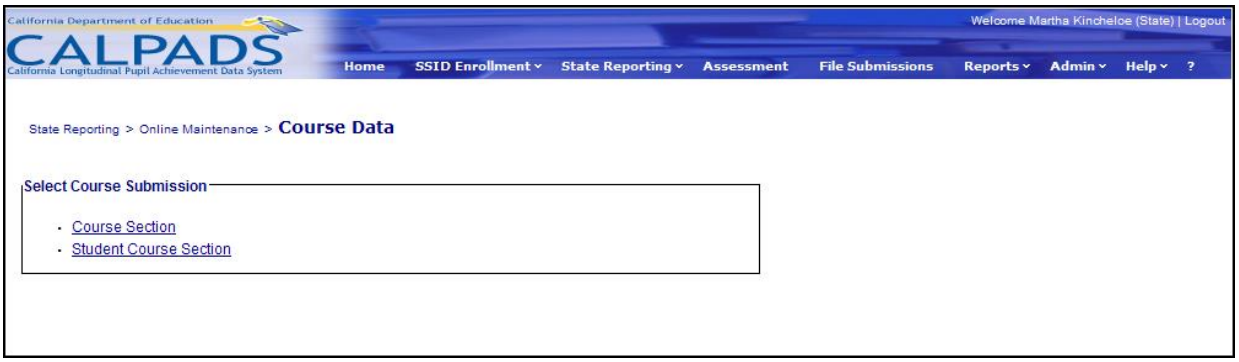
The "Course Data" landing page provides an authorized user with access to functions that can be used to maintain course data. This page is accessed when the user selects the **Maintain Course Data** link from the State Reporting and Online Maintenance tabs.

The page displays a **Select Course Submission** box with links to maintain the following State Reporting data:

- Course Section
- Student Course Section

If the user selects the **Course Section** link, the system will display the "Course Summary" page and the user will be prompted to select a set of filter values to display a list of the existing courses and course sections in the user's LEA. If the user selects the **Student Course Section** link, the system will display the "Student Course Section – Course List" page and the user will be prompted to select a set of filter values to display a list of the existing courses, course sections and student course section data in the user's LEA.

Screen 11-19: Course Data Submissions

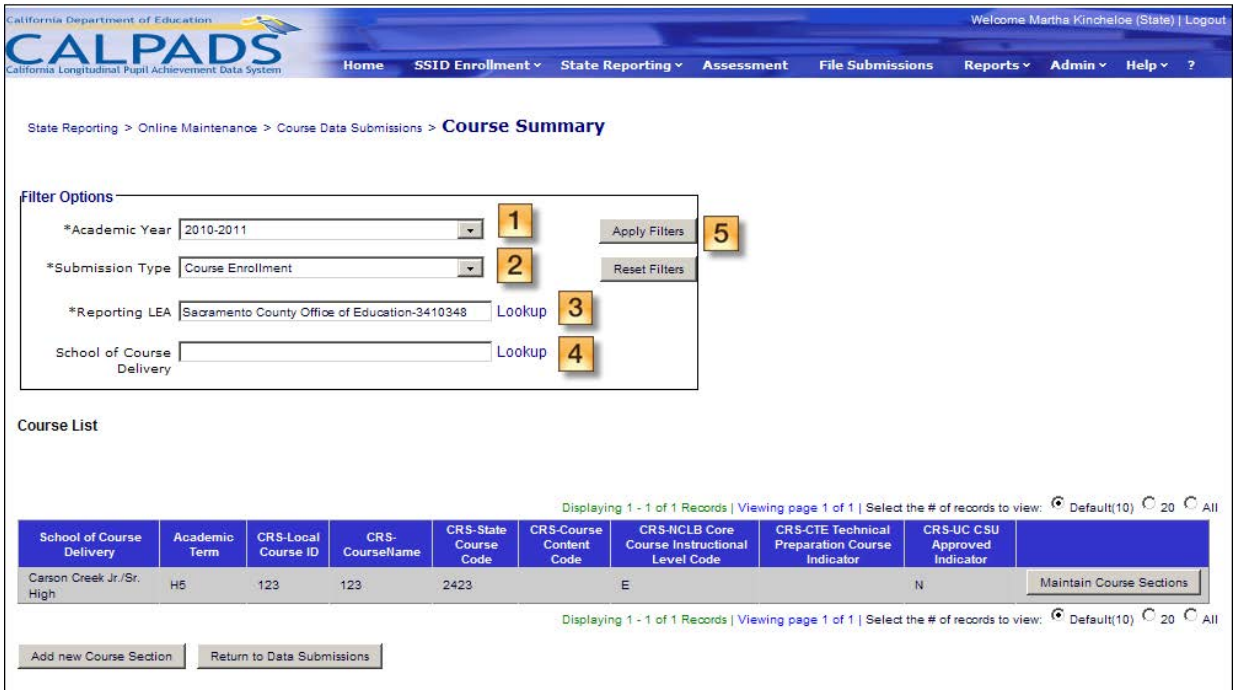


11.1.22 Course Summary

The "Course Summary" page allows an authorized user to maintain the course section data of the user's LEA. This page displays when the user selects the **Course Section** link on the "Course Data Submissions" page.

The system will display a **Filter Options** box at the top of the page for the user to display a list of courses based on the filter values provided. The user must initially select the filter values to display a list of the LEAs' courses on the lower half of the page. If the user is authorized, the system will display buttons for the user to edit or add courses. A course must be selected before adding the course section data.

Screen 11-20: Course Summary



Instructions Table 11-183: View Course Summary

Step by Step Screen Instructions		Special Instructions
1	Select an **Academic Year** to view the Course Section records in a particular Academic Year using the dropdown list	
2	Select a **Submission Type** to view the Course Section records for Submission Type Course Enrollment or Course Completion using the dropdown list	Course Enrollment is used in Fall 2 reporting and Course Completion is used for EOY1 reporting.
3	The **Reporting LEA** field will default to the user's LEA	
4	Select a **School of Course Delivery** using the **Lookup** link	
5	Click the **Apply Filters** button	A list of courses based on the user's filter selections will display at the bottom half of the page

Optional Functions	
Reset Filters **Reset Filters** Button	Click this button to restore all filter fields to the default values
Maintain Course Sections **Maintain Course Sections** Button	The **Maintain Course Sections** button may be selected to update an existing "Course Details" record or create a new record using a new "Course Details" form containing empty field values
Add new Course Section **Add new Course Section** Button	The **Add new Course Section** button may be selected to create a new record using a new "Course Details" form containing empty field values
Return to Data Submissions **Return to Data Submissions** Button	Click this button to return to the "Course Data - Data Submissions" page

11.1.23 Course Data – Course Details

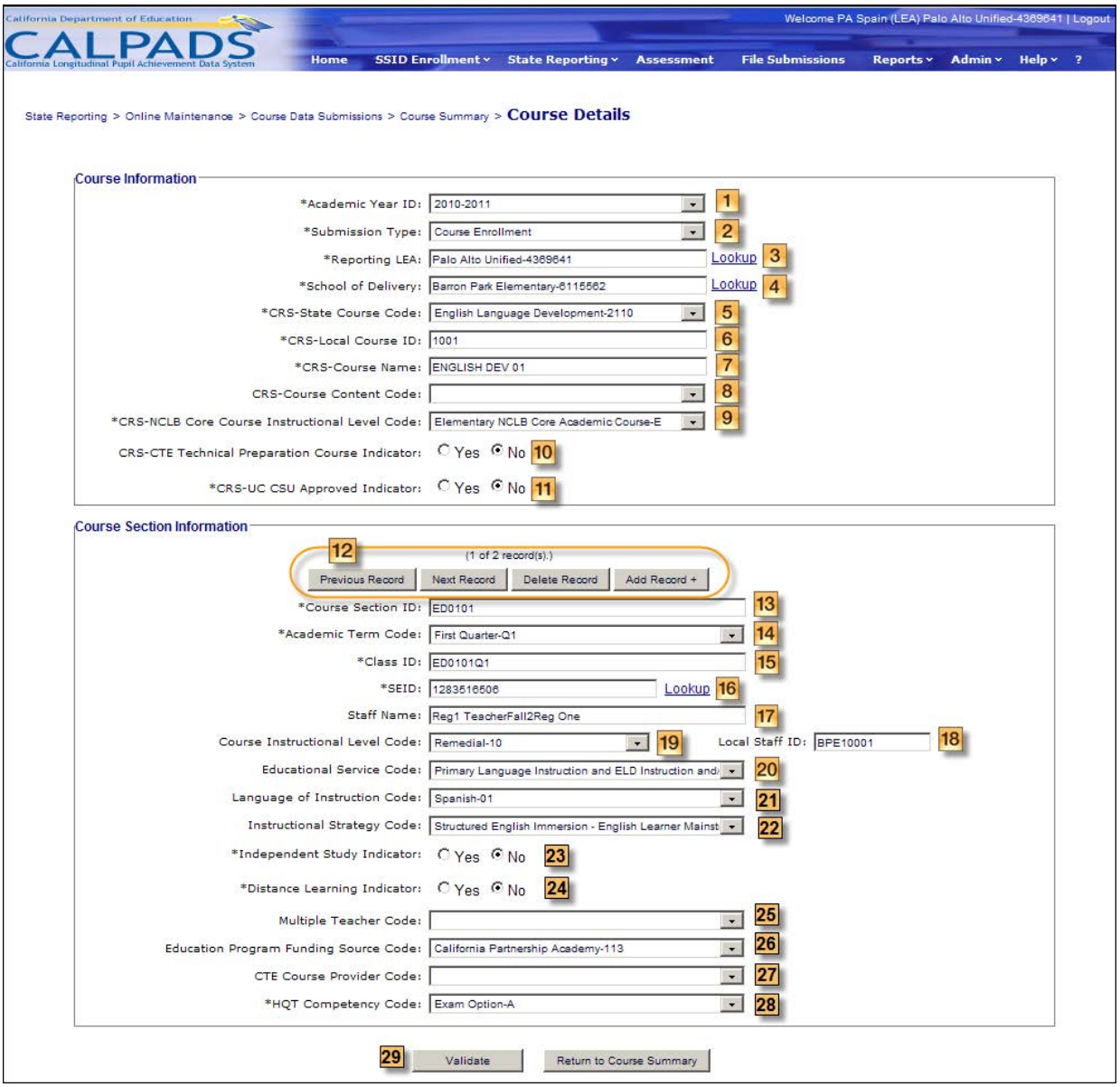
The "Course Details" page enables an authorized user to update all components of the Course Section record. The page displays when a user selects either the **Maintain Course Sections or Add new Course Section** button on the "Course Summary" page. When the **Maintain Course Sections** button is clicked, the fields on the "Course Details" page will contain the values from the selected course section record. The fields will be *Blank,* when the **Add new Course Section** button is clicked.

The "Course Details" page is divided into two sections to manage the relationships between a course (CRS) and its associated course section data. The top portion of the screen is used to manage course data. The bottom half of the screen is used to maintain course section information associated with the course data. The user may navigate through the existing course

sections associated with the selected course data. At least one course section must be added when creating a new course. The combination of the course (CRS) and course section components results in a complete CALPADS Course Section record.

These two sections of the “Course Details” page allow the user to keep the course (CRS) components of the CALPADS Course Section record the same while editing the course section components as well as to create an entirely new Course Section record consisting of both the course (CRS) and course section components.

Screen 11-21: Course Data – Course Details



Instructions Table 11-194: Add/Modify Course Section Record

Step by Step Screen Instructions		Special Instructions
1	The **Academic Year** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is a required field The **Academic Year** indicates the school year associated with the file
2	The **Submission Type** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or** Add Course Section button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is a required field Course Enrollment is used in Fall 2 reporting and Course Completion is used for EOY1 reporting
3	The **Reporting LEA** field will default to the user's LEA	This is a required field
4	The **School of Delivery** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a school using the Lookup link	This is a required field The **School of Delivery** must match the School of Attendance in the enrollment record.
5	The **CRS-State Course Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is a required field if the **Local Course ID** is not mapped to **State Course Code** on the CALPADS "Manage Local Codes" page
6	The **CRS-Local Course ID** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, enter a value in the text box provided	This is a required field
7	The **CRS-Course Name** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, enter a value in the text box provided	This is a required field The **CRS- Course Name** may only include Alphabetic letters, numbers, periods, hyphens and apostrophes
8	The **CRS-Course Content Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is an optional field If **CTE Technical Preparation Course Indicator** = Y, then **Course Content Code** must = 154 (Career Technical Education) or a CTE **State Course Code** ((i.e., 4010-5955) must be populated

Step by Step Screen Instructions		Special Instructions
9	The **CRS-NCLB Core Course Instructional Level Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is a required field If **HQT Competency Code** on the Course Section record is populated, then the **NCLB Core Course Instructional Level Code** must equal E (Elementary Core) or S (Secondary Core)
10	The **CRS-CTE Technical Preparation Course Indicator** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select the appropriate radio button	This is an optional field
11	The **CRS-UC CSU Approved Indicator** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select the appropriate radio button	This is a required field The Valid Code Combinations document (Course Group Master Combos worksheet) on the CALPADS website can provide guidance on the State Course Codes that LEAs typically have approved http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp
12	Use the **Previous Course Section Data, Next Course Section Data,** or **Add New Course Section Data or Delete Course Section Data** buttons to update an existing course section data or create new course section data to submit along with the above course data or to delete the course section data	
13	The **Course Section ID** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, enter a value in the text box provided	This is a required field The **Course Section ID** must be unique by **Academic Term**
14	The **Academic Term Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is a required field

Step by Step Screen Instructions		Special Instructions
15	The **Class ID** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, enter a value in the text box provided	This is a required field if the **Submission Type** = CRSE (Enrollment) The **Class ID** must be unique within **School of Course Delivery** and **Academic Year ID** The **Class ID** may only include Alphabetic letters, numbers, periods, hyphens and apostrophes
16	The **SEID** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, enter a valid SEID in the text box provided, then select the Lookup link to verify the SEID and populate the Staff Name and Local Staff ID fields	This is a required field The **SEID** must be a valid SEID in the CCTC file If the **SEID** equals 9999999999, then the School Type should be a Charter School and the **NCLB Core Course Instructional Level Code** must = N or the **CTE Course Section Provider Category** should = "1" (Regional Occupational Center or Program) or the **Course Section Instructional Level Code** should = 16 (College)
17	The **Staff Name** field will be populated with the Name associated with the value provided in the **SEID** field	This is read-only field and auto-populates as a new **SEID** value is provided The Staff Name will only be populated if a Staff Demographics record exists for the SEID. Note that there is no Staff Demographics record if SEID = 9999999999.
18	The **Local Staff ID** field will be populated with the Name associated with the value provided in the **SEID** field	This is read-only field and auto-populates as a new **SEID** value is provided The Staff Name will only be populated if a Staff Demographics record exists for the SEID. Note that there is no Staff Demographics record if SEID = 9999999999.

Step by Step Screen Instructions		Special Instructions
19	The **Course Instructional Level** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is an optional field Refer to the CALAPDS Data Guide for more information on when this field should be populated. http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp
20	The **Education Service Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is an optional field This field is used to determine services provided to English Learners
21	The **Language of Instruction Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is required if **Education Service Code** = 1 (Primary Language Instruction and ELD Instruction and/or SDAIE Instruction) Or if **Instructional Strategy** = 600 (Alternative EL Program - Bilingual (Various Models)) The **Language of Instruction Code** must not equal 00 (English) or 37 (Sign Language)
22	The **Instructional Strategy Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is an optional field This field is used to determine services provided to English Learners
23	The **Independent Study Indicator** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will default to *"N"* if the user clicked the **Add a New Course +** button) To change the value, select the appropriate radio button	This is a required field
24	The **Distance Learning Indicator** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will default "*N"* if the user clicked the **Add a New Course +** button) To change the value, select the appropriate radio button	This is a required field

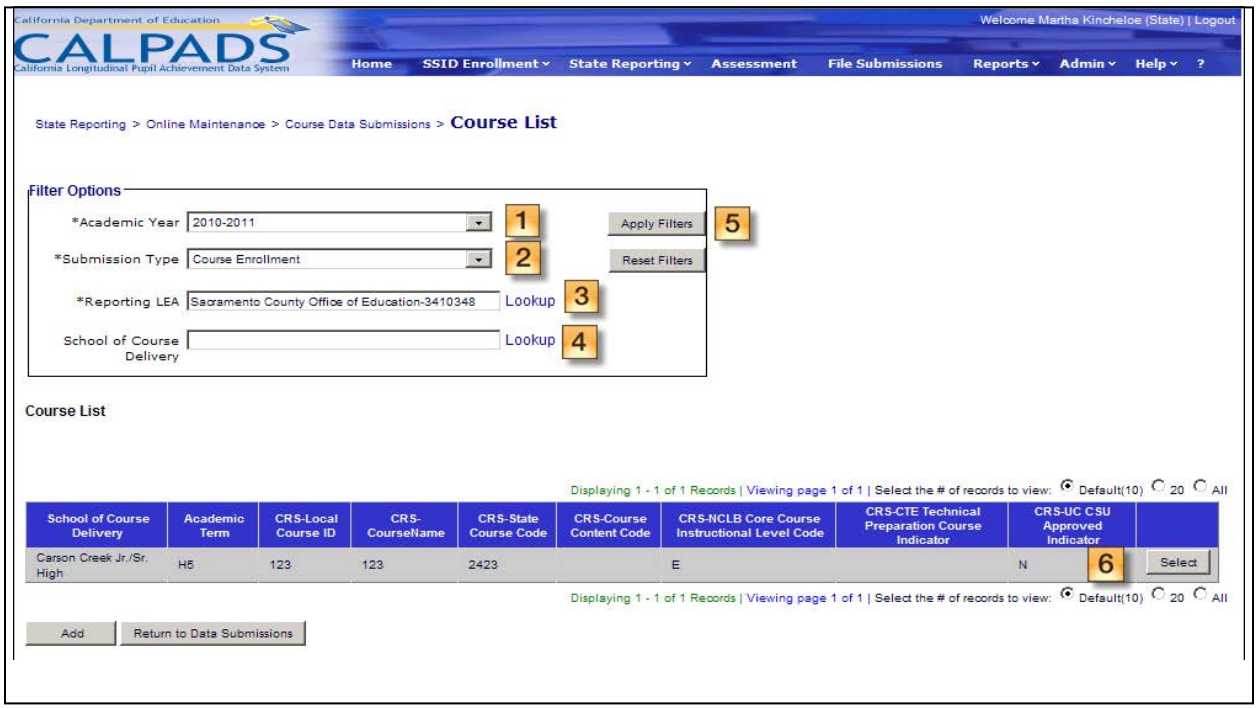
Step by Step Screen Instructions		Special Instructions
25	The **Multiple Teacher Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is an optional field If **Multiple Teacher Code** is populated, then two or more Course Section records with the same **Class ID** must be submitted with different **SEID**s (Exception when SEID = 9999999999)
26	The **Education Program Funding Source Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is an optional field This field is used for CTE reporting
27	The **CTE Course Provider Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is required if **Course Content Code** = 154 (Career Technical Education) or a CTE **State Course Code** is populated (i.e., 4010-5955)
28	The **HQT Competency Code** field will be populated with the value for the record that was selected on the "Course Summary" page if the user clicked the **Edit or Add Course Section** button (the field will be *blank* if the user clicked the **Add a New Course +** button) To change the value, select a value from the dropdown list	This is required if **NCLB Core Course Instructional Level Code** = E (Elementary Core) or S (Secondary Core)
29	Validate To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the inputted data. If the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel button** must be selected to correct the data. If the entered data passes the Input Validation Rules, select the **Post** button to post the record. The system will save the original record and create a new record containing the new modifications or additions.

Optional Functions	
Delete Course Section Data **Delete Course Section Data** Button	The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection
Cancel Button	Click this button to return to the "Course Data - Course Details" page without saving any of the data on this page

11.1.24 Student Course Section – Course List

The "Student Course Section - Course List" page enables an authorized user to either update current Student Course Section data or to add new Student Course Section data. This page displays when a user selects the **Student Course Section** link from the "Course Data Submissions" page The user must first select the course, then the associated course section in order to view and manage the Student Course Section records.

Screen 11-22: Student Course Section – Course List



Instructions Table 11-205: Student Course Section – Course List

Step by Step Screen Instructions		Special Instructions
1	Select an **Academic Year** to view the course data of each existing Course Section record in a particular Academic Year using the dropdown list	

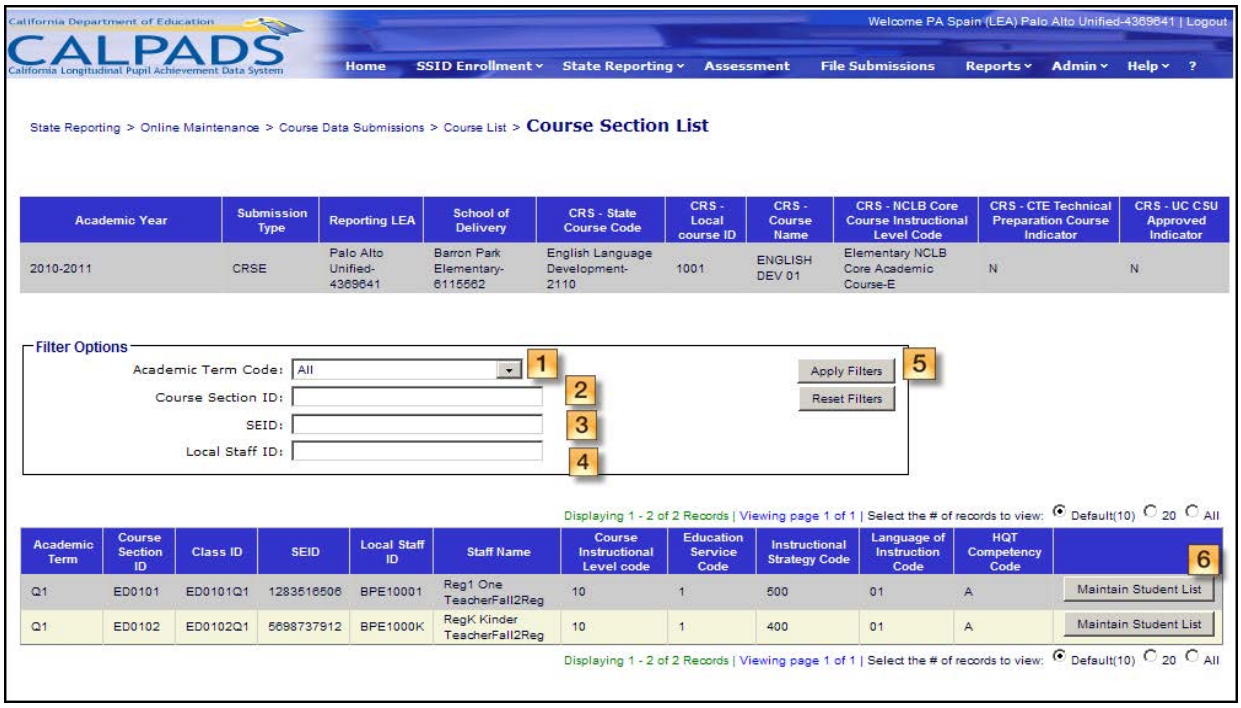
Step by Step Screen Instructions		Special Instructions
2	Select a **Submission Type** to view the course data of each existing Course Section record for either the Course Enrollment or Course Completion Submission Type using the dropdown list	
3	The **Reporting LEA** field will default to the user's LEA	
4	Select a **School of Course Delivery** using the Lookup link	
5	Click the **Apply Filters** button	A list of courses based on the user's filter selections will display at the bottom half of the page
6	Click the **Select** button to choose the appropriate set of course data to view a list of course sections associated with the course data selected	The user will be directed to the "Course Section List" page where a list of associated course section records will be displayed

Optional Functions	
Reset Filters	Click this button to restore all filter fields to the default values

11.1.25 Student Course Section – Course Section List

The "Student Course Section – Course Section List" page enables an authorized user to select the appropriate Course Section record to view and to maintain Student Course Section data. This page is accessed when a user clicks on the **Select** button from the "Student Course Section - Course List" page. Key element values of the previously selected course record display at the top of the screen for reference.

Screen 11-23: Student Course Section – Course Section List



Instructions Table 11-216: Student Course Section – Course Section List

Step by Step Screen Instructions		Special Instructions
1	The **Academic Year** field will default to the Academic Year value contained in the course record selected from "Course List" page	
2	To view a particular Course Section record, enter the **Course Section ID** of the record to display in the text box provided	If left blank CALPADS will return all course sections for course selected
3	To view Course Sections with a particular **SEID**, enter the **SEID** in the text box provided	If left blank CALPADS will return all course sections for course selected
4	To view Course Sections with a particular **Local Staff ID**, enter the **SEID** in the text box provided	If left blank CALPADS will return all course sections for course selected
5	Click the **Apply Filters** button	A list of Course Section records based on the user's filter selections will display at the bottom half of the page
6	Click the **Maintain Student List** button to choose the appropriate Course Section record to view a list of existing Student Course Sections or add a new Student Course Section record for the Course Section record selected	The user will be directed to the "Student Course Section List" page where a list of associated Student Course Section records will be displayed

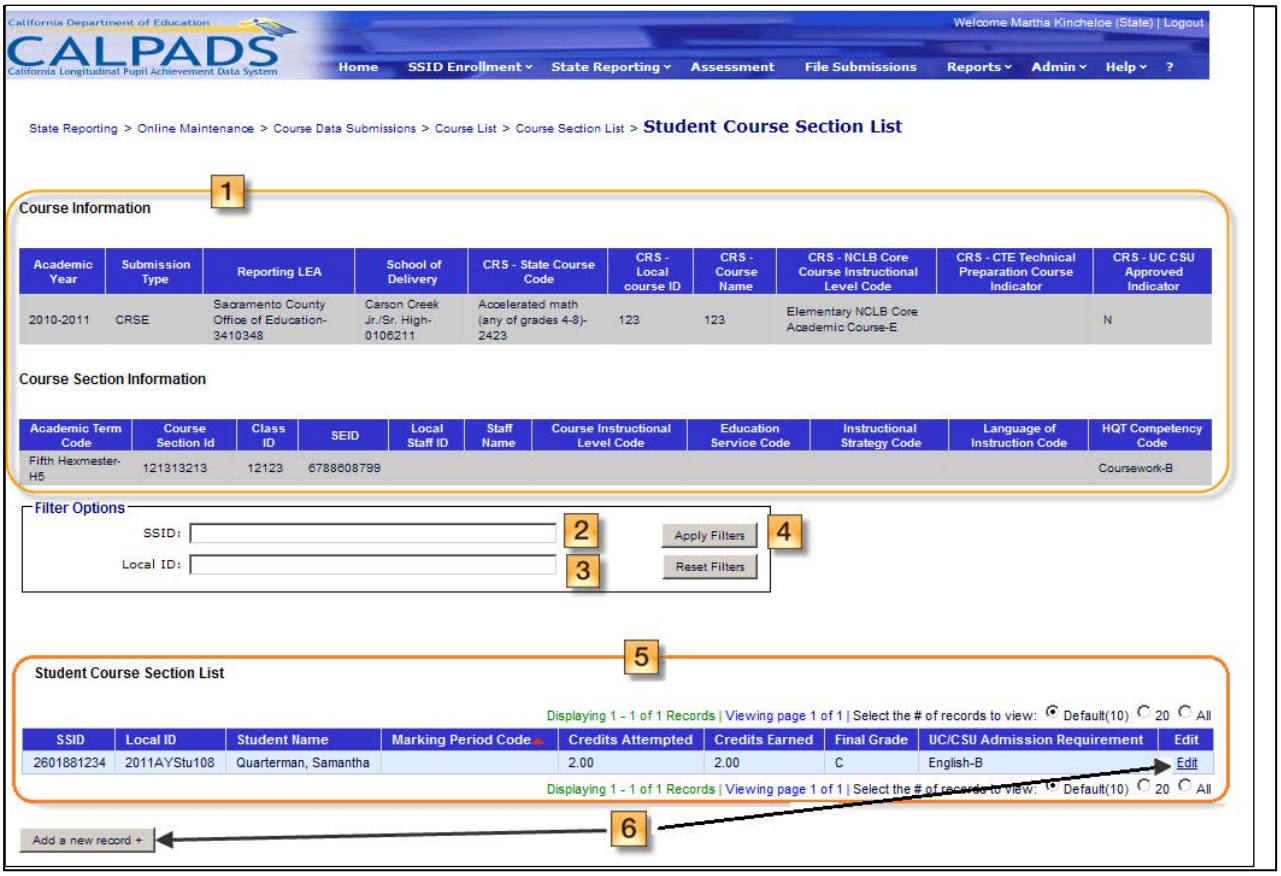
Optional Functions	
Reset Filters	Click this button to restore all filter fields to the default values

11.1.26 Student Course Section – Student Course Section List

The “Student Course Section - Student Course Section List” provides an authorized user with a list of the existing student course section records associated with the selected course section data. This page is displayed when a user clicks on the **Maintain Student List** button from the “Student Course Section - Course Section List” page.

In order to access this page, the user must first select the appropriate course and course section, which determines the specific Course Section record for which the system will display a list of existing Student Course Section records. Key element values of the previously selected Course Section record (course and course section components displayed separately) display at the top of the screen for reference.

Screen 11-24: Student Course Section – Student Course Section List



Instructions Table 11-227: Student Course Section – Student Course Section List

Step by Step Screen Instructions		Special Instructions
1	Verify the selected Course Section record is the correct record to maintain Student Course Section data for	If the selected Course Section record is incorrect, return to the Course List or Course Section List to select a different record
2	To view a record for an individual student using a known **SSID**, enter the ID in the text box provided	
3	To view a record for an individual student using a known **Local ID**, enter the ID in the text box provided	
4	Click the **Apply Filters** button once all desired filter criteria are selected or entered	If the **Apply Filters** button is clicked, this selection will direct the system to only display records that match the chosen value

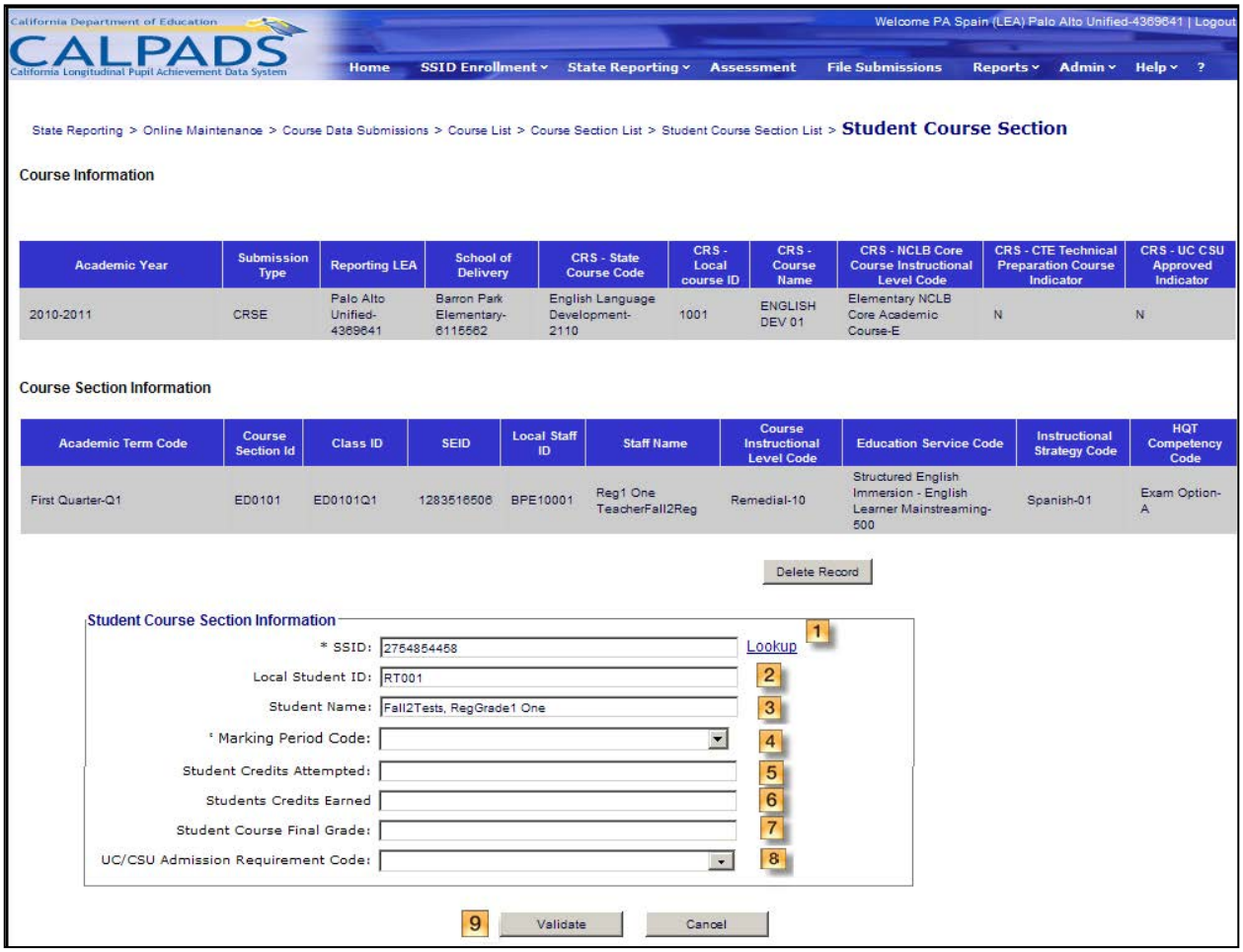
Step by Step Screen Instructions		Special Instructions
5	View the existing Student Course Section records associated with the selected Course Section record	Determine if any of the existing records need to be modified or if a new Student Course Section record needs to be created
6	Select the **Edit** button of a particular Student Course Section record displayed to update the record or select the **Add New Record +** button to create a new Student Course Section record for the displayed Course Section	The user will be directed to the "Student Course Details" page The fields on the "Student Course Section Details" page will be pre-populated with the existing values of the selected record if the user selected the **Edit** button The fields will be *Blank* if the user selected the **Add New Record +** button

11.1.27 Student Course Section – Student Course Section Details

The "Student Course Section Details" page enables an authorized user to update an existing Student Course Section record or to submit a new Student Course Section record to CALPADS. This page displays when a user clicks on the **Edit** button or the **Add New Record +** button from the Student Course Section List page.

When the **Edit** button is clicked, the fields on the page will contain the values from the selected Student Course Section record. The fields will be *Blank* when the **Add New Record +** button is clicked. Key element values of the previously selected Course Section record (course and course section components displayed separately) display at the top of the screen for reference.

Screen 11-25: Course Data – Student Course Section Details



Instructions Table 11-38: Add/Modify Student Course Section Record (Edit or Add Another Student +)

Step by Step Screen Instructions		Special Instructions
1	The **SSID** field will be populated with the value for the record that was selected on the "Student Course Section List" page if the user clicked the **Edit** button (the field will be *blank* if the user clicked the **Add New Record +** button) To change the value, enter a new value in the text box provided, then verify the SSID using the **Lookup** link and populate the Local Student ID and Student Name fields	This is a required field
2	The **Local Student ID** field will be auto-populated with the selected SSID's existing Local Student ID value	If this value is incorrect, updates must be made to the appropriate SSID Enrollment record for the user's LEA

Step by Step Screen Instructions		Special Instructions
3	The **Student Name** field will be auto-populated with the selected SSID's existing Student Name value	If this value is incorrect, updates must be made to the student's latest Student Demographic record
4	The Marking Period Code will be populated with the value for the record that was selected on the "Student Course Section List" page if the user clicked the Edit button. (the field will be *blank* if the user clicked the **Add New Record +** button) To change the value, select a code value from the dropdown list.	This is a required field only for End of Year reporting of Student Course Completion data (i.e. the **Submission Type** = SCSC
5	The **Student Credits Attempted** field will be populated with the value for the record that was selected on the "Student Course Section List" page if the user clicked the **Edit** button (the field will be *blank* if the user clicked the **Add New Record +** button) To change the value, enter a value in the text box provided	This is a required field only for End of Year reporting of Student Course Completion data (i.e. the **Submission Type** = SCSC) and if the selected course is a departmentalized course (grade 9-12) The Decimal is included in the format: (xx.xx)
6	The **Student Credits Earned** field will be populated with the value for the record that was selected on the "Student Course Section List" page if the user clicked the **Edit** button (the field will be *blank* if the user clicked the **Add New Record +** button) To change the value, enter a value in the text box provided	This is a required field only for End of Year reporting of Student Course Completion data (i.e. the **Submission Type** = SCSC) and if the selected course is a departmentalized course (grade 9-12) The Decimal is included in the format: (xx.xx)
7	The **Course Final Grade** field will be populated with the value for the record that was selected on the "Student Course Section List" page if the user clicked the **Edit** button (the field will be *blank* if the user clicked the **Add New Record +** button) To change the value, enter a value in the text box provided	This is a required field only for End of Year reporting of Student Course Completion data (i.e. the **Submission Type** = SCSC) and if the selected course is a departmentalized course (grade 7-12)
8	The **UC/CSU Admission Requirement** field will be populated with the value for the record that was selected on the "Student Course Section List" page if the user clicked the **Edit** button (the field will be *blank* if the user clicked the **Add New Record +** button) To change the value, select a value from the dropdown list	This is a required field only for End of Year reporting of Student Course Completion data (i.e. the **Submission Type** = SCSC) and if the selected course is a departmentalized course (grade 7-12)

Step by Step Screen Instructions		Special Instructions
9	Validate To validate the edited information to submit, select the **Validate** button	The system will run all Input Validation Rules against the inputted data. If the entered data does not pass the Input Validation Rules, a "Validation Results" box will appear at the top of the screen with the specific errors listed, and the **Cancel button** must be selected to correct the data. If the entered data passes the Input Validation Rules, select the **Post** button to post the record. The system will save the original record and create a new record containing the new modifications or additions.

Optional Functions	
Delete Record **Delete Record** Button	The system will ask the user to confirm deletion and will then either cancel the process or remove the record from the ODS depending on the user's selection
Cancel Button	Click this button to return to the "Student Course Section - Student Course Section List" page without saving any of the data on this page

11.1.28 Maintain Discipline Data

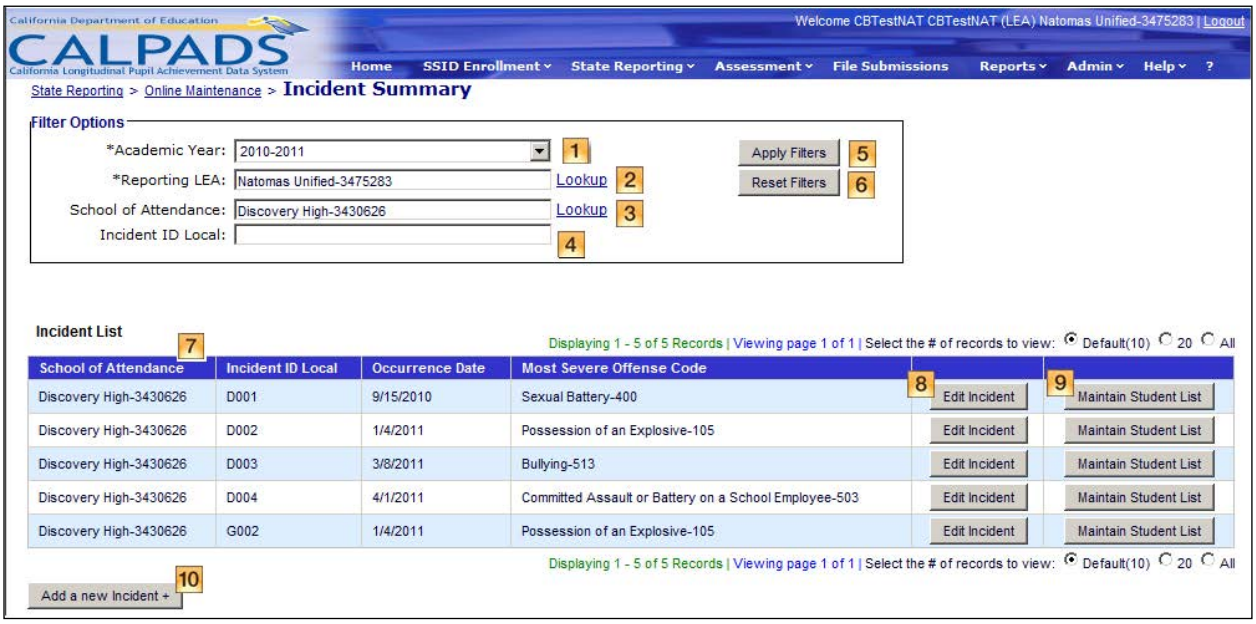
The Maintain Discipline Data landing page provides an authorized user with access to functions that can be used to maintain discipline data organized by Incident. This page is accessed when the user selects the **Maintain Discipline data** link from the State Reporting Online Maintenance tabs.

11.1.29 Incident Summary

The "Incident Summary" page allows an authorized user to view a list of existing incident data and to add a new incident.

The system will display a **Filter Options** box at the top of the page for the user to display a list of incidents based on the filter values provided. The user must initially select the filter values to display a list of the LEAs' incidents on the lower half of the page. If the user is authorized, the system will display buttons for the user to edit or add incident and/or maintain the student list for an incident (individual student offenses).

Screen 11-26: Incident Summary



Instructions Table 11-39: View Incident Summary

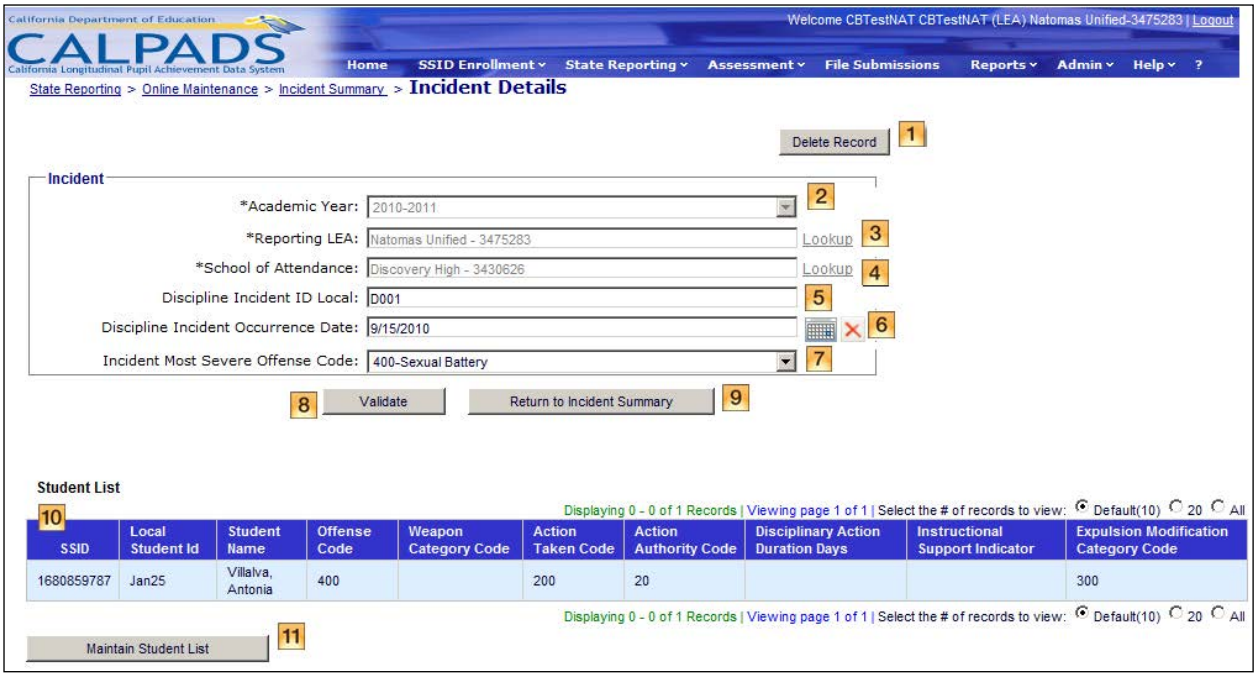
Step by Step Screen Instructions		Special Instructions
1	Select an **Academic Year** to view the Incident records in a particular Academic Year using the dropdown list	
2	The Reporting LEA field will default to the user's LEA	
3	Select a School of Attendance using the Lookup link	Leave blank to list all incidents for the LEA
4	Enter a Local Incident Identifier to search for a specific incident	Leave blank to list all incidents.
5	Click the **Apply Filters** button	A list of incidents based on the user's filter selections will display at the bottom half of the page
6	Click the **Reset Filters** button	System will reset the filtering criteria to system defaults.
7	The system displays a list of all Incident records that fit within the filtering criteria specified.	
8	Click the **Edit Incident** button to maintain the data relating to the incident listed.	The system will display the Incident Details screen described later in this document.
9	Click **Maintain Student List** button to maintain the data regarding individual student offenses that are part of the incident listed.	The system will display the Incident Summary – Student List described later in this document.

Step by Step Screen Instructions		Special Instructions
10	Click the **Add a New Incident+** button to create a new incident record.	The system will display the New Incident screen described later in this document.

11.1.30 Incident Details

The "Incident Details" page allows an authorized user to update the information related to the overall disciplinary incident and provides access to the list of students and student offenses related to the incident.

Screen 11-27: Incident Details



Instructions Table 11-230: Maintain Incident Details

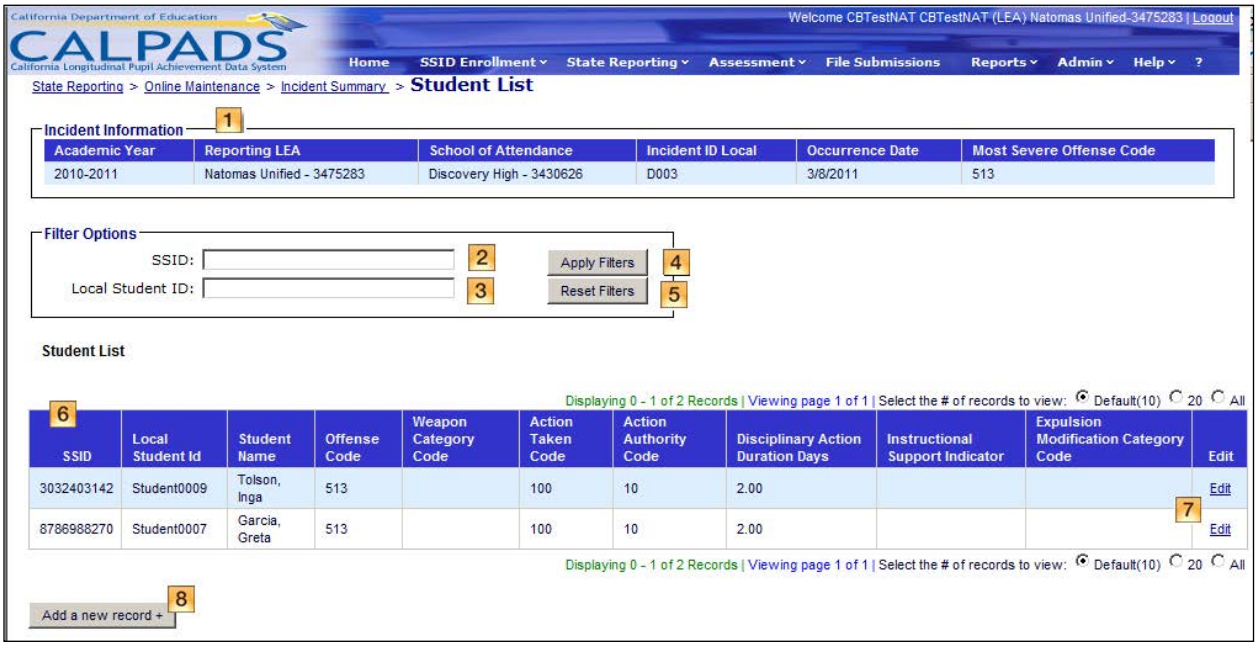
Step by Step Screen Instructions		Special Instructions
1	Click the **Delete Record** to remove the incident and related offenses from the system.	
2	The system displays the Academic Year of the incident selected on the previous screen.	Display only, user may not update.
3	The system displays the Reporting LEA field	Display only, user may not update.
4	The system displays the School of Attendance	Display only, user may not update.
5	Enter a Local Incident Identifier to search for a specific incident	System displays the original ID from the incident selected.
6	Enter the Incident Occurrence Date	System displays the original date from the incident selected.

Step by Step Screen Instructions		Special Instructions
7	Click dropdown list to select the most severe offense associated with the Incident.	System defaults to the original most severe offense from the incident selected.
8	Click the **Validate** button to tell the system that you have completed your changes.	The system will validate the data entered and display either the errors found or a button to "Post" the validated record.
9	Click the **Return to Incident Summary** button to navigate back to the list of incidents (prior screen).	The system will display the Incident Summary screen.
10	The system displays a list of all student offenses associated with the incident.	Display only. In order to maintain this information, click the **Maintain Student List** button described below.
11	Click **Maintain Student List** button to maintain the data regarding individual student offenses that are part of the incident listed.	The system will display the Incident Summary – Student List described later in this document.

11.1.31 Incident Summary - Maintain Student List

The “Student List” page allows an authorized user to update the information related to the overall disciplinary incident and provides access to the list of students and student offenses related to the incident.

Screen 11-28: Incident Summary - Student List



Instructions Table 11-41: Incident Summary - Student List

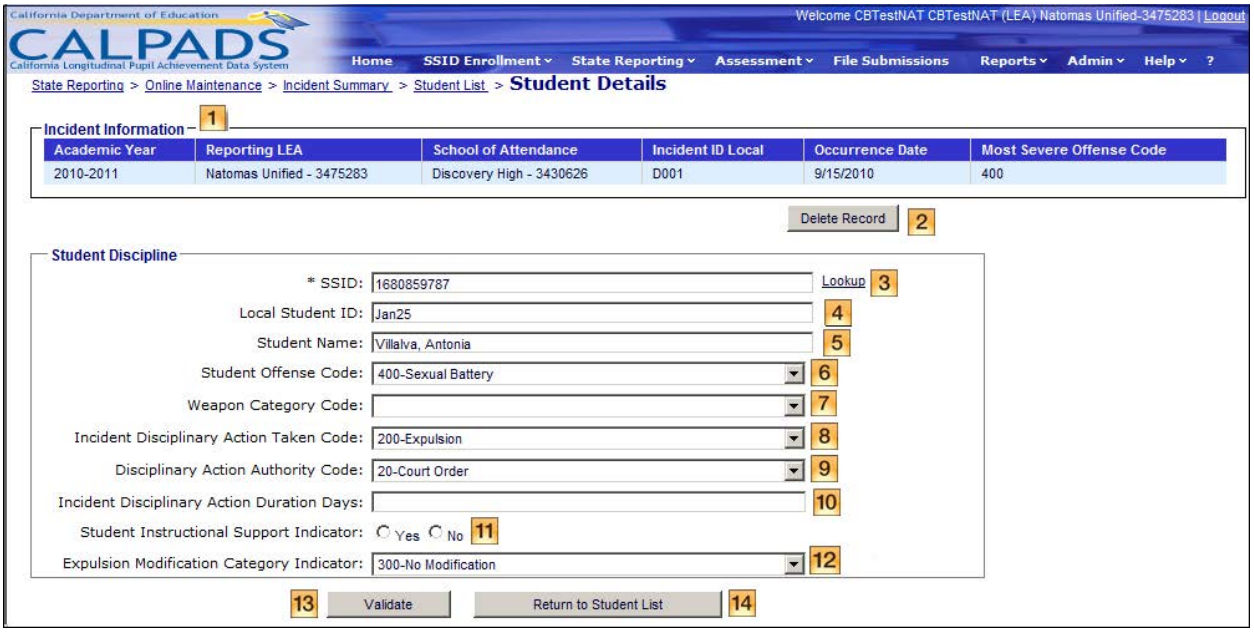
Step by Step Screen Instructions		Special Instructions
1	The system displays the incident level information for the incident being maintained.	Display only, user may not update.
2	Enter an SSID to filter the student list for a specific SSID.	
3	Enter a local student ID to filter the student list for a specific local student id.	
4	Click the **Apply Filters** button	A list of student offenses based on the user’s filter selections will display at the bottom half of the page
5	Click the **Reset Filters** button	System will reset the filtering criteria to system defaults (blank).
6	The system displays a list of all offense records associated with the incident. There may be a single record in many cases. There may be multiple records consisting of different students or there may be multiple records for the same student (due to multiple offenses)	The system displays only the offenses associated with the incident selected and filtered by the selection criteria.

Step by Step Screen Instructions		Special Instructions
7	Click the Edit hyperlink for the offense record you wish to maintain.	The system displays the Student Details screen with fields populated from the line the user clicks.
8	Click **Add a new record+** button to add a new student offense to the incident.	The system displays the Student Details screen with all blank fields.

11.1.32 Incident Summary - Student Details

The "Student Details" page allows an authorized user to update the information related to the individual student offense or to add an entirely new student offense to the incident selected.

Screen 11-29: Incident Summary - Student Details



Instructions Table 11-242: Incident Summary - Maintain Student Details

Step by Step Screen Instructions		Special Instructions
1	The system displays the incident level information at the top of the screen.	Display only, user may not update.
2	Click the **Delete Record** to remove the student offense record from the system.	
3	Enter the SSID of the student that committed the offense. Use the Lookup hyperlink to populate the Local ID and Student Name fields	Student must have an enrollment record at the school that encompasses the incident date.

Step by Step Screen Instructions		Special Instructions
4	The system displays the Local ID for the student.	Display only, user may not update.
5	The system displays the Student's name	Display only, user may not update.
6	Select the offense code from the dropdown list.	System displays the original code from the offense selected for maintenance.
7	Select the type of weapon used (if any) from the dropdown list.	System displays the original weapon from the offense selected for maintenance.
8	Select the disciplinary action taken code from the dropdown list.	System defaults to the original code from the offense selected for maintenance.
9	Select the Disciplinary Action Authority code from the dropdown list.	System defaults to the original code from the offense selected for maintenance.
10	Enter the duration (in days) of the disciplinary action.	System defaults to the original number of days from the offense selected for maintenance.
11	Select Yes or No to indicate if the student is receiving instructional support services at the time of the incident.	System defaults to the original setting from the offense selected for maintenance.
12	If the student was expelled you must select the Expulsion Modification Category code.	System defaults to the original setting from the offense selected for maintenance.
13	Click the **Validate** button to tell the system that you have completed your changes.	The system will validate the data entered and display either the errors found or a button to "Post" the validated record.
14	Click the **Return to Student List** button to navigate back to the list of student offenses (prior screen).	The system will display the student list screen.

11.2 Manage Submissions

The **State Reporting** and **Manage Submissions** tabs provide an authorized user with the ability to submit batch files (e.g. all Course Section records for a school) of any Record Type to CALPADS for processing. The user may select a single file or multiple files to upload at one time. Once the files are selected, CALPADS will check for errors associated with the specific file type format. Details of records containing errors will then be available through a screen for the user to examine as well as download. If no errors are found, the valid data will be displayed for users to review. The user may then submit all or part of the batch file for posting. The batch files will then be placed in a queue for processing and posting to the ODS.

11.2.1 Manage Submissions Menu

The Manage Submissions interface directs an authorized user to the appropriate pages to initiate the following actions:

- **Upload File** - A user may select the **Upload File** link to view the "Upload File" page where the user may select a batch file(s) to submit for processing
- **View Submission Status** - A user may select the **View Submissions Status** link to view the "Submission Status" page where an authorized user may manage previously submitted files

Screen 11-30: Manage Submissions Menu

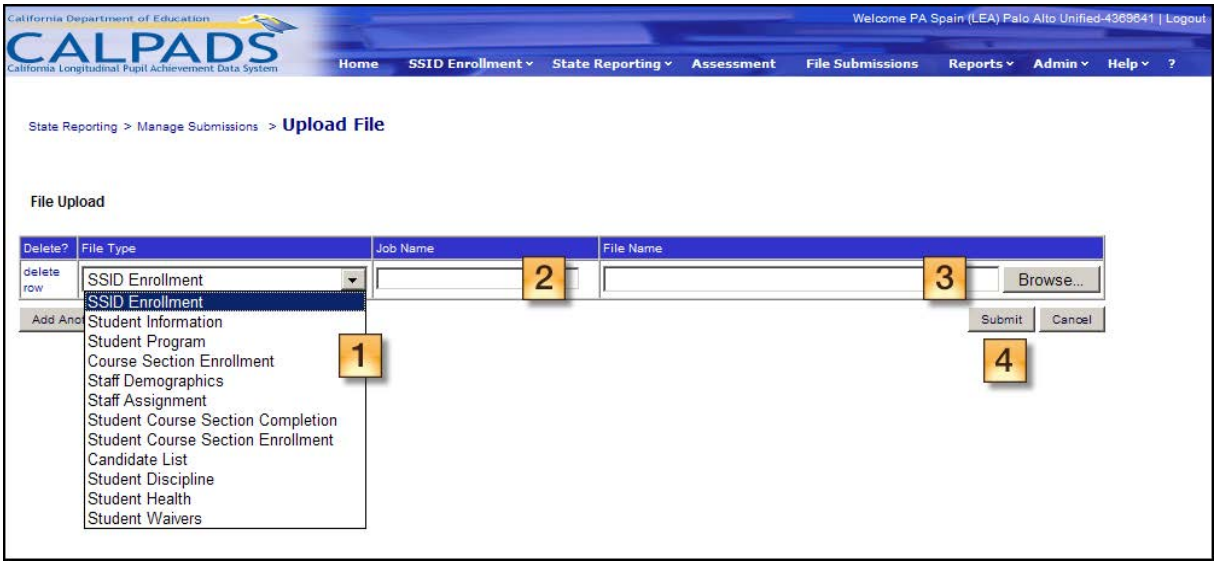
11.2.2 Upload File

The "File Upload" page allows an authorized user to select one or more batch file(s) to submit to CALPADS. This page displays when the user selects the **Upload File** link from the **Manage Submissions** menu.

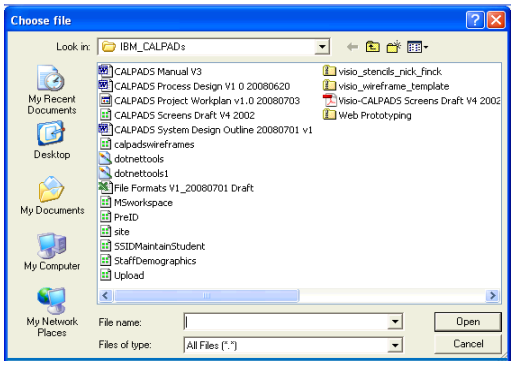
The following restrictions apply to the upload:

- The user is required to enter a valid, unique name in the **Job Name** text box and select a valid, uniquely named file using the **Browse** button
- The system displays appropriate validation errors to the user if a duplicate Job Name and/or File Name are provided in the same upload session

Screen 11-313: File Upload



Instructions Table 11-253: File Upload

Step by Step Screen Instructions		Special Instructions
1	Select the **File Type** of the file	
2	In the first Upload Row, enter a valid, unique name in the **Job Name** text box to provide a *customized* name to the processing task	
3	Click on the **Browse** button [Browse] in the selected upload row and select a valid file to upload in the **File Upload** dialog box. 	The valid batch file extensions include: .CSV, .XML, and .XLS
4	Click on the **Submit** button [Submit] to initiate the upload process for the file(s)	Do not navigate away from the page until the file is finished uploading A confirmation message will be displayed once the file has been successfully uploaded

Optional Functions	
Add Another + **Add Another +** Button	To upload more than one file at a time, click this button and choose another file
delete row **Delete Row** Button	To remove a selected file from the interface, click this button
Cancel **Cancel** Button	To cancel the process and remove the selected files, click this button

11.2.3 Upload File Results

The "Upload File Results" page allows an authorized user to view the results of the file upload for all the files submitted through the "Upload File" page. The system will display the assigned Job ID and the File Status for each of the user's submitted file. This page displays when the uploaded file(s) have completed the defined validations.

A user may perform the following SSID Enrollment functions:

- View a file's upload status
- Make a selection to view a file's submission status

Screen 11-32: Upload File Results

Instructions Table 11-265: Upload File Results

Step by Step Screen Instructions		Special Instructions
1.	View each **File Type** to make sure the selected file types are correct	
2.	View each file's **Job Name** to make sure all files intended to be uploaded are listed	The **Job Name** was assigned to each file from the previous screen by the user
3.	View each file's **File Name** to make sure all files intended to be uploaded are listed	The **File Name** is the name of the file from the user's computer
4.	View and note the **Job ID** assigned to each file	These ID's are automatically assigned to each file in order to keep track of each file
5.	View the **Status** of each file	The Status indicates the state in which the file is in. (Details of each status is available through the instructions for the "Submission Status" page)
6.	Select the **View Submission Status** button	The "Submission Status" page will display with the ability for the user to view the uploaded files and perform Submissions Status functions

11.2.4 Submission Status

The "Submission Status" page provides an authorized user with a complete list of all the submitted batch files and the status of each file as it changes due to the system processing the file or the authorized user interacting with the file. This page displays when the user clicks the **View Submission Status** button on the "File Upload Results" page.

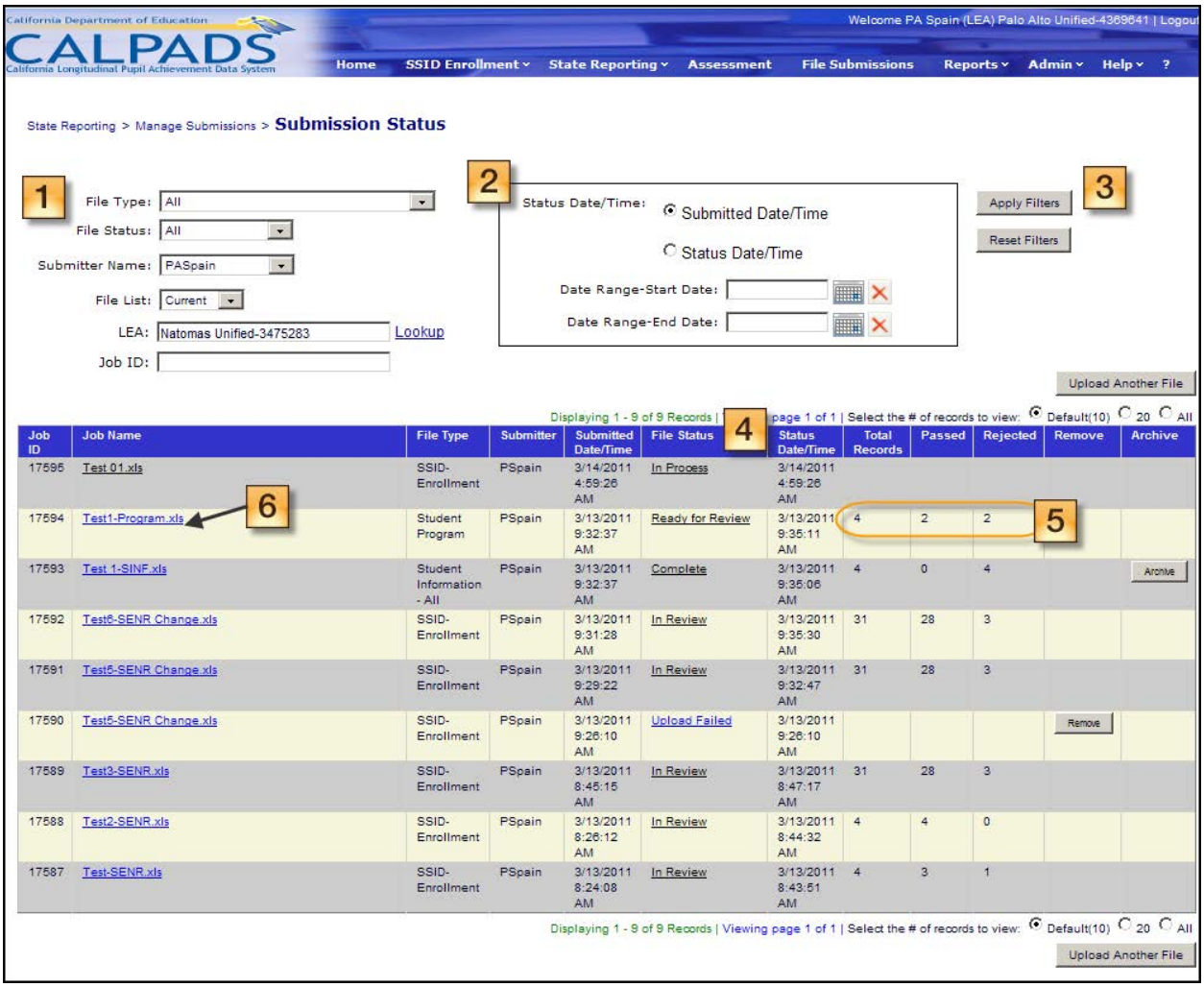
The "Submission Status" interface has the following functionalities and limitations:

- View the status and details of submitted batch files
- Filter the results on the page to view specific files
- Modify the sort order of the files on the page
- Determine the reason a file failed to upload
- An authorized user may Archive files in a Complete state
- An authorized user may Remove a file in either an Upload Failed or an In Queue status to exclude it from the submission and posting processes
- Authorized user access to submitted files in any state is limited to 60 days from the submission date
- Return to the "File Upload" page

A file may be in one of the following possible states after the upload process or during the batch submission process:

- Upload Failed – a file did not pass the initial upload validations or rules processing
- In Queue – a file passed the initial upload validations and rules processing and is waiting to be processed (Queue: the process waiting line for files)
- In Process – a file is currently being processed by the system. Each record in the file is being processed by the Input Validation Rules.
- Ready for Review – a file has completed the initial submission processing and is ready for an authorized to review the results
- In Review – a file has completed the initial submission processing and an authorized user has reviewed the results, but has not made a selection on one or more sets of records in the file requiring user interaction
- Post Requested - the records within the file submitted for posting are in queue to post to the ODS
- Partial Post – a file with multiple schools that has one or more school(s) posted but not all school(s) are posted.
- Complete - an entire file of “passed” submitted records has been posted to the ODS or all records in the file have failed the Input Validation Rule processing
- Post Failed - at least one school in the file contains records that have failed on post validations. Users should review the rejected records to correct the errors, upload the file again after corrections are made, then resubmit the file for posting.
- Excluded – an entire file of submitted records was removed from the submission process and not posted to the ODS
- Cancelled - the entire file has been cancelled from posting by CALPADS Support due to intervention for technical reasons or the file that has not been posted has been cancelled upon the user's request

Screen 11-33: Submission Status



Instructions Table 11-276: View Submission Status

Step by Step Screen Instructions		Special Instructions
1.	Use the Filter Options to refine the list of files displayed at the bottom half of the page. To refine the list by **File Type**, **File Status**, **Submitter Name**, **File List,** or **LEA** change one or more of the filter values using the drop down lists	A value must be displayed in each filter option if the user wishes to use filters.
2.	Use the Filter Options to refine the list of files displayed at the bottom half of the page. To refine the list by **Submitted Date/Time** or **Status Date/Time**, select the appropriate radio button and enter **Date Range – Start Date** and/or **Date Range – End Date** in the MM/DD/YYYY format or select a date using the calendar tool	Either the **Submitted Date/Time** or **Status Date/Time** must be selected if the user wishes to use filters. The **Date Range – Start Date** and **Date Range – End Date** are optional.

Step by Step Screen Instructions		Special Instructions
3.	Select the **Apply Filters** button once the filter options values are chosen	
4.	View the **File Status** of each submitted file in the results list at the bottom half of the page	
5.	For those files that have finished processing, results of each file will display. The number of **Total Records**, **Passed** records, and **Rejected** records is displayed to the right of each file	
6.	For those files that have finished processing, the **Job Name** will appear as a link available for the user to view details of the processed file. To view details of a file, click on the file's **Job Name**	The "File Details" page will display the contents of the file by School Name

Optional Functions	
Reset Filters **Reset Filters** Button	To restore all filter options fields to their default value, select the **Reset Filters** button.
Upload Another File **Upload Another File** Button	To upload another file, click on the **Upload Another File** button When clicked, the "File Upload" page will display
Remove **Remove** Button	The system will only display the **Remove** button to authorized users and next to files in either an Upload Failed or an In Queue state; When clicked, the corresponding file will be removed from the submission and posting processes
Archive **Archive** Button	The system will only display the **Archive** button to authorized users and next to files in a Complete state; When clicked, the corresponding file will be archived
Job ID | Job Name | File Type | Submitter | Submitted DateTime | File Status | Status DateTime	Click on any column heading links to sort the results. The first click on the field name orders records in the ascending order, the second click orders information in descending order
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button

11.2.5 File Details

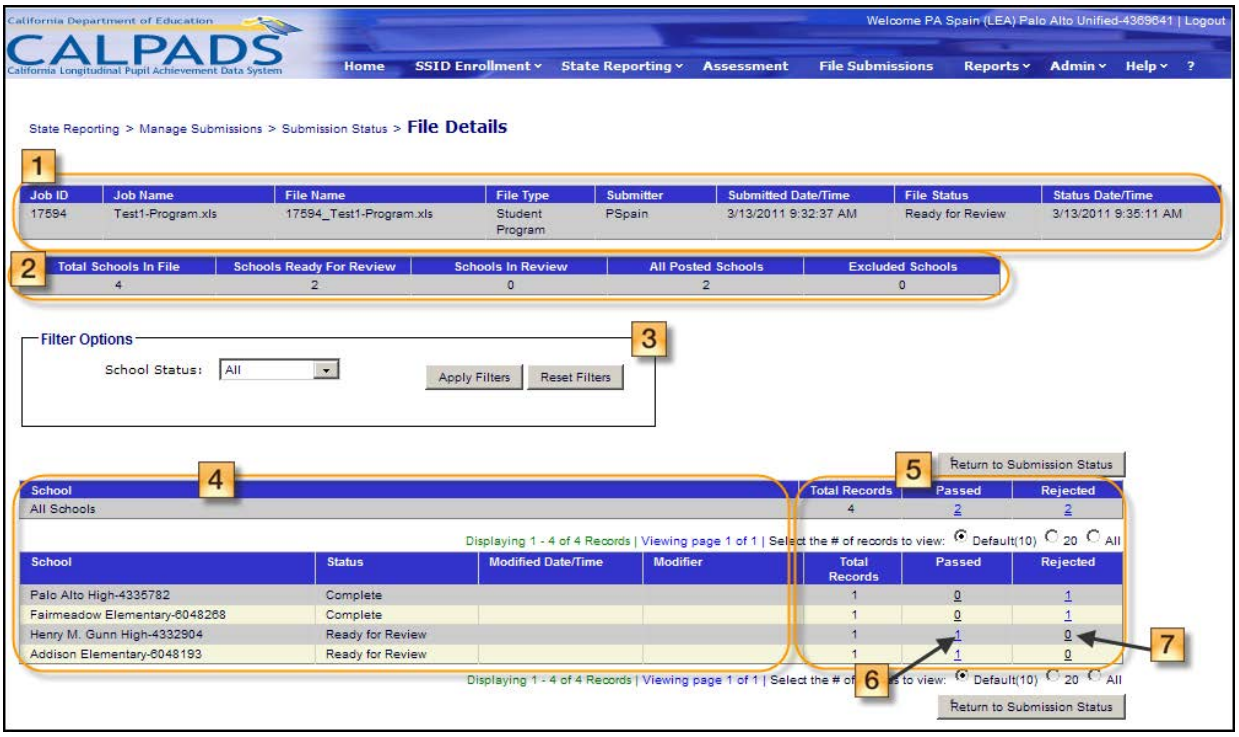
The “File Details” page provides an authorized user with the details of a submitted file. This page is accessed when the user clicks the **Job Name** link of a particular file on the “Submission Status” page.

The selected file’s key elements display at the top of the page and the submission summary for the entire batch file with a total count of all the schools in the file and a breakdown of the aggregate count by School Status displays next. Also displayed on the page are the status and record results for all the schools in the file as well as for each school in the file. The Record Results section on the page displays an aggregate breakdown of the total records, passed records, and rejected records for all schools and each school within the file. The schools displayed can also be filtered by School Status.

An authorized user may perform the following functions on this interface:

- View the status and details for each school in a selected file
- Filter the school results displayed on the page
- Modify the sort order of the schools on the page
- View the details of Passed records for one or all the schools in a selected file
- View the details of Rejected records for one or all the schools in a selected file
- Return to the “Submission Status” page to view the selected file results

Screen 11-34: File Details



Instructions Table 11-287: View File Details

Step by Step Screen Instructions		Special Instructions
1.	View the key elements of the selected file. Fields shown include: **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, **Submitted Date/Time**, **File Status**, **Status Date/Time**	
2.	View the summary of the number of schools included in the file and summary of the number of schools with each type of School Status.	
3.	Select to filter the displayed schools by **School Status** by selecting from the drop down list. Then click the **Apply Filters** button.	
4.	View the **School**, **Status**, **Modified Date/Time**, and **Modifier** columns for each set of school records. The records for all of the schools in the file are displayed first with records for each school displayed below.	
5.	View the Record Results of each set of school records. The number of **Total Records**, **Passed** records, and **Rejected** records are shown for each school and all schools.	
6.	Click on the **Passed records count** link to view the details of the passed records in the corresponding submitted file.	The "Passed Records" page will display based on the file type If the number is 0, the number will be read-only and the link will not be available
7.	Click on the **Rejected records count** link to view the details of the rejected records in the corresponding submitted file.	The "Rejected Records" page will display based on the file type If the number is 0, the number will be read-only and the link will not be available

Optional Functions	
Reset Filters **Reset Filters** Button	To restore the **filter** option field to the default value, select the **Reset Filters** button.
Return to Submission Status **Return to Submission Status** Button	To return to the "Submission Status" page, select the **Return to Submission Status** button

Optional Functions	
School | Status | Modified DateTime | Modifier	Click on any column heading links to sort the results. The first click on the field name orders records in the ascending order, the second click orders information in descending order
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button

11.2.6 Submission Summary (Staff Demographics, Staff Assignment, Course Section, Student Course Section, Student Waivers, Student Discipline)

The "Submission Summary" page enables an authorized user to either post data to the ODS or to exclude data from posting to the ODS for one school or for all schools in the selected file. This page displays when the user clicks a **Passed** records count link on the "File Details" page.

The "Submission Summary" page displays information about the selected file across the top and other attributes of the selected file type. A "Submission Summary" page for each file type is available which displays the summary counts of each Key Element of the appropriate file.

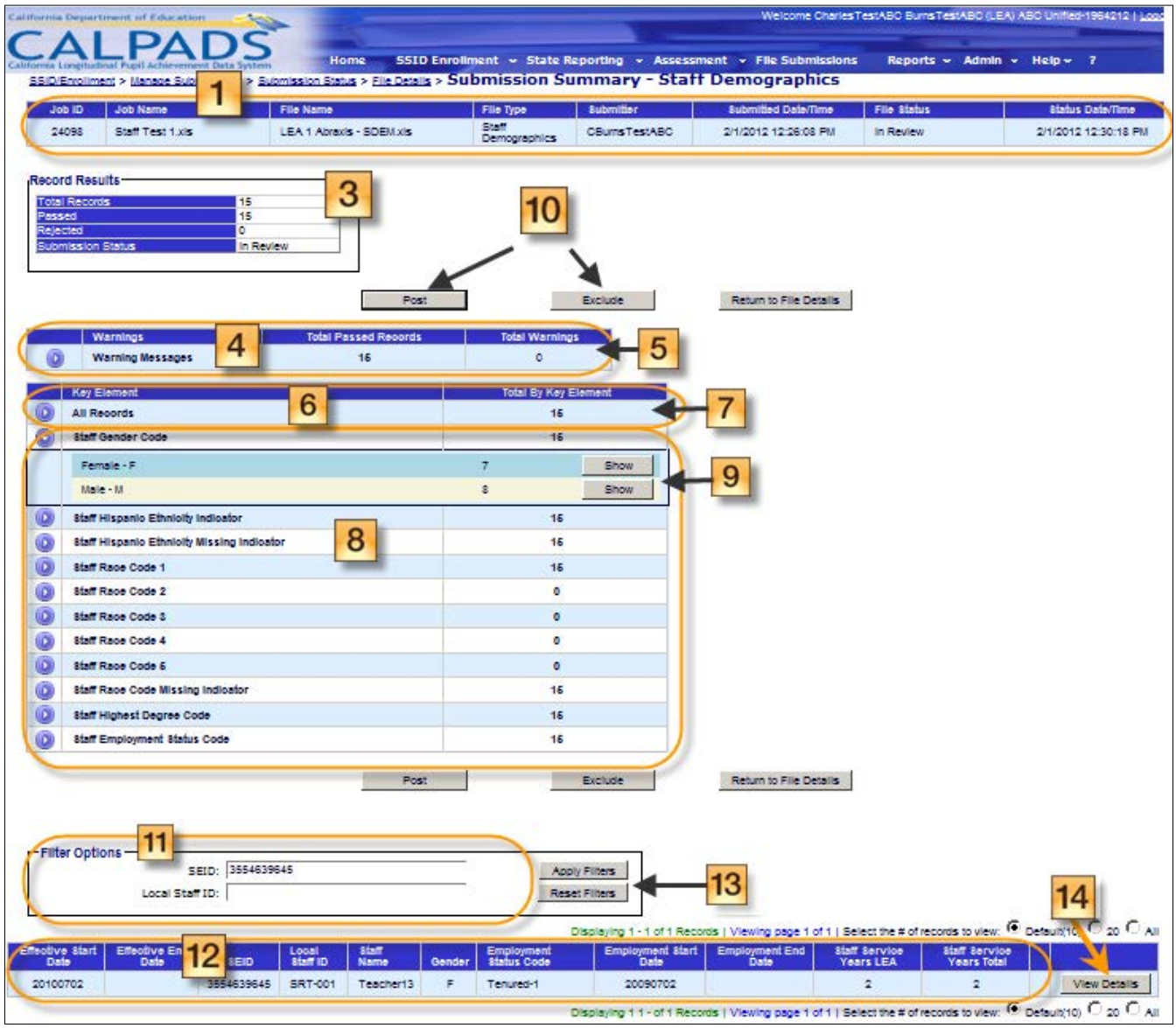
The **Key Element** box contains the Element Name (depending on the File Type) in a collapsible/expandable section. When the section is expanded, the system will display the specified CALPADS' Value Name(s) for the element with the count of records containing that specified value. If the count is not zero, each element's value count is a link leading to the "Submission Details" page where the individual records containing the selected element will be shown. If a mandatory element is missing in a record, it will display as a rejected record. If the element is optional, the count of records that did not have the element populated will also be displayed. The first element of each list will be the Warning Messages to alert the user to any warning errors the system may have identified during the validations and/or rules processes. The second key element is an All Records selection for the user to view the details of all the records regardless of the Key Element values.

A user may perform the following functions through this interface:

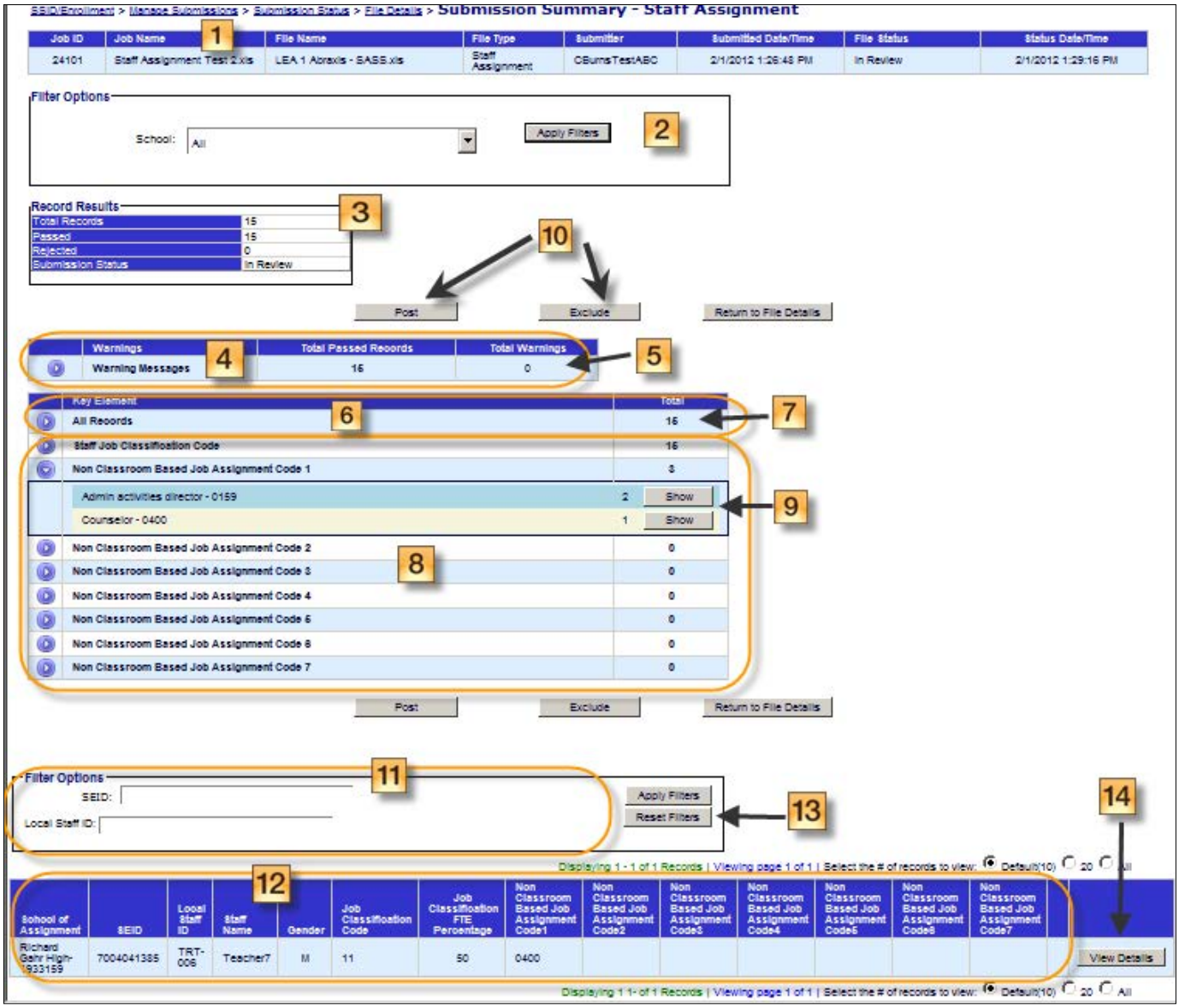
- Reduce the number of results by using the School filter
- View a summary of the values submitted in a file for key State Reporting elements or warning messages
- View the details of individual records containing either a specific State Reporting element value or a blank value
- Select to Post the displayed school or all schools to the ODS
- Select to Exclude the displayed school or all schools from the posting process

- Manipulate the display of records on the page
- Return to the “File Details” page

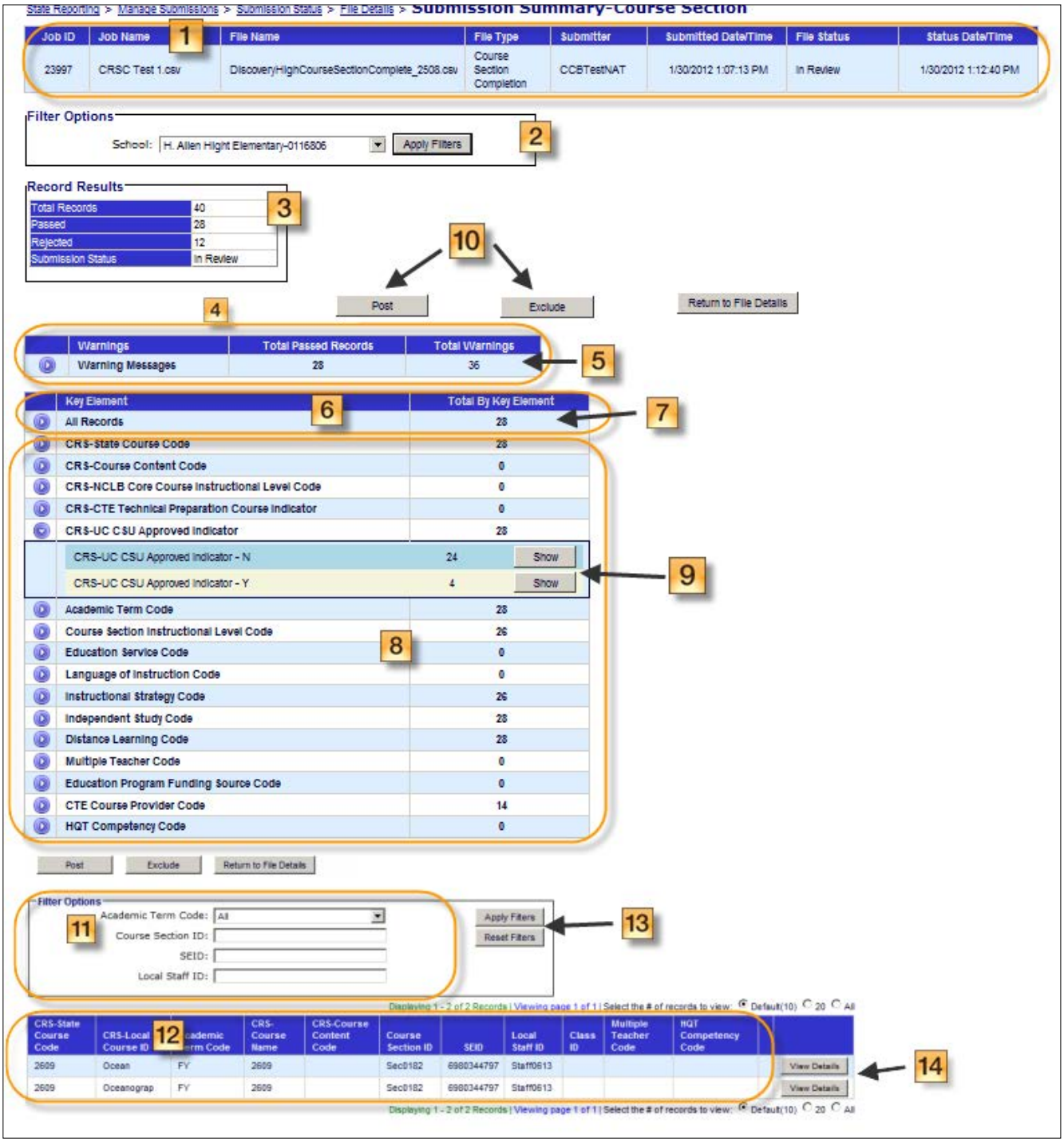
Screen 11-35: Submission Summary – Staff Demographics



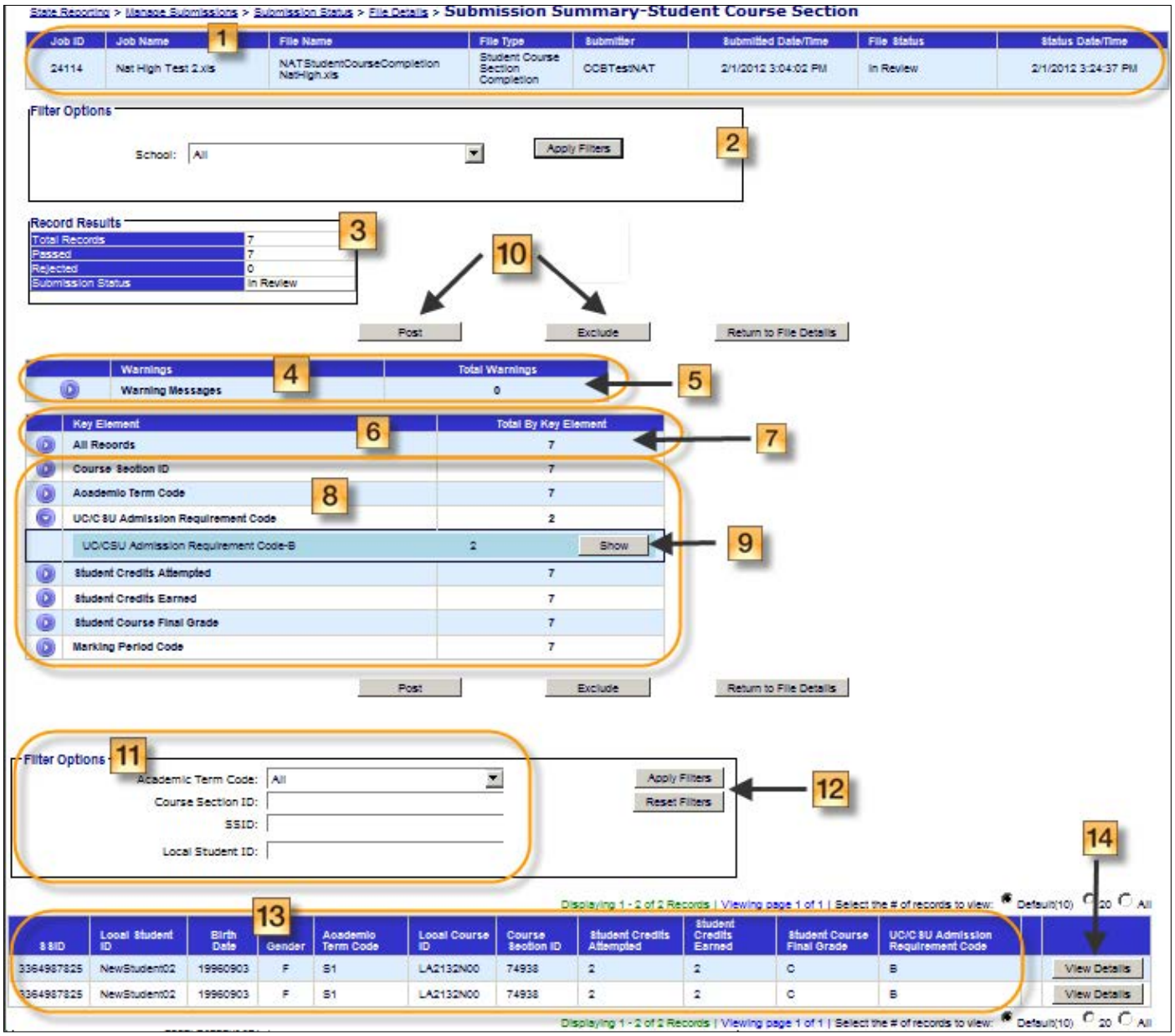
Screen 11-36: Submission Summary – Staff Assignment



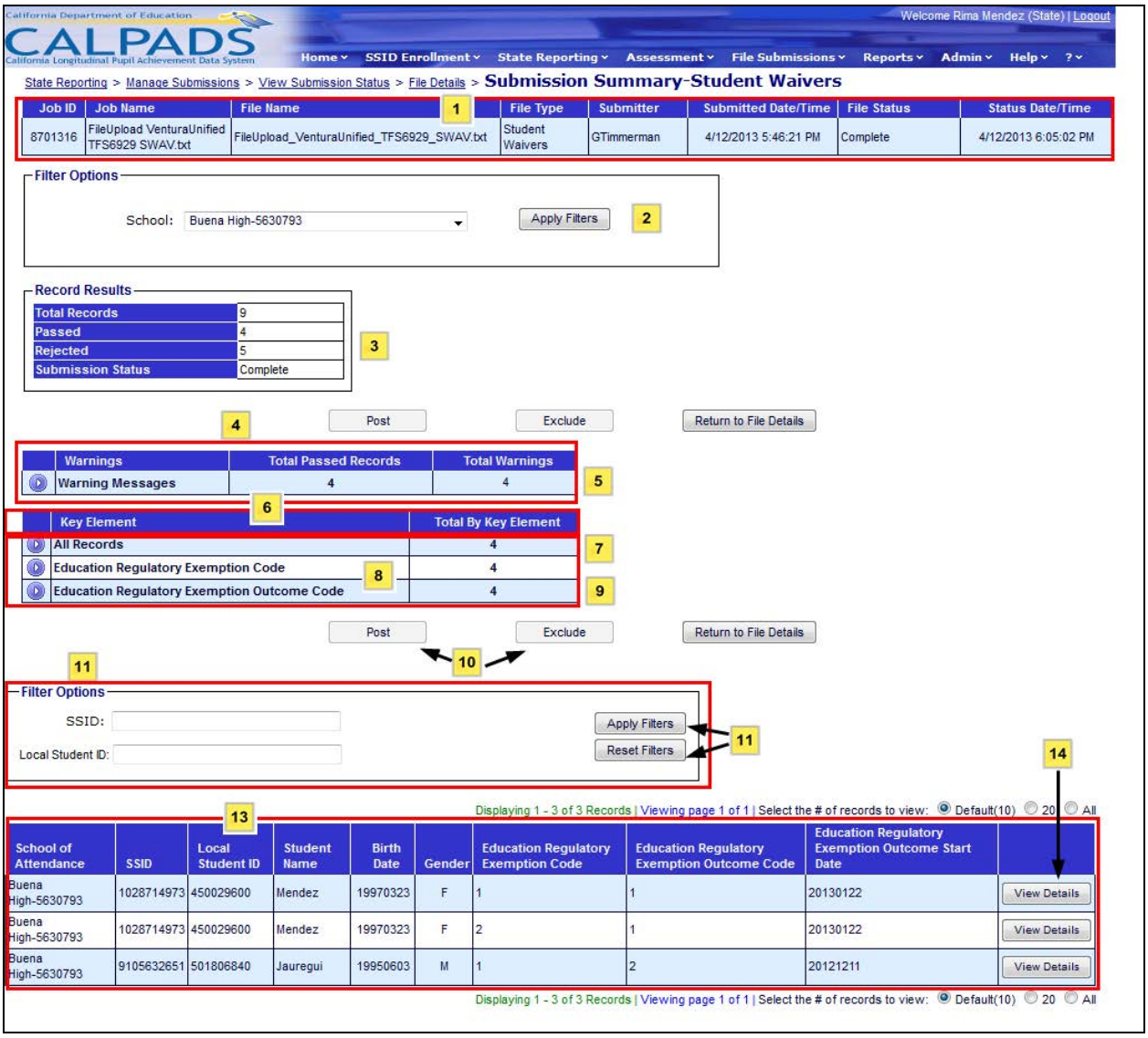
Screen 11-37: Submission Summary – Course Section



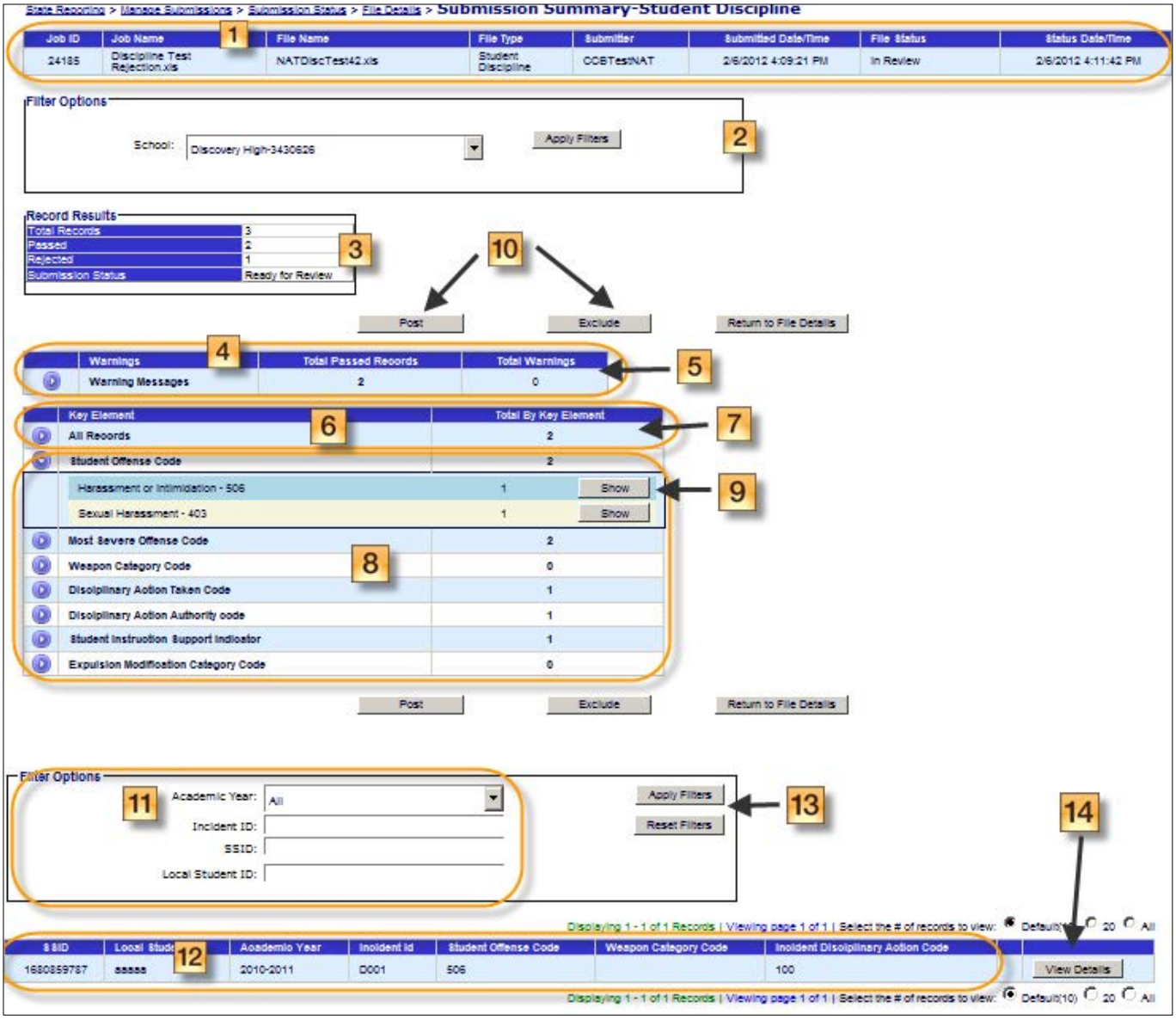
Screen 11-38: Submission Summary – Student Course Section



Screen 11-39: Submission Summary – Student Waivers



Screen 11-40: Submission Summary – Student Discipline



Instructions Table 11-53: Verify Submission Summary (Staff Demographics, Staff Assignment, Course Section, Student Course Section, Student Waivers, Student Discipline)

Step by Step Screen Instructions		Special Instructions
1.	View the values of the selected file from the "Submission Status" page. Values displayed are **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, **Submitted Date/Time, File Status,** and **Status Date/Time**	
2.	To filter the results by a particular school or all schools, select from the dropdown list. Then select **Apply Filters** for the system to only display results that match the chosen value	A value must be chosen before the **Apply Filters** button is selected
3.	View the **Record Results** box where the **Total Records**, **Passed** record and **Rejected** record counts are displayed	
4.	The **Warning Messages** is the first Key Element displayed. To view each count of records for each type of warning message, click on the expand/collapse button to view the list of Warning Messages and counts of each message	
5.	If the count of records containing warning messages is not zero, click the **Show** button to view a list of the records that contain the warning messages at the bottom of the screen.	
6.	The **All Records** count is the second Key Element category displayed. This notifies the user of the total number of passed records regardless of the Key Element values. click on the expand/collapse button to view the count of ALL Records	
7.	If the count of All Records is not zero, click on the **Show** button to display a list of the submitted records	A list of the records will display at the bottom of the screen.
8.	The following Key Elements will be specific elements related to the File Type being viewed. To view the count of records containing a particular value for a Key Element, click on the expand/collapse button to view the counts	If the particular Key Element's box is expanded, the populated values of the element will display with the count of records containing the value and a Show button.
9.	If the value count is not zero, click on the **Show** button to view a list of the records that contain the particular value.	

Step by Step Screen Instructions		Special Instructions
10.	After viewing the details of the records for the school(s) select the **Post** button to post the records to the ODS or select the **Exclude** button to exclude records from posting	If **Post** is selected, the system will display a confirmation message and will then either post the displayed school or schools to the ODS or cancel the post process, dependent on the user's selection If **Exclude** is selected, the system will display a confirmation message and will then either not post the displayed school or schools to the ODS or cancel the exclude process, dependent on the user's selection
11.	Enter or select a value in any of the filtering options to focus the list of records at the bottom of the screen based on your criteria. Each record type has different criteria available to choose from. Then click the **Apply filters** button to regenerate the list of records at the bottom of the screen.	
12.	View the list of records based on the Show button selected above and the filtering criteria you specified. Each record type will have its own set of fields that are viewed, primarily to help identify specific records.	
13.	Click the **Apply Filters** button to regenerate the list of records at the bottom of the screen based on the filtering criteria entered. Click the **Reset Filters** button to clear the filtering options.	
14.	Click the **View Details** button to display all fields in the record selected.	The system will display the record on the Submission Details screen.

Optional Functions	
Return to File Details **Return to File Details** Button	To return to the "File Details" page, select the **Return to File Details** button

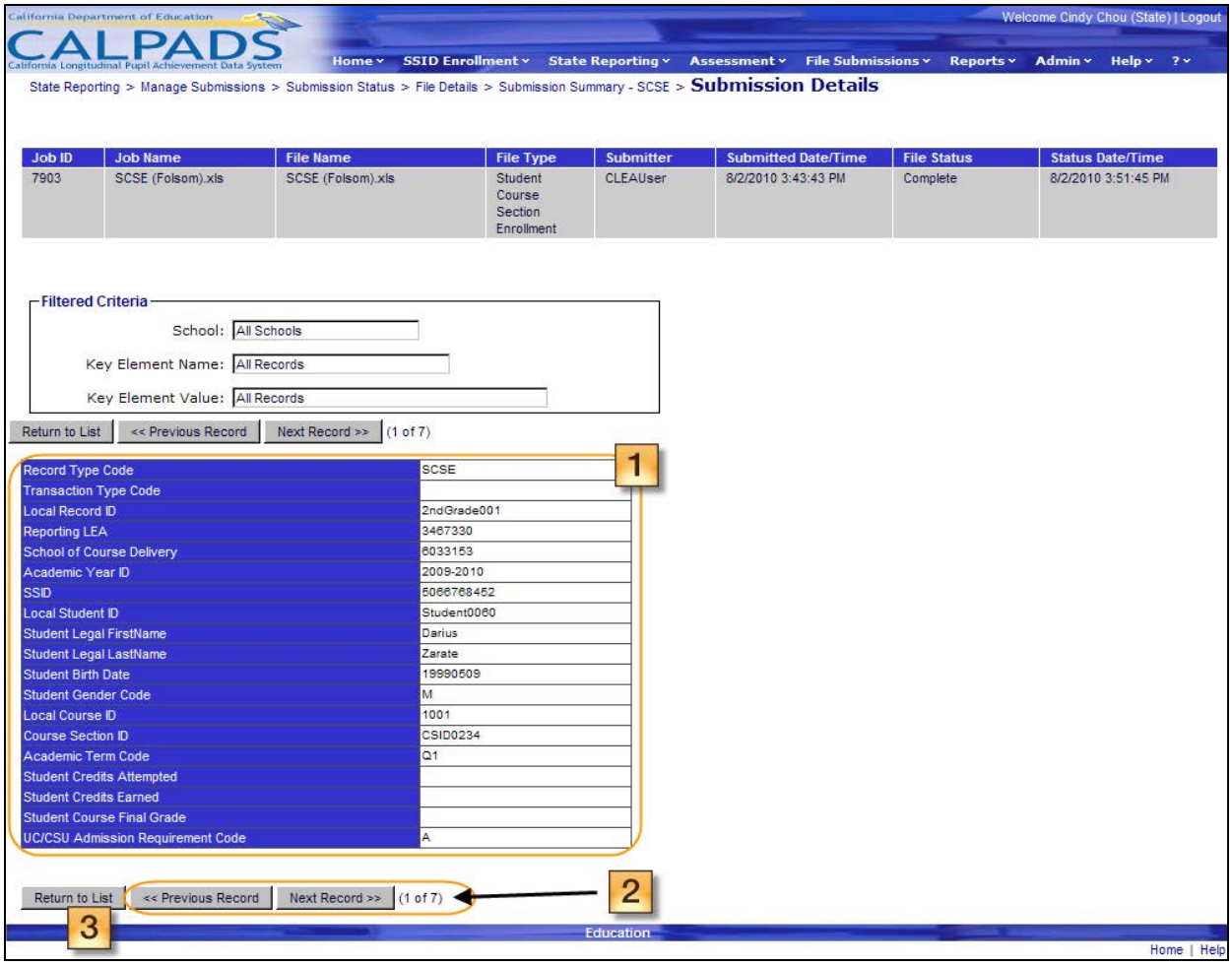
11.2.7 Passed Records - Submission Details

Once the user has navigated to the particular job and selected the **Passed Record Count** link on the "File Details" page, the "Submission Summary" page displays. By clicking the expand arrow to the left of the Key Element name and then on the **Key Element Count** link on the right side, the "Submission Details" page of passed records provides an authorized user with a table of Key Elements for that file type.

The user may use the **Next Record** and **Previous Record** buttons to page through and view all records in the file. The user may view all records with a particular Key Element value or all records in the file. Once the user has verified that the details of the records are correct, the user

may then use the **Return to List** button to return to the "Submission Summary" page in order to post/exclude one or all schools in the file.

Screen 11-41: Passed Records – Submission Details



Instructions Table 11-294: Verify Passed Records – Submission Details

Step by Step Screen Instructions		Special Instructions
1.	Verify the values of each field in the displayed record	
2.	Use the **Next Record** or **Previous Record** buttons to navigate to the details of another record in the selected set of records. Then verify the values of each field of the next record	
3.	Once all records have been reviewed, use the **Return to List** button to navigate back to the "Submission Summary" page in order to Post or Exclude the selected school or all schools in the file	

11.2.8 Rejected Records

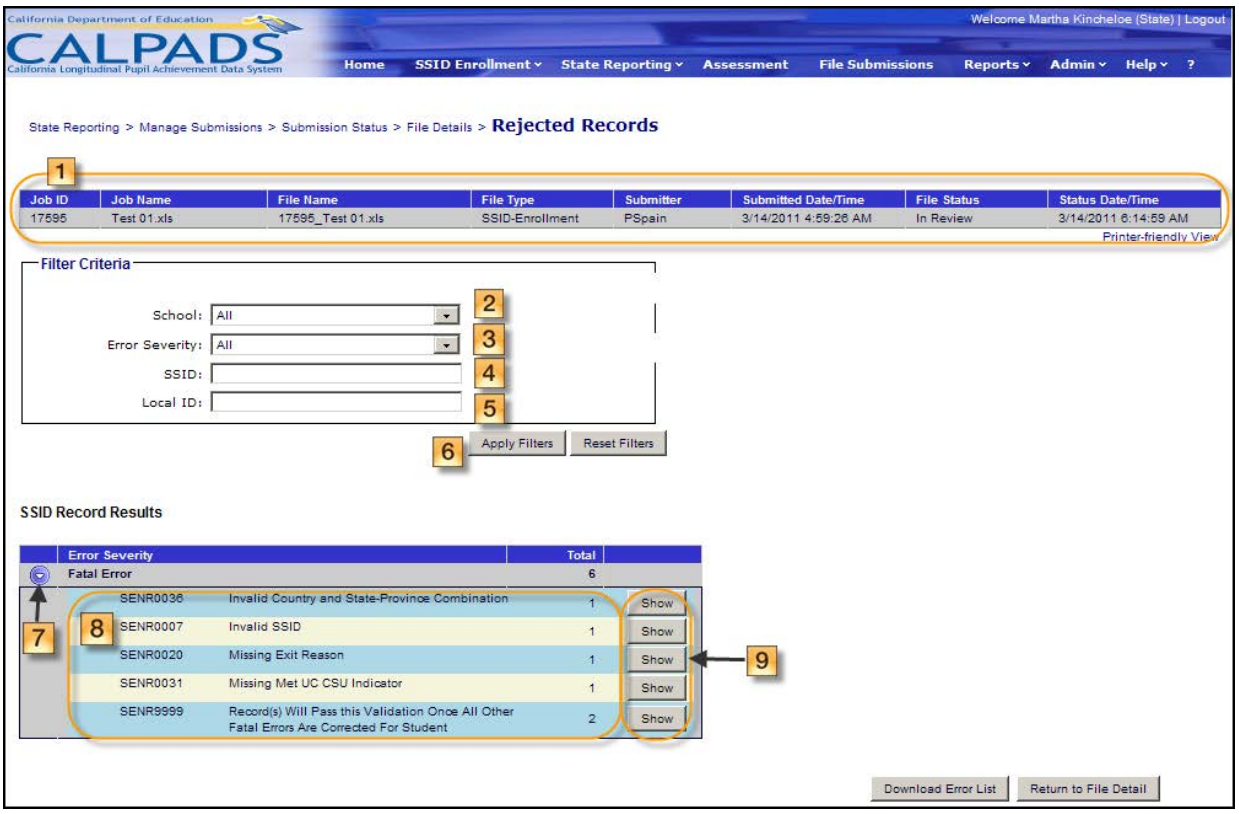
The “Rejected Records” page provides an authorized user with the details of records in a submitted file that have failed the defined validations and rules processing and therefore cannot be posted. This page is accessed when the user selects a **Rejected Records Count** link from the “File Details” page.

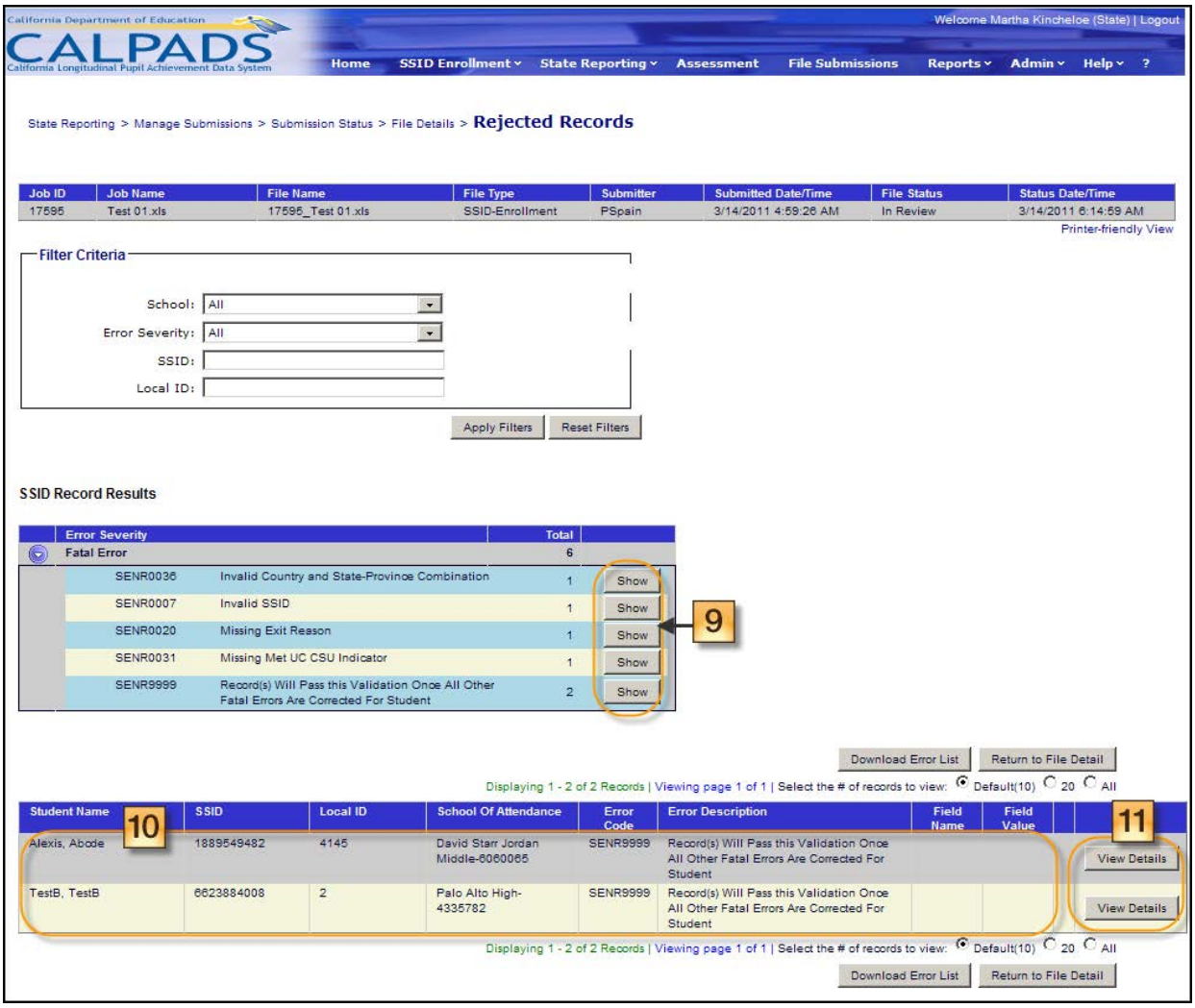
The file’s attributes are displayed across the top of the page. Below the job information, the system displays a Filter Options box.

A user may perform the following functions through this interface:

- View the status and details of rejected records for an individual school or all the schools in a submitted batch file
- View the status and details for rejected records by a specified match status
- Select the details of rejected records by the Error Category or by the Error Description
- Modify the sort order of the records displayed on the page
- Return to the “File Details” page

Screen 11-42: Rejected Records





Instructions Table 11-305: View Rejected Records

Step by Step Screen Instructions		Special Instructions
1.	View the details of the selected file from the "Submission Status" page for reference. Values displayed are **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, and **Submitted Date/Time**	
2.	To filter the list of records containing errors by **School**, select an individual school or all schools from the drop down list	A value must be chosen before the **Apply Filters** button is selected.
3.	To filter the list of records containing errors by **Error Category**, select an individual error category or all error categories from the drop down list	A value must be chosen before the **Apply Filters** button is selected.
4.	To view a record for an individual student using a known **SSID**, enter the SSID in the text box provided	For SASS or SDEM File Types, SEID text box is provided
5.	To view a record for an individual staff member using a known **Local ID**, enter the ID in the text box provided	

Step by Step Screen Instructions		Special Instructions
6.	Select the **Apply Filters** button once all desired filter criteria is selected or entered	If the **Apply Filters** button is clicked, this selection will direct the system to only display records that match the chosen value
7.	The Error categories display in the **SSID Record Results** box**.** To view the counts of records for each type of error message, click on the +/- link to expand/collapse the individual fatal error counts	If the Error category is expanded, each error associated with the file will be listed with the count of records containing a particular error
8.	View each error message displayed and the counts of records containing each error	
9.	Click on the **Show** button to the right of each error count to view the records and details of the records that make up the count	The individual records containing the selected error will display at the bottom portion of the page
10.	View all records with the selected error to determine the corrections necessary for these records to pass the validations	To post these records to the ODS, corrections need to take place in the source file, which can then be resubmitted for processing
11.	Select the **View Details** button to view the user's inputted values for the particular record	The system will display the record layout on another screen, which will include the School, Error Severity, Error Code, Error Description, Field Name that is in error, and Field Value based on Field Name

Optional Functions	
Reset Filters **Reset Filters** Button	To reset the filters to their original value, select the **Reset Filters** button
Download Error List **Download Error List** Button	If selected the system will request a download of a file with the list of the rejected records for the user to download. The user may then download the file through the "Download Requested Records" page
Return to File Detail **Return to File Detail** Button	If selected, the system will return to the, "File Details" page
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button

Optional Functions	
Staff Name | SEID | Local ID	To sort the columns, select the column headings. First selection orders records by the ascending values; second selection reorders records by the descending values.

11.2.9 Rejected Records – Submission Details

The “Rejected Records – Submission Details” page provides an authorized user with the details of each individual failed record in the submitted file. The page is accessed when the user selects a **View Details** button from the “Rejected Records” page.

The user may use the **Next Record** and **Previous Record** buttons to page through and view all rejected records in the file. The user may view all records containing a specific error or all rejected records in the file. Once the user has determined the wrong value for each record, the user must correct the records in the original source file and resubmit the file for processing.

Screen 11-43: Rejected Records – Submission Details

State Reporting > Manage Submissions > View Submission Status > File Details > Rejected Records > **Submission Details**

1

Job ID	Job Name	File Name	File Type	Submitter	Submitted Date/Time	File Status	Status Date/Time
7302427			SSID-Enrollment		10/2/2012 4:47:32 PM	In Review	10/2/2012 4:51:18 PM

Filtered Criteria

School:	0113944	2
Error Severity :	Fatal	3
Error Code:	SENR0007	4
Error Description:	Invalid SSID	5
Field Name:	SSID	6
Field Value:	2013827872	7

Return to List | << Previous Record | Next Record >> | (1 of 3)

8

Record Type Code	SENR
Transaction Type Code	
Local Record ID	1682178
Reporting LEA	Fontana Unified-3667710
School of Attendance	Beech Avenue Elementary-0113944
School of Attendance NPS	
Academic Year ID	2012-2013
SSID	2013827872
Local Student ID	6045467
Student Legal First Name	Delia
Student Legal Middle Name	Lizeth
Student Legal Last Name	De Santiago Martinez
Student Legal Name Suffix Code	
Student Alias First Name	
Student Alias Middle Name	
Student Alias Last Name	
Student Birth Date	20000606
Student Gender Code	F
Student Birth City	Fresnillo
Student Birth State Province Code	MX-ZAC
Student Birth Country Code	MX
Primary Language Code	01
Student School Start Date	20120906
Enrollment Status Code	10
Grade Level Code	06
Student School Exit Date	
Student Exit Reason Code	
Student Completion Status	
Expected Receiver School of Attendance	
Student Met all UC CSU Requirements Indicator	

Return to List | << Previous Record | Next Record >> | (1 of 3) 9

Instructions Table 11-316: View Rejected Records – Submission Details

Step by Step Screen Instructions		Special Instructions
1.	View the details of the selected file from the "Submission Status" page for reference. Values displayed are **Job ID**, **Job Name**, **File Name**, **File Type**, **Submitter**, and **Submitted Date/Time**	
2.	**School** value displayed is based on detail record being reviewed.	The system displays the school value based on the view details of the record that was selected from the "Submission Status" page.
3.	**Error Severity** value displayed is based on detail record being reviewed.	The system displays the error severity based on the view details of the record that was selected from the "Submission Status" page.
4.	**Error Code** value displayed is based on detail record being reviewed.	The system displays the error code value based on the view details of the record that was selected from the "Submission Status" page.
5.	**Error Description** displayed is based on detail record being reviewed.	The system displays the error description based on the view details of the record that was selected from the "Submission Status" page.
6.	**Field Name** displayed is based the field name in error for the record being reviewed.	
7.	**Field Value** displayed is based the field value in error for the record being reviewed.	
8.	View the values of each field in the displayed record to determine the correction(s) necessary	The system displays the record layout based on the view details of the record that was selected from the "Submission Status" page.
9.	Use the **Next Record** or **Previous Record** and **Return to List** buttons to navigate to the details of another record in the selected set of records	

11.3 Manage Certifications

The State Reporting Manage Certifications interface allows an authorized user to view and manage the LEA's certifications for State Reporting. The user will use the Certification pages to view a list of snapshots of the user's LEAs data created by CALPADS through various reports, view the certification status of each snapshot, certify each snapshot after verifying data through viewing the appropriate reports for a certain certification window, and view a list of certification errors/warnings. The user may also decertify the LEA's data after it has already been certified in order for a new snapshot to be created.

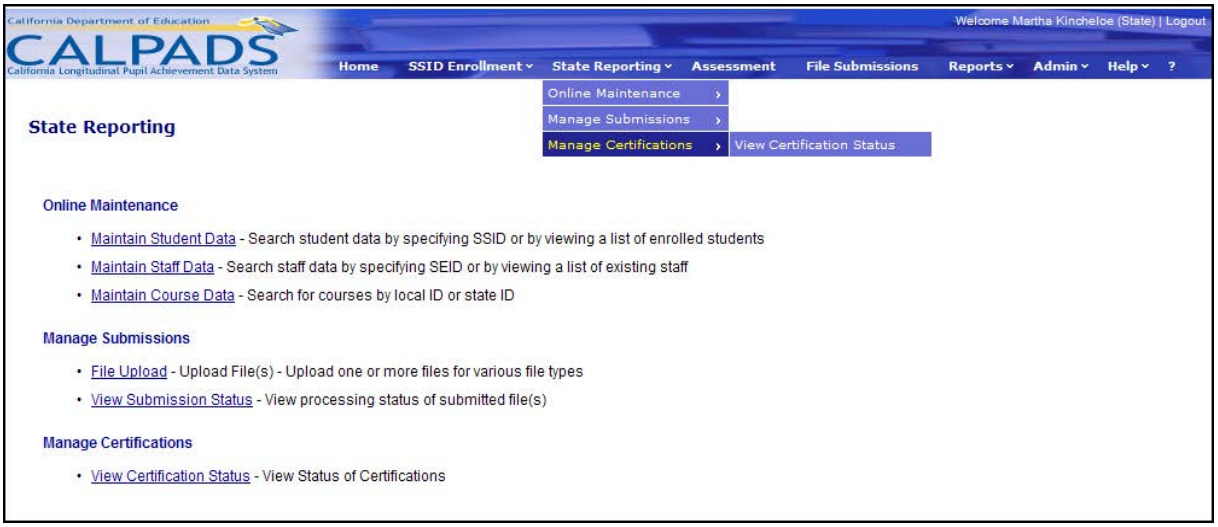
11.3.1 Manage Certifications Menu

The "Manage Certifications" page provides an authorized user access to a menu page with a sub-menu **View Certification Status** link to the "Certification Status" page where the user can manage the LEA's certifications. This page is accessed when the user selects **View Certification Status** from the **Manage Certifications** menu.

Through this interface, the user can access interfaces to manage the LEA's certifications for the following State Reporting data collections:

- Fall 1 – Annual Enrollment Update/Title III Eligible Immigrants
- Fall 2 – Course Enrollment/Staff Assignments/English Learner (EL) Services
- Spring 1 – English Learners Acquisition Status/Title III Eligible Immigrants (for submissions prior to Academic Years 2013-14)
- End of Year 1 – Course Completion/Career Technical Education (CTE)
- End of Year 2 – Program Participation
- End of Year 3 – Discipline
- End of Year 4 – Waivers

Screen 11-44: Manage Certifications Menu



11.3.2 Certification Status

The “Certification Status” page provides an authorized user with a list of the defined CALPADS snapshot(s) of the user LEA’s data taken automatically by the system for a specified Certification collection window. This page is accessed when an authorized user selected the **View Certifications Status** link on the “Manage Certifications” menu page.

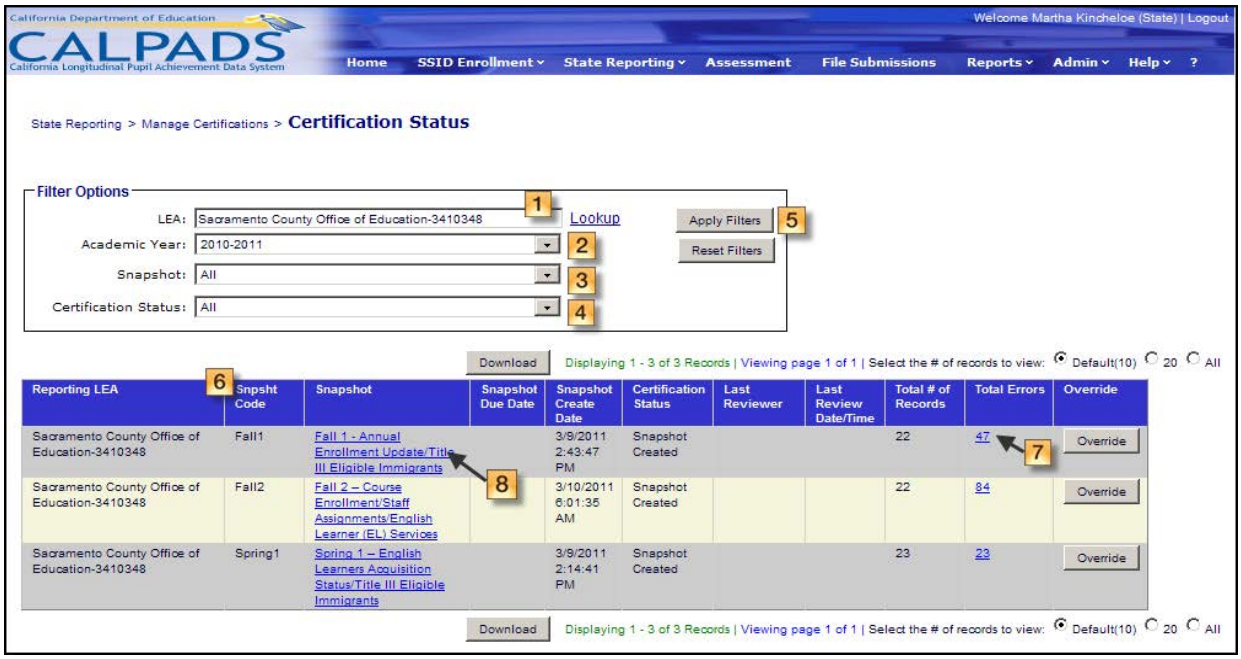
From this interface the user will be able to:

- View a list of CALPADS snapshot(s), their certification status and other attributes
- Select the Snapshot name link to view details of the snapshot through reports
- View the Total count of errors as a link, when the count is not zero
- Select an errors count link to view the identified validation errors
- Download the certification status information

Filter Options can be used to refine the list of snapshots displayed based on specified criteria. The user may select from the following Filter Options:

- LEA
- Academic Year
- Snapshot
- Certification Status – the following states are used:
  - Decertified – LEA: LEA decertified the snapshot for the Collection Window
  - New Snapshot Requested: A new snapshot has been requested
  - Certified Level 1– LEA Level 1: LEA Level 1 has certified the snapshot for the Collection Window
  - Certified Level 2 – LEA Level 2 – LEA Level 2 has certified the snapshot for the Collection Window
  - Snapshot Created: A new snapshot has been created
  - Snapshot Reviewed: The snapshot has been reviewed by the LEA

Screen 11-45: Certification Status



Instructions Table 11-328: View Certification Status

Step by Step Screen Instructions		Special Instructions
1	The **LEA** textbox defaults to the user's LEA. If the user has access to multiple LEAs, use the Lookup link to select a different LEA to view	
2	The **Academic Year** field defaults to the Current Academic Year. The user may change the academic year by selecting from the drop down list	
3	The **Snapshot** field defaults to All. The user may select a different value from the drop down list	
4	The **Certification Status** field defaults to All. The user may select a different value from the drop down list	
5	Click on the **Apply Filters** button to produce the snapshot list based on the specified filter criteria	The system will filter the results based on the selected criteria options and will display the identified files in the results list on the page
6	View the snapshot created including the Certification Status of each snapshot to determine the actions necessary to complete the certification process	Definitions of the Certification Statuses are listed above

Step by Step Screen Instructions		Special Instructions
7	View the Errors counts and Anomalies Percent for each Snapshot. The Total numbers of Fatal Errors is displayed first, followed by the Anomalies Percent (total number of MIDs and CCEs as a percentage of Total Enrollment). Click on a count link to view details of the records containing the Errors	**A snapshot cannot be certified unless all Fatal Errors are corrected and the Anomalies % does not exceed the predetermined threshold.** The percent of anomalies (MID & CCE) will need to be brought down to 2% or less in order to certify your submission. ***Please note:*** **Fatal** errors are critical and need correcting prior to certifying. For a more specific description of the errors and how to resolve them, view the "CALPADS Error List" Report When one of the count links is selected, the "Certification Details Edit" page will display
8	Click on the **Snapshot** link to view additional information of the Snapshot file and take appropriate action to certify the snapshot	When the **Snapshot** link is selected, the "Certification Details" page is displayed

Optional Functions	
Reset Filters **Reset Filters** Button	When the **Reset Filters** button is selected, the system will clear the selections and set them to their default values
Download **Download** Button	Select the **Download** button to download the Certification Status information
Default(5) 10 20 All	The system will default to show up to 5 results per page. To show more than 5, select **10**, **20** or **ALL**
LEA | Snapshot Code | Snapshot | Snapshot Due Date | Snapshot Create Date	To sort a particular column, select the column heading link. The first click on the field name orders records in ascending order; the second click on the field name orders records in descending order
Override **Override** Button	This button is only visible to CDE users with the proper authority When the **Override** button is selected, the system will change Fatal errors to Warnings allowing the LEA to certify its data

Optional Functions	
Printer-friendly View	To display a printable form of the page, select the **Printer-friendly View** button

11.3.3 Certification Details

The "Certifications Details" page displays for an authorized user the details of the selected snapshot, the Certification Reports (Aggregate and Additional Supporting Reports), and a history of the selected snapshot. This page is accessed when the user selects the **Snapshot Name** link on the "Certifications Status" page.

From this interface, the user is able to:

- View the history of a selected snapshot
- View the mandatory Certification report(s) (i.e. Aggregate Reports) of a selected snapshot which must be reviewed before the snapshot can be certified
- View the additional supporting Certification report(s) of a selected snapshot to assist in determining if data is ready for certification
- Certify the selected snapshot from the appropriate Certified level using the Snapshot Certify Level 1 or Level 2 buttons which is only enabled after all fatal errors are corrected and all required Certification reports have been viewed
- Decertify the selected snapshot using the **Decertify** button which is only enabled after the user has Certified the snapshot
- Recreate a selected snapshot after it has been decertified
- Manipulate the page display and page navigation
- Return to view the "Certifications Status" page

Screen 11-46: Certification Details

Instructions Table 11-339: View Certification Details

Step by Step Screen Instructions		Special Instructions
1.	The Key Elements (LEA, Snapshot Name, Create Date, Certification Status, Last Review Date, Total Records, Total Errors, and Anomaly Percentage) for the selected snapshot will be displayed in the top portion of the screen	These are read-only fields
2.	Review the Snapshot History: The history displays all activity related to the particular snapshot being reviewed	
3.	The system displays the Aggregate Reports for the selected snapshot. If the **Report Name** link is selected, the system generates and displays a report with the defined State Reporting Certification data	These reports must be reviewed before the Snapshot can be certified

Step by Step Screen Instructions		Special Instructions
4.	The **Reviewed** icon will display as completed (a green circle with a check mark in the middle) after a user has selected a link to review the report. If the report has not been viewed, the icon displayed is a red circle with an "x"	All aggregate certification reports must be marked as reviewed before the Snapshot can be certified
5.	The system displays additional supporting reports for the selected snapshot. If the **Report Name** link is selected, the system generates and displays a report to aid the user in determining if the data is ready for certification	Viewing the additional reports is optional, but provides supporting information for the certification Aggregate Reports
6.	Select one of the following buttons to complete the task	See descriptions of buttons below

Optional Functions	
Snapshot Certify-Level 1 Snapshot Certify-Level 2 **Snapshot Certify – Level "1"** and **"2"** Buttons	The Snapshot Certify Level 1 or 2 buttons will only be enabled when the Reviewed column contains a completed icon for each mandatory Certification Report. If the Snapshot Certify Level 1 or 2 buttons are selected, the system will set the snapshot's status to the appropriate certified level, freeze the snapshot creating process and display the **Decertify** button.
Decertify **Decertify** Button	The **Decertify** button will only be enabled after the snapshot has been certified at either level 1 or 2. If present and the **Decertify** button is selected, the system will set the snapshot's status to decertified, unfreeze the snapshot creating process and automatically submit a request for a new snapshot to generate
Return to Certification Status **Return to Certification Status** Button	If the **Return to Certification Status** button is selected, the system will display the "Certifications Status" page
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button

Optional Functions	
Snapshot Create Date | Certification Status | Last Reviewer | Last Review Date/Time	To sort a particular column, select the column heading link. The first click on the field name orders records in ascending order; the second click on the field name orders records in descending order.

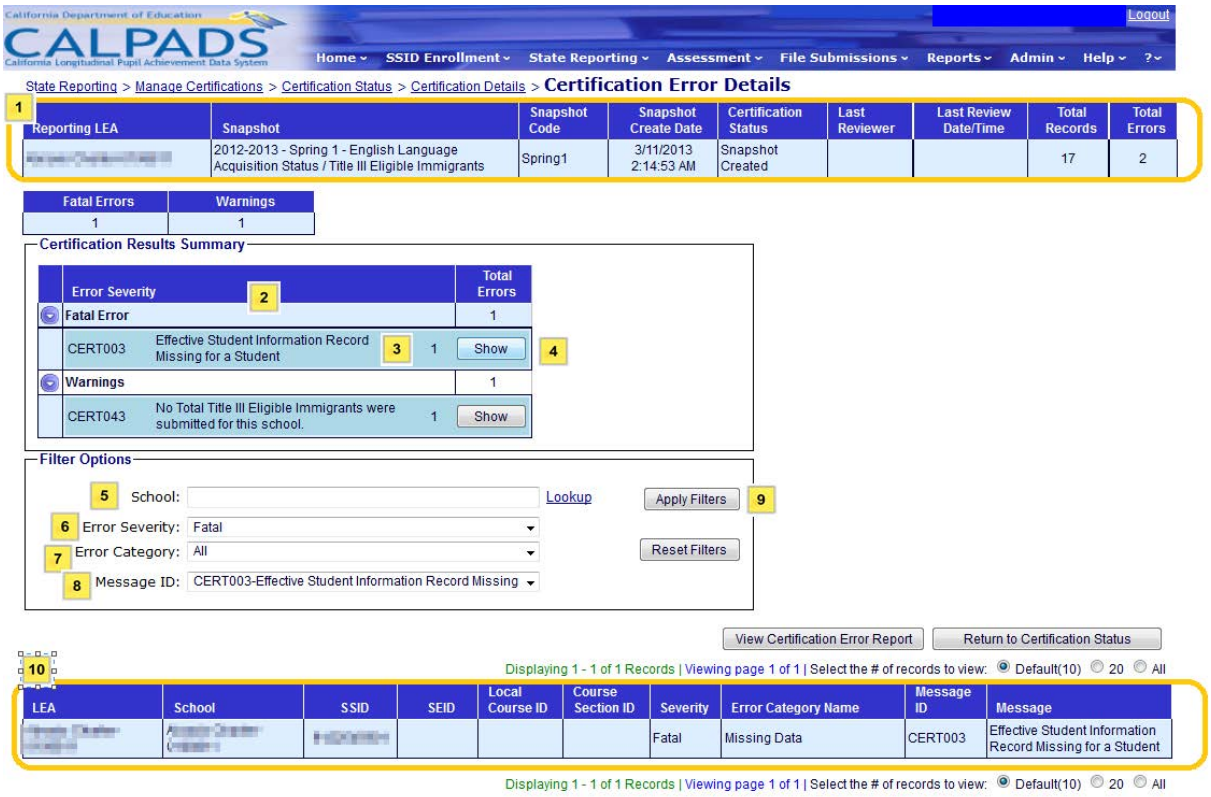
11.3.4 Certification Error Details

The “Certification Error Details” page displays for an authorized user fatal errors and warnings of the selected snapshot with summary and detailed information of the errors. This page is accessed when the user selects a **Total Errors** or **Anomalies Percentage** count link on the “Certifications Status” page.

From this interface, the user will be able to:

- View the identified Error Categories of a selected snapshot
- View the aggregate count for each Error Category
- View the identified Validation Error(s) of each Error Category
- View the aggregate count for each Validation Error by Category
- View the school total count for each Validation Error by Category
- Modify the display of records with Certification Validation Errors in a selected snapshot
- Launch a report on the lower portion of the screen to view the details associated with a validation error
- Manipulate the page display and page navigation
- Return to view the “Certifications Status” page

Screen 11-47: Certification Error Details



Instructions Table 11-60: View Certification Error Details

Step by Step Screen Instructions		Special Instructions
1.	View the details for the selected snapshot from the "Certifications Status" page for reference. Values displayed are LEA, Snapshot Name, Create Date, Certification Status, Last Review Date, Total Records, and Total Errors (Fatal Errors and Warnings)	
2.	The results by Error Category display in the **Certification Results Summary** box with an aggregate count for the each Certification Error Category (Fatal Errors and Warnings). To view the counts of each Certification Error within a Category, click on the **collapse/expand** button next to an Error Category	If a particular Error Category is expanded, each error message classified in the category will be listed with the count of the number of records containing the particular error.
3.	The result by Error Category also displays the error description in the **Certification Results Summary** box.	
4.	To display the details of all records with a particular error message, click on the **Show** button.	All records containing the selected error message will display in the list at the bottom portion of the page.
5.	To filter the list of records containing errors by **School**, select an individual school using the **Lookup** link	

Step by Step Screen Instructions		Special Instructions
6.	To view the list of records containing warnings, fatal errors, or both, select a **Severity** using the drop down list	
7.	To filter the list of records containing errors by **Error Category**, select an individual subject category or all subject categories from the drop down list	
8.	To view the list of records containing errors by **Message ID,** select an individual type or all types from the drop down list.	
9.	Select the **Apply Filters** button once all desired filter criteria is selected or entered	If the **Apply Filters** button is clicked, this selection will direct the system to only display records that match the chosen value(s)
10.	Review the displayed records and details of records to determine the corrections necessary to certify the Snapshot	

Optional Functions	
Reset Filters **Reset Filters** Button	To reset the filters to their original value, select the **Reset Filters** button
View Certification Error Report **View Certification Error Report** Button	When clicked, the system will display the "Certification Error Report" page
Return to Certification Status **Return to Certification Status** Button	When clicked, the system will display the "Certifications Status" page
Default(10) 20 All	The system will default to show up to **10** results per page. To see more, select either the **20** or **ALL** radio button
LEA School SSID Severity	To sort the columns, select the column headings. First selection orders records by the ascending values; second selection reorders records by the descending values

12. Assessment

NOTE: This functionality is documented in a separate Assessment and Accountability User Manual.

13. File Submissions

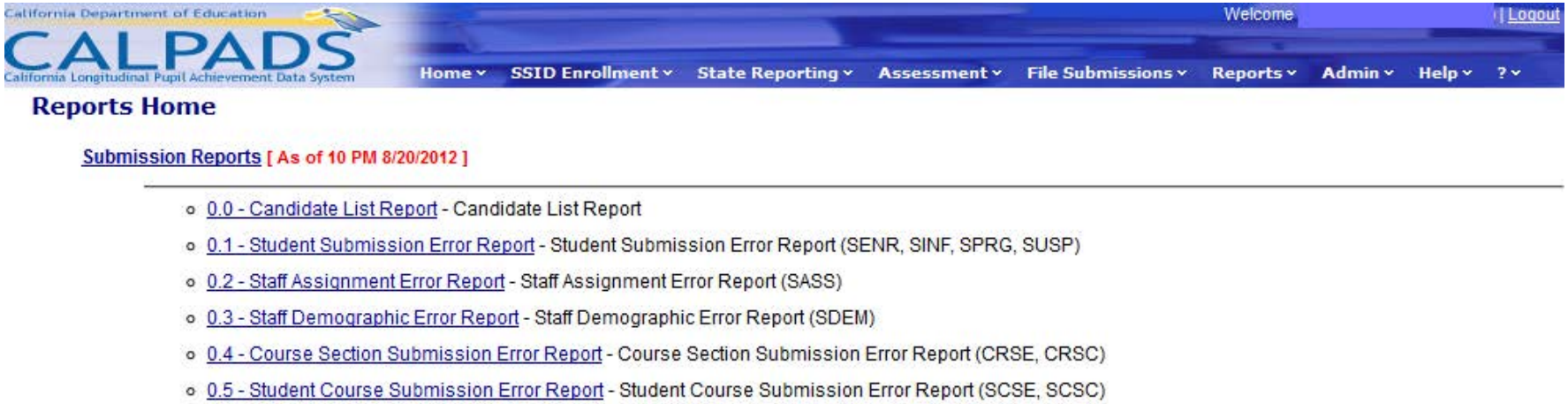
NOTE: New functionality that is not yet available.

14. ODS Extract and File Submission Reports

Through the Reports Tab, an authorized user has several options to view and extract data from CALPADS. The extract functionality allows an authorized user to specify selection criteria for requesting and downloading a file within the CALPADS application. The user may specify a customized name for the requested extract file.

- Submission Reports: Select to view available reports displaying file submission and error reports.
- ODS Reports: Select to view available reports displaying data representing the Operational Data Store (ODS)
- Snapshot Reports: Select to view available reports displaying data representing the Snapshot Database (data to certify)
- Extracts: Select to request and retrieve downloadable CALPADS extracts to aid in local analysis and reconciliation of local data

Screen 14-1: Reports Menu



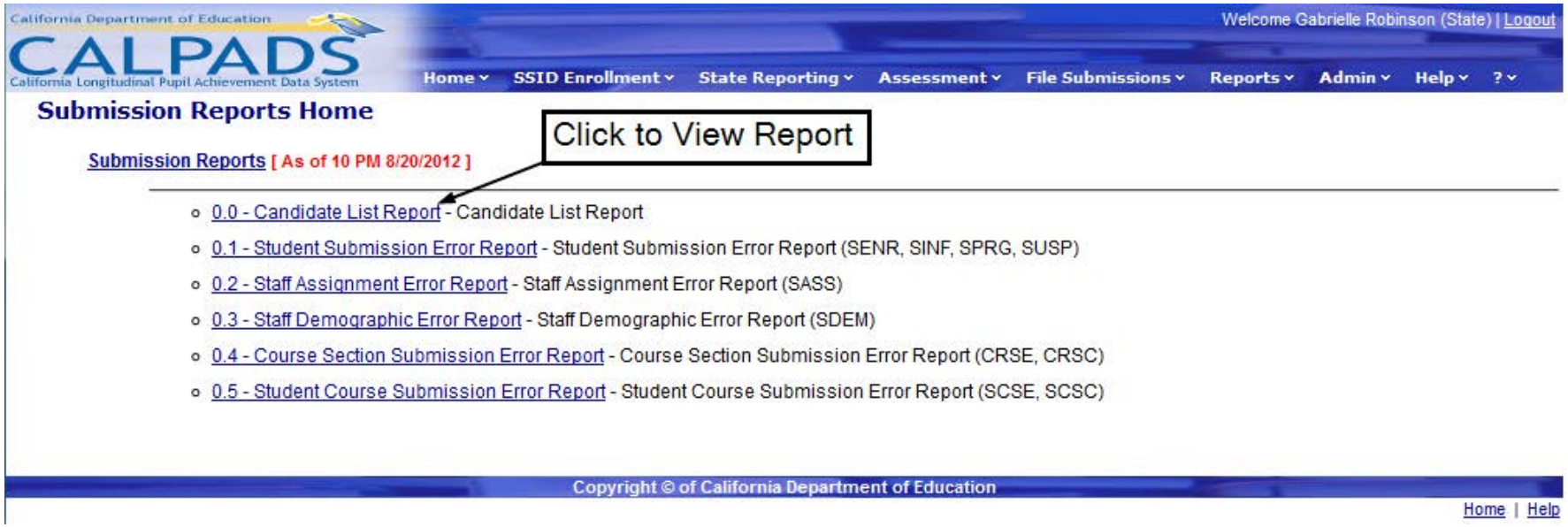
14.1 Submission Reports

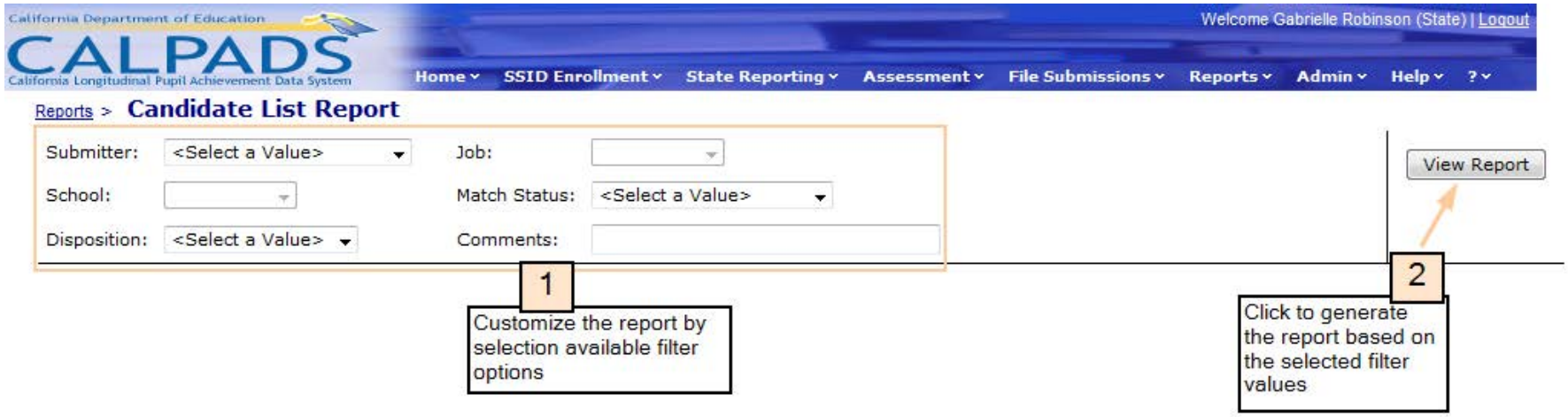
The Submission Reports display the most recent file submission and related error reports that were submitted for processing by CALPADS. Reports show data loading results, warnings and errors for each file submission. The content of each report is customizable by the report filters listed for a specific report. Reports may also be exported/downloaded in several formats.

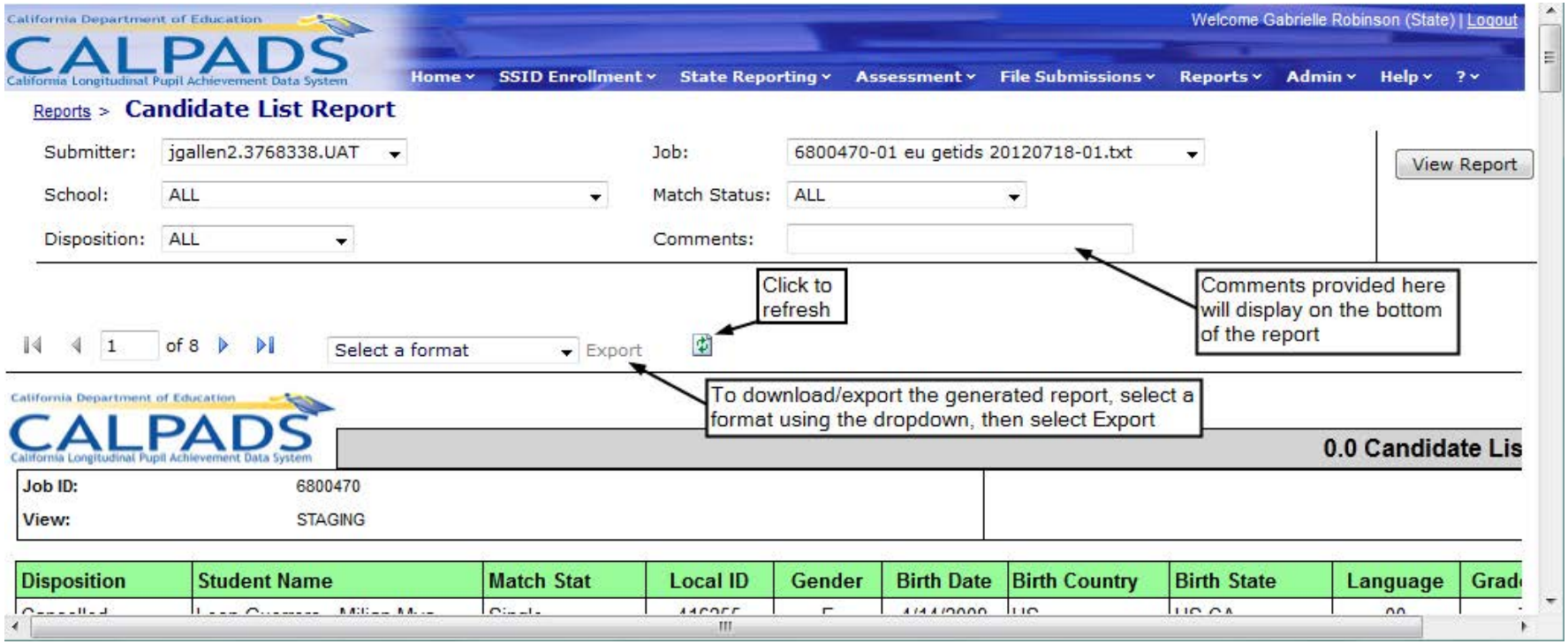
Users may access the Submission Reports by selecting the **Submission Reports** link from the Reports menu. All Submission Reports will be listed and accessible to authorized users on the Reports Home landing page. The user may view a report by selecting a specific

report link. The user will then be prompted to select values for a set of available filter options. The screens below provide instructions for the user to generate reports.

Screen 14-2: Submission Report Instructions




California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System
Welcome Gabrielle Robinson (State) | Logout
Home
SSID Enrollment
State Reporting
Assessment
File Submissions
Reports
Admin
Help
?
Reports > Candidate List Report
Submitter: <Select a Value>
Job:
School:
Match Status: <Select a Value>
Disposition: <Select a Value>
Comments:
View Report
1
Customize the report by selection available filter options
2
Click to generate the report based on the selected filter values

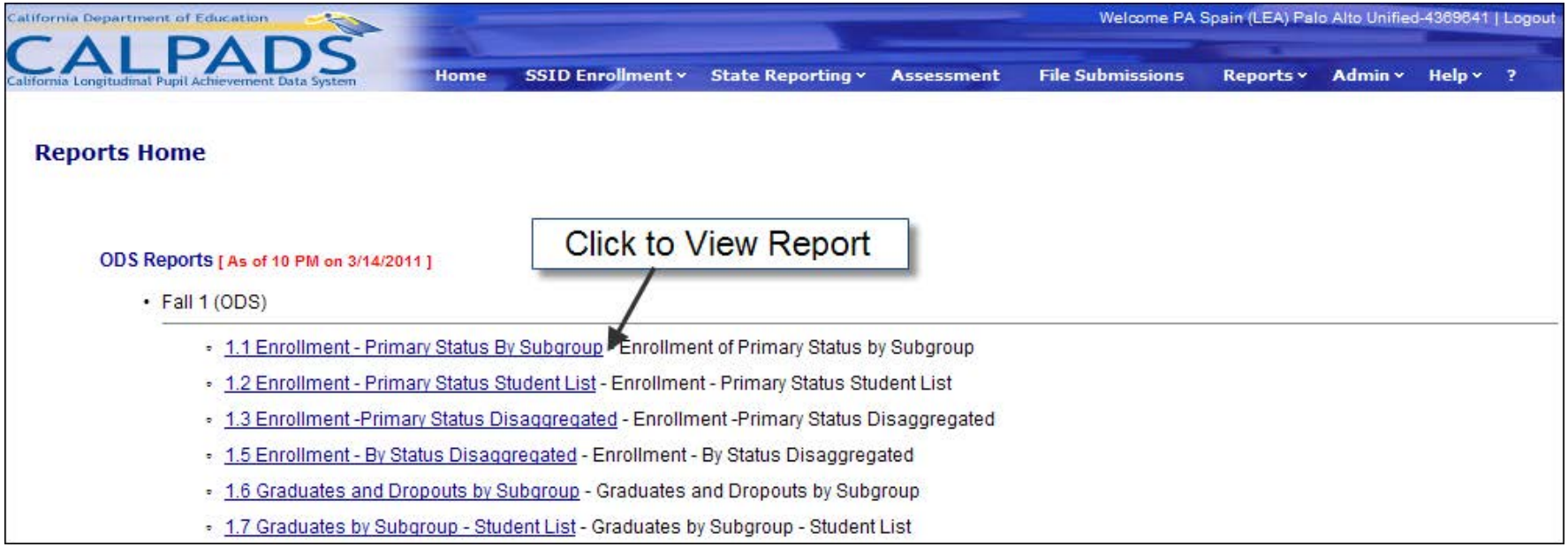


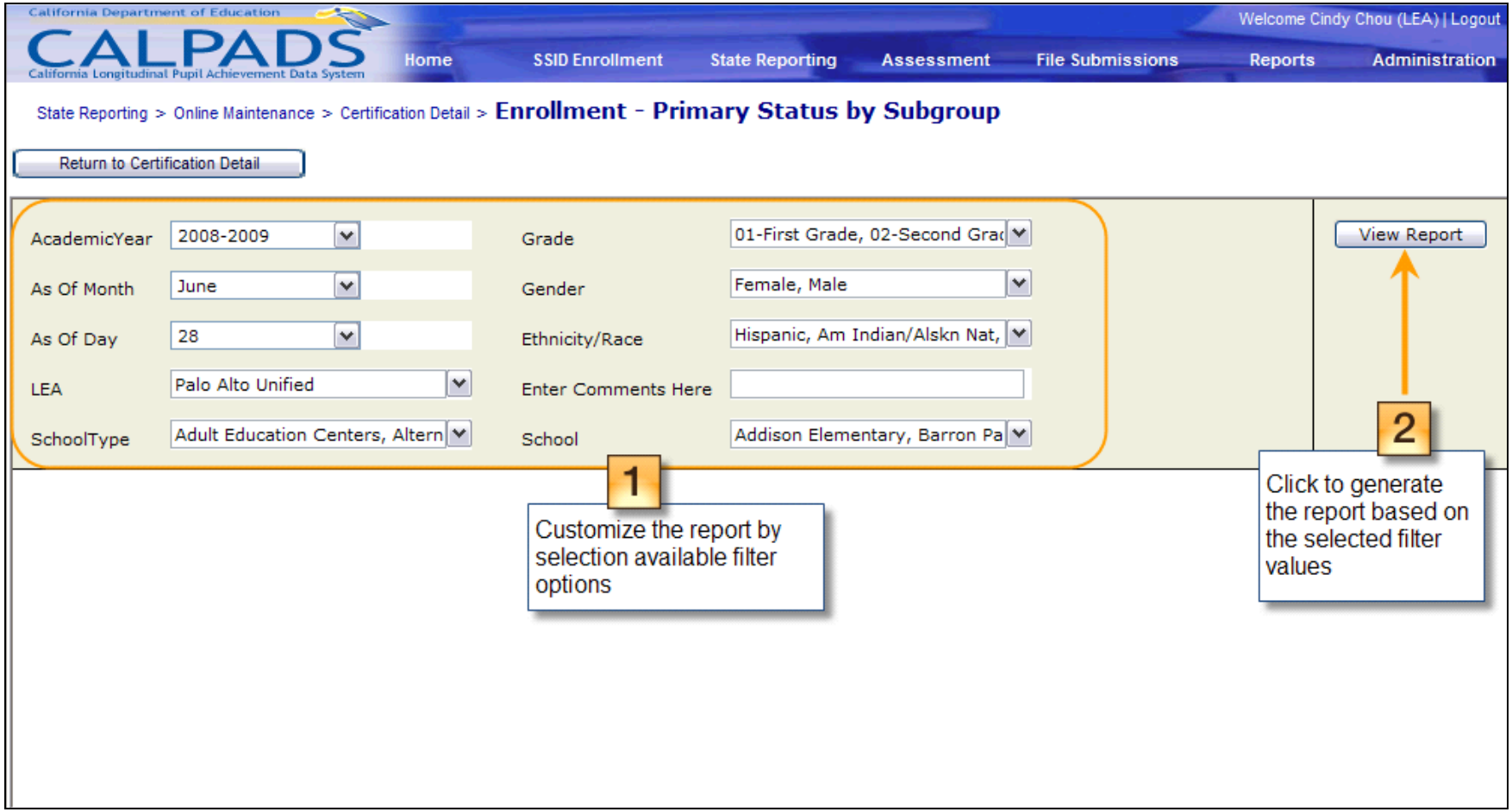
14.2 ODS Reports

The Operational Data Store (ODS) Reports display the most up-to-date data in CALPADS. Reports show aggregate counts of data as well as data at the detail level in support of the aggregate counts. The content of each report is customizable by the report filters listed for a specific report. Reports may also be exported/downloaded in several formats.

Users may access the ODS Reports by selecting the **ODS Report** link from the Reports menu. All ODS Reports will be listed and accessible to authorized users on the Reports Home landing page. The user may view a report by selecting a specific report link. The user will then be prompted to select values for a set of available filter options. The screens below provide instructions for the user to generate reports.

Screen 14-3: ODS Report Instructions




California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System
Welcome Cindy Chou (LEA) | Logout
Home
SSID Enrollment
State Reporting
Assessment
File Submissions
Reports
Administration
State Reporting > Online Maintenance > Certification Detail > Enrollment - Primary Status by Subgroup
Return to Certification Detail
AcademicYear
2008-2009
As Of Month
June
As Of Day
28
LEA
Palo Alto Unified
SchoolType
Adult Education Centers, Altern
Grade
01-First Grade, 02-Second Grac
Gender
Female, Male
Ethnicity/Race
Hispanic, Am Indian/Alskn Nat,
Enter Comments Here
School
Addison Elementary, Barron Pa
View Report
1
Customize the report by selection available filter options
2
Click to generate the report based on the selected filter values

California Department of Education CALPADS California Longitudinal Pupil Achievement Data System

Welcome Cindy Chou (LEA) | Logout

Home | SSID Enrollment | State Reporting | Assessment | File Submissions | Reports | Administration

State Reporting > Online Maintenance > Certification Detail > **Enrollment - Primary Status by Subgroup**

Return to Certification Detail

AcademicYear	2008-2009	Grade	01-First Grade, 02-Second Grad
As Of Month	June	Gender	Female, Male
As Of Day	28	Ethnicity/Race	Hispanic, Am Indian/Alskn Nat,
LEA	Palo Alto Unified	Enter Comments Here	
SchoolType	Adult Education Centers, Altern	School	Addison Elementary, Barron Pa

View Report

Comments provided here will display on the bottom of the report

Click to refresh

Click to collapse the filter options

1 of 1 | 100% | Find | Next | Select a format | Export

To download/export generated the report, select a format using the dropdown, then select Export

California Department of Education CALPADS California Longitudinal Pupil Achievement Data System

1.1 Enrollment - Primary Status by Subgroup

Academic Year:	2008-2009	**LEA:**	Palo Alto Unified	**User ID:**	CDET
As Of:	6/28/2009	**School:**	Addison Elementary,Barron Park Elementary,David Starr Jordan Middle,Duveneck Elementary,El Carmelo Elementary,Escondido Elementary,Fairmeadow Elementary,Greendell ,Henry M. Gunn High,Herbert Hoover Elementary,Jane Lathrop Stanford Middle,Juana Briones Elementary,Lucille M. Nixon Elementary,NPS School Group for Palo Alto Unified,Ohlone Elementary,Packard Children's Hospital/Stanford,Palo Alto Adult Education,Palo Alto High,Palo Alto Unified,Palo Verde Elementary,Terman Middle,Walter Hays Elementary	**Transaction ID:**	XXX

Click to sort column in ascending/descending order

If text is Blue and Underlined, the user may click the text to link/drill down to a supporting report

			Subgroups					
School Code	School Name	Primary Enrollments	English Learners	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migrant	Special Education	L S
6048193	Addison Elementary	1	0	0	0	0	0	

English Language Acquisition Status:	EL-English Learner, EO-English	Special Education	Y, N
LEP (EL + Selected RFEP):	Y, N	User Comments:	

1 of 1 Select a format Export

2.2 Title III Eligible Immigrants - Count by Birth Country

Academic Year:	2008-2009	**LEA:**	Selma Unified	**User ID:**	CDETST\calpads_rptadmin
View:	ODS	**School Type:**	Adult Education Centers,Alternative Schools of Choice,Elementary Schools (Public),High Schools (Public),Intermediate/Middle Schools (Public),N/A,Unified School District	**Created Date:**	9/24/2009
As of:	9/24/2008	**School:**	Abraham Lincoln Middle,Andrew Jackson Elementary,Eric White Elementary,George Washington Elementary,Indianola Elementary,James Garfield Elementary,NPS School Group for Selma Unified,Selma Adult,Selma High,Selma Independent Selma Unified Terry Elementary,Theodore Roosevelt Elementary,Woodrow Wilson Elementary	**Transaction ID:**	XXXXXXXXXXXXX

Select to expand/collapse columns

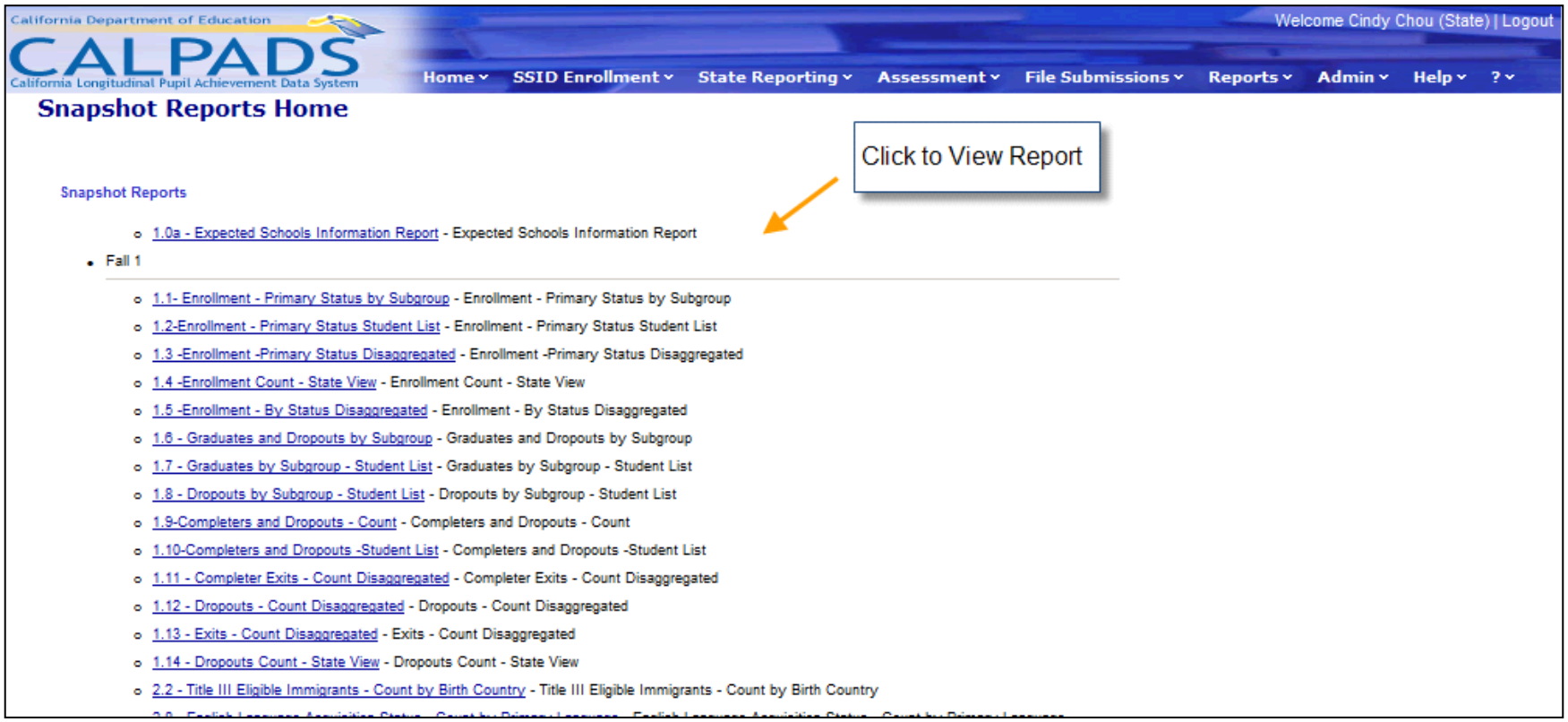
⊟ School Code	School Name	Birth Country	⊞ Gender	Total
Total - Selected Schools				**6**
6007322	Terry Elementary	**Total:**		**6**
		CANADA	**Total**	3
		MEXICO	**Total**	3

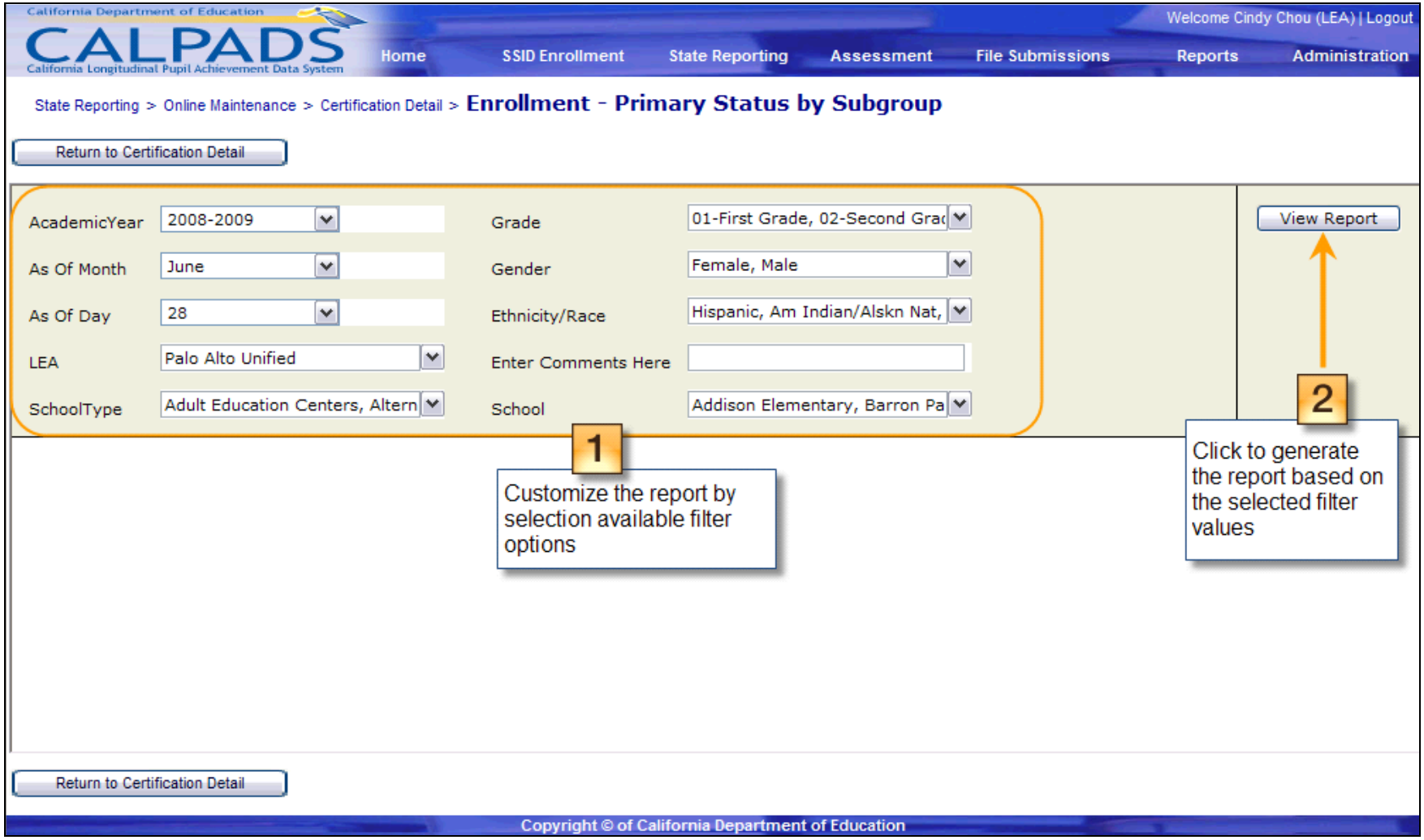
14.3 Snapshot Reports

The Snapshot Reports display data from the Snapshot Database. These reports display the data to be certified for each Data Certification Window. Reports show aggregate counts of data as well as data at the detail level in support of the aggregate counts. The content of each report is customizable by the report filters listed for a specific report. Reports may also be exported/downloaded in several formats.

Users may access the Snapshot Reports by selecting the Snapshot Report link from the Reports menu. All Snapshot Reports will be listed and accessible to authorized users on the Reports Home landing page. The user may view a report by selecting a specific report link. The user will then be prompted to select values for a set of available filter options. The screens below provide instructions for the user to generate reports.

Screen 14-4: Snapshot Report Instructions




California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System
Welcome Cindy Chou (LEA) | Logout
Home
SSID Enrollment
State Reporting
Assessment
File Submissions
Reports
Administration
State Reporting > Online Maintenance > Certification Detail > Enrollment - Primary Status by Subgroup
Return to Certification Detail
AcademicYear
2008-2009
As Of Month
June
As Of Day
28
LEA
Palo Alto Unified
SchoolType
Adult Education Centers, Altern
Grade
01-First Grade, 02-Second Grac
Gender
Female, Male
Ethnicity/Race
Hispanic, Am Indian/Alskn Nat,
Enter Comments Here
School
Addison Elementary, Barron Pa
View Report
1
Customize the report by selection available filter options
2
Click to generate the report based on the selected filter values
Return to Certification Detail
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California Department of Education CALPADS California Longitudinal Pupil Achievement Data System

Welcome Cindy Chou (LEA) | Logout

Home | SSID Enrollment | State Reporting | Assessment | File Submissions | Reports | Administration

State Reporting > Online Maintenance > Certification Detail > **Enrollment - Primary Status by Subgroup**

Return to Certification Detail

AcademicYear	2008-2009	Grade	01-First Grade, 02-Second Grac
As Of Month	June	Gender	Female, Male
As Of Day	28	Ethnicity/Race	Hispanic, Am Indian/Alskn Nat,
LEA	Palo Alto Unified	Enter Comments Here	
SchoolType	Adult Education Centers, Altern	School	Addison Elementary, Barron Pa

View Report

Comments provided here will display on the bottom of the report

Click to refresh

Click to collapse the filter options

1 of 1 | 100% | Find | Next | Select a format | Export

To download/export generated the report, select a format using the dropdown, then select Export

California Department of Education CALPADS California Longitudinal Pupil Achievement Data System

1.1 Enrollment - Primary Status by Subgroup

Academic Year:	2008-2009	**LEA:**	Palo Alto Unified	**User ID:**	CDET
As Of:	6/28/2009	**School:**	Addison Elementary,Barron Park Elementary,David Starr Jordan Middle,Duveneck Elementary,El Carmelo Elementary,Escondido Elementary,Fairmeadow Elementary,Greendell ,Henry M. Gunn High,Herbert Hoover Elementary,Jane Lathrop Stanford Middle,Juana Briones Elementary,Lucille M. Nixon Elementary,NPS School Group for Palo Alto Unified,Ohlone Elementary,Packard Children's Hospital/Stanford,Palo Alto Adult Education,Palo Alto High,Palo Alto Unified,Palo Verde Elementary,Terman Middle,Walter Hays Elementary	**Transaction ID:**	XXX

Click to sort column in ascending/descending order

If text is Blue and Underlined, the user may click the text to link/drill down to a supporting report

			Subgroups					
School Code	School Name	Primary Enrollments	English Learners	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migrant	Special Education	L
6048193	Addison Elementary	1	0	0	0	0	0	

Return to Certification Detail

English Language Acquisition Status:	EL-English Learner, EO-English	Special Education	Y, N
LEP (EL + Selected RFEP):	Y, N	User Comments:	

1 of 1 Select a format Export

2.2 Title III Eligible Immigrants - Count by Birth Country

Academic Year:	2008-2009	**LEA:**	Selma Unified	**User ID:**	CDETST\calpads_rptadmin
View:	ODS	**School Type:**	Adult Education Centers,Alternative Schools of Choice,Elementary Schools (Public),High Schools (Public),Intermediate/Middle Schools (Public),N/A,Unified School District	**Created Date:**	9/24/2009
As of:	9/24/2008	**School:**	Abraham Lincoln Middle,Andrew Jackson Elementary,Eric White Elementary,George Washington Elementary,Indianola Elementary,James Garfield Elementary,NPS School Group for Selma Unified,Selma Adult,Selma High,Selma Independent Selma Unified Terry Elementary,Theodore Roosevelt Elementary,Woodrow Wilson Elementary	**Transaction ID:**	XXXXXXXXXXXXX

Select to expand/collapse columns

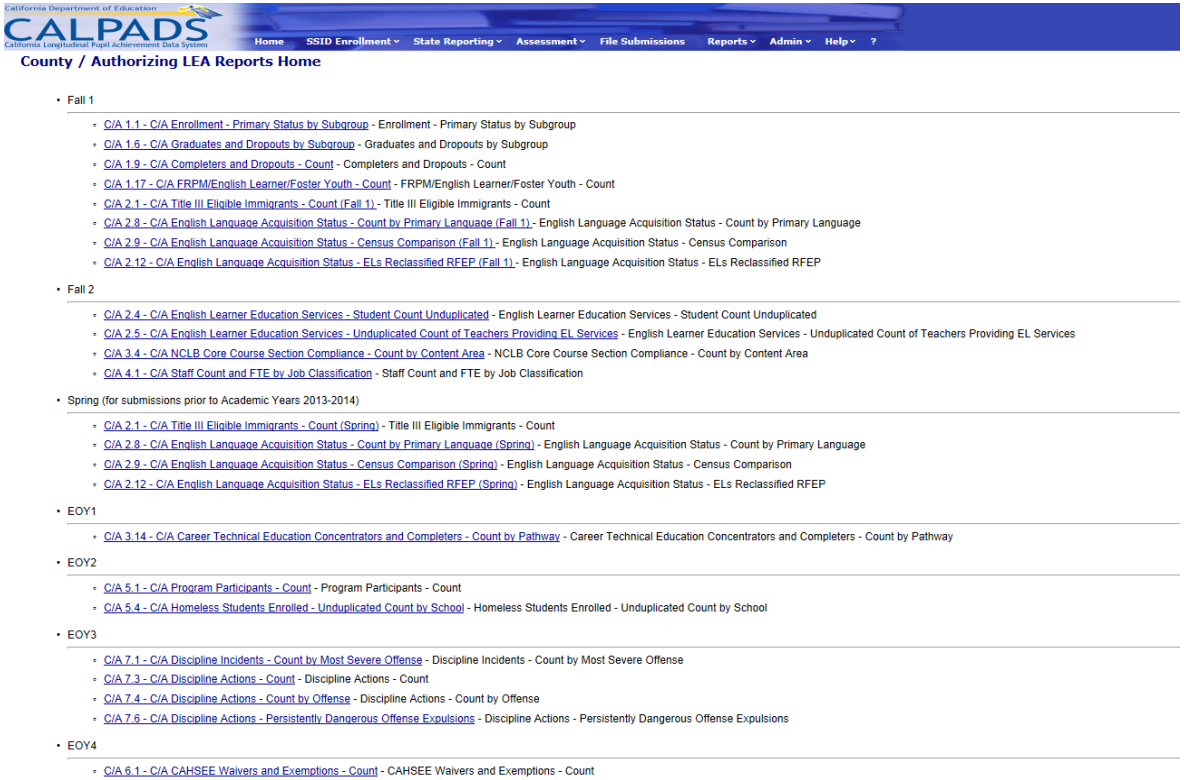
⊟ School Code	School Name	Birth Country	⊞ Gender	Total
Total - Selected Schools				**6**
6007322	Terry Elementary	**Total:**		**6**
		CANADA	**Total**	3
		MEXICO	**Total**	3

14.4 County / Authorizing LEA Reports

The County / Authorizing LEA Reports display data from the Snapshot Database at the LEA level (only LEAs certified at level 2 will be represented) for a county. The content of each report is customizable by the report filters listed for a specific report. Reports may also be exported/downloaded in several formats.

Users may access the County/Authorizing LEA Reports by selecting the County/Authorizing LEA Reports link from the Reports menu. All County/Authorizing LEA Reports will be listed and accessible to authorized users on the Reports Home landing page. The user may view a report by selecting a specific report link. The user will then be prompted to select values for a set of available filter options. The screens below provide instructions for the user to generate reports.

Screen 14-5: County/Authorizing LEA Reports Instructions



14.5 Report Specifications

CALPADS reports are listed in the following table, along with an indication of the data they report (i.e. ODS vs. Snapshot). Reports that are certified during a data collection are indicated with a “C”. Reports that support certification are indicated with an “S”.

Details about each report follow the table. Included are: Description, Views/Type (e.g. ODS, Snapshot), Students/Courses/Staff Included, As of date for data, Links to other reports, Calculations, and References to the definition of terms used on the reports which are available in the Glossary.

The Glossary includes detailed information about how CALPADS selects data for reporting. It also includes terms that are used on many different reports. They are defined once in the Glossary and referenced in the details below for the reports that use them.

Certain groupings of students, such as Accountability Subgroups, are used on most all reports. The Glossary contains information on how CALPADS identifies a student for each of these subgroups. This section of the Glossary should be reviewed as a prerequisite to reviewing CALPADS reports.

Instructions Table 14-1: CALPADS Reports

Report	Fall 1	Fall 2	Spring (for AY prior to 2013-14 only)	EoY1	EoY2	EoY3	EoY4	ODS	Staging
0.0 – SSID – Candidate List									S
0.1 – Student Submission Error Report									S
0.2 – Staff Assignment Error Report									S
0.3 – Staff Demographic Error Report									S
0.4 – Course Section Submission Error Report									S
0.5 – Student Course Submission Error Report									S
1.0 – Certification Error Report	S	S	S	S	S	S	S	S	
1.0a – Expected Schools Information	S	S	S	S	S	S	S	S	
1.1 - Enrollment - Primary Status by Subgroup	C							S	
1.2 - Enrollment - Primary Status Student List	S							S	
1.3 - Enrollment - Primary Status Disaggregated	S							S	
1.4 - Enrollment - State View	S								

Report	Fall 1	Fall 2	Spring (for AY prior to 2013-14 only)	EoY1	EoY2	EoY3	EoY4	ODS	Staging
1.5 - Enrollment - By Status Disaggregated	S							S	
1.6 - Graduates and Dropouts by Subgroup	C							S	
1.7 - Graduates by Subgroup - Student List	S							S	
1.8 - Dropouts by Subgroup - Student List	S							S	
1.9 - Completers and Dropouts - Count	C							S	
1.10 - Completers and Dropouts - Student List	S							S	
1.11 - Completer Exits - Count Disaggregated	S							S	
1.12 - Dropouts - Count Disaggregated	S							S	
1.13 - Exits - Count Disaggregated	S							S	
1.14 - Dropouts - State View	S								
1.17 – FRPM – EL Foster - Count	C								
1.18 – FRPM EL Foster – Student List	S								
2.1 – Title III Eligible Immigrants – Count	C		C						
2.2 – Title III Eligible Immigrants – Count by Birth Country	S		S					S	
2.4 – English Learner Education Services – Student Count Unduplicated		C						S	
2.5 – English Learner Education Services – Unduplicated Count of Teachers Providing EL Services		C						S	
2.6 – English Learner – Count by Primary Language		S						S	
2.7 – English Learner Education Services – Student List		S						S	
2.8 – English Language Acquisition Status – Count by Primary Language	C		C					S	
2.9 – English Language Acquisition Status – Census Comparison	C		C						
2.10 – English Language Acquisition Status – Census Comparison Student List	S		S						
2.11 – English Learner Instructional Plan – Count of ELs by Instructional		S						S	

Report	Fall 1	Fall 2	Spring (for AY prior to 2013-14 only)	EoY1	EoY2	EoY3	EoY4	ODS	Staging
Strategy									
2.12 – English Language Acquisition Status – ELs Reclassified RFEP	C		C						
2.13 – English Language Acquisition Status – ELs Reclassified RFEP Student List	S		S						
3.1 – Class Size – by Content Area		S						S	
3.2 – Class Enrollment – by Content Area		S						S	
3.3 – Class Enrollment – Student List		S						S	
3.4 – NCLB Core Course Section Compliance – Count by Content Area		C						S	
3.5 – NCLB Core Course Section Compliance – Detail		S						S	
3.6 – Course Section Enrollment – Count by Content Area		C						S	
3.7 – Course Section Enrollment – Count and Details		S						S	
3.8 – Course Section Enrollment – Student List		S						S	
4.1 – Staff – Count and FTE by Job Classification		C						S	
4.2 – Staff – Count and FTE by Job Classification Disaggregated		S						S	
4.3 – Staff Teaching Assignments – Detail		S						S	
4.4 – Staff Profile – List		S						S	
4.5 – Staff Non Classroom Based or Support Assignment – Detail		S						S	
5.1 – Program Participants – Count					C			S	
5.1a - Free or Reduced Price Meal Eligibility - Count	S								
5.2 – Program Participants – NCLB Title I Part A Basic Targeted Education Services					S			S	
5.3 – Program Participants – Student List					S			S	
5.3a - Free or Reduced Price Meal Eligibility - Student List	S								

Report	Fall 1	Fall 2	Spring (for AY prior to 2013-14 only)	EoY1	EoY2	EoY3	EoY4	ODS	Staging
5.4 – Homeless Students Enrolled – Unduplicated Count by School					C			S	
5.5 – Homeless – Student List					S			S	
6.1 - CAHSEE Waivers and Exemptions – Count							C	S	
6.2 - CAHSEE Waivers and Exemptions – Count Disaggregated							S	S	
6.3 - CAHSEE Waivers and Exemptions – Student List							S	S	
7.1 - Discipline Incidents – Count by Most Severe Offense						C		S	
7.2 - Discipline Incidents - Student List						S		S	
7.3 - Discipline Actions - Count by Offense						C		S	
7.4 - Discipline Offenses - Student List						S		S	
7.5 - Discipline Actions - Persistently Dangerous Offense Expulsions						C		S	
8.1 - Student Profile - List	S		S					S	
8.1a - Student Profile Exits - List	S							S	
8.1b - Student Profile Dropouts - List	S							S	
8.1c - Student Profile Dropouts - State View - List	S								
8.2 - Socio-economically Disadvantaged - Student List								S	
9.1 - Multiple Identifier (MID) Anomalies Unresolved								S	
10.1 - Exit Reason Discrepancy (ERD) Anomalies								S	
11.1 - Concurrent Enrollment (CCE) Anomalies								S	
12.1 - SSID Anomaly Status								S	
C/A 1.1 - C/A Enrollment - Primary Status by Subgroup	C								
C/A 1.6 - C/A Graduates and Dropouts by Subgroup	C								
C/A 1.9 - C/A Completers and Dropouts - Count	C								

Report	Fall 1	Fall 2	Spring (for AY prior to 2013-14 only)	EoY1	EoY2	EoY3	EoY4	ODS	Staging
C/A 1.17 – C/A FRPM EL Foster Youth - County	S								
C/A 2.1 - C/A Title III Eligible Immigrants - Count	S		S						
C/A 2.4 - C/A English Learner Education Services - Student Count Unduplicated		S							
C/A 2.5 – C/A English Learner Education Services – Unduplicated Count of Teachers Providing EL Services		S							
C/A 2.8 - English Language Acquisition Status - Count by Primary Language	S	S	S					S	
C/A 2.9 - C/A English Language Acquisition Status - Census Comparison	S		S						
C/A 2.12 - C/A English Language Acquisition Status - ELs Reclassified	S		S						
C/A 3.4 - C/A NCLB Core Course Section Compliance - Count by Content Area		S							
C/A 4.1 - C/A Staff - Count and FTE by Job Classification		S							
C/A 3.14 - C/A Career Technical Education Concentrators and Completers - Count by Pathway				S					
C/A 5.1 - C/A Program Participants - Count					S				
C/A 5.4 - C/A Homeless Students Enrolled - Unduplicated Count by LEA					S				
C/A 6.1 - C/A CAHSEE Waivers and Exemptions - Count							S		
C/A 7.1 - C/A Discipline Incidents - Count by Most Severe Offense						S			
C/A 7.3 - C/A Disciplinary Actions - Count						S			
C/A 7.4 - C/A Disciplinary Actions - Count by Offense						S			
C/A 7.6 - C/A Discipline Actions - Persistently Dangerous Offense Expulsions						S			

Report 0.0: Candidate List Report

Description:	Lists potential matching existing SSIDs for SENR records submitted without an SSID – used for offline research to determine which SSID to assign to a student.
Data Views/Type:	Staged Data
Data As Of:	N/A – reports all errors regardless of dates
Students Included:	Submitted student(s), plus other students with similar demographics found in the ODS
Links:	N/A
Calculations:	One of: Single match, Multiple Match or No Match – indicator of how many existing students match the incoming SENR. Or, for candidate matches, the score (from 0 to 100) indicating how closely the two students match demographics

Glossary References: N/A

0.0 Candidate List Report

Job ID:	6800470	**User ID:**	GRobinson.preprod
View:	STAGING	**Created Date:**	8/21/2012

Disposition	Student Name	Match Stat	Local ID	Gender	Birth Date	Birth Country	Birth State	Language	Grade Level	Reporting LEA	School Of Attendance	School Start Date	School Exit Date
Cancelled	[redacted]	Multi	[redacted]	M	[redacted]	US	US-CA	00	PS	San Diego Unified-3768338	Porter Elementary-0108274	5/31/2012	6/15/2012
	Student Name	**Score**	**SSID**	**Gender**	**Birth Date**	**Birth Country**	**Birth State**	**Language**	**Grade Level**	**Reporting LEA**	**School Of Attendance**	**School Start Date**	**School Exit Date**
	[redacted]	93	[redacted]	M	[redacted]	US	US-CA	00	PS	Fontana Unified-3667710	Citrus Elementary-6115984	02/03/2011	06/30/2011
	[redacted]	91	[redacted]	M	[redacted]	US	US-CA	00	PS	Lake Elsinore Unified-3375176	Preschool-0116798	09/01/2011	
	[redacted]	90	[redacted]	M	[redacted]	US		01	PS	Cloverdale Unified-4970656	Jefferson Elementary-6051643	08/17/2010	
Cancelled	[redacted]	New	[redacted]	F	[redacted]	US	US-CA	00	TD	San Diego Unified-3768338	Porter Elementary-0108274	6/12/2012	
Cancelled	[redacted]	New	[redacted]	M	[redacted]	US	US-CA	00	TD	San Diego Unified-3768338	Porter Elementary-0108274	7/16/2012	

Transaction Statistics	
Multi	1
New	2

Submitter:	jgallen2.3768338.UAT	**School:**	Porter Elementary-0108274	**Match Status:**	ALL
Disposition:	ALL				

This report is confidential and use is restricted to authorized individuals.

Comments entered appear here.

The data on this report is filtered by the user selections that appear on the last page of this report.

Page 1 of 1

Report 0.1: Student Submission Error Report

Description:	Lists fatal errors and warnings found in Student record file types (SINF, SENR, SPRG, SWAV, SDIS, SCTE, or SUSP, SELA) that prevent a record from being submitted – used for data review and correction of student enrollment, information, program, waivers, discipline, career technical education or suspension records. Filters allow review of the errors and warnings in a variety of different ways.
Data Views/Type:	Staged Data
Data As Of:	N/A – reports all errors regardless of dates
Students Included:	Submitted students on the Job selected. User selects what type of input (SINF, SENR, SPRG, SWAV, SDIS, SCTE, SELA)
Links:	N/A
Calculations:	Transaction Statistics on last page for fatal errors (total rejected records by Error Code) and warnings (total rejected records by Error Code).
Glossary References:	N/A

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0.1 - Student Submission Error Report - SINF

Job ID:	6800697	**Record Type:**	SINF	**User ID:**	GRobinson.preprod
View:	STAGING	**Status Date/Time:**	Aug 9 2012 4:18PM	**Created Date:**	8/21/2012

Student Name	SSID	Local Student ID	Local Record ID	School of Attendance	Error Code	Error Description	Field Name	Field Value	Error Severity
[redacted]	[redacted]	[redacted]		Chico High-0431676	SINF0046	Invalid Student Race Code and Student Race Missing Indicator combination	Student Race Missing Indicator		Fatal

Transaction Statistics:		
	Total Rejected Records	Total Errors
Fatal Error:	1	1
Error Code SINF0046:	1	

This report is confidential and use is restricted to authorized individuals.

The data on this report is filtered by the user selections that appear on the last page of this report.

Page 1 of 2

Report 0.2: Staff Assignment Submission Error Report

Description:	Lists fatal errors and warnings when submitting staff assignment (SASS) records – used for data correction so that staff records can be matched to their assignments (classroom and non-classroom based). Filters allow review of the errors and warnings in a variety of different ways.
Data Views/Type:	Staged Data
Data As Of:	N/A – reports all errors regardless of dates
Staff Included:	Submitted staff assignments on the Job selected.
Links:	N/A
Calculations:	Transaction Statistics on last page for fatal errors (total rejected records by Error Code) and warnings (total rejected records by Error Code).
Glossary References:	N/A

0.2 - Staff Assignment Error Report

Job ID:	7211013	**Record Type:**	SASS	**User ID:**	Grobinson.state
View:	STAGING	**Status Date/Time:**	8/8/2012 4:38:18 PM	**Created Date:**	8/29/2012

Staff Name	SEID	Local Staff ID	Local Record ID	School Of Assignment	Error Code	Error Description	Field Name	Field Value	Error Severity
[redacted]	[redacted]	[redacted]	[redacted]	Templeton High-4037701	SASS0120	Missing Non Classroom Based Job Assignment Code	Staff Job Classification Code	10	Fatal

Transaction Statistics:		
	Total Rejected Records	Total Errors
Fatal Error:	1	1
Error Code SASS0120:	1	

Report 0.3: Staff Demographic Submission Error Report

Description:	Lists staff demographic (SDEM) fatal errors and warnings that prevent a record from being submitted – used for data review and correction of staff demographic records. Filters allow review of the errors and warnings in a variety of different ways.
Data Views/Type:	Staged Data
Data As Of:	N/A – reports all errors regardless of dates
Staff Included:	Submitted staff assignments on the Job selected.
Links:	N/A
Calculations:	Transaction Statistics on last page for fatal errors (total rejected records by Error Code) and warnings (total rejected records by Error Code).
Glossary References:	N/A

0.3 - Staff Demographic Error Report

Job ID:	7211000	Record Type:	SDEM	User ID:	Grobinson.state
View:	STAGING	Status Date/Time:	8/8/2012 4:39:06 PM	Created Date:	8/29/2012

Staff Name	SEID	Local Staff ID	Local Record ID	Error Code	Error Description	Field Name	Field Value	Error Severity
Bolts, Kristina L	6362489673	67		SDEM0196	Mismatch of Staff Demographics for Staff Update	Staff Birth Date	19690307	Warn
Davis, Cecelia B	6037144570	353		SDEM0196	Mismatch of Staff Demographics for Staff Update	Staff Birth Date	19810812	Warn

Transaction Statistics:		
	Total Rejected Records	Total Errors
Warning:	2	2
Error Code $DEM0196:	2	

Report 0.4: Course Section Submission Error Report

Description:	Lists course section enrollment (CRSE) and course section completion (CRSC) fatal errors and warnings that prevent a record from being submitted – used for data review and correction of course section enrollment and completion records. Filters allow review of the errors and warnings in a variety of different ways.
Data Views/Type:	Staged Data
Data As Of:	N/A – reports all errors regardless of dates
Staff Included:	N/A
Course Sections Included:	Submitted Course Sections
Links:	N/A
Calculations:	Transaction Statistics on last page for fatal errors (total rejected records by Error Code) and warnings (total rejected records by Error Code).
Glossary References:	N/A

0.4 - Course Section Submission Error Report

Job ID:	6800649	**Record Type:**	CRSC	**User ID:**	GRobinson.preprod
View:	STAGING	**Status Date/Time:**	8/8/2012 11:02:36 AM	**Created Date:**	8/29/2012

State Course Code	Local Course ID	Local Record ID	Course Name	Course section ID	SEID	Local Staff ID	School Of Course Delivery	Academic Term	Error Code	Error Description	Field Name	Field Value	Error Severity
2709	120	213	US History 1	3917289	[redacted]	[redacted]	Five Keys Adult School (SF Sheriff's)-0118133	FY	CRSC0220	Staff Demographic record missing	SEID	[redacted]	Warn
2709	120	214	US History 1	3917289	[redacted]	[redacted]	Five Keys Adult School (SF Sheriff's)-0118133	FY	CRSC0220	Staff Demographic record missing	SEID	[redacted]	Warn
2709	120	215	US History 1	128471	[redacted]	[redacted]	Five Keys Adult School (SF Sheriff's)-0118133	Z5	CRSC0220	Staff Demographic record missing	SEID	[redacted]	Warn
2709	120	216	US History 1	3917289	[redacted]	[redacted]	Five Keys Adult School (SF Sheriff's)-0118133	FY	CRSC0220	Staff Demographic record missing	SEID	[redacted]	Warn
2709	120	217	US History 1	3917289	[redacted]	[redacted]	Five Keys Adult School (SF Sheriff's)-0118133	FY	CRSC0220	Staff Demographic record missing	SEID	[redacted]	Warn
2709	120	218	US History 1	8744566	[redacted]	[redacted]	Five Keys Adult School (SF Sheriff's)-0118133	SS	CRSC0220	Staff Demographic record missing	SEID	[redacted]	Warn
2709	120	219	US History 1	3917289	[redacted]	[redacted]	Five Keys Adult School (SF Sheriff's)-0118133	FY	CRSC0220	Staff Demographic record missing	SEID	[redacted]	Warn
2709	120	219	US History 1	3917289	[redacted]	[redacted]	Five Keys Adult School (SF Sheriff's)-0118133	FY	CRSC0231	Mismatch of Course (CRS) Attributes	CRS-Local Course ID	120	Fatal
2709	120	218	US History 1	8744566	[redacted]	[redacted]	Five Keys Adult School (SF Sheriff's)-0118133	SS	CRSC0231	Mismatch of Course (CRS) Attributes	CRS-Local Course ID	120	Fatal

Transaction Statistics:		
	Total Rejected Records	**Total Errors**
Warning:	7	7
Error Code CRSC0220:	7	
Fatal Error:	2	2
Error Code CRSC0231:	2	

Report 0.5: Student Course Section Submission Error Report

Description:	Lists student course section enrollment (SCSE) or student course section completion (SCSC) fatal errors and warnings that prevent a record from being submitted – used for data review and correction of students that have errors in their course section enrollment or course completion records. Filters allow review of the errors and warnings in a variety of different ways.
Data Views/Type:	Staged Data
Data As Of:	N/A – reports all errors regardless of dates
Staff Included:	N/A.
Student Course Sections included:	Submitted Student Course Sections
Links:	N/A
Calculations:	Transaction Statistics on last page for fatal errors (total rejected records by Error Code) and warnings (total rejected records by Error Code).
Glossary References:	N/A

0.5 - Student Course Submission Error Report

Job ID:	7210955	Record Type:	SCSE	User ID:	Grobinson.state
View:	STAGING	Status Date/Time:	8/8/2012 4:47:14 PM	Created Date:	8/30/2012

Local Course ID	Course Section ID	Local Record ID	Student Name	SSID	School Of Delivery	Acedemic Term	Error Code	Error Description	Field Name	Field Value	Error Severity
	18093				Templeton High-4037701	FY	GERR0001	Required Field Missing	Local Student ID		Fatal
	18124				Templeton High-4037701	FY	GERR0001	Required Field Missing	Local Student ID		Fatal
	18237				Templeton High-4037701	FY	GERR0001	Required Field Missing	Local Student ID		Fatal
	18289				Templeton High-4037701	FY	GERR0001	Required Field Missing	Local Student ID		Fatal
	18271				Templeton High-4037701	FY	GERR0001	Required Field Missing	Local Student ID		Fatal
	19069				Templeton High-4037701	FY	GERR0001	Required Field Missing	Local Student ID		Fatal
	18164				Templeton High-4037701	FY	GERR0001	Required Field Missing	Local Student ID		Fatal
	18286				Templeton High-4037701	FY	GERR0001	Required Field Missing	Local Student ID		Fatal

Transaction Statistics:		
	Total Rejected Records	Total Errors
Fatal Error:	8	8
Error Code GERR0001:	8	

Report 1.0: Certification Errors Report

Description:	Displays Certification Errors (CERTnnn) for a selected snapshot (specific Academic Year, Data Submission)._
Data Views/Type:	Snapshot (1 of the data submission types)
Data As Of:	N/A – reports all errors in a particular snapshot
Data Type:	All possible data types that are associated with certification errors are displayed. System shall display only the certification rules that are associated with the user's selected data type(s) and only those records that are associated with the certification errors are included.
Links:	None
Calculations:	None
Glossary References:	N/A

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1.0 Certifications Error Report

Academic Year:	2012-2013	**LEA:**	[illegible]	**User ID:**	rmendez
View:	Fall1	**School Type:**	ALL	**Created Date:**	4/15/2013
As Of:	10/3/2012	**School:**	ALL		

LEA/School Code	LEA/School Name	Error Type/Level	Data Type	State ID	Name	Local ID	Local Course ID	Course Section ID	Academic Term	Severity	Error Message ID	Error Message	Prior Year	Prior Year #	Current Year	Current Year #	Metric	Value
[illegible]	[illegible]	Previous Year Comparison	ENRL							Warn	CERT007	A school's current year total enrollment for a particular grade has either increased or decreased significantly from the previous year's enrollment for a grade.						
[illegible]	[illegible]	Previous Year Comparison	ENRL							Warn	CERT008	A school's current year total enrollment for a particular ethnicity/race category has either increased or decreased significantly from the previous year's enrollment.						
[illegible]	[illegible]	Previous Year Comparison	ENRL							Warn	CERT020	The schools number of dropouts either increased or decreased significantly from the previous year.						
[illegible]	[illegible]	Previous Year Comparison	ENRL							Warn	CERT021	The schools dropout rate either increased or decreased significantly from the previous year. Dropout rate includes grades 7-12 and Ungraded Secondary						
[illegible]	[illegible]	Previous Year Comparison	PGM							Warn	CERT029	The school's current year Free or Reduced Price Meal Program Eligibility count has either increased or decreased significantly when compared with previous year count.						
[illegible]	[illegible]	School	ENRL							Warn	CERT043	No Total Title III Eligible Immigrants were submitted for this school.						
[illegible]	[illegible]	Previous Year Comparison	ENRL							Warn	CERT021	The schools dropout rate either increased or decreased significantly from the previous year. Dropout rate includes grades 7-12 and Ungraded Secondary						
[illegible]	[illegible]	Previous Year Comparison	PGM							Warn	CERT029	The school's current year Free or Reduced Price Meal Program Eligibility count has either increased or decreased significantly when compared with previous year count.						
[illegible]	[illegible]	School	ENRL							Warn	CERT043	No Total Title III Eligible Immigrants were submitted for this school.						
[illegible]	[illegible]	Previous Year Comparison	ENRL							Warn	CERT021	The schools dropout rate either increased or decreased significantly from the previous year. Dropout rate includes grades 7-12 and Ungraded Secondary						
[illegible]	[illegible]	Previous Year Comparison	ENRL							Warn	CERT042	No Total Title III Eligible Immigrants were submitted for a school that submitted Immigrants in the previous year.						

Report 1.0a: Expected Schools Information Report

Description: Displays a list of schools for an LEA / Academic Year with flags indicating if they are expected to submit specific data types for each CALPADS data submission.

Data Views/Type: CALPADS Organization Tables (does not differentiate between ODS, Staging, Snapshot – all the same)

Data As Of: The current date for the Academic year selected – i.e., not date sensitive.

Students Included: None

Staff Included: None

Student Course Sections included: None

Schools Included: All schools associated with the selected LEA

Links: None

Calculations: None

Glossary References: None

County District Code	District Name	School Code	School Name	Opened Date	Closed Date	School Type	Low Grade	High Grade	IRC	Fall 1 Enrollment	Fall 1 Current Year and Prior Year Exits	Fall 1 ELAS/ Immigrants	Fall 1 RFEPs since Prior Information Day	Fall 2 Course	Fall 2 Staff	EOY1 Staff	EOY1 Course Completion	EOY1 Career Technical Education	EOY2 Program Participation	EOY3 Discipline	EOY4 Waivers
1964733	Los Angeles Unified	1935121	Abraham Lincoln Senior High	1980/07/01		Traditional	9	12	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
1964733	Los Angeles Unified	0117721	Academic Leadership Community	2008/09/02		Traditional	9	12	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
1964733	Los Angeles Unified	0117077	Academic Performance Excellence Academy	2008/09/03		Traditional	9	12	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
1964733	Los Angeles Unified	0125096	Academy for Enriched Sciences	2011/09/06		Traditional	1	5	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
1964733	Los Angeles Unified	0122275	Academy of Environmental & Social Policy (ESP) at Roosevelt High	2010/09/13		Traditional	9	12	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
1964733	Los Angeles Unified	0122325	Academy of Medical & Health Sciences at Roosevelt High	2010/09/13		Traditional	9	12	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
1964733	Los Angeles Unified	0102137	Aggeler Community Day	1999/09/01		Community Day School	7	12	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
1964733	Los Angeles Unified	1931385	Albert Einstein Continuation	1980/07/01		Continuation School	9	12	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y
1964733	Los Angeles Unified	6015705	Albion Street Elementary	1980/07/01		Traditional	K	6	N	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	N
1964733	Los Angeles Unified	6015713	Aldama Elementary	1980/07/01		Traditional	K	6	N	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	N
1964733	Los Angeles Unified	6057996	Alexander Fleming Middle	1980/07/01		Traditional	6	8	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
1964733	Los Angeles Unified	1933852	Alexander Hamilton Senior High	1980/07/01		Traditional	9	12	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
1964733	Los Angeles Unified	6015721	Alexandria Avenue Elementary	1980/07/01		Traditional	K	5	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
1964733	Los Angeles Unified	6061543	Alfred Bernhard Nobel Middle	1980/07/01		Traditional	6	8	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
1964733	Los Angeles Unified	6015739	Allesandro Elementary	1980/07/01		Traditional	K	6	N	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	N
1964733	Los Angeles Unified	6060545	Alphonso B. Perez Special Education Center	1980/07/01		Special Education School	P	12	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
1964733	Los Angeles Unified	0122184	Alta California Elementary	2010/09/13		Traditional	K	5	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
1964733	Los Angeles Unified	6015747	Alta Loma Elementary	1980/07/01		Traditional	K	5	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
1964733	Los Angeles Unified	0109280	Amanecer Primary Center	2005/07/05		Traditional	K	2	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
1964733	Los Angeles Unified	0121103	Ambassador School of Global Education	2010/09/13		Traditional	K	5	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N

Report 1.1: Enrollment - Primary Status by Subgroup

Description:	Reports the enrollment count of students by specific student subgroups at the school level
Data Views/Type:	ODS and Snapshot / Certification (Fall 1)
Data As Of:	If Data View=ODS, user defined
	If Data View=Snapshot, Fall 1 Census Day
Students Included:	Open enrollment on "Data As Of" date; Enrollment Status = Primary Enrollment (10); Grade Level = PS, KN, 01 – 12, UE, or US (Note: the Snapshot view includes all of these grade levels; however, it defaults to a view that does not show PS initially since PS does not have to be certified)
Links:	From Column: *School Name* to Report: *1.2 Enrollment – Primary Status Student List*
	From Column: *Title III Eligible Immigrants* to Report *2.2 Title III Eligible Immigrants by Birth Country*
Calculations:	Primary Enrollments Total: Sum of "Students Included"
	English Learners: See Glossary
	Title III Eligible Immigrants: See Glossary
	Gifted and Talented: See Glossary
	Title I Part C Migrant: See Glossary
	Special Education: See Glossary
	Socio-economically Disadvantaged: See Glossary
Glossary References:	See section "Accountability Subgroup Data" (*English Learner Subgroup, Gifted and Talented Education Program (GATE) Subgroup, Socio-economically Disadvantaged Subgroup, Special Education Subgroup, Title 1 Part C Migrant Subgroup, Title III Eligible Immigrant Subgroup)*
	See section "General Data" (*Census Day*, *Open Enrollment)*

1.1 Enrollment - Primary Status by Subgroup

Academic Year:	2014-2015	**LEA:**	Rancho Santa Fe Elementary-3768312		
View:	ODS	**School Type:**	ALL	**Created Date:**	07-17-2014
As Of:	7/17/2014	**School:**	ALL		

School Code	School Name	Primary Enrollments	English Learners	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migrant	Special Education	Socio-Economically Disadvantaged
6039051	R. Roger Rowe Elementary	0	0	0	0	0	0	0
6070908	R. Roger Rowe Middle	0	0	0	0	0	0	0
TOTAL-Selected Schools		**0**	**0**	**0**	**0**	**0**	**0**	**0**

Grade:	ALL	**Ethnicity/Race:**	ALL	**Gender:**	ALL

Report 1.2: Enrollment - Primary Status Student List

Description:	Reports the students included in the school level counts on Report 1.1 Enrollment - Primary Status by Subgroups
Data Views / Type:	ODS and Snapshot / Supporting (Fall 1)
Data As Of:	If Data View=ODS, user defined
	If Data View=Snapshot, Fall 1 Census Day
Students Included:	Open enrollment on "Data As Of" date; Enrollment Status = Primary Enrollment (10); Grade Level = PS, KN, 01 – 12, UE, or US (Note: the Snapshot view includes all of these grade levels; however, it defaults to a view that does not show PS initially since PS does not have to be certified)
Links:	From Column: *Student Name* to Report: *8.1 Student Profile - List*
Calculations:	English Learners: See Glossary
	Title III Eligible Immigrants: Indication that student is identified as Title III Eligible Immigrant
	Gifted and Talented: Indication that student is Gifted and Talented Program eligible
	Title I Part C Migrant: Indication that student is Title I Part C Migrant eligible
	Special Education: Indication that student is Special Education eligible
	Socio-economically Disadvantaged: Indication that student is Socio-economically Disadvantaged
Glossary References:	See section "Accountability Subgroup Data" (*English Learner Subgroup, Gifted and Talented Education Program (GATE) Subgroup, Socio-economically Disadvantaged Subgroup, Special Education Subgroup, Title 1 Part C Migrant Subgroup, Title III Eligible Immigrant Subgroup*)

1.2 Enrollment - Primary Status Student List

Academic Year:	2014-2015	**LEA:**	Tustin Unified-3073643		
View:	ODS	**School Type:**	ALL	**Created Date:**	07-17-2014
As Of:	7/17/2014	**School:**	A. G. Currie Middle-6085377		

School Code	School Name	SSID	Student Name	Local ID	Gender	Ethnicity / Race	Grade	English Learner	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migrant	Special Education	Socio-Economically Disadvantaged
6085377	A. G. Currie Middle	20 15	Ac anes	60	M	Hispanic	08	N	N	N	N	N	N
		41 90	Ag a	14	F	Hispanic	06	Y	N	N	N	N	N
		11 23	Ag zbeth	60	F	Hispanic	08	Y	N	N	N	N	Y
		41 70	Ag anna	60	F	Hispanic	06	N	N	N	N	N	N
		61 24	Ag	14	M	Hispanic	07	N	N	N	N	N	N
		61 54	Ag a	60	F	Hispanic	06	N	N	N	N	N	N
		21 75	Ag mar	60	M	Hispanic	08	N	N	N	N	N	N
		51 22	Ag el	14	M	Hispanic	07	N	N	N	N	Y	N

Report 1.3: Enrollment - Primary Status Disaggregated

Description:	Reports the enrolled students by Grade within Ethnicity/Race and Gender who are included in the school level counts on Report 1.1 Enrollment - Primary Status by Subgroups
Data Views / Type:	ODS and Snapshot / Supporting (Fall 1)
Data As Of:	If Data View=ODS, user defined
	If Data View=Snapshot, Fall 1 Census Day
Students Included:	Open enrollment on "Data As Of" date; Enrollment Status = Primary Enrollment (10); Grade Level = PS, KN, 01 – 12, UE, or US (Note: the Snapshot view includes all of these grade levels; however, it defaults to a view that does not show PS initially since PS does not have to be certified)
Links:	From Column: *School t*o Report: *8.1 Student Profile*
Calculations:	Gender Total: Sum of Enrollments by Gender
	Grade Total: Sum of Enrollments by Grade
	School Total: Sum of Enrollments by School
	Selected Schools Total: Sum of Enrollments by the schools selected for the report
	Number (#): Sum of Enrollments in each ethnicity/race category
	Percentage (%): Percentage of Enrollments for each ethnicity/race category
Glossary Reference:	See section "General Data" (*Census Day*, *Open Enrollment*)

1.3 Enrollment - Primary Status Disaggregated

Academic Year:	2010-2011	LEA:			
View:	ODS	School Type:	High Schools (Public)	Created Date:	03-15-2011
As of:	3/15/2011	School:	ALL	Transaction ID:	XXXXXXXXXXXXX

				Total	Hispanic		Am Indian/Alskn Nat		Asian		Black/African Am		Nat Hwiin/Othr Pac Islndr		White		Multiple		Missing		Not Reported	
School Code	School Name	Grade	Gender	#	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Total - Selected Schools				749	159	21.23 %	2	0.27 %	149	19.89 %	12	1.60 %	0	0.00 %	44	5.87 %	9	1.20 %	14	1.87 %	360	48.06 %
4332904	Henry M. Gunn High	Total		224	22	9.82 %	1	0.45 %	11	4.91 %	7	3.13 %	0	0.00 %	30	13.39 %	6	2.68 %	8	3.57 %	139	62.05 %
4335782	Palo Alto High	Total		525	137	26.10 %	1	0.19 %	138	26.29 %	5	0.95 %	0	0.00 %	14	2.67 %	3	0.57 %	6	1.14 %	221	42.10 %

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
English Language Acquisition Status:	ALL	Title III Eligible Immigrant:	ALL	LEP (EL + Selected RFEP):	ALL
Title I Part C Migrant:	ALL	Socio-Economically Disadvantaged:	ALL	Special Education:	ALL
Gifted and Talented:	ALL	Interdistrict Transfer:	ALL		
Primary Residence Category:	ALL	Graduating Class Year:	ALL		

This report is confidential and use is restricted to authorized individuals.

The data that appears on this report are filtered by the user selections that appear on the last page of this report.

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Page 1 of 1

Report 1.4: Enrollment Count – State View

Description:	Reports the statewide count of enrolled students at the school level by grade within Race and Gender. The counts are disaggregated by Ethnicity/Race as well as Gender and Grade. This report is available during and after the Fall 1 certification window.
Data View / Type:	Snapshot / n/a
Data As Of:	Fall 1 Census Day
Students Included:	Open enrollment on "Data As Of" date; Enrollment Status = Primary Enrollment (10) AND Enrollment Status = Short Term (30) without a Primary Enrollment; Grade Level = PS, KN, 01 – 12, UE, or US (Note: the Snapshot view includes all of these grade levels; however, it defaults to a view that does not show PS initially since PS does not have to be certified)
Links:	From Column: *School Name t*o Report: *8.1 Student Profile List*
Calculations:	Gender Total: Sum of enrollments by Gender
	Grade Total: Sum of enrollments by Grade
	School Total: Sum of enrollments by school
	Selected Schools Total: Sum of enrollments by the schools selected for the report
	Number (#): Sum of enrollments in each ethnicity/race category
	Percentage (%): Percentage of enrollments for each ethnicity/race category
Glossary Reference:	See section "General Data" (*Census Day*, *Open Enrollment*)

1.4 Enrollment Count - State View

Academic Year:	2008-2009	LEA:	Center Joint Unified	User ID:	CDETST\calpads_rptadmin
View:	Snapshot	School Type:	ALL	Created Date:	9/23/2009
As of:	3/27/2009	School:	ALL	Transaction ID:	XXXXXXXXXXXXX

				Total	Hispanic		Am Indian/Alskn Nat		Asian		Black/African Am		Nat Hwiin/Othr Pac Islndr		White		Multiple		Missing	
School Code	School Name	Grade	Gender	#	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Total - Selected Schools				25	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	25	100.00 %
3430378	Center High	Total		25	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	25	100.00 %
		12	Total	25	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	25	100.00 %
			M	25	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	25	100.00 %

In the state view of enrollment, the LEA enrollment count is modified to
1) add students with a "Short Term" Enrollment Status who do not have a "Primary" Enrollment Status as of Census Day and
2) eliminate students in concurrent enrollments that the LEA does not own as of Census Day.

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
English Language Acquisition Status:	ALL	Title III Eligible Immigrant:	ALL	LEP (EL + Selected RFEP):	ALL
Title I Part C Migrant:	ALL	Socio-Economically Disadvantaged:	ALL	Special Education:	ALL
Gifted and Talented:	ALL	Interdistrict Transfer:	1-Other Interdistrict Transfer Agreement,2-Public School Choice - Program Improvement,3-Public School Choice Transfer - Persistently Dangerous,C-Conversion Only		
Primary Residence Category:	100-Temporary Shelters,110-Hotels/motels,120-Temporarily Doubled Up,130-Temporarily Unsheltered,200-Permanent Housing,210-Foster Family Home or Kinship Placement,220-Licensed Children's Institution,230-Residential School/ Dormitory,240-Health Institution,250-Incarceration Institution,260-Development Center,270-State Hospital,300-Other,310-Unknown,C-Conversion Only	Graduating Class Year:	ALL		

Report 1.5: Enrollment - By Status Disaggregated

Description:	Reports the count and percentage of enrolled students according to their enrollment status. The counts are disaggregated by Ethnicity/Race as well as Gender and Grade.
Data Views / Type:	ODS and Snapshot / Supporting (Fall 1)
Data As Of:	If Data View=ODS, user defined
	If Data View=Snapshot, Fall 1 Census Day
Students Included:	Open enrollment on "Data As Of" date; Enrollment Status = Primary Enrollment (10), Secondary Enrollment (20), Short Term Enrollment (30), and Receiving Specialized Services Only (40); Grade Level = PS, KN, 01 – 12, UE, or US (Note: the Snapshot view includes all of these grade levels; however, it defaults to a view that does not show PS initially since PS does not have to be certified)
Links:	From Column: *School Name t*o Report: *8.1 Student Profile List*
Calculations:	Enrollment Status Total: Sum of enrollments by Enrollment Status Code of Primary and Short-term
	Grade Total: Sum of enrollments by Grade
	Gender Total: Sum of enrollments by Gender
	School Total: Sum of enrollments by Enrollment Status Code
	Selected Schools Total: Sum of enrollments by the schools selected for the report
	All Selected Schools Total: Sum of enrollment for all schools for the report
	Number (#): Sum of enrollments by Enrollment Status Code in each ethnicity/race category
	Percentage (%): Percentage of enrollments for each ethnicity/race category
Glossary Reference:	See section "General Data" (*Census Day*, *Open Enrollment*)

CALPADS

1.5 Enrollment - By Status Disaggregated

Academic Year:	2011-2012	LEA:	Natomas Unified	Created Date:	03-30-2012
View:	CDS	School Type:	ALL		
As Of:	3/30/2012	School:	ALL		

School Code	School Name	Enrollment Status	Grade	Gender	Total #	Hispanic #	Hispanic %	Am Indian/Alskn Nat #	Am Indian/Alskn Nat %	Asian #	Asian %	Black/African Am #	Black/African Am %	Nat Hwiin/Othr Pac Islndr #	Nat Hwiin/Othr Pac Islndr %	White #	White %	Multiple #	Multiple %	Missing #	Missing %	Not Reported #	Not Reported %
Total - Selected Schools					3481	751	21.57 %	57	1.64 %	586	16.83 %	59	1.69 %	278	7.99 %	58	1.67 %	9	0.26 %	573	16.46 %	1110	31.89 %
0000000	All Selected Schools	Total			190	0	0.00 %	9	4.74 %	102	53.68 %	12	6.32 %	55	28.95 %	9	4.74 %	0	0.00 %	0	0.00 %	3	1.58 %
		Primary enrollment	Total		189	0	0.00 %	9	4.76 %	102	53.97 %	12	6.35 %	54	28.57 %	9	4.76 %	0	0.00 %	0	0.00 %	3	1.59 %
			01	Total	177	0	0.00 %	9	5.08 %	98	55.37 %	11	6.21 %	50	28.25 %	9	5.08 %	0	0.00 %	0	0.00 %	0	0.00 %
				M	91	0	0.00 %	6	6.59 %	54	59.34 %	3	3.30 %	25	27.47 %	3	3.30 %	0	0.00 %	0	0.00 %	0	0
				F	86	0	0.00 %	3	3.49 %	44	51.16 %	8	9.30 %	25	29.07 %	6	6.98 %	0	0.00 %	0	0.00 %	0	0
			02	Total	2	0	0.00 %	0	0.00 %	1	50.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	50.00 %
				F	2	0	0.00 %	0	0.00 %	1	50.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	0.5
			12	Total	7	0	0.00 %	0	0.00 %	3	42.86 %	1	14.29 %	3	42.86 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
				F	4	0	0.00 %	0	0.00 %	1	25.00 %	1	25.00 %	2	50.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0
				M	3	0	0.00 %	0	0.00 %	2	66.67 %	0	0.00 %	1	33.33 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0
			KN	Total	2	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	2	100.00 %
				F	1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	1
				M	1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	1
			PS	Total	1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
				F	1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0
		Short term enrollment	Total		1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
			09	Total	1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
				F	1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0
6107981	Bannon Creek Elementary	Total			164	1	0.61 %	10	6.10 %	88	53.66 %	10	6.10 %	41	25.00 %	10	6.10 %	1	0.61 %	0	0.00 %	3	1.83 %
		Primary enrollment	Total		161	0	0.00 %	10	6.21 %	88	54.66 %	10	6.21 %	41	25.47 %	10	6.21 %	0	0.00 %	0	0.00 %	2	1.24 %
			01	Total	149	0	0.00 %	9	6.04 %	82	55.03 %	10	6.71 %	37	24.83 %	10	6.71 %	0	0.00 %	0	0.00 %	1	0.67 %
				M	75	0	0.00 %	5	6.67 %	42	56.00 %	6	8.00 %	16	21.33 %	6	8.00 %	0	0.00 %	0	0.00 %	0	0

This report is confidential and use is restricted to authorized individuals.

The data that appears on this report are filtered by the user selections that appear on the last page of this report.

Page 1 of 20

Report 1.6: Graduates and Dropouts by Subgroup

Description:	Reports the number of graduates and dropouts submitted by the LEA by defined subgroups
Data Views / Type:	ODS and Snapshot / Certification (Fall 1)
Data As Of:	If Data View=ODS, Fall 1 Census Day
	If Data View=Snapshot, Fall 1 Census Day
Students Included:	Dropouts, Graduates
Links:	From: Column Headings to Reports: *1.7 Graduates by Subgroup – Student List* or *1.8 Dropouts by Subgroup – Student List*
Calculations:	**Graduates:**
	Title III Eligible Immigrants: Sum of Graduates that are Title III Eligible Immigrants
	Gifted and Talented Education: Sum of Graduates that are Gifted and Talented Education eligible
	Title I Part C Migrant: Sum of Graduates that are Title I Part C Migrant eligible
	Special Education: Sum of Graduates that are Special Education eligible
	Socio-economically Disadvantaged: Sum of Graduates that are Socio-economically Disadvantaged
	Dropouts:
	Title III Eligible Immigrants: Sum of Dropouts that are Title III Eligible Immigrants
	Gifted and Talented Education: Sum of Dropouts that are Gifted and Talented Education eligible
	Title I Part C Migrant: Sum of Dropouts in the Title I Part C Migrant eligible
	Special Education: Sum of Dropouts that are Special Education eligible
	Socio-economically Disadvantaged: Sum of Dropouts that are Socio-economically Disadvantaged
Glossary References:	See section “Accountability Subgroup Data” (*English Learner Subgroup, Gifted and Talented Education Program (GATE) Subgroup, Socio-economically Disadvantaged Subgroup, Special Education Subgroup, Title 1 Part C Migrant Subgroup, Title III Eligible Immigrant Subgroup*)
	See section “Dropouts-Count”
	See section “Dropouts-LEA View Data: (*Dropout - Other, Dropouts – Same School No Show*)
	See section “Successful High School Completer Data” (*Graduates-All*)

See section “English Language Acquisition Data” (English Learners)

1.6 - Graduates and Dropouts by Subgroup

Academic Year:	2013-2014	LEA:	Tustin Unified-3073643		
View:	ODS	School Type:	ALL	Created Date:	07-17-2014
As of:	10/2/2013	School:	Arnold O. Beckman High-0102871,Foothill High-3032109		

		Graduates						Dropouts					
School Code	School Name	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migrant	Special Education	English Learner	Socio-Economically Disadvantaged	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migrant	Special Education	English Learner	Socio-E Disa
0102871	Arnold O. Beckman High	7	101	1	32	45	126	2	0	0	0	4	
3032109	Foothill High	1	71	0	38	21	133	0	0	0	2	1	
TOTAL - Selected Schools		8	172	1	70	70	259	2	0	0	2	2	

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL

Report 1.7: Graduates by Subgroup – Student List

Description:	Reports the list of students counted as Graduates in Report 1.6 Graduates and Dropouts by Subgroup
Data Views / Type:	ODS and Snapshot / Supporting (Fall 1)
Data As Of:	If Data View=ODS, Fall 1 Census Day
	If Data View=Snapshot, Fall 1 Census Day
Students Included:	Graduates
Links:	From Column: *Student Name* to Report: *8.1 Student Profile - List*
Calculations:	UC/CSU Requirements Met: Sum of Graduates that met UC/CSU requirements
	Title III Eligible Immigrants: Sum of Graduates that are Title III Eligible Immigrants
	Gifted and Talented Education: Sum of Graduates that are Gifted and Talented Education eligible
	Title I Part C Migrant: Sum of Graduates that are Title I Part C Migrant eligible
	Special Education: Sum of Graduates that are Special Education eligible
	Socio-economically Disadvantaged: Sum of Graduates that are Socio-economically Disadvantaged
Glossary References:	See section “Accountability Subgroup Data” (*Gifted and Talented Education Program (GATE) Subgroup, Socio-economically Disadvantaged Subgroup, Special Education Subgroup, Title 1 Part C Migrant Subgroup, Title III Eligible Immigrant Subgroup*)
	See section “Successful High School Completer Data” (*Graduates-All, Graduates – Met UC/CSU Requirements*)
	See section “English Language Acquisition Data” (English Learners)

1.7 - Graduates by Subgroup - Student List

Academic Year:	2013-2014	**LEA:**	Tustin Unified-3073643	**Created Date:**	07-17-2014
View:	ODS	**School Type:**	ALL		
As of Date:	10/2/2013	**School:**	Foothill High-3032109		

School Code	School Name	SSID	Student Name	Local ID	Gender	Ethnicity/Race	UC/CSU Requirements Met	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migrant	Special Education	English Learner	Socio-economically Disadvantaged
3032109	Foothill High	97 56	At Do	9 6	M	Multiple	N	N	N	N	N	N	N
		30 97	Ac Al line	1 2	F	White	Y	N	N	N	N	N	N
		20 45	Ac Mi nd	1 3	M	White	Y	N	N	N	N	N	N
		40 40	Ac W w	8 2	M	White	Y	N	Y	N	N	N	N
		60 84	Al Can	9 6	M	White	Y	N	N	N	N	N	N

Report 1.8: Dropouts by Subgroup – Student List

Description:	Reports the list of students counted as Dropouts in Report 1.6 Graduates and Dropouts by Subgroup
Data Views / Type:	ODS and Snapshot / Supporting (Fall 1)
Data As Of:	If Data View=ODS, Fall 1 Census Day
	If Data View=Snapshot, Fall 1 Census Day
Students Included:	Dropouts
Links:	From Column: *Student Name* to Report: *8.1 Student Profile - List*
Calculations:	UC/CSU Requirements Met: Indication that Dropout met UC/CSU requirements (i.e. Student Met all UC CSU Requirements Indicator = Yes)
	Title III Eligible Immigrants: Indication that Dropout was Title III Eligible Immigrants
	Gifted and Talented Education: Indication that Dropout was Gifted and Talented Education eligible
	Title I Part C Migrant: Indication that Dropout was Title I Part C Migrant eligible
	Special Education: Indication that Dropout was Special Education eligible
	Socio-economically Disadvantaged: Indication that Dropout was Socio-economically Disadvantaged
Glossary References:	See section “Accountability Subgroup Data” (*Gifted and Talented Education Program (GATE) Subgroup, Socio-economically Disadvantaged Subgroup, Special Education Subgroup, Title 1 Part C Migrant Subgroup, Title III Eligible Immigrant Subgroup*)
	See section “Dropouts-Count”
	See section “Dropouts-LEA View Data”

1.8 - Dropouts by Subgroup - Student List

Academic Year:	2013-2014	**LEA:**	Tustin Unified-3073643		
View:	ODS	**School Type:**	ALL	**Created Date:**	07-17-2014
As Of:	10/2/2013	**School:**	Foothill High-3032109		

School Code	School Name	SSID	Student Name	Local ID	Gender	Ethnicity/Race	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migrant	Special Education	English Learner	Socio-economically Disadvantaged
3032109	Foothill High											
		70 38	Br Noelle	9 765	F	White	N	N	N	N	N	N
		70 36	Cu n R	4 55	M	Hispanic	N	N	N	Y	Y	Y
		31 37	He xwell La	1 793	M	Hispanic	N	N	N	Y	N	Y
		50 32	M y	6 71	F	Hispanic	N	N	N	N	N	Y

Grade:	ALL	**Ethnicity/Race:**	ALL	**Gender:**	ALL
Title III Eligible Immigrant:	ALL	**Gifted and Talented:**	ALL	**Title I Part C Migrant:**	ALL
Special Education:	ALL	**English Learner:**	ALL	**Socio-Economically Disadvantaged:**	ALL

Report 1.9: Completers and Dropouts - Count

Description:	Reports the Dropouts and Successful HS Completers counts by category
Data Views / Type:	ODS and Snapshot / Certification (Fall 1)
Data As Of:	If Data View=ODS, Fall 1 Census Day
	If Data View=Snapshot, Fall 1 Census Day
Students Included:	Successful High School Completers, Dropouts
Links:	From Column: *School Name t*o Report: *1.9 Completers and Dropouts – Student List*
Calculations:	**Graduate Completers:**
	All Graduates Total: Sum of Graduates
	Graduates That Met UC/CSU Requirements Total: Sum of Graduates that Met UC/CSU Requirements
	Non Graduate Completers:
	GED Total: Sum of Completers that Completed the GED
	Special Ed Cert Total: Sum of Completers with a Special Education Certificate of Completion
	Total Non-Graduate Completers
	Dropouts:
	Same School No Show Total: Sum of Same School Now Show Dropouts
	Other Dropout Total: Sum of Other Dropouts
Glossary References:	See section “Successful High School Completer Data” (*Graduates-All, Graduates – Met UC/CSU Requirements, CHSPE, GED, Special Education Certification of Completion*)
	See section “Dropouts-Count”
	See section “Dropouts-LEA View Data” (*Dropouts – Other, Dropouts – Same School No Show*)

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1.9 Completers and Dropouts - Count

Academic Year:	2010-2011	**LEA:**	Natomas Unified		
View:	ODS	**School Type:**	High Schools (Public)	**Created Date:**	01-09-2012
As Of:	10/6/2010 12:00:00 AM	**School:**	Natomas High-3430584		

		Graduate Completers			Non-Graduate Completers			Dropouts		
School Code	School Name	Graduates Meeting UC/CSU Requirements	Graduates Not Meeting UC/CSU RequirementsRequirements	Total Graduate Completers	GED	Special Ed Certificate	Total Non-Graduate Completers	Same School No Show	Other	Total Dropouts
3430584	Natomas High	28	29	57	1	2	3	2	12	14
TOTAL - Selected Schools		**28**	**29**	**57**	**1**	**2**	**3**	**2**	**12**	**14**

Grade:	ALL	**Ethnicity/Race:**	ALL	**Gender:**	ALL

Re-enrollment in another LEA is not evaluated for purposes of adjusting dropout counts. To view Dropout data adjusted for re-enrollments in another LEA, please refer to Snapshot reports 1.14 Dropouts Count - State View and 8.1c - Student Profile Dropouts - State View - List.

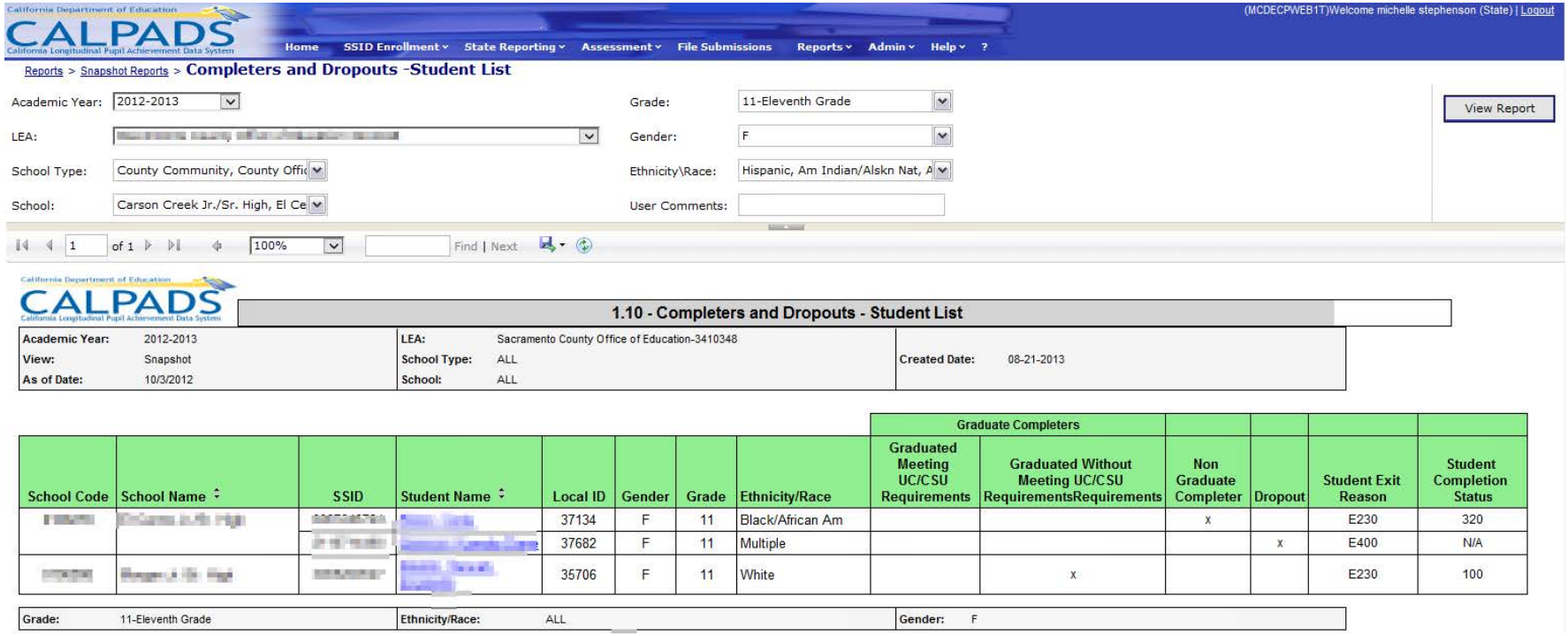
This report is confidential and use is restricted to authorized individuals.

The data that appears on this report is filtered by the user selections that appear on the last page of this report.

Page 1 of 1

Report 1.10: Completers and Dropouts – Student List

Description:	Reports the students included in the school level counts on report 1.9 - Completers and Dropouts
Data Views / Type:	ODS and Snapshot / Supporting (Fall 1)
Data As Of:	If Data View=ODS, Fall 1 Census Day
	If Data View=Snapshot, Fall 1 Census Day
Students Included:	High School Completers (graduate and non-graduate), Dropouts
Links:	From Column: *Student Name* to Report: *8.1 Student Profile*
Calculations:	**Graduate Completers:**
	Graduated: Indication that Completer graduated
	Met UC/CSU Requirements: Indication that Completer met UC/CSU requirements
	Non Graduated Completer – completed but did not graduate.
Glossary References:	See section "Successful High School Completer Data" (*Graduates-All, Graduates – Met UC/CSU Requirements, CHSPE, GED, Special Education Certification of Completion*)
	See section "Dropouts-Count"
	See "Dropouts-LEA View Data" (*Dropouts-Other, Dropouts-Same School No Show*)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CALPADS
California Longitudinal Pupil Achievement Data System
(MCDECPWEB1T)Welcome michelle stephenson (State) | Logout
Home
SSID Enrollment
State Reporting
Assessment
File Submissions
Reports
Admin
Help
?
Reports > Snapshot Reports > Completers and Dropouts -Student List
Academic Year: 2012-2013
LEA:
School Type: County Community, County Offic
School: Carson Creek Jr./Sr. High, El Ce
Grade: 11-Eleventh Grade
Gender: F
Ethnicity\Race: Hispanic, Am Indian/Alskn Nat, A
User Comments:
View Report
1 of 1
100%
Find | Next
1.10 - Completers and Dropouts - Student List
Academic Year: 2012-2013
View: Snapshot
As of Date: 10/3/2012
LEA: Sacramento County Office of Education-3410348
School Type: ALL
School: ALL
Created Date: 08-21-2013
Graduate Completers
School Code
School Name
SSID
Student Name
Local ID
Gender
Grade
Ethnicity/Race
Graduated Meeting UC/CSU Requirements
Graduated Without Meeting UC/CSU RequirementsRequirements
Non Graduate Completer
Dropout
Student Exit Reason
Student Completion Status
37134 F 11 Black/African Am x E230 320
37682 F 11 Multiple x E400 N/A
35706 F 11 White x E230 100
Grade: 11-Eleventh Grade
Ethnicity/Race: ALL
Gender: F

Report 1.11: Completer Exits – Count Disaggregated

Description:	Reports the number of Successful High School Completer Exits from the specified school year according by their completion status category. The completer exits are disaggregated by Ethnicity/Race as well as Gender.
Data Views / Type:	ODS and Snapshot / Supporting (Fall 1)
Data As Of:	If Data View=ODS, Fall 1 Census Day
	If Data View=Snapshot, Fall 1 Census Day
Students Included:	Successful High School Completers
Links:	From Column: *School Name t*o Report: *8.1 Student Profile*
Calculations:	Completion Status Total: Sum of completer exits by School Completion Status Code
	School Total: Sum of Completer Exits by school
	Selected Schools Total: Sum of Completer Exits by the schools selected for the report
	Number (#): Sum of Completer Exits by Completion Status Code in each ethnicity/race category
	Percentage (%): Percentage of Completer Exits for each ethnicity/race category
Glossary References:	See section "Successful High School Completer Data" (*Graduates-All, Graduates – Met UC/CSU Requirements, CHSPE, GED, Special Education Certification of Completion*)

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1.11 Completer Exits - Count Disaggregated

Academic Year:	2010-2011	LEA:			
View:	ODS	School Type:	High Schools (Public),Intermediate/Middle Schools (Public)	Created Date:	03-15-2011
As Of:	10/6/2010 12:00:00 AM	School:	ALL	Transaction ID:	XXXXXXXXXXXX

					Total	Hispanic		Am Indian/Alskn Nat		Asian		Black/African Am		Nat Hwiin/Othr Pac Islndr		White		Multiple		Missing		Not Reported	
School Code	School Name	Completion Code	Completion Status	Gender	#	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Total - Selected Schools					5	1	20.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	4	80.00 %
6060065	David Starr Jordan Middle	Total			1	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
4332904	Henry M. Gunn High	Total			1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	100.00 %
4335782	Palo Alto High	Total			3	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	3	100.00 %

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
English Language Acquisition Status:	ALL	LEP (EL + Selected RFEP):	ALL	Title III Eligible Immigrant:	ALL
Title I Part C Migrant:	ALL	Socio-Economically Disadvantaged:	ALL	Special Education:	ALL
Gifted and Talented:	ALL	Successful HS Completer Type:	ALL	Graduating Class Year:	All
Met UC/CSU Requirements:	ALL				

This report is confidential and use is restricted to authorized individuals.

The data that appears on this report are filtered by the user selections that appear on the last page of this report.

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Page 1 of 1

Report 1.12: Dropouts – Count Disaggregated

Description:	Reports the number of students the LEA submitted as dropouts (*Other Dropouts* and *No Show Same School Dropouts*) by Ethnicity/Race within Grade and Gender.
Data Views / Type:	ODS and Snapshot / Supporting (Fall 1)
Data As Of:	If Data View=ODS, Fall 1 Census Day
	If Data View=Snapshot, Fall 1 Census Day
Students Included:	Dropouts
Links:	From Column: *School Name t*o Report: *8.1 Student Profile*
Calculations:	School Total: Sum of Dropouts by school
	Selected Schools Total: Sum of Dropouts by the schools selected for the report
	Number (#): Sum of Dropouts in each ethnicity/race category
	Percentage (%): Percentage of Dropouts for each ethnicity/race category
Glossary References:	See section “Dropouts-Count”
	See section “Dropouts-LEA View Data” (*Dropout - Other, Dropouts – Same School No Show*)

1.12 - Dropouts - Count Disaggregated

Academic Year:	2010-2011	LEA:			
View:	ODS	School Type:	ALL	Created Date:	03-15-2011
As of:	10/6/2010 12:00:00 AM	School:	ALL	Transaction ID:	XXXXXXXXXXXXX

				Total	Hispanic		Am Indian/Alskn Nat		Asian		Black/African Am		Nat Hwiin/Othr Pac Islndr		White		Multiple		Missing		Not Reported	
School Code	School Name	Grade	Gender	#	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Total - Selected Schools				3	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	3	100.00 %
4332904	Henry M. Gunn High	Total		1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	100.00 %
		10	All	1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	100.00 %
			F	1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	100.00 %
4335782	Palo Alto High	Total		2	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	2	100.00 %
		10	All	2	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	2	100.00 %
			M	2	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	2	100.00 %

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
English Language Acquisition Status:	ALL	Title III Eligible Immigrant:	ALL	LEP (EL + Selected RFEP):	ALL
Title I Part C Migrant:	ALL	Socio-Economically Disadvantaged:	ALL	Special Education:	ALL
Gifted and Talented:	ALL	Dropout Type:	ALL	Exit Reason:	ALL
Graduating Class Year:	All				

Re-enrollment in another LEA is not evaluated for purposes of adjusting dropout counts. To view Dropout data adjusted for re-enrollments in another LEA, please refer to Snapshot reports 1.14 Dropouts Count - State View and 8.1c - Student Profile Dropouts - State View - List.

This report is confidential and use is restricted to authorized individuals.

The data that appears on this report is filtered by the user selections that appear on the last page of this report.

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Page 1 of 1

Report 1.13: Exits - Count Disaggregated

Description:	Reports the number of students who withdrew from the specified school year according to their exit category. The exits are disaggregated by ethnicity/race as well as gender.
Data Views / Type:	ODS and Snapshot / Supporting (Fall 1)
Data As Of:	If Data View=ODS, User specified Exit From and Exit Through Dates (defaulted to Fall 1 Report From Date through Fall 1 Report Through Date (i.e. First Day in *No Show Reporting Cycle* through *Census Day*)
	If Data View=Snapshot, Fall 1 Report From and Report Through Dates
Students Included:	All students, regardless of Enrollment Status Code, with Student School Exit Date >= Exit From and <= Exit Through Date
Links:	From Column: *School Name t*o Report: *8.1 Student Profile*
Calculations:	Gender Total: Sum of exits by Gender
	Exit Code Total: Sum of exits by Student Exit Category Code
	School Total: Sum of exits by School
	Selected Schools Total: Sum of exits by the schools selected for the report
	Number (#): Sum of exits by Student Exit Category Code in each ethnicity/race category
	Percentage (%): Percentage of exits for each ethnicity/race category
Glossary References:	See section “Dropouts-Count” (*No Show Reporting Cycle*)
	See section “General Data” (*Census Day*)

1.13 Exits - Count Disaggregated

Exit From/Throu Dates:	8/16/2007 - 8/15/2008	LEA:	Selma Unified	User ID:	CDETST\calpads_rptadmin
View:	ODS	School Type:	Adult Education Centers,Alternative Schools of Choice,Continuation High Schools,Elementary Schools (Public),High Schools (Public),Intermediate/Middle Schools (Public),N/A,Unified School District	Created Date:	9/24/2009
		School:	Abraham Lincoln Middle,Andrew Jackson Elementary,Eric White Elementary,George Washington Elementary,Heartland High (Continuation),Indianola Elementary,James Garfield Elementary,NPS School Group for Selma Unified,Selma Adult,Selma High,Selma Independent,Selma Unified,Terry Elementary,Theodore Roosevelt Elementary,Woodrow Wilson Elementary	Transaction ID:	XXXXXXXXXXXXX

					Total	Hispanic		Am Indian/Alskn Nat		Asian		Black/African Am		Nat Hwiin/Othr Pac Islndr		White		Multiple		Missing	
School Code	School Name	Exit Code	Exit Reason	Gender	#	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Total - Selected Schools					88	2	2.27 %	3	3.41 %	2	2.27 %	2	2.27 %	0	0.00 %	2	2.27 %	3	3.41 %	74	84.09 %
1036672	Selma High	Total			88	2	2.27 %	3	3.41 %	2	2.27 %	2	2.27 %	0	0.00 %	2	2.27 %	3	3.41 %	74	84.09 %
		E230	CompleterExit	Total	44	1	2.27 %	2	4.55 %	1	2.27 %	1	2.27 %	0	0.00 %	1	2.27 %	1	2.27 %	37	84.09 %
				F	22	0	0.00 %	1	4.55 %	1	4.55 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	20	90.91 %
				M	22	1	4.55 %	1	4.55 %	0	0.00 %	1	4.55 %	0	0.00 %	1	4.55 %	1	4.55 %	17	77.27 %
		T270	TransDropAdult	Total	11	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	11	100.00 %
				M	11	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	11	100.00 %
		T380	TransInstNoHSDip	Total	10	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	10	100.00 %
				F	9	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	9	100.00 %
				M	1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	100.00 %
		E140	NoKnownEnroll	Total	5	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	5	100.00 %
				F	5	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	5	100.00 %
		T460	TransHomeSchl	Total	5	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	5	100.00 %
				F	5	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	5	100.00 %
		E400	Other	Total	2	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	2	100.00 %
				F	2	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	2	100.00 %
		N420	NoShowSameSchl	Total	10	1	10.00 %	1	10.00 %	1	10.00 %	1	10.00 %	0	0.00 %	1	10.00 %	2	20.00 %	3	30.00 %
				M	10	1	10.00 %	1	10.00 %	1	10.00 %	1	10.00 %	0	0.00 %	1	10.00 %	2	20.00 %	3	30.00 %
		E300	ExpellNoKnownEnroll	Total	1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	100.00 %
				F	1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	100.00 %

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
English Language Acquisition Status:	ALL	Title III Eligible Immigrant:	ALL	LEP (EL + Selected RFEP):	ALL
Title I Part C Migrant:	ALL	Socio-Economically Disadvantaged:	ALL	Special Education:	ALL
Gifted and Talented:	ALL	Exit Reason:	ALL		

Report 1.14: Dropouts Count – State View

Description:	Reports the official/statewide count of dropouts by Ethnicity/Race within Grade and Gender. The LEA's dropout count is adjusted for *Lost Transfers* and *Re-enrolled Dropouts*, both *Other Dropouts* and *No Show Same School Dropouts*. This report is available during and after the Fall 1 certification window.
Data Views / Type:	Snapshot / N/A
Data As Of:	Fall 1 *Census Day*
Students Included:	Dropouts
Links:	From Column: *School Name* To Report: *8.1 Student Profile*
Calculations:	School Total: Sum of Dropouts by school
	Selected Schools Total: Sum of Dropouts by the schools selected for the report
	Number (#): Sum of Dropouts in each ethnicity/race category
	Percentage (%): Percentage of Dropouts for each ethnicity/race category
Glossary References:	See section "Dropouts-Count"
	See section "Dropouts-LEA View Data" (*Dropout - Other, Dropouts – Same School No Show*)
	See section "Dropouts-State View Data" (*Lost Transfers, Re-enrolled Dropouts*)
	See section "General Data" (*Census Day*)

California Department of Education
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1.14 Dropouts Count - State View (Preliminary)

Academic Year:	2010-2011	LEA:	Palo Alto Unified		
View:	Snapshot	School Type:	High Schools (Public)	Created Date:	03-16-2011
As of:	10/6/2010	School:	ALL	Transaction ID:	XXXXXXXXXXXXX

				Total	Hispanic		Am Indian/Alskn Nat		Asian		Black/African Am		Nat Hwiin/Othr Pac Islndr		White		Multiple		Missing	
School Code	School Name	Grade	Gender	#	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Total - Selected Schools				10	3	30.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	7	70.00 %
4332904	Henry M. Gunn High	Total		1	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	1	100.00 %
4335782	Palo Alto High	Total		9	3	33.33 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	6	66.67 %

In the state view of dropouts, the LEA dropout count is modified to
1) eliminate re-enrolled dropouts and
2) add lost transfers

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
English Language Acquisition Status:	ALL	Title III Eligible Immigrant:	ALL	LEP (EL + Selected RFEP):	ALL
Title I Part C Migrant:	ALL	Socio-Economically Disadvantaged:	ALL	Special Education:	ALL
Gifted and Talented:	ALL	Dropout Type:	ALL	Exit Reason:	ALL
Graduating Class Year:	ALL				

This report is confidential and use is restricted to authorized individuals.

The data that appears on this report is filtered by the user selections that appear on the last page of this report.

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Page 1 of 1

Report 1.17: FRPM/English Learner/Foster Youth - Count

Description:	Reports the count of students in categories that are eligible for local supplemental funding dollars based upon demographics as of Fall 1 Census Day. Totals by school and totals by LEA with drill down links to student list for each school. Eligibility is determined based on students qualifying for Free or Reduced Price Meals, being classified as English Learners, or being identified as Foster Youth. (Students may qualify for consideration under multiple categories.) The report provides Duplicated Counts (for those students qualified by multiple criteria) and Unduplicated Counts by school where a student is counted only 1 time per school. User must possess the Free and Reduced role in order to view/run this report.
Data Views/Type:	ODS and Snapshot / Fall 1
Data As Of Date:	ODS, default to current date/Snapshot, Fall 1 Census Day
Student Included:	Students with a qualifying enrollment (Primary(10) or Short-term (30)) at a school and data reported or used for selecting student subgroups (e.g. Grade Level) are selected from the Student Information record with Effective Start and End Date (if exists) that overlap the qualifying enrollment at the school on the report “As of” date. Student will be reported in all schools with qualifying enrollment, provided there are not multiple enrollments within the same LEA. In that case, the student will be reported in school of primary enrollment. Students enrolled in Adult Education Centers are not included in this report, regardless of the grade level reported.
Student Program Data Included:	Student Program (SPRG) data reported/used for selecting students in Programs (Free Meal, Reduced Price Meal, Migrant, Homeless) are selected from an Education Program Record with Education Program Membership Start Date and End Date (if exists) that overlap the qualifying enrollment at the school on the report “As of” date, regardless of Education Program Membership Code
English Learner	To be funding eligible, a student must have an English Learner Acquisition Status of ‘EL’ on Fall 1 Census Day.
Free and Reduced	Program codes 181, 182 and 135, Direct Certification = Yes
Foster Youth	Student record matched from California Department of Social Services (CDSS) foster data.
Links:	School row To: FRPM/EL/Foster – Student List (1.18) (for selected row)

Calculations: Reports the count of students that are eligible for Free and Reduced Price meals, Eligible English Learners, CDSS Foster Youth, and total Supplemental Funding counts. Totals by school and totals by LEA with drill down links to student list for each school.

Glossary References: *Funding Eligible English Learner*

Non-Charter School(s)												
			Free/Reduced Meal Eligibility Counts Based On:									
School Code	School Name	Total Enrollment	Free & Reduced Meal Program: 181/182	Homeless (1)	Migrant Program: 135	Direct Certification	Total Unduplicated Eligible Free/Reduced Meal Counts	EL Funding Eligible (2)	Unduplicated FRPM/EL Eligible Count	CDSS Foster Youth (3)	Unduplicated FRPM/EL/Foster Youth Total (4)
6039051	R. Roger Rowe Elementary	375	0	0	0	0	0	23	23	0	23
6070908	R. Roger Rowe Middle	250	0	0	0	0	0	24	24	0	24
TOTAL - Selected Schools		625	0	0	0	0	0	47	47	0	47

Charter School(s)											
			Free/Reduced Meal Eligibility Counts Based On:								
School Code	School Name	Total Enrollment	Free & Reduced Meal Program: 181/182	Homeless (1)	Migrant Program: 135	Direct Certification	Total Unduplicated Eligible Free/Reduced Meal Counts	EL Funding Eligible (2)	Unduplicated FRPM/EL Eligible Count	CDSS Foster Youth (3)	Unduplicated FRPM/EL/Foster Youth Total (4)
TOTAL - Selected Schools		0	0	0	0	0	0	0	0	0	0
TOTAL LEA		625	0	0	0	0	0	47	47	0	47

This report includes students with Primary and Short Term enrollment in grade levels K through 12 only. Students enrolled in Adult Education Schools are not included in this report.
Students with multiple qualifying records as of Fall 1 Census Day are counted only once. A student with qualifying enrollments in more than one LEA on Census Day is counted in each LEA.
(1) Homeless counts based on Education Program Record with Education Program Membership Code Homeless Program (191).
(2) Foster Youth counts based on match of student records with California Dept. of Social Services (CDSS) file.
(3) For Funding, Eligible English Learners are students with an English Language Acquisition Status of 'EL' on Fall 1 Census Day.
(4) FRPM/EL/Foster Youth Total will always equal enrollment count for Juvenile Court schools

Grade: 01-First Grade,02-Second Grade,03-Third Grade,04-Fourth Grade,05-Fifth Grade,06-Sixth Grade,07-Seventh Grade,08-Eighth Grade,09-Ninth Grade,10-Tenth Grade,11-Eleventh Grade,12-Twelfth Grade,KN-Kindergarten,UE-Ungraded Elementary,US-Ungraded Secondary

Ethnicity/Race: ALL

Report 1.18: FRPM/English Learner/Foster Youth – Student List

Description: Lists students that meet the eligibility criteria LCFF Supplemental Funding.

Eligibility is based on three main subgroups: Free and Reduced Price meals, Foster Youth (although details are not displayed on this report for foster data supplied by CDSS), and certain English Learners.

User must possess the "**Free and Reduced**" role in order to view/run this report.

Data Views/Type: ODS and Snapshot / Fall 1

Data As Of Date: ODS, default to current date/Snapshot, Fall 1 Information Day

Student Included: Students with a qualifying enrollment (Primary(10) or Short-term (30)) at a school and data reported or used for selecting student subgroups (e.g. Grade Level) are selected from the Student Information record with Effective Start and End Date (if exists) that overlap the qualifying enrollment at the school on the report "As of" date.

Direct Certification Data Included: Snapshot: Include Direct Certification data for students that have Direct Certification status = "Certified (aka Yes) for the academic year that the report is being run for with the Direct Certification Date less than or equal to November (cumulative from July based on academic year). Students direct certified after November do not show as direct certified on Fall 1 information day.

ODS: Include Direct Certification data for students that have Direct Certification status = "Certified (aka Yes)" for the academic year that the report is being run for with the Direct Certification Date up to and including the report as of date. Students direct certified after the report as of date do not show as direct certified on the as of date.

Student Program Data Included: Student Program (SPRG) data reported/used for selecting students in Programs (Free Meal, Reduced Price Meal, Migrant, Homeless) are selected from an Education Program Record with Education Program Membership Start Date and End Date (if exists) that overlap the qualifying enrollment at the school on the report "As of" date, regardless of Education Program Membership Code

Program codes 181, 182, 191, and 135 only.

ELAS Designation: Student's English Language Acquisition Status as of Report Date. To be eligible for Supplemental Funding, student must be 'EL' on Fall 1 Census Day.

Links: None

Calculations: None

Glossary References: None

1.18 FRPM/English Learner/Foster Youth - Student List

Academic Year:	2013-2014	**LEA:**	San Benificial High-3567999		
View:	SNAPSHOT	**School Type:**	Continuation Schools,High School District,High Schools (Public), Juvenile Court Schools	**Created Date:**	11/13/2013
As Of:	10/2/2013	**School:**	ALL		

School Code	School Name	SSID	Student Name	Local ID	Gender	Grade Level	Ethnicity/ Race	Enrollment Status	Direct Certification	Primary Residence	NSLP Program	Migrant Ed Program	ELAS Designation
3530099	San German Continuation	1999999999	Aacevedo, Jaime	21700	M	12	Hispanic	10 - Primary	No		181 - Free	135 - Title 1 Part C Migrant	EL
3530099	San German Continuation	5999999999	Arredondo, Manuel	24940	M	09	Hispanic	10 - Primary	No		181 - Free	135 - Title 1 Part C Migrant	EL
3530099	San German Continuation	9999999999	Arroyo, Anna Bolia	24989	F	09	Hispanic	10 - Primary	No		181 - Free		
3530099	San German Continuation	9099999999	Arroyo, Estella	25768	F	10	Hispanic	10 - Primary	No		181 - Free	135 - Title 1 Part C Migrant	
3530099	San German Continuation	4999999999	Arroyo, Luis	24560	M	10	Hispanic	10 - Primary	No		181 - Free		RFEP
3530099	San German Continuation	7999999999	Asaya, Isabelle Ruiz	21623	F	11	Hispanic	10 - Primary	No		181 - Free		
3530099	San German Continuation	7099999999	Atienga, Maciel Jain	31661	F	11	Hispanic	10 - Primary	No	210-Foster Family Home or Kinship Placement	181 - Free	135 - Title 1 Part C Migrant	TBD
3530099	San German Continuation	4069999999	Borne, Will	32602	M	11	Hispanic	10 - Primary	No		182 - Reduced		EO
3530099	San German Continuation	1979999999	Carey, Ronald C	26170	M	09	Hispanic	10 - Primary	No		181 - Free	135 - Title 1 Part C Migrant	EL
3530099	San German Continuation	6979999999	Carey, Mallory	23251	F	09	Hispanic	10 - Primary	No		181 - Free	135 - Title 1 Part C Migrant	EL
3530099	San German Continuation	8969999999	Donaldo, Maxine	24543	F	09	Hispanic	10 - Primary	No	110-Hotels/motels	181 - Free	135 - Title 1 Part C Migrant	EL
3530099	San German Continuation	8199999999	Fong, Jahan M	21723	M	11	Asian	10 - Primary	No		182 - Reduced		
3530099	San German Continuation	796999999	Fuentes, Luis H	22790	M	09	Hispanic	10 - Primary	No		181 - Free		TBD
3530099	San German Continuation	2979999999	Krawley, Megan A	35240	F	10	White	10 - Primary	No		181 - Free		EL
3530099	San German Continuation	2999999999	Menace, Janine	28795	F	11	White	10 - Primary	No		181 - Free		

Report 2.1: Title III Eligible Immigrants – Count (Fall 1)

Description:	Reports the total number of enrolled *Title III Eligible Immigrants* by School as of the Spring 1 Census Day. The selected academic year Fall Census and Spring Census counts are displayed.
Data Views / Type:	Fall 1 - Report Date" or "Spring 1 - Report Date" depending on whether the report is being run from Fall 1 or Spring 1 Reports.
Data As Of:	Fall 1 Census Day
Students Included:	*Open enrollment* on As Of Date; Enrollment Status = Primary (10)
Calculations:	Fall 1: Count of *Title III Eligible Immigrant*s from the previously certified Fall 1 snapshot data for the school for the selected Academic Year
Glossary References:	See section "Accountability Subgroup Data" (*Title III Eligible Immigrants*)
	See section "General Data" (*Census Day, Open Enrollment*)

2.1 Title III Eligible Immigrants - Count (Fall 1)

Academic Year:	2010-2011	LEA:	Palo Alto Unified		
View:	Snapshot	School Type:	ALL	Created Date:	10/6/2013
As of:	Fall 1 - 10/2/2013	School:	ALL	Transaction ID:	XXXXXXXXXXXXX

		# Title III Eligible Immigrants	
School Code	School Name	Fall	Spring
6048193	Addison Elementary		7
6115562	Barron Park Elementary	13	13
6060065	David Starr Jordan Middle		2
6048292	Duveneck Elementary		1
6048250	Escondido Elementary		2
6048268	Fairmeadow Elementary		1
4332904	Henry M. Gunn High	9	12
4335782	Palo Alto High	2	4
4369641	Palo Alto Unified		1
6118707	Terman Middle	6	6
	Total - Selected Schools	30	49

Grade:	ALL	Gender:	ALL	Ethnicity/Race:	ALL

This report is confidential and use is restricted to authorized individuals.

The data that appears on this report are filtered by the user selections that appear on the last page of this report.

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Page 1 of 1

Report 2.1: Title III Eligible Immigrants – Count (Spring)

Description:	Reports the total number of enrolled *Title III Eligible Immigrants* by School as of the Spring 1 Census Day. The selected academic year Fall Census and Spring Census counts are displayed.
Data Views / Type:	Fall 1 - Report Date" or "Spring 1 - Report Date" depending on whether the report is being run from Fall 1 or Spring 1 Reports.
Data As Of:	Spring 1 (submissions prior to Academic Years 2013-2014)
Students Included:	*Open enrollment* on As Of Date; Enrollment Status = Primary (10)
Calculations:	Spring: Count of *Title III Eligible Immigrant*s from the previously certified Spring 1 snapshot data for the school for the selected Academic Year
Glossary References:	See section "Accountability Subgroup Data" (*Title III Eligible Immigrants*)
	See section "General Data" (*Census Day, Open Enrollment*)

Report 2.2: Title III Eligible Immigrants - Count by Birth Country (Fall 1)

Description:	Reports the unduplicated number of enrolled *Title III Eligible Immigrants* by Birth Country
Data Views / Type:	If Data View=Snapshot, default is “Fall 1 - Report Date” or “Spring 1 - Report Date” depending on whether the report is being run from Fall 1 or Spring 1 Reports
Data As Of:	Fall 1 Census Day
Students Included:	*Open enrollment* on As Of Date: Enrollment Status = Primary (10)
Links:	From Column: *School Name* To Report: *8.1 Student Profile*
Calculations:	Gender Total: Sum of Title III Eligible Immigrants by Gender
	Birth Country Total: Sum of Title III Eligible Immigrants by Birth Country
	School Total: Sum of Title III Eligible Immigrants by School
	Selected Schools Total: Sum of Title III Eligible Immigrants by the schools selected for the report
Glossary References:	See section “Accountability Subgroup Data” (*Title III Eligible Immigrants*)
	See section “General Data” (*Census Day, Open Enrollment*)

2.2 Title III Eligible Immigrants - Count by Birth Country (Fall 1)

Academic Year:	2010-2011	LEA:			
View:	ODS	School Type:	High Schools (Public)	Created Date:	10/6/2013
As of:	Fall 1-10/2/2013	School:	ALL	Transaction ID:	XXXXXXXXXXXX

School Code	School Name	Birth Country	Gender	Total
Total - Selected Schools				16
4332904	Henry M. Gunn High	Total:		12
		CANADA	Total	1
			M	1
		CHINA	Total	1
			M	1
		GUINEA-BISSAU	Total	1
			F	1
		MEXICO	Total	8
			M	4
			F	4
		SLOVAKIA	Total	1
			M	1
4335782	Palo Alto High	Total:		4
		GHANA	Total	1
			F	1
		MEXICO	Total	1
			F	1
		TAIWAN PROVINCE OF CHINA	Total	1
			M	1
		TURKEY	Total	1
			M	1

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
English Language Acquisition Status:	ALL	LEP (EL + Selected RFEP):	ALL	Title I Part C Migrant:	ALL
Socio-Economically Disadvantaged:	ALL	Special Education:	ALL	Gifted and Talented:	ALL

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The data that appears on this report are filtered by the user selections that appear on the last page of this report.

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Page 1 of 1

Report 2.2: Title III Eligible Immigrants - Count by Birth Country (Spring)

Description:	Reports the unduplicated number of enrolled *Title III Eligible Immigrants* by Birth Country
Data Views / Type:	If Data View=Snapshot, default is “Fall 1 - Report Date” or “Spring 1 (submissions prior to Academic Years 2013-2014) Report Date” depending on whether the report is being run from Fall 1 or Spring 1 Reports menu.
Data As Of:	Spring 1 (submissions prior to Academic Years 2013-2014)
Students Included:	*Open enrollment* on As Of Date: Enrollment Status = Primary (10)
Links:	From Column: *School Name* To Report: *8.1 Student Profile*
Calculations:	Gender Total: Sum of Title III Eligible Immigrants by Gender
	Birth Country Total: Sum of Title III Eligible Immigrants by Birth Country
	School Total: Sum of Title III Eligible Immigrants by School
	Selected Schools Total: Sum of Title III Eligible Immigrants by the schools selected for the report
Glossary References:	See section “Accountability Subgroup Data” (*Title III Eligible Immigrants*)
	See section “General Data” (*Census Day, Open Enrollment*)

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2.2 Title III Eligible Immigrants - Count by Birth Country (Spring)

Academic Year: 2010-2011	LEA:	
View:	School Type: High Schools (Public)	Created Date:
As of: Spring	School: ALL	Transaction ID: XXXXXXXXXXXX

School Code	School Name	Birth Country	Gender	Total
Total - Selected Schools				16
4332904	Henry M. Gunn High	Total:		12
		CANADA	Total	1
			M	1
		CHINA	Total	1
			M	1
		GUINEA-BISSAU	Total	1
			F	1
		MEXICO	Total	8
			M	4
			F	4
		SLOVAKIA	Total	1
			M	1
4335782	Palo Alto High	Total:		4
		GHANA	Total	1
			F	1
		MEXICO	Total	1
			F	1
		TAIWAN PROVINCE OF CHINA	Total	1
			M	1
		TURKEY	Total	1
			M	1

Grade: ALL	Ethnicity/Race: ALL	Gender: ALL
English Language Acquisition Status: ALL	LEP (EL + Selected RFEP): ALL	Title I Part C Migrant: ALL
Socio-Economically Disadvantaged: ALL	Special Education: ALL	Gifted and Talented: ALL

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Page 1 of 1

Report 2.4: English Learner Education Services - Student Count Unduplicated

Description: Reports the unduplicated number of English Learners (ELs) and the number of ELs who are receiving EL Education Services. The count is reported by Education Service type as of Fall 2 Census Day.

Data Views/Type: ODS and Snapshot / Certification (Fall 2)

Data As Of Date: Fall 2 Report Period (*Census Day* + 30 Calendar Days)

Students Included: *Open enrollment* on *Census Day*; Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US

Courses Included: Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes

Links: Link From: School row

To: English Learner Education Services - Student List (2.7) (for the selected row)

Or

Link From: Education Service Hyperlink (for specific educational service)

To: English Learner Education Services – Student List (2.7) (with selected service passed as filter)

Or

Link From: Column count)Education Service/School intersection

To: English Learner Education Services – Student List (2.7) (with selected criteria passed as filter)

Or

Link From: Total # of English Learners (ELs) (Column heading)

To: English Learner - Count by Primary Language (2.6) (for all rows on “From” report)

Calculations:

- If a student is receiving "Primary Language Instruction (1)" and any other EL Service, the student is counted as 1.
- If a student is receiving “ELD Instruction and SDAIE Instruction But Not Primary Language Instruction (4)” and one or both of 2 and 3 (and not 1), the student is counted as 4.
- If a student is receiving "ELD Instruction Only (2)" and "SDAIE Instruction Only (3)" without 1 or 4, the student is counted as 4.
- If a student is receiving "Other English Learner Services" and none of the services described in codes 1, 2, 3, or 4, then the student is counted as 6.
- If a student is receiving "Other English Learner Services" (6) and any of services 1-4, then follow the applicable calculation rules outlined in bullets 1-3.

If a student is receiving no EL Services at a school:

* If no Education Services are populated on any Course Section associated with the SSID, then the student is counted as "No Services Reported".

If a student is receiving only one EL Service at a school, the student is counted in that service

If a student is not receiving an EL Service at a school, the student is included in “No Service” count.

Glossary References: See section “English Language Acquisition Data” (*English Learners*, *English Learner Education Services*)

See section “General Data” (*Census Day, Open Enrollment*)

2.4 - English Learner Education Services - Student Count Unduplicated

Academic Year:	2012-2013	LEA:	[redacted]	User ID:	ndroker.test
View:	ODS	School Type:	ALL	Created Date:	10/15/2013
As Of:	Fall 2 - 10/3/2012	School:	ALL		

School Code	School Name	Total # of English Learners (ELs)	Primary Language Instruction and May Also Be Receiving ELD Instruction and/or SDAIE Instruction (1)	ELD Instruction Only (2)	SDAIE Instruction Only (3)	ELD Instruction and SDAIE Instruction But Not Primary Language Instruction (4)	Other English Learner Services (6)	No Services Reported at This School
0106278	[redacted]	12	0	0	4	7	0	1
0106237	[redacted]	5	0	0	0	5	0	0
0118745	[redacted]	7	0	0	0	0	0	7
0106286	[redacted]	1	0	0	0	1	0	0
0106245	[redacted]	7	0	0	0	7	0	0
0106229	[redacted]	0	0	0	0	0	0	0
0106302	[redacted]	0	0	0	0	0	0	0
0106294	[redacted]	60	0	0	0	41	0	19
TOTAL-Selected Schools		92	0	0	4	61	0	27

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
Title I Part C Migrant:	ALL	Special Education:	ALL	Socio-economically Disadvantaged:	ALL
Gifted and Talented:	ALL	Title III Eligible Immigrant:	ALL		

Report 2.5: English Learner Education Services - Unduplicated Count of Teachers Providing EL Services

Description:	Reports the unduplicated count of Teachers providing English Language Education Services to English Learners (ELs) as of Fall 2 Census Day.
Data Views/Type:	ODS and Snapshot / Certification (Fall 2)
Data As Of Date:	Fall 2 Report Period (*Census Day* + 30 Calendar Days)
Students Included:	*Open Enrollment* on *Census Day*; Enrollment Status = Primary (10), Secondary (20), and Short Term (30); Grade Level = KN, 01-12, UE, US
Courses Included:	Course section with 0 enrollments: No; Course section with SEID = 9999999999: No
Links:	From Row: *School* to Report 4.3 Staff Teaching Assignments - Detail [for the selected school]
Calculations:	Total # Teachers Providing Services to EL: Unduplicated Count of Teachers (Educator Identifier Statewide California) providing English Language Education Services to ELs (Education Service Code). Education Service Description Primary Language Instruction and May Also Be Providing ELD Instruction and/or SDAIE Instruction: Unduplicated Count of Teachers (Educator Identifier Statewide California) providing English Language Education Services to ELs for Education Service Code = 1 ELD Instruction Only: Unduplicated Count of Teachers (Educator Identifier Statewide California) providing English Language Education Services to ELs for Education Service Code = 2 SDAIE Instruction Only: Unduplicated Count of Teachers (Educator Identifier Statewide California) providing English Language Education Services to ELs for Education Service Code = 3 ELD Instruction and SDAIE Instruction But Not Primary Language Instruction: Unduplicated Count of Teachers (Educator Identifier Statewide California) providing English Language Education Services to ELs for Education Service Code = 4
Glossary References:	See section “English Language Acquisition Data” (*English Learners, English Learner Education Services, Providing EL Services*) See section “Staff Data” (*Teacher*) See section “General Data” (*Census Day, Open Enrollment*)

2.5 - English Learner Education Services - Unduplicated Count of Teachers Providing EL Services

Academic Year:	2010-2011	LEA:	ABC Unified	User ID:	CDEPRD\calpads_rptadmin
View:	ODS	School Type:	High Schools (Public)	Created Date:	3/16/2011
As Of:	Fall 2 - 10/6/2010	School:	ALL	Transaction ID:	XXXXXXXXXXXXX

School Code	School Name	Total # Teachers Providing Services to ELs	Primary Language instruction and May Also Be Providing ELD Instruction and/or SDAIE Instruction (1)	ELD Instruction Only (2)	SDAIE Instruction Only (3)	ELD Instruction and SDAIE Instruction But Not Primary Language Instruction (4)
1930361	Artesia High	0	0	0	0	0
1931880	Gretchen Whitney High	0	0	0	0	0
TOTAL-Selected Schools		0	0	0	0	0

Gender:	ALL	Ethnicity/Race:	ALL	HQT Content Area Competency:	ALL
Employment Status:	ALL	Content Area Category:	ALL	State Course Code:	ALL

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Page 1 of 1

Report 2.6: English Learner - Count by Primary Language

Description:	Reports the number of English Learners as of Fall 2 Census Day. The count is reported at the school level by grade level within Primary Home Language. It aggregates school level data to the LEA level.
Data Views/Type:	ODS and Snapshot / Supporting (Fall 2)
Data As Of Date:	Fall 2 Report Period (*Census Day* + 30 Calendar Days)
Students Included:	*Open Enrollment* on *Census Day*; Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US
Courses Included:	Course section with 0 enrollments: N/A; Course section with SEID = 9999999999: N/A
Links:	From Row: *School* to Report 2.7 English Learner Education Services - Student List [for the selected school]
Calculations:	# English Learners (ELs): Count of students that are English Learners
Glossary References:	See section “English Language Acquisition Status Data” (*English Learners*)
	See section “General Data” (*Census Day, Open Enrollment*)

California Department of Education
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2.6 - English Learner - Count by Primary Language

Academic Year:	2010-2011	LEA:		User ID:	CDETST\calpads_rptadmin
View:	ODS	School Type:	High Schools (Public)	Created Date:	3/15/2011
As Of:	Fall 2 - 10/6/2010	School:	ALL	Transaction ID:	XXXXXXXXXXXXX

School Code	School Name	Primary Language	Grade	# English Learners (ELs)
4332904	Henry M. Gunn High			
		01-Spanish		
			09	2
			10	2
			11	2
			12	2
			All	8
		TOTAL	09	2
			10	2
			11	2
			12	2
			All	8
4335782	Palo Alto High			
		01-Spanish		
			09	1
			10	2
			11	1
			12	1
			All	5
		TOTAL	09	1
			10	2
			11	1
			12	1
			All	5
Total - Selected Schools				
		01-Spanish	09	3
			10	4
			11	3
			12	3
		TOTAL	All	13
		TOTAL	09	3
			10	4
			11	3
			12	3
			All	13

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
Title I Part C Migrant:	ALL	Socio-economically Disadvantaged:	ALL	Special Education:	ALL
Gifted and Talented:	ALL	Title III Eligible Immigrant:	ALL	Primary Language:	01,11

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Page 1 of 1

Report 2.7: English Learner Education Services - Student List

Description:	Reports all English Learner students as of the Fall 2 Census Day and identifies the EL Education Services received, if any.
Data Views/Type:	ODS and Snapshot (Fall 2)
Data As Of Date:	Fall 2 Report Period (*Census Day* + 30 Calendar Days)
Students Included:	*Open enrollment* on *Census Day*; Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US
Courses Included:	Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes
Links:	None
Calculations:	# Course Sections Served: Count of course sections in which the student is receiving the service
Glossary References:	See section “English Language Acquisition Status Data” (*English Learners, English Learner Education Services)* See section “General Data” (*Census Day, Open Enrollment*)

California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System

2.7 - English Learner Education Services - Student List

Academic Year:	2010-2011	**LEA:**	Palo Alto Unified	**User ID:**	CDETST\calpads_rptadmin
View:	ODS	**School Type:**	ALL	**Created Date:**	3/15/2011
As Of:	Fall 2 - 10/6/2010	**School:**	Palo Alto High-4335782	**Transaction ID:**	XXXXXXXXXXXXX

School Code	School Name	SSID	Student Name	Local ID	Gender	Ethnicity/Race	Eng Lang Acq Status	Primary Language	Edu Service Description	Class Inst Lang	# Course Sections Served
4335782	Palo Alto High	1701798344	Johnson, Joel TW4	JJ001	M	Asian	EL	46-Taiwanese	2 -ELD Instruction Only	46-Taiwanese	1
		1928836438	Cathy, Grace	GJ33	F	Missing	EL	00-English	0 -N/A	-	0
		2432396564	Fall2Reports, Grade9 Nine	009	M	Asian	EL	01-Spanish	0 -N/A	-	0
		2825603144	Brothers, Winifred	Student2	F	Nat Hwiin/Othr Pac Islndr	EL	00-English	0 -N/A	-	0
		2915997840	LastName, FirstName MiddleName	FLM0002	F	Black/African Am	EL	00-English	0 -N/A	-	0
		3356504886	Velasquez, Jose	11111	M	White	EL	00-English	0 -N/A	-	0
		3638333744	Cinderella, Cinderella Stella	2	F	Am Indian/Alskn Nat	EL	00-English	0 -N/A	-	0
		4048518464	Fall2Reports, Grade12 Twelve	012	F	White	EL	01-Spanish	0 -N/A	-	0
		5270396580	TW5Regression, November Second	TW5-001	F	Black/African Am	EL	99-Other non-English languages	2 -ELD Instruction Only	01-Spanish	1
		9103466722	Abcdef, Cameron Anthony	77777	M	Hispanic	EL	00-English	0 -N/A	-	0

Grade:	ALL	**Ethnicity/Race:**	ALL	**Gender:**	ALL
Title I Part C Migrant:	ALL	**Socio-Economically Disadvantaged:**	ALL	**Special Education:**	ALL
Education Service:	ALL	**Gifted and Talented:**	ALL		

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Page 1 of 1

Report 2.8: English Language Acquisition Status – Count by Primary Language (Fall 1)

Description:	Reports a count of enrolled students in specific English Language Acquisition Status (ELAS) categories at the school level by grade level within Primary Language. School level data is aggregated to the LEA level.
Data Views/Type:	If Data View = "Fall 1 – Report Date" or "Spring 1 Report Date" depending on whether the report is being run from Fall 1 reports or Spring 1 Reports Menu". Snapshot, "Spring 1 - Report Date"
Data As Of Date:	Fall 1 Census Day
Students Included:	*Open enrollment* on As Of Date; Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US
Links:	From Row: School to Report 8.1 Student Profile [for the selected school]
Calculations:	# EL = Count of enrolled students with English Language Acquisition Code = EL
	# IFEP = Count of enrolled students with English Language Acquisition Status Code = IFEP
	# RFEP = Count of enrolled students with English Language Acquisition Status Code = RFEP
	# TBD = Count of enrolled students with English Language Acquisition Status Code = TBD
	Total ELAS = Sum of enrolled students in the above English Language Acquisition Status categories
	# FEP = Sum of # IFEP + #RFEP
Glossary References:	See "English Language Acquisition Status Data" (*English Learners, Primary Language*)
	See "General Data" (*Census Day, Open Enrollment*)

2.8 - English Language Acquisition Status - Count by Primary Language (Fall 1)

Academic Year:	2012-2013	**LEA:**	[redacted]	**Created Date:**	04-16-2013
View:	Snapshot	**School Type:**	ALL		
As Of:	Fall 1-10/3/2012	**School:**	ALL		

				English Language Acquisition Status (ELAS)					
School Code	**School Name**	**Primary Language**	**Grade**	**#EL**	**# IFEP**	**# RFEP**	**# TBD**	**Total ELAS**	**# FEP (IFEP + RFEP)**
[redacted]	[redacted]								
		23 - Hmong	09	1	0	0	0	1	0
			11	2	0	0	0	2	0
			12	2	0	0	0	2	0
			ALL	**5**	**0**	**0**	**0**	**5**	**0**
		99 - Other non-English languages	12	1	0	0	0	1	0
			ALL	**1**	**0**	**0**	**0**	**1**	**0**
		01 - Spanish	09	1	0	0	0	1	0
			10	0	1	0	0	1	1
			11	1	0	0	0	1	0
			12	2	0	1	0	3	1
			ALL	**4**	**1**	**1**	**0**	**6**	**2**
		02 - Vietnamese	11	1	0	0	0	1	0
			ALL	**1**	**0**	**0**	**0**	**1**	**0**
		TOTAL	09	2	0	0	0	2	0
			10	0	1	0	0	1	1
			11	4	0	0	0	4	0
			12	5	0	1	0	6	1
			ALL	**11**	**1**	**1**	**0**	**13**	**2**
[redacted]	[redacted]								
		23 - Hmong	08	1	0	0	0	1	0
			ALL	**1**	**0**	**0**	**0**	**1**	**0**

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Report 2.8: English Language Acquisition Status – Count by Primary Language (Spring)

Description: Reports a count of enrolled students in specific English Language Acquisition Status (ELAS) categories at the school level by grade level within Primary Language. School level data is aggregated to the LEA level.

Data Views/Type: If Data View = "Fall 1 – Report Date" or "Spring 1 Report Date" depending on whether the report is being run from Fall 1 reports or Spring 1 Reports Menu". Snapshot, "Spring 1 - Report Date"

Data As Of Date: Spring 1 (submissions prior to Academic Years 2013-2014)

Students Included: *Open enrollment* on As Of Date; Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US

Links: From Row: School to Report 8.1 Student Profile [for the selected school]

Calculations: # EL = Count of enrolled students with English Language Acquisition Code = EL

IFEP = Count of enrolled students with English Language Acquisition Status Code = IFEP

RFEP = Count of enrolled students with English Language Acquisition Status Code = RFEP

TBD = Count of enrolled students with English Language Acquisition Status Code = TBD

Total ELAS = Sum of enrolled students in the above English Language Acquisition Status categories

FEP = Sum of # IFEP + #RFEP

Glossary References: See "English Language Acquisition Status Data" (*English Learners, Primary Language*)

See "General Data" (*Census Day, Open Enrollment*)

2.8 - English Language Acquisition Status - Count by Primary Language (Spring)

Academic Year:	2012-2013	LEA:		Created Date:
View:	Snapshot	School Type:	ALL	
As Of:	Spring 1	School:	ALL	

				English Language Acquisition Status (ELAS)					
School Code	School Name	Primary Language	Grade	#EL	# IFEP	# RFEP	# TBD	Total ELAS	# FEP (IFEP + RFEP)
		23 - Hmong	09	1	0	0	0	1	0
			11	2	0	0	0	2	0
			12	2	0	0	0	2	0
			ALL	**5**	**0**	**0**	**0**	**5**	**0**
		99 - Other non-English languages	12	1	0	0	0	1	0
			ALL	**1**	**0**	**0**	**0**	**1**	**0**
		01 - Spanish	09	1	0	0	0	1	0
			10	0	1	0	0	1	1
			11	1	0	0	0	1	0
			12	2	0	1	0	3	1
			ALL	**4**	**1**	**1**	**0**	**6**	**2**
		02 - Vietnamese	11	1	0	0	0	1	0
			ALL	**1**	**0**	**0**	**0**	**1**	**0**
		TOTAL	09	2	0	0	0	2	0
			10	0	1	0	0	1	1
			11	4	0	0	0	4	0
			12	5	0	1	0	6	1
			ALL	**11**	**1**	**1**	**0**	**13**	**2**
		23 - Hmong	08	1	0	0	0	1	0
			ALL	**1**	**0**	**0**	**0**	**1**	**0**

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Report 2.9: English Language Acquisition Status – Census Comparison (Fall 1)

Description:	Reports an unduplicated count of enrolled *English Learners* (EL) and *Fluent English Proficient* (FEP) students at the school level for the previous academic year *English Language Acquisition Status (ELAS) count* and the selected academic year ELAS count based on Spring 1 data. School level data are aggregated to the LEA level. Previous year ELAS counts are data aggregates from the previous academic year Spring 1 Snapshot.
Data Views/Type:	Snapshot / Certification Fall 1 & Spring 1 (for submissions prior to 2013-2014).
Data As Of Date:	Fall 1 Census Day
Students Included:	*Open enrollment* on As Of Date; Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US
Links:	From Row: School to Report 8.1 Student Profile [for the selected school]
Calculations:	Previous Academic Year – EL = Aggregate of students whose English Language Acquisition Status Code = EL in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total English Learners (EL)** Previous Academic Year – IFEP = Aggregate of students whose English Language Acquisition Status Code = IFEP in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total Initial Fluent English Proficient (IFEP)** Previous Academic Year – RFEP = Aggregate of students whose English Language Acquisition Status Code = RFEP in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total Reclassified Fluent English Proficient (RFEP)** Previous Academic Year – TBD = Aggregate of enrolled students with English Language Acquisition Status Code = TBD in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total To Be Determined (TBD)** Previous Academic Year – FEP Aggregate of enrolled students with English Language Acquisition Status Code = IFEP + RFEP in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total Fluent English Proficient (FEP)** Selected Academic Year – EL = Count of enrolled students whose English Language Acquisition Status Code = EL in the selected academic year's ELAS count Selected Academic Year – IFEP = Count of enrolled students whose English Language Acquisition Status Code = IFEP in the selected academic year's ELAS count Selected Academic Year – RFEP = Count of enrolled students whose English Language Acquisition Status Code = RFEP in the selected academic year's ELAS count

Selected Academic Year – TBD = Count of enrolled students with English Language Acquisition Status Code = TBD

Selected Academic Year – FEP = Selected Academic Year # IFEPs + Selected Academic Year # RFEPs

% Change between Selected Academic Year # ELs and Previous Academic Year # ELs = ("Selected Academic Year-EL" – "Previous Academic Year-EL") / ("Previous Academic Year-EL")

Glossary References: See section "English Language Acquisition Status Data" [*English Learners, Fluent English Proficient (FEP), Reclassified Fluent English Proficient (RFEP)*]

See section "General Data" (*Census Day, Open Enrollment*)

2.9 - English Language Acquisition Status - Census Comparison (Fall 1)

Academic Year:	2010-2011	**LEA:**	Palo Alto Unified		
View:	Snapshot	**School Type:**	High Schools (Public),Intermediate/Middle Schools (Public)	**Created Date:**	10/6/2013
As Of:	Fall 1-10/2/2013	**School:**	David Starr Jordan Middle,Henry M. Gunn High,Palo Alto High	**Transaction ID:**	XXXXXXXXXXXXX

		English Language Acquisition Status Count										% Change between Selected Academic Year # EL's and Previous Year # EL's
		Previous Academic Year					Selected Academic Year					
School Code	School Name	#EL	#IFEP	#RFEP	#TBD	# FEP (IFEP + RFEP)	#EL	#IFEP	#RFEP	#TBD	# FEP (IFEP + RFEP)	
6060065	David Starr Jordan Middle	11	0	24	0	170	13	4	4	0	8	18%
4332904	Henry M. Gunn High	112	0	42	0	508	20	3	6	2	9	-82%
4335782	Palo Alto High	15	0	21	0	318	19	2	2	5	4	27%
Total - Selected Schools		138	0	87	0	996	52	9	12	7	21	-62%

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Page 1 of 1

Report 2.9: English Language Acquisition Status – Census Comparison (Spring)

Description:	Reports an unduplicated count of enrolled *English Learners* (EL) and *Fluent English Proficient* (FEP) students at the school level for the previous academic year *English Language Acquisition Status (ELAS) count* and the selected academic year ELAS count based on Spring 1 data. School level data are aggregated to the LEA level. Previous year ELAS counts are data aggregates from the previous academic year Spring 1 Snapshot.
Data Views/Type:	Snapshot / Certification Fall 1 & Spring 1 (for submissions prior to 2013-2014).
Data As Of Date:	Spring 1 Census Day (for submissions prior to 2013-2014)
Students Included:	*Open enrollment* on As Of Date; Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US
Links:	From Row: School to Report 8.1 Student Profile [for the selected school]
Calculations:	Previous Academic Year – EL = Aggregate of students whose English Language Acquisition Status Code = EL in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total English Learners (EL)** Previous Academic Year – IFEP = Aggregate of students whose English Language Acquisition Status Code = IFEP in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total Initial Fluent English Proficient (IFEP)** Previous Academic Year – RFEP = Aggregate of students whose English Language Acquisition Status Code = RFEP in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total Reclassified Fluent English Proficient (RFEP)** Previous Academic Year – TBD = Aggregate of enrolled students with English Language Acquisition Status Code = TBD in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total To Be Determined (TBD)** Previous Academic Year – FEP Aggregate of enrolled students with English Language Acquisition Status Code = IFEP + RFEP in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total Fluent English Proficient (FEP)** Selected Academic Year – EL = Count of enrolled students whose English Language Acquisition Status Code = EL in the selected academic year's ELAS count Selected Academic Year – IFEP = Count of enrolled students whose English Language Acquisition Status Code = IFEP in the selected academic year's ELAS count

Selected Academic Year – RFEP = Count of enrolled students whose English Language Acquisition Status Code = RFEP in the selected academic year's ELAS count

Selected Academic Year – TBD = Count of enrolled students with English Language Acquisition Status Code = TBD

Selected Academic Year – FEP = Selected Academic Year # IFEPs + Selected Academic Year # RFEPs

% Change between Selected Academic Year # ELs and Previous Academic Year # ELs = ("Selected Academic Year-EL" – "Previous Academic Year-EL") / ("Previous Academic Year-EL")

Glossary References: See section "English Language Acquisition Status Data" [*English Learners, Fluent English Proficient (FEP), Reclassified Fluent English Proficient (RFEP)*]

See section "General Data" (*Census Day, Open Enrollment*)

C/A 2.9 - C/A English Language Acquisition Status - Census Comparison (Spring)

Academic Year:	2012-2013	**LEA:**	ALL		
View:	Snapshot	**School Type:**	ALL	**Created Date:**	
As Of:	Spring 1	**School:**	ALL	**County:**	Sacramento

				English Language Acquisition Status Count										
				Previous Academic Year					Selected Academic Year					
LEA Code	LEA Name	School Code	School Name	#EL	#IFEP	#RFEP	#TBD	# FEP (IFEP + RFEP)	#EL	#IFEP	#RFEP	#TBD	# FEP (IFEP + RFEP)	% Change between Selected Academic Year # EL's and Previous Year # EL's
[illegible]	[illegible]													
		0106229	Palmiter Special Education	0	1	N/A	N/A	1	0	0	0	0	0	N/A
		0106237	Elinor Lincoln Hickey Jr./Sr. High	7	N/A	2	N/A	2	8	0	3	0	3	14%
		0106245	North Area Community	6	N/A	N/A	N/A	N/A	11	0	1	0	1	83%
		0106278	El Centro Jr./Sr. High	13	4	N/A	N/A	4	10	2	3	5	5	-23%
		0106286	Morgan Jr./Sr. High	0	N/A	N/A	N/A	N/A	2	1	0	0	1	N/A
		0106294	Sacramento County SH Special Education	49	33	2	N/A	35	41	36	2	4	38	-16%
		0106302	Sacramento County ED Special Education	1	1	N/A	N/A	1	1	0	2	0	2	0%
		0118745	Gerber Jr./Sr. High	9	2	2	N/A	4	18	1	8	0	9	100%
		Total - Selected Schools		**85**	**41**	**6**	**N/A**	**47**	**91**	**40**	**19**	**9**	**59**	**-3%**

Report 2.10: English Language Acquisition Status – Census Comparison Student List (Fall 1)

Description: Lists the students who are included in the Spring 1 English Language Acquisition Status (ELAS) count for the selected year. The report indicates their English Language Acquisition Status in the school year selected and in the school year prior to the selected year. Included is an indication of whether a student classified RFEP scored proficient or advanced for three cumulative years on the English Language Arts standards test.

The students in this report are the same students in Report 2.9 who were aggregated into the selected year count. For these students, the selected year data reported were valid on Fall or Spring (for submissions prior to 2013-2014) Census Day of the selected Academic Year.

Data Views/Type: Snapshot / Certification (Fall 1 or Spring 1(for submissions prior to 2013-2014)

Data As Of Date: Fall 1 Census Day

Students Included: *Open enrollment* on As Of Date; Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US

Links: None

Calculations: None

Glossary References: See section “English Language Acquisition Data”

See section “General Data” (*Census Day, Open Enrollment*)

2.10 - English Language Acquisition Status - Census Comparison Student List (Fall 1)

Academic Year:	2010-2011	LEA:	Palo Alto Unified		
View:	Snapshot	School Type:	High Schools (Public)	Created Date:	10/6/2013
As Of:	Fall 1-10/2/2013	School:	ALL	Transaction ID:	XXXXXXXXXXXXX

										Selected Academic Year ELAS Count		
School Code	School Name	SSID	Student Name	Local ID	Gender	Grade	Ethnicity/Race	Primary Language	Status in Previous Year ELAS Count	Current ELAS Status	Status Date	RFEP Proficient or Advanced for ELA
4332904	Henry M. Gunn High	1031756038	Fall2Tests, RegGrade11 Eleve	RT011	M	11	Hispanic	01 - Spanish		EL - English Learner	08/16/2010	
4332904	Henry M. Gunn High	2602724297	Garcia, Marguerite	56987	F	11	Missing	50 - Khmu		EL - English Learner	10/21/2009	
4332904	Henry M. Gunn High	7514624114	Jones, Andy	119090009	M	11	Missing	03 - Cantonese		IFEP - Initial Fluent English Proficient	08/18/2009	
4332904	Henry M. Gunn High	2700737144	Kellar, Suzette J	12345	F	11	White	00 - English		EL - English Learner	10/01/2009	
4332904	Henry M. Gunn High	9182309545	Michael, Akins	997331	M	11	Hispanic	01 - Spanish		TBD - To Be Determined	10/20/2009	
4332904	Henry M. Gunn High	9026657965	Morman, April	4561	F	11	White	41 - Polish		IFEP - Initial Fluent English Proficient	10/19/2009	
4332904	Henry M. Gunn High	4935254130	TestWeek3, StuGrade11 Eleve	TW3011	F	11	Nat Hwiin/Othr Pac Islndr	01 - Spanish		EL - English Learner	08/16/2010	
4332904	Henry M. Gunn High	9371169382	Amos, Angel David	155	M	12	Hispanic	01 - Spanish		RFEP - Reclassified Fluent English Proficient	09/01/2009	
4332904	Henry M. Gunn High	7023662875	Cullen, Edward Anthony	10311995	M	12	White	00 - English		EL - English Learner	08/27/2009	
4335782	Palo Alto High	8680353298	Jones, Hampton	hk1	M	12	Asian	00 - English		EL - English Learner	09/08/2009	
4335782	Palo Alto High	8658016975	LearnerA, EnglishA Primary	1	F	12	Missing	00 - English		EL - English Learner	09/01/2008	
4335782	Palo Alto High	3356504886	Velasquez, Jose	11111	M	12	White	00 - English		EL - English Learner	08/17/2009	

Grade:	11-Eleventh Grade,12-Twelfth Grade	Ethnicity/Race:	ALL	Gender:	ALL
English Language Acquisition Status:	ALL	Title III Eligible Immigrant:	ALL	Gifted and Talented:	ALL
Title I Part C Migrant:	ALL	Socio-Economically Disadvantaged:	ALL	Special Education:	ALL

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The data that appears on this report are filtered by the user selections that appear on the last page of this report.

Page 1 of 1

Report 2.10: English Language Acquisition Status – Census Comparison Student List (Spring)

Description: Lists the students who are included in the Spring 1 English Language Acquisition Status (ELAS) count for the selected year. The report indicates their English Language Acquisition Status in the school year selected and in the school year prior to the selected year. Included is an indication of whether a student classified RFEP scored proficient or advanced for three cumulative years on the English Language Arts standards test.

The students in this report are the same students in Report 2.9 who were aggregated into the selected year count. For these students, the selected year data reported were valid on Fall or Spring (for submissions prior to 2013-2014) Census Day of the selected Academic Year.

Data Views/Type: Snapshot / Certification (Fall 1 or Spring 1) (for submissions prior to 2013-2014)

Data As Of Date: Spring 1 (for submissions prior to 2013-2014)

Students Included: *Open enrollment* on As Of Date; Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US

Links: None

Calculations: None

Glossary References: See section “English Language Acquisition Data”

See section “General Data” (*Census Day, Open Enrollment*)

2.10 - English Language Acquisition Status - Census Comparison Student List (Spring)

Academic Year:	2012-2013	LEA:	[redacted]	Created Date:	08-16-2013
View:	Snapshot	School Type:	ALL		
As Of:	Spring 1 - 3/1/2013	School:	ALL		

										Selected Academic Year ELAS Count		
School Code	School Name	SSID	Local ID	Grade	Student Name	Gender	Ethnicity/Race	Primary Language	Status in Previous Year ELAS Count	Status	Status Date	Proficient or Advanced for ELA
[redacted]	[redacted]	[redacted]	[redacted]	07	[redacted]	F	Hispanic	01 - Spanish		EL - English Learner	08/22/2005	
[redacted]	[redacted]	[redacted]	[redacted]	12	[redacted]	F	Hispanic	01 - Spanish		EL - English Learner	10/31/2003	
[redacted]	[redacted]	[redacted]	[redacted]	12	[redacted]	F	Hispanic	01 - Spanish		EL - English Learner	08/18/2009	
[redacted]	[redacted]	[redacted]	[redacted]	10	[redacted]	F	Hispanic	01 - Spanish	EL	EL - English Learner	09/10/2001	
[redacted]	[redacted]	[redacted]	[redacted]	02	[redacted]	F	Hispanic	01 - Spanish	EL	EL - English Learner	01/04/2011	
[redacted]	[redacted]	[redacted]	[redacted]	02	[redacted]	F	Hispanic	01 - Spanish	EL	EL - English Learner	08/20/2008	
[redacted]	[redacted]	[redacted]	[redacted]	02	[redacted]	F	Hispanic	01 - Spanish	EL	EL - English Learner	05/23/2008	
[redacted]	[redacted]	[redacted]	[redacted]	03	[redacted]	F	Hispanic	01 - Spanish		EL - English Learner	10/18/2011	
[redacted]	[redacted]	[redacted]	[redacted]	04	[redacted]	F	Hispanic	01 - Spanish	EL	EL - English Learner	08/05/2004	
[redacted]	[redacted]	[redacted]	[redacted]	09	[redacted]	F	Hispanic	01 - Spanish	TBD	EL - English Learner	03/21/2011	
[redacted]	[redacted]	[redacted]	[redacted]	11	[redacted]	F	Hispanic	01 - Spanish	EL	EL - English Learner	06/15/2000	
[redacted]	[redacted]	[redacted]	[redacted]	12	[redacted]	F	Hispanic	01 - Spanish	EL	EL - English Learner	08/12/2009	
[redacted]	[redacted]	[redacted]	[redacted]	12	[redacted]	F	Hispanic	01 - Spanish	EL	EL - English Learner	03/30/1993	
[redacted]	[redacted]	[redacted]	[redacted]	KN	[redacted]	F	Hispanic	01 - Spanish	EL	EL - English Learner	02/02/2009	

Grade:	ALL	Ethnicity/Race:	Hispanic	Gender:	Female
English Language Acquisition Status:	EL-English Learner	Title III Eligible Immigrant:	ALL	Gifted and Talented:	ALL
Title I Part C Migrant:	ALL	Socio-Economically Disadvantaged:	ALL	Special Education:	ALL

This report is confidential and use is restricted to authorized individuals.

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Report 2.11: English Learner Instructional Plan - Count of ELs by Instructional Strategy

Description:	Reports the unduplicated count of *English Learners* who are enrolled in course sections with an EL Instructional Plan, by the Instructional Strategy used in the delivery of the course content **as of the Fall 2 Report Period**.
Views/Type:	ODS and Snapshot (Fall 2)
Data As Of Date:	Fall 2 Report Period (*Census Day* + 30 Calendar Days)
Students Included:	*Open enrollment* on Census Day; Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US
Courses Included:	Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes
Links:	From Row: *School* to Report 3.7 Course Section Enrollment – Count and Details [for the selected school]
Calculations:	Total # of English Learner (EL) Students: Count of *English Learners* (See Glossary under English Language Acquisition Data)
	Instructional Setting – Alternative EL Program – Two-Way Immersion: Count of students enrolled in one or more Course Sections for which the Instructional Strategy Code = 400
	Instructional Setting – Structured English Immersion and/or English Learner Mainstreaming: Count of students enrolled in one or more Course Sections for which the Instructional Strategy Code = 500
	Instructional Setting – Alternative EL Program - Bilingual: Count of students enrolled in one or more Course Sections for which the Instructional Strategy Code = 600
	Instructional Setting – English Learner Mainstreaming: Count of students enrolled in one or more Course Sections for which the Instructional Strategy Code = 650
	Other Instructional Setting: Count of students enrolled in one or more Course Sections for which the Instructional Strategy Code = 300 Home and Hospital, 700 Special Education, or null
Glossary References:	See section “English Language Acquisition Status Data” (*English Learner, English Learner Instructional Plan*)
	See section “General Data” (*Census Day, Open Enrollment*)

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2.11 - English Learner Instructional Plan - Count by Plan

Academic Year:	2010-2011	**LEA:**	Palo Alto Unified	**User ID:**	CDETST\calpads_rptadmin
View:	ODS	**School Type:**	High Schools (Public),Intermediate/Middle Schools (Public)	**Created Date:**	3/15/2011
As Of:	Fall 2 - 10/6/2010	**School:**	ALL	**Transaction ID:**	XXXXXXXXXXXXX

			Instructional Plan				
School Code	School Name	Total # of EnglishLearner (EL) Students	Alternative EL Program - Two Way Immersion - Various Models (400)	Structured English Immersion and/or English Learner Mainstreaming (500)	Alternative EL Program - Bilingual - Various Models (600)	English Learner Mainstreaming (650)	Other Instructional Setting
6060065	David Starr Jordan Middle	13	0	0	0	0	13
4332904	Henry M. Gunn High	20	9	4	0	1	12
6060081	Jane Lathrop Stanford Middle	4	0	0	0	0	4
4335782	Palo Alto High	19	0	0	0	2	17
6118707	Terman Middle	7	6	3	0	0	1
TOTAL-Selected Schools		63	15	7	0	3	47

Grade:	ALL	**Ethnicity/Race:**	ALL	**Gender:**	ALL
Title I Part C Migrant:	ALL	**Socio-economically Disadvantaged:**	ALL	**Special Education:**	ALL
Gifted and Talented:	ALL	**Title III Eligible Immigrant:**	ALL		

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Page 1 of 1

Report 2.12: English Language Acquisition Status – ELs Reclassified RFEP (Fall 1)

Description: Reports the number of English Learners (ELs) Reclassified Fluent English Proficient (RFEP) one day after previous Fall 1 census day through the current Fall 1 census day by the school in which the reclassification occurred, including closed schools.

If a student was reclassified multiple times at the same school, only the most recent reclassification is reported. Students who were reclassified multiple times at different schools are duplicated in the aggregation to the Total-Selected schools.

Note: Only K-12 students with an Enrollment Status of Primary are included. The data for these students (i.e. Demographics, ELAS Start Date, etc.) are reported from the Student Information record used to identify the reclassification

Views/Type: Snapshot / Fall 1 (for submissions after 2013-2014)

Data As Of Date: Fall 1 where Report Period starts the day after previous year Census Day and ends on selected year Census Day, inclusive.

Students Included: See Glossary: *Reclassified Fluent English Proficient Count*

Links: From Row: School to Report 8.1 Student Profile (for the selected school)

Calculations: # ELs Reclassified RFEP in this School Since after prior Census Day through current Census Day: Count of students whose English Language Acquisition Status Code was changed from EL to RFEP at the selected school at some time during the Report Period

ELs Reclassified RFEP Included in this School's ELAS Count for the Selected Academic Year: Count of students included in previous field ("EL reclassified RFEP in this School after prior Census Day through current Census Day") who are still enrolled in this school on the selected academic year's Fall1 Census ELAS count

Glossary References: See section "English Language Acquisition Data" [*English Learners (EL), Reclassified Fluent English Proficient (RFEP) Count*]

2.12 - English Language Acquisition Status - ELs Reclassified RFEP (Fall 1)

Academic Year:	2010-2011	**LEA:**	Palo Alto Unified		
View:	Snapshot	**School Type:**	High Schools (Public),Intermediate/Middle Schools (Public)	**Created Date:**	10/6/2013
As Of:	10/2/2013	**School:**	ALL	**Transaction ID:**	XXXXXXXXXXXXX

School Code	School Name	# ELs Reclassified RFEP in this School Since Previous Academic Year ELAS Count	# ELs Reclassified RFEP Included in this School's ELAS Count for the Selected Academic Year
4335782	Palo Alto High	1	1
Total - Selected Schools		1	1

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Page 1 of 1

Report 2.12: English Language Acquisition Status – ELs Reclassified RFEP (Spring)

Description: Reports the number of English Learners (ELs) Reclassified Fluent English Proficient (RFEP) one day after previous Spring 1 census day through the current Spring 1 census day by the school in which the reclassification occurred, including closed schools.

If a student was reclassified multiple times at the same school, only the most recent reclassification is reported. Students who were reclassified multiple times at different schools are duplicated in the aggregation to the Total-Selected schools.

Note: Only K-12 students with an Enrollment Status of Primary are included. The data for these students (i.e. Demographics, ELAS Start Date, etc.) are reported from the Student Information record used to identify the reclassification.

Views/Type: Snapshot / Spring 1 (for submissions prior to 2013-2014)

Data As Of Date: Spring (for submissions prior to 2013-2014) Spring I 1 where Report Period starts the day after previous year Census Day and ends on selected year Census Day, inclusive.

Students Included: See Glossary: *Reclassified Fluent English Proficient Count*

Links: From Row: School to Report 8.1 Student Profile (for the selected school)

Calculations: # ELs Reclassified RFEP in this School Since after prior Census Day through current Census Day: Count of students whose English Language Acquisition Status Code was changed from EL to RFEP at the selected school at some time during the Report Period

ELs Reclassified RFEP Included in this School's ELAS Count for the Selected Academic Year: Count of students included in previous field ("EL reclassified RFEP in this School after prior Census Day through current Census Day") who are still enrolled in this school on the selected academic year's Spring 1 Census ELAS count

Glossary References: See section "English Language Acquisition Data" [*English Learners (EL), Reclassified Fluent English Proficient (RFEP) Count*]

2.12 - English Language Acquisition Status - ELs Reclassified RFEP (Spring)

Academic Year:	2010-2011	LEA:	Palo Alto Unified		
View:	Snapshot	School Type:	High Schools (Public),Intermediate/Middle Schools (Public)	Created Date:	03/25/2013
As Of:	Spring	School:	ALL	Transaction ID:	XXXXXXXXXXXXX

School Code	School Name	# ELs Reclassified RFEP in this School Since Previous Academic Year ELAS Count	# ELs Reclassified RFEP Included in this School's ELAS Count for the Selected Academic Year
4335782	Palo Alto High	1	1
Total - Selected Schools		1	1

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Page 1 of 1

Report 2.13: English Language Acquisition Status – ELs Reclassified RFEP Student List (Fall 1)

Description: Lists the students with an English Language Acquisition Status (ELAS) of EL who were reclassified RFEP at the selected school since the previous census (i.e. day after previous year Spring Census Day through selected year Spring Census Day). The students are the same students who are aggregated into the count on Report 2.12 - English Language Acquisition Status - ELs Reclassified RFEP. This includes students not counted in the selected year census and/or in the previous year census. The status of these reclassified students in the school's ELAS count for the selected year is also reported.

If a student was reclassified multiple times at the same school during the Report Period, the student is counted only once for that school using the most recent reclassification information. Students who were reclassified multiple times at different schools are reported for each school.

The Student data reported (i.e. grade, ELAS Start Date, etc.) were selected from the Student Information record used to identify the reclassification. The Program data reported (Migrant, Special Ed, etc.) were selected from the Education Program records for the reporting school with Education Program Membership Dates that overlap the enrollment at any time during the Report Period, regardless of Education Program Membership Code.

Views/Type: Snapshot / Supporting (Fall 1) and (Spring 1) (for submissions prior to 2013-2014)

Data As Of Date: Fall 1 where Report Period starts the day after previous year Census Day and ends on selected year Census Day, inclusive.

Students Included: See Glossary: *Reclassified Fluent English Proficient (RFEP) Count*

Links: None

Calculations: None

Glossary References: See Section "English Language Acquisition Data" [*English Learners (EL), Reclassified Fluent English Proficient (RFEP) Count*]

Report 2.13: English Language Acquisition Status – ELs Reclassified RFEP Student List (Spring)

Description: Lists the students with an English Language Acquisition Status (ELAS) of EL who were reclassified RFEP at the selected school since the previous census (i.e. day after previous year Spring Census Day through selected year Spring Census Day). The students are the same students who are aggregated into the count on Report 2.12 - English Language Acquisition Status - ELs Reclassified RFEP. This includes students not counted in the selected year census and/or in the previous year census. The status of these reclassified students in the school's ELAS count for the selected year is also reported.

If a student was reclassified multiple times at the same school during the Report Period, the student is counted only once for that school using the most recent reclassification information. Students who were reclassified multiple times at different schools are reported for each school.

The Student data reported (i.e. grade, ELAS Start Date, etc.) were selected from the Student Information record used to identify the reclassification. The Program data reported (Migrant, Special Ed, etc.) were selected from the Education Program records for the reporting school with Education Program Membership Dates that overlap the enrollment at any time during the Report Period, regardless of Education Program Membership Code.

Views/Type: Snapshot / Supporting for Spring 1 (for submissions prior to 2013-2014)

Data As Of Date: Spring 1 Report (for submissions prior to 2013-2014) where Report Period starts the day after previous year Census Day and ends on selected year Census Day, inclusive.

Students Included: See Glossary: *Reclassified Fluent English Proficient (RFEP) Count*

Links: None

Calculations: None

Glossary References: See Section "English Language Acquisition Data" [*English Learners (EL), Reclassified Fluent English Proficient (RFEP) Count*]

2.13 - English Language Acquisition Status - ELs Reclassified RFEP Student List (Fall 1)

Academic Year:	2013-2014	LEA:	Sacramento County Office of Education-3410348	Created Date:	11-01-2013
View:	Snapshot	School Type:	ALL		
As Of:	Fall 1 - 10/2/2013	School:	ALL		

School Code	School Name	SSID	Student Name	Local ID	Gender	Grade	Ethnicity/Race	Primary Language	RFEP Status Date	Student School Exit Date	RFEP Proficient or Advanced for ELA	Status in this school's ELAS Count for the Selected Year
0106278	El Centro Jr./Sr. High											
		5039683852	Alvarez, Angel Alberto	GET0010	M	11	Hispanic	01-Spanish	09/01/2013		Y	RFEP
		1098039453	Phan, Peter	35694	M	11	Asian	02-Vietnamese	08/01/2013	09/26/2013	Y	RFEP
0118745	Gerber Jr./Sr. High											
		7206598956	Ador, Gabriel Rosca	GET0003	M	10	Asian	05-Filipino (Pilipino or Tagalog)	09/01/2013		Y	RFEP
		5039683852	Alvarez, Angel Alberto	GET0009	M	11	Hispanic	01-Spanish	07/16/2013	07/31/2013	Y	RFEP
0106294	Sacramento County SH Special Education											
		7671242801	Barkhudaryan, Leyla	37766	F	01	White	12-Armenian	08/01/2013		Y	RFEP

Report 3.1: Class Size - by Content Area

Description:	Reports number of classes, class enrollment and average class size by content area category for each school **as of Fall 2 Report Period**.
Data Views/Type:	ODS and Snapshot / Certification (Fall 2)
Data As Of Date:	Fall 2 Report Period (*Census Day* + 30 Calendar Days)
Students Included:	*Open enrollment* on *Census Day*; Enrollment Status = Primary (10), Secondary (20), and Short Term (30); Grade Level = KN, 01-12, UE, US
Courses Included:	Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes; Course Sections with Independent Study=Y: No
Links:	From Column: *Content Area* to Report 3.2 Classes Enrollment – by Content Area [for all selected schools]
Calculations:	# Classes: Count of Class IDs (Class Identifier) relating to a specific content area category (Content Area Category Code)
	Class Enrollment: Count of SSIDs in all classes relating to a specific content area category (Content Area Category Code)
	Average Class Size: Class Enrollment / # of Classes
Glossary References:	See section “Course Data” (*Class*)
	See section “General Data” (*Census Day, Open Enrollment*)

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Reports > Class Size - By Content Area

Academic Year:	2010-2011	LEA:	Sacramento County Office of Education
School Type:	County Community, County Ofl	School:	Carson Creek Jr./Sr. High-0106
Grade:	01-First Grade, 02-Second Grad	Comments:	
Instructional Strategy:	300-Home and Hospital, 400-Al	Distance Learning	Y, N
CTE Ind Sector:	01-Agriculture and Natural Resc		

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1 of 1 | 100% | Find | Next | Select a format | Export

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3.1 - Class Size - by Content Area

Academic Year:	2010-2011	LEA:	Sacramento County Office of Education	User ID:	NDroker
View:	ODS	School Type:	ALL	Created Date:	10/5/2011
As Of:	Fall 2 - 10/6/2010	School:	Carson Creek Jr./Sr. High-0106211,El Centro Jr./Sr. High-0106278		

School Code	School Name	Content Area	#Classes	Class Enrollment	Average Class Size
0106278	El Centro Jr./Sr. High				
		10-Art	6	67	11.17
		14-English Language Arts	11	229	20.82
		18-Mathematics	10	239	23.90
		21-Science	11	165	15.00
		22-History/Social Science	13	235	18.08
		All	**51**	**935**	**18.33**
Total Selected Schools			**51**	**935**	**18.33**

Grade: ALL

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Report 3.2: Class Enrollment – by Content Area

Description: Reports class size by content area category as of Fall 2 Report Period. Students are disaggregated into ethnicity/race categories.

Data Views/Type: ODS and Snapshot / Supporting (Fall 2)

Data As Of Date: Fall 2 Report Period (i.e. Census Day + 30 Calendar Days)

Students Included: *Open enrollment* on Census Day; Enrollment Status = Primary (10), Secondary (20), and Short Term (30); Grade Level = KN, 01-12, UE, US

Courses Included: Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes

Links: From Column: *Content Area* to Report 3.3 Classes Enrollment – Student List [for all selected schools]

Calculations: Total Number: Count of students in each Class ID (Class Identifier)

Number: Count of students in each Class by each disaggregated race/ethnicity category

Percent: (Number / Total Number) Count of students by each disaggregated Race/Ethnicity category in each Class ID as a percent of total students in each Class ID

Glossary References: See section "Course Data" (*Class*)

See section "General Data" (*Census Day, Open Enrollment*)

3.2 - Class Enrollment - by Content Area

Academic Year:	2010-2011	LEA:	Palo Alto Unified	User ID:	CDETST\calpads_rptadmin
View:	ODS	School Type:	ALL	Created Date:	3/15/2011
As Of:	Fall 2 - 10/6/2010	School:	ALL	Transaction ID:	XXXXXXXXXXXXX

								Total	Hispanic		Am Indian/Alskn Nat		Asian		Black/African Am		Nat Hwiin/Othr Pac Islndr		White		Multiple Race		Missing	
School Code	School Name	Content Area	Class ID	State Course Code	Local Course ID	Term	Sec ID	#	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
4332904	Henry M. Gunn High																							
		14-English Language Arts																						
			ED0901Q1	2110-English Language Development	1009-ENGLISH DEV 09	Q1	ED0901	1	1	100.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %
			ED1001Q1	2110-English Language Development	1010-ENGLISH DEV 10	Q1	ED1001	1	1	100.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %
			ED1101Q1	2110-English Language Development	1011-ENGLISH DEV 11	Q1	ED1101	1	1	100.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %
			ED1201Q1	2110-English Language Development	1012-ENGLISH DEV 12	Q1	ED1201	1	1	100.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %

Grade:	ALL	Gender:	ALL	Enrollment Status:	ALL

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Page 3 of 3

Report 3.3: Class Enrollment - Student List

Description:	Reports list of students, **active as of Fall 2 Report Period**, in each class by course section and by school
Data Views/Type:	ODS and Snapshot / Supporting (Fall 2)
Data As Of Date:	Fall 2 Report Period (i.e. Census Day + 30 Calendar Days)
Students Included:	*Open enrollment* on *Census Day*; Enrollment Status = Primary (10), Secondary (20), and Short Term (30); Grade Level = KN, 01-12, UE, US
Courses Included:	Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes
Links:	None
Calculation:	None
Glossary References:	See section “Course Data” (*Class*)
	See section “General Data” (*Census Day, Open Enrollment*)

3.3 - Class Enrollment - Student List

Academic Year:	2010-2011	LEA:	Palo Alto Unified	User ID:	CDETST\calpads_rptadmin
View:	ODS	School Type:	High Schools (Public)	Created Date:	3/15/2011
As Of:	Fall 2 - 10/6/2010	School:	ALL	Transaction ID:	XXXXXXXXXXXXX

School Code	School Name	Content Area	Class ID	State Course Code	Local Course ID	Term	Sec ID	SEID	Teacher Name	SSID	Student Name	Local ID	Grade	Gender	Ethnicity/Race
4332904	Henry M. Gunn High	13-Drama/Theater	FP0901Q1	2908-Media/film/Video/Television Production	1009DT-FILM PRODUCTION DEV 09	Q1	FP0901	7463477187	TeacherFall2Reg, Reg9 Nine	8744140438	Fall2Tests, RegGrade9 Nine	RT009	09	M	Hispanic
			FP0901Q2	2908-Media/film/Video/Television Production	TW31009DT-FILM PRODUCTION DEV 09	Q2	FP0901	7463477187	TeacherFall2Reg, Reg9 Nine	7640772928	TestWeek3, StuGrade9 Nine	TW3009	09	F	Asian
			FP1201Q2	2908-Media/film/Video/Television Production	TW31012DT-FILM PRODUCTION DEV 12	Q2	FP1201	4758102596	TeacherFall2Reg, Reg12 Twelve	2956462558	TestWeek3, StuGrade12 Twelve	TW3012	12	F	Multiple
		14-English Language Arts	ED0901Q1	2110-English Language Development	1009-ENGLISH DEV 09	Q1	ED0901	7463477187	TeacherFall2Reg, Reg9 Nine	8744140438	Fall2Tests, RegGrade9 Nine	RT009	09	M	Hispanic
			ED0901Q2	2110-English Language Development	TW31009-ENGLISH DEV 09	Q2	ED0901	7463477187	TeacherFall2Reg, Reg9 Nine	7640772928	TestWeek3, StuGrade9 Nine	TW3009	09	F	Asian
			ED1001Q1	2110-English Language Development	1010-ENGLISH DEV 10	Q1	ED1001	1972258733	TeacherFall2Reg, Reg10 Ten	6983742273	Fall2Tests, RegGrade10 Ten	RT010	10	M	Hispanic
			ED1001Q2	2110-English Language Development	TW310TW310-ENGLISH DEV 10	Q2	ED1001	1972258733	TeacherFall2Reg, Reg10 Ten	1985491980	TestWeek3, StuGrade10 Ten	TW3010	10	F	Asian
			ED1101Q1	2110-English Language Development	1011-ENGLISH DEV 11	Q1	ED1101	3603599584	TeacherFall2Reg, Reg11 Eleven	1031756038	Fall2Tests, RegGrade11 Eleve	RT011	11	M	Hispanic
			ED1101Q2	2110-English Language Development	TW31011-ENGLISH DEV 11	Q2	ED1101	3603599584	TeacherFall2Reg, Reg11 Eleven	4935254130	TestWeek3, StuGrade11 Eleve	TW3011	11	F	Nat Hwiin/Othr Pac Islndr
			ED1201Q1	2110-English Language Development	1012-ENGLISH DEV 12	Q1	ED1201	4758102596	TeacherFall2Reg, Reg12 Twelve	9210472626	Fall2Tests, RegGrade12 Twelve	RT012	12	M	Hispanic
			ED1201Q2	2110-English Language Development	TW31012-ENGLISH DEV 12	Q2	ED1201	4758102596	TeacherFall2Reg, Reg12 Twelve	2956462558	TestWeek3, StuGrade12 Twelve	TW3012	12	F	Multiple
		21-Science	AST-01T1	2600-Astronomy	AST2600-01-Astronomy 101	T1	AST-01	3554639645	Teacher-Regression, January 20th	1020880168	Regression, January 20th-HuJinTao	HJT-001	10	M	Asian
4335782	Palo Alto High	40-Career Technical Education	AS003Q1	5676-Brakes/suspension and steering, combination	AutoShp003-Automotive Maintenance - Combo	Q1	AS003	6807826513	UATRegression, Teacher TW5	5270396580	TW5Reg, Nov Second	TW5-001	10	F	Black/African Am
			GART001S1	5621-Graphic arts technology	GRPHART001-Intro to Graphic Arts Technology	S1	GART001	5646886761	HighSchool , Joel Teacher JJTW4	1701798344	Johnson, Joel TW4	JJ001	10	M	Asian
										6769446625	Mexicali, Selena016a Primary	11	11	F	Hispanic
										5270396580	TW5Reg, Nov Second	TW5-001	10	F	Black/African Am

Content Area:	ALL	State Course Code:	ALL	Local Course:	ALL
CTE Course:	ALL	UC/CSU Approved Course:	ALL	Instructional Strategy:	ALL
Term:	ALL				

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Page 1 of 1

Report 3.4: NCLB Core Course Section Compliance - Count by Content Area

Description:	Reports number of course sections, number of NCLB Core Courses, number of NCLB Compliant Course Sections, as well as percentage of Core Course Sections that are NCLB Compliant by Content Area, **as of the Fall 2 Report Period**.
Data Views/Type:	ODS and Snapshot / Certification (Fall 2)
Data As Of Date:	Fall 2 Report Period (i.e. Census Day + 30 Calendar Days)
Students Included:	N/A
Courses Included:	Course section with 0 enrollments: Yes if the course section has a SEID that has a job classification of 27 (Itinerant); Course section with SEID = 9999999999: No; Distance Learning Indicator not = "Y".
Links:	From Column: *Core Course Sections* to Report 3.5 NCLB Core Course Section Compliance - Detail [for all selected schools]
Calculations:	# Core Course Sections: Count of course section IDs (Course Section Identifier) with a NCLB Core Course Indicator and Instructional Level Code = E or S relating to a specific content area category (Content Area Category Code)
	# NCLB Compliant Course Section: Count of NCLB Compliant Course Sections (by Course Section Identifier) relating to a specific content area category (Content Area Category Code)
	% of Core Course Sections-NCLB Compliant: Percent of NCLB Core course sections (# NCLB Compliant Course Sections / # Core Course Sections) that are NCLB Compliant, relating to a specific relating to a specific content area category (Content Area Category Code)
Glossary References:	See section "Course Data" (*NCLB Compliant Course Section*)
	See section "General Data" (*Census Day*)

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3.4 - NCLB Core Course Section Compliance - Count by Content Area

Academic Year:	2010-2011	**LEA:**	Palo Alto Unified	**User ID:**	CDETST\calpads_rptadmin
View:	ODS	**School Type:**	High Schools (Public)	**Created Date:**	3/15/2011
As Of:	Fall 2 - 10/6/2010	**School:**	ALL	**Transaction ID:**	XXXXXXXXXXXXX

School Code	School Name	NCLB Core Course Instructional Level	Content Area	# Core Course Sections	# NCLB Compliant Core Course Sections	% of Core Course Sections - NCLB Compliant
4332904	Henry M. Gunn High	S-Secondary NCLB Core Academic Course	13-Drama/Theater	4	4	100.0 %
			14-English Language Arts	4	4	100.0 %
			ALL	**8**	**8**	**100.0 %**
TOTAL - Selected Schools				**8**	**8**	**100.0 %**

Content Area:	ALL	**NCLB Core Course Instructional Level:**	ALL

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Page 1 of 1

Report 3.5: NCLB Core Course Section Compliance - Detail

Description:	Reports the local NCLB Core course sections **as of the Fall 2 Report Period**, identifying the teacher and HQT competency in NCLB core courses.
Data Views/Type:	ODS and Snapshot / Supporting (Fall 2)
Data As Of Date:	Fall 2 Report Period (i.e. *Census Day* + 30 Calendar Days)
Students Included:	N/A
Courses Included:	Course section with 0 enrollments: Yes if the course section has a SEID that has a job classification of 27 (Itinerant); Course section with SEID = 9999999999: No; Distance Learning Indicator not = "Y".
Links:	None
Calculations:	None
Glossary References:	See section "Course Data" (*NCLB Compliant Course Section*) See section "General Data" (*Census Day*)

3.5 - NCLB Core Course Section Compliance - Detail

Academic Year:	2010-2011	**LEA:**	Palo Alto Unified	**User ID:**	CDETST\calpads_rptadmin
View:	ODS	**School Type:**	High Schools (Public)	**Created Date:**	3/15/2011
As Of:	Fall 2 - 10/6/2010	**School:**	ALL	**Transaction ID:**	XXXXXXXXXXXXX

School Code	School Name	State Course Code	Local Course ID	Term	Sec ID	Class ID	SEID	Teacher Name	Teacher Local ID	NCLB Core & Inst Lvl	HQT Cont Area Comp*
4332904	Henry M. Gunn High	2110-English Language Development									
			TW31011-ENGLISH DEV 11	Q2	ED1101	ED1101Q2	3603599584	TeacherFall2Reg, Reg11 Eleven	BPE100011	S-Secondary NCLB Core Academic Course	G-VPSS Option
			1012-ENGLISH DEV 12	Q1	ED1201	ED1201Q1	4758102596	TeacherFall2Reg, Reg12 Twelve	BPE100012	S-Secondary NCLB Core Academic Course	A-Exam Option
			TW31012-ENGLISH DEV 12	Q2	ED1201	ED1201Q2	4758102596	TeacherFall2Reg, Reg12 Twelve	BPE100012	S-Secondary NCLB Core Academic Course	A-Exam Option
		2908-Media/film/Video/Television Production									
			1009DT-FILM PRODUCTION DEV 09	Q1	FP0901	FP0901Q1	7463477187	TeacherFall2Reg, Reg9 Nine	BPE10009	S-Secondary NCLB Core Academic Course	G-VPSS Option
			TW31009DT-FILM PRODUCTION DEV 09	Q2	FP0901	FP0901Q2	7463477187	TeacherFall2Reg, Reg9 Nine	BPE10009	S-Secondary NCLB Core Academic Course	G-VPSS Option
			TW31012DT-FILM PRODUCTION DEV 12	Q2	FP1201	FP1201Q2	4758102596	TeacherFall2Reg, Reg12 Twelve	BPE100012	S-Secondary NCLB Core Academic Course	A-Exam Option

* NonCompliance is identified by the lack of a HQT Content Area Competency

Course Content Area Category:	ALL	**Course Group:**	ALL	**NCLB Core Course Instructional Level:**	ALL
HQT Content Area Competency:	ALL				

This report is confidential and use is restricted to authorized individuals.

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Page 1 of 1

Report 3.6: Course Section Enrollment - Count by Content Area

Description:	Reports the number of course sections of each Local Course within a State Course Code and the number of students enrolled in each local course **as of the Fall 2 Report Period**. Also reports details about all courses by State Course Code and identified local courses mapped to the state code.
Data Views/Type:	ODS and Snapshot / Certification (Fall 2)
Data As Of Date:	Fall 2 Report Period (i.e. *Census Day* + 30 Calendar Days)
Students Included:	*Open enrollment* on *Census Day*; Enrollment Status = Primary (10), Secondary (20), and Short Term (30); Grade Level = KN, 01-12, UE, US
Courses Included:	Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes
Links:	From Column: *Core Course Sections* to Report 3.7 Course Section Enrollment – Count and Details [for all selected schools]
Calculations:	# Course Sections: Count of Course Section IDs (Course Section Identifier) in each Local Course ID (Course Identifier) # Students Enrolled: Total unduplicated count of students in each Local Course (Course Identifier)

Glossary References: See section “Course Data” (*Census Day, Open Enrollment*)

California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System

3.6 - Course Section Enrollment - Count by Content Area

Academic Year:	2010-2011	**LEA:**	Palo Alto Unified	**User ID:**	CDETST\calpads_rptadmin
View:	ODS	**School Type:**	High Schools (Public)	**Created Date:**	3/15/2011
As Of:	Fall 2 - 10/6/2010	**School:**	ALL	**Transaction ID:**	XXXXXXXXXXXXX

School Code	School Name	Content Area	State Course Code	Local Course ID	#Course Sections	#Students Enrolled
4332904	**Henry M. Gunn High**					
		13-Drama/Theater	2908-Media/film/Video/Television Production			
				1009DT	1	1
				1010DT	1	2
				1011DT	1	1
				1012DT	1	1
		14-English Language Arts	2110-English Language Development			
				1009	1	1
				1010	1	1
				1011	1	1
		21-Science	2600-Astronomy			
				AST2600-01	1	1
		40-Career Technical Education	5676-Brakes/suspension and steering, combination			
				AutoShp003	1	1
4335782	**Palo Alto High**					
		40-Career Technical Education	5621-Graphic arts technology			
				GRPHART001	1	3
		40-Career Technical Education	5676-Brakes/suspension and steering, combination			
				AutoShp003	1	1

Grade:	ALL	**Ethnicity/Race:**	ALL	**Gender:**	ALL
Content Area:	ALL	**State Course Code:**	ALL	**Education Program Course Content:**	ALL
CTE Course:	Y,N,N/A	**UC/CSU Approved Course:**	Y,N		

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Page 1 of 1

Report 3.7: Course Section Enrollment - Count and Details

Description:	Reports the details of local course sections by Content Area and State Course Code **as of Fall 2 Report Period**. Included are education services, language of instruction, instructional strategy, education program fund source and course section enrollment.
Data Views/Type:	ODS and Snapshot / Supporting (Fall 2)
Data As Of Date:	Fall 2 Report Period (i.e. *Census Day* + 30 Calendar Days)
Students Included:	*Open enrollment* on *Census Day*; Enrollment Status = Primary (10), Secondary (20), and Short Term (30); Grade Level = KN, 01-12, UE, US
Courses Included:	Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes
Links:	From Column: *Sec ID* to Report 3.8 Course Section Enrollment – Student List (for all selected schools)
Calculations:	Course Section Enrollment: Count of students in each Local Course Section (Course Section Identifier)

Glossary References: See section “Course Data” (*Census Day, Open Enrollment*)

3.7 - Course Section Enrollment - Count and Details

Academic Year:	2010-2011	**LEA:**	Palo Alto Unified	**User ID:**	CDETST\calpads_rptadmin
View:	ODS	**School Type:**	High Schools (Public)	**Created Date:**	3/15/2011
As Of:	Fall 2 - 10/6/2010	**School:**	ALL	**Transaction ID:**	XXXXXXXXXXXXX

School Code	School Name	Content Area	State Course Code	Local Course ID	Sec ID	Term	Class ID	Mul Teach Strat	Non-Std Inst Lvl	Educ Service	Inst Lang	Inst Strat	Ind Study	Dist Learn	Pgm Fund Source	UC/CSU Approved	Course Section Enrollment
4332904	Henry M. Gunn High	13-Drama/Theater	2908-Media/film/Video/Television Production	1009DT-FILM PRODUCTION DEV 09	FP0901	Q1	FP0901Q1	-	10-Remedial	4 -ELD Instruction and SDAIE Instruction But Not Primary Language Instruction	01-Spanish	400-Alternative EL Program - Two-Way Immersion (Various Models)	N	N	113-California Partnership Academy	Y	1
				TW31009DT-FILM PRODUCTION DEV 09	FP0901	Q2	FP0901Q2	-	10-Remedial	4 -ELD Instruction and SDAIE Instruction But Not Primary Language Instruction	01-Spanish	400-Alternative EL Program - Two-Way Immersion (Various Models)	N	N	113-California Partnership Academy	Y	1
		14-English Language Arts	2110-English Language Development	1009-ENGLISH DEV 09	ED0901	Q1	ED0901Q1	-	10-Remedial	4 -ELD Instruction and SDAIE Instruction But Not Primary Language Instruction	01-Spanish	400-Alternative EL Program - Two-Way Immersion (Various Models)	N	N	113-California Partnership Academy	N	1
				TW31009-ENGLISH DEV 09	ED0901	Q2	ED0901Q2	-	10-Remedial	4 -ELD Instruction and SDAIE Instruction But Not Primary Language Instruction	01-Spanish	500-Structured English Immersion - English Learner Mainstreaming	N	N	113-California Partnership Academy	N	1
4335782	Palo Alto High	40-Career Technical Education	5676-Brakes/suspension and steering, combination	AutoShp003-Automotive Maintenance - Combo	AS003	Q1	AS003Q1	-	13-International Baccalaureate (IB)	2 -ELD Instruction Only	01-Spanish	650-English Learner Mainstreaming	N	N	113-California Partnership Academy	N	1
			5621-Graphic arts technology	GRPHART001-Intro to Graphic Arts Technology	GART001	S1	GART001S1	-	12-Gifted and Talented	2 -ELD Instruction Only	46-Taiwanese	650-English Learner Mainstreaming	N	N	-	Y	1

Content Area:	ALL	**State Course Code:**	ALL	**CTE Course:**	Y,N,N/A
UC/CSU Approved Course:	Y,N	**Non-Standard Instructional Level:**	ALL	**Instructional Strategy:**	ALL
Education Service:	ALL	**Independent Study:**	Y,N	**Distance Learning:**	Y,N

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Page 1 of 1

Report 3.8: Course Section Enrollment - Student List

Description:	Reports a list of students in each course section and class by school who are **active as of the Fall 2 Report Period**.
Data Views/Type:	ODS and Snapshot / Supporting (Fall 2)
Data As Of Date:	Fall 2 Report Period (i.e. *Census Day* + 30 Calendar Days)
Students Included:	*Open enrollment* on *Census Day*; Enrollment Status = Primary (10), Secondary (20), and Short Term (30); Grade Level = KN, 01-12, UE, US
Courses Included:	Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes
Links:	None
Calculations:	None
Glossary References:	See section “Course Data” (*Class*)
	See section “General Data” (*Census Day, Open Enrollment*)

3.8 - Course Section Enrollment - Student List

Academic Year:	2010-2011	**LEA:**	Palo Alto Unified	**User ID:**	CDETST\calpads_rptadmin
View:	ODS	**School Type:**	High Schools (Public)	**Created Date:**	3/15/2011 12:00:00 AM
As Of:	Fall 2 - 10/6/2010	**School:**	ALL	**Transaction ID:**	XXXXXXXXXXXXX

School Code	School Name	State Course Code	Local Course ID	Sec ID	Term	Class ID	SEID	Teacher Name	SSID	Student Name	Local ID	Grade	Gender	Ethnicity/Race	UC/CSU Admission Req
4332904	Henry M. Gunn High	2110-English Language Develoement	1009-ENGLISH DEV 09	ED0901	Q1	ED0901Q1	7463477187	TeacherFall2Reg, Reo9 Nine	8744140438	Fall2Tests, RegGrade9 Nine	RT009	09	M	Hispanic	GO
		2600-Astronomy	AST2600-01-Astronomy 101	AST-01	T1	AST-01T1	3554639645	Teacher-Regression, January 20th	1020880168	Regression, January 20th-HuJinTao	HJT-001	10	M	Asian	
								Testing-Feb25, Spring Regression	1020880168	Regression, January 20th-HuJinTao	HJT-001	10	M	Asian	
		2908-Media/film/Video/Television Production	1009DT-FILM PRODUCTION DEV 09	FP0901	Q1	FP0901Q1	7463477187	TeacherFall2Reg, Reg9 Nine	8744140438	Fall2Tests, RegGrade9 Nine	RT009	09	M	Hispanic	GF
4335'82	Palo Alto High	5621-Graphic arts technology	GRPHART001-Intro to Graphic Arts Technology	GART001	S1	GART001S1	5646886761	HighSchool , Joel Teacher JJTW4	1701798344	Johnson, Joel TW4	JJ001	10	M	Asian	
									6769446625	Mexicali, Selena016a Primary	11	11	F	Hispanic	
									5270396580	TW5Reg, Nov Second	TW5-001	10	F	Black/African Am	
		5676-Brakes/suspension and steering, combination	AutoShp003-Automotive Maintenance - Combo	AS003	Q1	AS003Q1	6807826513	UATRegression, Teacher TW5	1020880168	Regression, January 20th-HuJinTao	HJT-001	10	M	Asian	
									5270396580	TW5Reg, Nov Second	TW5-001	10	F	Black/African Am	

Content Area:	ALL	**State Course Code:**	ALL	**Local Course:**	ALL
Instructional Strategy:	ALL	**Term:**	ALL		

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Page 1 of 1

Report 3.9: Course Sections Completed - Count by Content Area for Dept. Courses

Description:	Reports number of departmentalized course sections for each Course within Content Area. (LEAs are instructed to submit those course sections that began during the Reporting Year (i.e. Academic Year), regardless of when they were completed.) For each course, it includes the number of students who completed at least one course section of the course. (Note: a student in multiple course sections related to one local course ID is counted only once). Student Program Data are selected for each unique Education Program Code, from the most recent SPRG record for the school and SSID that contains that unique Education Program Code and with Education Program Membership Start Date and Education Program Membership End Dates that overlap a qualifying enrollment at the school during the Report Period, regardless of Education Program Membership Code. *Note: This report is the course completion equivalent of the Fall 2 Report 3.6 Course Section Enrollment – Count by Content Area.*
Data Views/Type:	ODS and Snapshot / Supporting (EOY 1)
Data As Of Date:	EOY1
Students Included:	The students included are in grades 07-12 and US who have an open enrollment with Enrollment status = Primary (10), Secondary (20), or Short Term (30) (i.e. qualifying enrollment) at any time during the Academic Year. Student Information data (e.g. grade) presented are associated with the most recent qualifying enrollment at the school during the Report Period regardless of when the course was completed. If user selects only specific programs then only those students with qualifying program records as described above are included.
Courses Included:	Course section with 0 completions: No, Course section with SEID = 9999999999: Yes
Links:	From Row: *School* to Report 3.10 Course Sections Completed – Count and Details for Departmentalized Courses
Calculations:	None
Glossary References:	See section “Course Data”

California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System

3.9 - Course Sections Completed - Count by Content Area for Departmentalized Courses

Academic Year:	2011-2012	LEA:	Oakdale Joint Unified-5075564	User ID:	gquiring.csis.uat
View:	Snapshot	School Type:	High Schools (Public),Intermediate/Middle Schools (Public)	Created Date:	5/10/2012
As Of:	EOY 1 - 10/7/2011	School:	Oakdale High-5035654		

						# Students Completing at Least One Section of Course		
School Code	School Name	Content Area	State Course Code	Local Course ID & Course Name	# Course Sections	Males	Females	Total
5035654	Oakdale High							
		11-Computer Education						
			2450-Computer literacy					
				14020-Comp and Career	7	118	104	222
		25-English						
			2170-AP English Language					
				11046-English III AP	1	4	16	20
			2171-AP English Literature					
				11055-English IV AP	1	12	11	23
		26-Foreign Language and Literature						
			2275-AP Spanish language					
				13060-Spanish AP	1	4	13	17
				Total-Schools	10	138	144	282

Enrollment Status:	ALL	Grade:	ALL	Ethnicity/Race:	ALL
Gender:	ALL	Content Area:	11-Computer Education,25-English,26-Foreign Language and Literature	State Course Code:	ALL
Non-Standard Instructional Level:	ALL	CTE Course:	Y,N	UC/CSU Approved Course:	Y,N
Special Education:	ALL	Academic Term:	ALL		

This report is confidential and use is restricted to authorized individuals.

Report 3.10: Course Sections Completed - Count and Details for Dept. Courses

Description:	Reports the details of completed local course sections by State Course Code within Content Area as well as the number of students who completed each course section (LEAs are instructed to submit those course sections that began during the Reporting Year (i.e. Academic Year), regardless of when they were completed.) A student who completed multiple course sections relating to the same Local Course ID is counted in each course section. Student Information (SINF) data presented are the most recent data associated with the most recent qualifying enrollment at the school during the Report Period. Student Program Data presented are selected, for each unique Education Program Code, from the most recent SPRG record for the school and SSID that contains that unique Education Program Code and with Education Program Membership Start Date and Education Program Membership End Dates that overlap a qualifying enrollment at the school during the Report Period, regardless of Education Program Membership Code. Note: This report is the course completion equivalent of the Fall 2 Report 3.7 Course Section Enrollment – Count and Details
Data Views/Type:	ODS and Snapshot / Supporting (EOY 1)
Data As Of Date:	EOY1
Students Included:	The students included are in grades 07-12 and US who have an open enrollment with Enrollment status = Primary (10), Secondary (20), Short Term (30) (i.e. qualifying enrollment) at any time during the Academic Year.
Courses Included:	Course section with 0 completions: No, Course section with SEID = 9999999999: Yes
Links:	From Row: *School* to Report 3.11 Course Sections Completed – Student List for Departmentalized Courses (for the school selected)
Calculations:	None
Glossary References:	See section “Course Data”

3.10 Course Sections Completed – Count and Details for Departmentalized Courses

Academic Year:	2011-2012	LEA:	Oakdale Joint Unified-2075994	User ID:	gquiring.cals.usr
View:	Snapshot	School Type:	High Schools (Public)	Created Date:	5/10/2012
As Of:	EOY1 - 10/7/2011	School:	Oakdale High -2035954		

														Educational Options					# Students Completing Course Section		
School Code	School Name	Content Area	State Course Code	Local Course ID & Course Name	Course Content	CTE Tech Prep	CTE Course	UC/CSU Approved	Sec ID	Term	Non-Std Inst Lvl	Inst Strat	CTE Provider	Ind Study	Dist Learn	Pgm Fund Source	AVID	Itl Course	Males	Females	Total
2035954	Oakdale High																				
		11-Computer Education	2450-Computer literacy	14020-Computer and Career																	
						N			1_142	S1	0-N/A			N	N				15	13	28
		11-Computer Education	2450-Computer literacy	14020-Computer and Career																	
						N			1_234	S1	0-N/A			N	N				20	11	31
		11-Computer Education	2450-Computer literacy	14020-Computer and Career																	
						N			1_342	S1	0-N/A			N	N				14	19	33
		11-Computer Education	2450-Computer literacy	14020-Computer and Career																	
						N			1_344	S1	0-N/A			N	N				16	16	32
		11-Computer Education	2450-Computer literacy	14020-Computer and Career																	
						N			1_441	S1	0-N/A			N	N				17	15	32
		11-Computer Education	2450-Computer literacy	14020-Computer and Career																	
						N			1_537	S1	0-N/A			N	N				19	14	33
		11-Computer Education	2450-Computer literacy	14020-Computer and Career																	
						N			1_637	S1	0-N/A			N	N				17	16	33

Enrollment Status:	ALL	Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL	CTE Tech Prep Course:	Y,N
Content Area:	11-Computer Education	State Course Code:	ALL	CTE Course:	Y,N	Program Fund Source:	ALL	UC/CSU Approved Course:	Y,N
Non-Standard Instructional Level:	ALL	Educational Options Course:	Y,N	Academic Term:	ALL	Special Education:	ALL		

This report is confidential and use is restricted to authorized individuals.

Report 3.11: Course Sections Completed – Student List for Departmentalized Courses

Description: Reports list of students in each completed course section by school with final completion information (i.e. marking period, credits attempted, credits earned, and final grade). (LEAs are instructed to submit those course sections that began during the Reporting Year (i.e. Academic Year), regardless of when they were completed.)

Student Information (SINF) data presented are the most recent data associated with the most recent qualifying enrollment at the school during the Report Period.

Student Program Data presented are selected, for each unique Education Program Code, from the most recent SPRG record for the school and SSID that contains that unique Education Program Code and with Education Program Membership Start Date and Education Program Membership End Dates that overlap a qualifying enrollment at the school during the Report Period, regardless of Education Program Membership Code.

Note: This report is the course section completion equivalent of Report 3.8 Course Section Enrollment – Student List.

Data Views/Type: ODS and Snapshot / Supporting (EOY 1)

Data As Of Date: EOY1

Students Included: The students included are in grades 07-12 and US who have an open enrollment with Enrollment status = Primary (10), Secondary (20), Short Term (30) (i.e. qualifying enrollment) at any time during the Academic Year. Note: Students in grades 07-08 may not have as much course completion information as students in other grade levels.

Courses Included: Course section with 0 completions: No, Course section with SEID = 9999999999: Yes

Links: None

Calculations: None

Glossary References: See section “Course Data”

3.11 Course Sections Completed - Student List for Departmentalized Courses

Academic Year:	2011-2012	LEA:	Oakdale Joint Unified-2072296	User ID:	gguiring.cak.usr
View:	Snapshot	School Type:	High Schools (Public)	Created Date:	2/10/2012 12:00:00 AM
As Of:	SDY1 - 10/7/2011 12:00:00 AM	School:	Oakdale High-9039934		

School Code	School Name	Content Area	State Course Code	Local Course ID & Course Name	Sec ID	Term	StID	Teacher Name	SSID	Student Name	Local ID	Gender	Grade	Ethnicity/Race	Marking Period	Credits Attempted	Credits Earned	Final Grade	UC/CSU Admission Req
9039934	Oakdale High																		
		14-English Language Arts	2100-Basic English Language Art (Proficiency Devel)	19110-RS Eng I Rt60	1_300	FY	6291147209	Stevenson, Clyde Robert											
									4062902990	Aguilar, Kaitlyn Ann	94147	F	09	Hispanic	9T	$.00	$.00	A-	
									7062423949	Saurisa, Juan Manuel	72091	M	09	Hispanic	9T	$.00	$.00	B+	
									7061627699	Creech, Michael	93094	M	09	White	9T	$.00	$.00	A-	
									9024749091	Creelmore, Edward Wayne	71913	M	09	White	9T	$.00	$.00	B+	
									9167994909	Davis, Justin James	93009	M	09	White	9T	$.00	$.00	B	
									7103474779	Diaz, Fernanda Monserrath	92923	F	09	Hispanic	9T	$.00	$.00	B-	
									9062424941	Dixon, Jay Don	90923	M	09	Amindian/Alskn Nat	9T	$.00	$.00	A-	
									9062420927	Love, Kevin Raymond	72199	M	09	White	9T	$.00	$.00	A-	
									3059954355	McMahon, Justin Allen	93093	M	09	White	9T	$.00	$.00	A-	
									6072544214	Miller, Collyn Nathaniel	93904	M	09	White	9T	$.00	$.00	A-	
									9112024069	Muntz, Antonio Steven	94091	M	09	White	9T	$.00	$.00	D	
									9059439959	Padilla, Alexus Danielle	92119	F	09	Hispanic	9T	$.00	$.00	B-	
									4061924200	Sandoval, Jonathan	93990	M	09	Hispanic	9T	$.00	$.00	D+	
									9069439954	Wolfe, Samantha Marie	94152	F	09	White	9T	$.00	$.00	B+	
		14-English Language Arts	2100-Basic English Language Art (Proficiency Devel)	19120-RS Read 180 L I	1_600	FY	6291147209	Stevenson, Clyde Robert											
									4062902990	Aguilar, Kaitlyn Ann	94147	F	09	Hispanic	9T	$.00	$.00	B+	
									7062423949	Saurisa, Juan Manuel	72091	M	09	Hispanic	9T	$.00	$.00	B-	
									7061627699	Creech, Michael	93094	M	09	White	9T	$.00	$.00	C+	
									9024749091	Creelmore, Edward Wayne	71913	M	09	White	9T	$.00	$.00	B-	
									9167994909	Davis, Justin James	93009	M	09	White	9T	$.00	$.00	C+	
									7103474779	Diaz, Fernanda Monserrath	92923	F	09	Hispanic	9T	$.00	$.00	B-	
									9062424941	Dixon, Jay Don	90923	M	09	Amindian/Alskn Nat	9T	$.00	$.00	B+	
									9062420927	Love, Kevin Raymond	72199	M	09	White	9T	$.00	$.00	B+	
									3059954355	McMahon, Justin Allen	93093	M	09	White	9T	$.00	$.00	B	
									6072544214	Miller, Collyn Nathaniel	93904	M	09	White	9T	$.00	$.00	A-	
									9112024069	Muntz, Antonio Steven	94091	M	09	White	9T	$.00	$.00	C-	
									9059439959	Padilla, Alexus Danielle	92119	F	09	Hispanic	9T	$.00	$.00	C	
									4061924200	Sandoval, Jonathan	93990	M	09	Hispanic	9T	$.00	$.00	C	
									9069439954	Wolfe, Samantha Marie	94152	F	09	White	9T	$.00	$.00	B+	

Enrollment Status:	10 - Primary Enrollment;20 - Secondary Enrollment;30 - Short Term Enrollment	Content Area:	ALL	State Course Code:	2100;2101;2102	CTE Course:	Y;N
Educational Options Course:	Y;N	UC/CSU Approved Course:	Y;N	Non-Standard Instructional Level:	ALL	Academic Term:	ALL

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Report 3.12: Career Technical Education Participants – Count Disaggregated

Description: Reports the number of CTE Participants, which includes the total of CTE Concentrators (including CTE Completers) and CTE Non-Concentrators for the Report Period. The data are presented at the school level and aggregated to the LEA level.

A student is counted only once in a school, even if he/she completed multiple CTE courses within the school. Students who completed CTE course sections at more than one school are counted as CTE Participants at each of those schools. Note: A CTE Concentrator does not have to complete a CTE course to be counted as a Participant.

Data Views/Type: ODS and Snapshot / Supporting (EOY 1)

Data As Of Date: EOY1

Students Included: The students included are in grades 07-12 and US who have an Enrollment Status = Primary (10), Secondary (20), or Short-Term (30). Student information (SINF) data presented are the most recent data associated with the most recent qualifying enrollment at the school during the Report Period with the following exceptions:

A student may have more than one CTE Pathway Code for the Reporting Year. All SINFs are examined to determine the number of unique CTE Pathway Codes for each student. For each unique CTE Pathway Code value, the student's most recent SINF which contains that CTE Pathway Code is used for reporting that CTE Pathway Code and also the associated CTE Pathway Completion Academic Year ID (if exists).

Courses Included: Course section with 0 completions: No,

Links: Link From: School Name (row) To: Career Technical Education Participants – Student List (3.13) (for selected row)

Link From: CTE Concentrators (including Completers) (column heading) To: Career Technical Education Concentrators and Completers - Count by Pathway (3.14)

Calculations: None

Glossary References: See CTE Course, CTE Participant, CTE Concentrator, CTE Non-Concentrator, and CTE Completer"

School Code	School Name	>Gender	>Ethnicity/Race	# CTE Concentrators (including Completers) *	# CTE Non-Concentrators	Total CTE Participants
8773948	Kennedy High	F	Hispanic	88	14	102
			White	2	3	5
			Multiple	15	5	20
			All	**105**	22	**127**
		M	Hispanic	45	5	50
			Asian	25	5	30
			Multiple	5	5	10
			Missing	1	1	2
			All	**76**	16	**92**
		All	Hispanic	133	19	152
			White	2	3	5
			Asian	25	5	30
			Multiple	20	10	30
			Missing	1	1	2
			All	**181**	38	**219**
TOTAL - Selected Schools		F	Hispanic			
			White			
			Multiple			
			Missing			
			All			
		M	Hispanic			
			Asian			
			All			
		TOTAL	Hispanic			
			White			
			Asian			
			Multiple			
			Missing			
			All			

* CTE Concentrators column includes only students with enrollment status = Primary

Report 3.13: Career Technical Education Participants – Student List

Description: Provides key reporting elements on the CTE Participants which includes the CTE Concentrators (including CTE Completers) and CTE Non-Concentrators for the Report Period. Includes an indication of whether the student is a CTE Pathway Completer and an indication of the student's inclusion in the following accountability groups: Title III Eligible Immigrant, Gifted and Talented Education, Title I Part C Migrant, Special Education, LEP (EL + Selected RFEP), Socio-economically Disadvantaged.

The students included are in grades 07-12 and US. Students who have CTE course sections at more than one school are counted as CTE Participants at each school. Note: A CTE Concentrator does not have to complete a CTE course to be counted as a Participant.

Student Information (SINF) data presented are the most recent data associated with the most recent qualifying enrollment at the school during the Report Period, regardless of when the course was completed, with the following exception:

A student may have more than one CTE Pathway Code for the Reporting Year. All records are examined to determine the number of unique CTE Pathway Codes for each student. For each unique CTE Pathway Code value, the student's most recent record which contains that CTE Pathway Code is used for reporting that CTE Pathway Code and also the associated CTE Pathway Completion Academic Year ID (if exists).

Student Program Data presented are selected, for each unique Education Program Code, from the most recent SPRG record for the school and SSID that contains that unique Education Program Code and with Education Program Membership Start Date and Education Program Membership End Dates that overlap a qualifying enrollment at the school during the Report Period, regardless of Education Program Membership Code.

Data Views/Type: ODS and Snapshot / Supporting (EOY 1)

Data As Of Date: EOY1

Students Included: The students included are in grades 07-12 and US who have an Enrollment Status = Primary (10), Secondary (20), or Short-Term (30).

Courses Included: Course section with 0 completions: No,

Links: None

Calculations: None

Glossary References: See CTE Course, CTE Participant, CTE Concentrator, CTE Non-Concentrator, and CTE Completer

											Key Indicators						
School Code	School Name	SSID	Student Name	Local ID	Gender	Grade	Ethnicity/Race	Enrollment Status	CTE Pathway	CTE Completer Year	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migrant	Special Education	Pregnant and Parenting Programs	LEP (EL + Selected RFEP)	Socio-economically Disadvantaged
8773948	Kennedy High	3948573932	Borne, Will	A001	M	12	White	10-Primary	100-Agricultural Business	2010-2011		Y	Y	Y	N	Y	Y
8773948	Kennedy High	3948573932	Borne, Will	A001	M	12	White	10-Primary	101-Agricultural Mathematics			Y	Y	Y	N	Y	Y
8773948	Kennedy High	3948573932	Carey, Ronald C.	A002	M	11	Black or African	10-Primary			Y						
8773948	Kennedy High	1234567891	Malory, Harry	A003	M	12	Hispanic	10-Primary	241-Entrepreneurship		Y						
8776788	Mcclatchy High	9876543218	Wilson, Renatta	A004	F	12	Hispanic	10-Primary	130-Child Development								
8776788	Mcclatchy High	3285747668	Wise, Bert F.	A005	M	12	Asian	20-Secondary			Y						
8776788	Mcclatchy High	4857385869	Young, June	A006	F	12	Hispanic	30-Short Term	101-Agricultural Mathematics	2010-2011		Y	Y	Y		Y	Y
8776788	Mcclatchy High	6429024070	Zwick, David	A007	M	12	Multiple	20-Secondary									

Report 3.14: Career Technical Education Concentrators and Completers – Count by Pathway

Description: Reports the total number of CTE Concentrators by Pathway at the school level, by gender. It also counts the Concentrators who are Completers. School level data is also aggregated at the LEA level. The number of Concentrators within each Key Indicator group are counted.

Student Information (SINF) data presented are the most recent data associated with the most recent qualifying enrollment at the school during the Report Period, with the following exceptions:

A student may have more than one CTE Pathway Code for the Reporting Year. All records are examined to determine the number of unique CTE Pathway Codes for each student. For each unique CTE Pathway Code value, the student's most recent record which contains that CTE Pathway Code is used for reporting that CTE Pathway Code and also the associated CTE Pathway Completion Academic Year ID (if exists).

Student Program Data presented are selected, for each unique Education Program Code, from the most recent SPRG record for the school and SSID that contains that unique Education Program Code and with Education Program Membership Start Date and Education Program Membership End Dates that overlap a qualifying enrollment at the school during the Report Period, regardless of Education Program Membership Code.

Data Views/Type: ODS and Snapshot / Supporting (EOY 1)

Data As Of Date: EOY1

Students Included: The students included are in grades 07-12 and US who have an Enrollment Status = Primary (10), Secondary (20), or Short-Term (30).

Courses Included: None

Links: None

Calculations:

Concentrators:

SCHOOL

Calculation: Count of CTE Concentrators

Counts:

By Gender w/i CTE Pathway

By Gender w/i School

By Total CTE Pathway

By Total School

	TOTAL SELECTED SCHOOLS Calculation: Sum of count of CTE Concentrators at each school Counts: By Gender w/i CTE Pathway By Gender w/i Selected School By Total CTE Pathway By Total Selected Schools
# Completers:	**SCHOOL** Calculation: Count of CTE Completers for a school Counts: By Gender w/i CTE Pathway By Gender w/i School By Total CTE Pathway By Total School **TOTAL SELECTED SCHOOLS** Calculation: Sum of count of CTE Completers at each school Counts: By Gender w/i CTE Pathway By Gender w/i Selected School By Total CTE Pathway By Total Selected Schools
# Title III Eligible Immigrants:	**SCHOOL** Calculation: Count of *Title III Eligible Immigrants* Counts:

By Gender w/i CTE Pathway
By Gender w/i School
By Total CTE Pathway
By Total School

TOTAL SELECTED SCHOOLS
Calculation: Sum of count of CTE Concentrators at each school
Counts:
By Gender w/i CTE Pathway
By Gender w/i Selected School
By Total CTE Pathway
By Total Selected Schools

Pregnant or Parenting:

SCHOOL
Calculation: Count of Education Program Code = Pregnant or Parenting (162)
Counts:
By Gender w/i CTE Pathway
By Gender w/i School
By Total CTE Pathway
By Total School

TOTAL SELECTED SCHOOLS
Calculation: Sum of count of CTE Concentrators at each school
Counts:
By Gender w/i CTE Pathway
By Gender w/i Selected School
By Total CTE Pathway

	By Total Selected Schools
# Gifted and Talented Education:	Count of Education Program.Code = GATE (127) Counts: By Gender w/i CTE Pathway By Gender w/i School By Total CTE Pathway By Total School **TOTAL SELECTED SCHOOLS** Calculation: Sum of count of CTE Concentrators at each school Counts: By Gender w/i CTE Pathway By Gender w/i Selected School By Total CTE Pathway By Total Selected Schools
# Title I Part C Migrant:	Count of Education Program.Code = Title I Part C Migrant (135) Counts: By Gender w/i CTE Pathway By Gender w/i School By Total CTE Pathway By Total School **TOTAL SELECTED SCHOOLS** Calculation: Sum of count of CTE Concentrators at each school

	Counts: By Gender w/i CTE Pathway By Gender w/i Selected School By Total CTE Pathway By Total Selected Schools
# Special Education:	Count of Education Program.Code = Special Education (144) Counts: By Gender w/i CTE Pathway By Gender w/i School By Total CTE Pathway By Total School **TOTAL SELECTED SCHOOLS** Calculation: Sum of count of CTE Concentrators at each school Counts: By Gender w/i CTE Pathway By Gender w/i Selected School By Total CTE Pathway By Total Selected Schools
# LEP (EL + Selected RFEP)	Count of *Limited English Proficient* Counts: By Gender w/i CTE Pathway By Gender w/i School By Total CTE Pathway By Total School **TOTAL SELECTED SCHOOLS**

	Calculation: Sum of count of CTE Concentrators at each school Counts: By Gender w/i CTE Pathway By Gender w/i Selected School By Total CTE Pathway By Total Selected Schools
# Socio-economically Disadvantaged	Count of *Socio-economically Disadvantaged* Counts: By Gender w/i CTE Pathway By Gender w/i School By Total CTE Pathway By Total School
	TOTAL SELECTED SCHOOLS Calculation: Sum of count of CTE Concentrators at each school Counts: By Gender w/i CTE Pathway By Gender w/i Selected School By Total CTE Pathway By Total Selected Schools

Glossary References: See CTE Course, CTE Concentrator, and CTE Completer

				CTE		Concentrator Key Indicators							
School Code	School Name	CTE Pathway	- Gender	# Concentrators	# Completers	# Title III Eligible Immigrants	Pregnant and Parenting Programs	Pregnant and Parenting Programs	# Gifted and Talented Education	# Title I Part C Migrant	# Special Education	# LEP (EL + Selected RFEP)	# Socio-economically Disadvantaged
8773948	Kennedy High	100-Agricultural Business	F	120	100	10			20	4			5
			M	180	150						5		
			All	**300**	**250**				10			10	
		101-Agricultural Mathematics	F	40	25	4				10	5		5
			M	50	25	4			20			4	
			All	**90**	**50**	20							
		TOTAL	F	50	40				20	10	10		20
			M	40	35								
			All	**90**	**75**								
8776788	Mcclatchy High	241-Entrepreneurship	F										
			M										
			All										
		TOTAL	F										
			M										
			All										
TOTAL - Selected Schools		100-Agricultural Business	F										
			M										
			All										
		101-Agricultural Mathematics	F										
			M										
			All										
		241-Entrepreneurship	F										
			M										
			All										
		TOTAL	F										
			M										
			All										

Report 3.15: Career Technical Education Concentrators and Completers – Student List

Description: Lists Career Technical Education (CTE) Concentrators and the Pathway they are pursuing as well as identifies which of the Concentrators is a CTE Completer. Also provides key reporting elements on CTE Concentrators. These include an indication of whether a CTE Concentrator is designated one or more of the following: Title III Eligible Immigrant, Gifted and Talented Education, Title 1 Part C Migrant, Special Education, LEP (EL + Selected RFEP), and Socio-economically Disadvantaged.

Student Program Data presented are selected, for each unique Education Program Code, from the most recent SPRG record for the school and SSID that contains that unique Education Program Code and with Education Program Membership Start Date and Education Program Membership End Dates that overlap a qualifying enrollment at the school during the Report Period, regardless of Education Program Membership Code.

Data Views/Type: ODS and Snapshot / Supporting (EOY 1)

Data As Of Date: EOY1

Students Included: The students included are in grades 07-12 and US who have an Enrollment Status = Primary (10), Secondary (20), or Short-Term (30). Student Information (SINF) data presented are the most recent data associated with the most recent qualifying enrollment at the school during the Report Period, with the following exceptions:

A student may have more than one CTE Pathway Code for the Reporting Year. All records are examined to determine the number of unique CTE Pathway Codes for each student. For each unique CTE Pathway Code value, the student's most recent record which contains that CTE Pathway Code is used for reporting that CTE Pathway Code and also the associated CTE Pathway Completion Academic Year ID (if exists)).

Courses Included: None

Links: None

Calculations: None

Glossary References: See CTE Course, CTE Concentrator, and CTE Completer

													Key Indicators						
School Code	School Name	SSID	Student Name	Local ID	Gender	Grade	Ethnicity/Race	CTE Pathway	CTE Completer Year	Student Exit Date	Student Exit Reason	Student School Completion Status	Title III Eligible Immigrants	Pregnant and Parenting Programs	Gifted and Talented Education	Title I Part C Migrant	Special Education	LEP (EL + Selected RFEP)	Socio-economically Disadvantaged
8773948	Kennedy High	3948573932	Borne, Will	A001	M	12	White	100-Agricultural Business	2010-2011	5/30/2010	E230-Completer Exit	100-Graduated, Standard HS Diploma			Y	Y	Y	Y	Y
8773948	Kennedy High	3948573932	Borne, Will	A001	M	12	White	101-Agricultural Mathematics		5/30/2010	E230-Completer Exit	100-Graduated, Standard HS Diploma			Y	Y	Y	Y	Y
8773948	Kennedy High	3948573932	Carey, Ronald C.	A002	M	11	Black or African	101-Agricultural Mathematics					Y						
8773948	Kennedy High	1234567891	Malory, Harry	A003	M	12	Hispanic	241-Entrepreneurship					Y						
8776788	Mcclatchy High	9876543218	Wilson, Renatta	A004	F	12	Hispanic	130-Child Development		5/30/2010	E230-Completer Exit	480-Promoted (matriculated)							
	Mcclatchy High	3285747668	Wise, Bert F.	A005	M	12	Asian	100-Agricultural Business		5/302010	E230-Completer Exit	100-Graduated, Standard HS Diploma	Y						
	Mcclatchy High	4857385869	Smith, June	A006	F	12	Hispanic	101-Agricultural Mathematics	2010-2011						Y	Y	Y	Y	Y
	Mcclatchy High	6429024070	Black, David	A007	M	12	Multiple	100-Agricultural Business											

Report 3.16: Educational Options Course Completion – Count of Students

Description:	Reports the number of students who have completed Educational Options courses during the Report Period. A student who completed multiple course sections with one or more of these Educational Options course attributes is counted only once in a school. Student Information (SINF) data presented are based on the most recent enrollment during the Academic Year. Student Program Data presented are selected, for each unique Education Program Code, from the most recent SPRG record for the school and SSID that contains that unique Education Program Code and with Education Program Membership Start Date and Education Program Membership End Dates that overlap a qualifying enrollment at the school during the Report Period, regardless of Education Program Membership Code.
Data Views/Type:	ODS and Snapshot / Supporting (EOY 1)
Data As Of Date:	EOY1
Students Included:	Students included are in grade levels 07-12 and US and have an Enrollment Status Code = Primary (10), Secondary (20), Short Term (30).
Courses Included:	None
Links:	None
Calculations:	None
Glossary References:	See *Educational Options*

3.16 - Educational Options Course Completion - Student Count

Academic Year:	2011-2012	LEA:	Oakdale Joint Unified-5075564	User ID:	gquiring.csis.uat
View:	SNAPSHOT	School Type:	Alternative Schools of Choice,Continuation High Schools	Created Date:	5/10/2012
As Of:	EOY1	School:	ALL		

School Code	School Name	Total Students (Unduplicated)	# In Independent Study Courses (Unduplicated)	# In Distance Learning Courses (Unduplicated)	# In Courses with CA Partnership Academy Funding Source (Unduplicated)	# In AVID Courses (Unduplicated)	# In International Baccalaureate (IB) Courses (Unduplicated)
5030192	Valley Oak Junior and Senior High	67	381	0	0	0	0
5031950	East Stanislaus High	5	29	0	0	0	0
TOTAL - Selected Schools		67	410	0	0	0	0

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL	Enrollment Status:	10 - Primary Enrollment,20 - Secondary Enrollment,30 - Short Term Enrollment

This report is confidential and use is restricted to authorized individuals.

Report 4.1 Staff - Count and FTE by Job Classification

Description:	Reports number of staff and total FTE by job classification **active for the Fall 2 Report Period**. Included are SEIDs employed as of Census Day and, for school tracks that are not in session on Census Day, SEIDs employed as of the first day that a track is in session within 30 days after Census Day. Reported is certificated staff in the following job classifications: Administrators, Pupil Services, Teachers, and Itinerant or Pull-out/Push-In Teachers as well as non-certificated staff, who have a SEID, in the following job classifications: Non-certificated Administrator and Charter School Non-certificated Teacher and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave).
Data Views/Type:	ODS and Snapshot / Certification (Fall 2)
Data As Of Date:	Fall 2 Report Period (i.e. *Census Day* + 30 Calendar Days)
Students Included:	N/A
Courses Included:	N/A
Links:	From Row: *School* to Report 4.2 Staff - Count and FTE by Job Classification Disaggregated (for the selected school)
Calculations:	Unduplicated Total - # Staff: Count of unique SEIDs at the School of Assignment for each of the following Educational Service Job Classification Codes: 10-Administrator, 11-Pupil Services, 12-Teacher, 25-Non-certificated Administrator, 26- Charter School Non-certificated Teacher, & 27- Itinerant or Pull-Out/Push-In Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) Unduplicated Total – FTE: Sum of FTE for all unique SEIDs at the School of Assignment for each of the following Educational Service Job Classification Codes: 10-Administrator, 11-Pupil Services, 12-Teacher, 25-Non-certificated Administrator, 26- Charter School Non-certificated Teacher, & 27- Itinerant or Pull-Out/Push-In Teacher (and for snapshot only Support/Non-Classroom Based Job Assignment Code does not equal 6018 (Employee of Leave) / 100 Unduplicated Total – FTE to Staff Ratio: Unduplicated Total – FTE / Unduplicated Total - # Staff. Teacher - # Staff: Count of SEIDs at the School of Assignment with Educational Service Job Classification Code = 12 – Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) Teacher - FTE: Sum of FTE for all SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 12 – Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) / 100

Administrator - # Staff: Count of SEIDs at the School of Assignment with Educational Service Job Classification Code = 10 – Administrator (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave)

Administrator - FTE: Sum of FTE for all SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 10 – Administrator (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) / 100

Pupil Services - # Staff: Count of SEIDs at the School of Assignment with Educational Service Job Classification Code = 11 - Pupil Services (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave)

Pupil Services - FTE: Sum of FTE for all SEIDs at the School of Assignment with Educational Service Job Classification Code = 11 - Pupil Services (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) / 100

Charter School Non-certified Teacher with SEIDs - # Staff: Count of SEIDs at the School of Assignment with Educational Service Job Classification Code = 26 - Charter School Non-certificated Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave)

Charter School Non-certified Teacher with SEIDs - FTE: Sum of FTE for all SEIDs at the School of Assignment with Educational Service Job Classification Code = 26 - Charter School Non-certificated Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 Code does not equal 6018 (Employee of Leave) / 100

Non-certified Administrator with SEIDs - # Staff: Count of SEIDs at the School of Assignment with Educational Service Job Classification Code = 25 - Non-certificated Administrator (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 Code does not equal 6018 (Employee of Leave)

Non-certified Administrator with SEIDs - FTE: Sum of FTE for all SEIDs at the School of Assignment with Educational Service Job Classification Code = 25 - Non-certificated Administrator (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) / 100

Itinerant or Pull-Out/Push-In Teacher - # Staff: Count of SEIDs at the School of Assignment with Educational Service Job Classification Code = 27 – Itinerant or Pull-Out/Push-In Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave)

Itinerant or Pull-Out/Push-In Teacher – FTE: Sum of FTE for all SEIDs at the School of Assignment with Educational Service Job Classification Code = 27 – Itinerant or Pull-Out/Push-In Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) / 100

Duplicated Total - Selected Schools: **# Staff**: Count of SEIDs at the Selected Schools of Assignments for each of the following Educational Service Job Classification Code columns: 12 – Teacher, 10 – Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher, 25 - Non-certificated Administrator, & 27 – Itinerant or Pull-Out/Push-In Teacher

Unduplicated Total - Selected Schools: **# Staff**: Count of unique SEIDs at the Selected Schools of Assignments for each of the following Educational Service Job Classification Code columns: 12 – Teacher, 10 – Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher, 25 - Non-certificated Administrator, & 27 – Itinerant or Pull-Out/Push-In Teacher. **FTE**: Sum of FTEs at the Selected Schools of Assignment for all unique SEIDs for each of the following Educational Service Job Classification Code columns: 12 - Teacher, 10 – Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher, 25 - Non-certificated Administrator, & 27 – Itinerant or Pull-Out/Push-In Teacher. **FTE to Staff Ratio**: Unduplicated Total – Selected Schools: FTE / Unduplicated Total - Selected Schools: # Staff.

Glossary References: See section “Staff Data” (*Full Time Equivalent*)

See section “General Data” (*Census Day*)

4.1 - Staff - Count and FTE by Job Classification

Academic Year:	2012-2013	LEA:	[redacted]	User ID:	[redacted]
View:	Snapshot	School Type:	ALL	Created Date:	10/15/2013
As Of:	Fall 2 - 10/3/2012	School:	ALL		

		Unduplicated Total			Teacher (12)		Administrator (10)		Pupil Services (11)		Charter School Non-Certificated Teacher With SEID (26)		Non-Certificated Administrators with SEID (25)		Itinerant or Pull-Out/Push-In Teacher with SEID (27)	
School Code	School Name	# Staff	FTE	FTE To Staff Ratio	# Staff	FTE	# Staff	FTE	# Staff	FTE	# Staff	FTE	# Staff	FTE	# Staff	FTE
0106278	[redacted]	16	15.6	0.975	13	13	2	1.8	1	0.8	0	0	0	0	0	0
0106237	[redacted]	7	5.9	0.843	5	5	1	0.5	1	0.4	0	0	0	0	0	0
0118745	[redacted]	9	8.2	0.911	7	7	1	1	1	0.2	0	0	0	0	0	0
0106286	[redacted]	3	1.4	0.467	1	1	1	0.2	1	0.2	0	0	0	0	0	0
0106245	[redacted]	6	4.9	0.817	4	4	1	0.5	1	0.4	0	0	0	0	0	0
0106229	[redacted]	16	15.69	0.981	11	11	1	0.69	4	4	0	0	0	0	0	0
0106302	[redacted]	7	6.26	0.894	6	6	1	0.26	0	0	0	0	0	0	0	0
3410348	[redacted]	89	85.049	0.956	0	0	44	43.09	34	31.638	0	0	1	1	10	9.321
0106294	[redacted]	36	35.05	0.974	31	31	4	3.05	1	1	0	0	0	0	0	0
Duplicated Total - Selected Schools:					**78**		**56**		**44**		**0**		**1**		**10**	
Unduplicated Total - Selected Schools:		**182**	**178.049**	**0.978**	**78**	**78**	**52**	**51.09**	**41**	**38.638**	**0**	**0**	**1**	**1**	**10**	**9.321**

Report 4.2: Staff - Count and FTE by Job Classification Disaggregated

Description: Reports number of staff and total FTE by job classification **active for the Fall 2Report Period** by race and ethnicity. Included are SEIDs employed as of Census Day and, for school tracks that are not in session on Census Day, SEIDs employed as of the first day that a track is in session within 30 days after Census Day. Reported is certificated staff in the following job classifications: Administrators, Pupil Services, Teachers, and Itinerant or Pull-out/Push-In Teachers as well as non-certificated staff, who have a SEID, in the following job classifications: Non-certificated Administrator and Charter School Non-certificated Teacher and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave).

Data Views/Type: ODS and Snapshot / Supporting (Fall 2)

Data As Of Date: Fall 2 Report Period (i.e. *Census Day* + 30 Calendar Days)

Students Included: N/A

Courses Included: N/A

Links: From Row: *School Name* to Report 4.4 Staff Profile – List [for the selected school]

Calculations: Unduplicated Total - # Staff: Count of unique SEIDs at the School of Assignment for each of following Educational Service Job Classification Codes: 12 - Teacher, 10 - Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher, 25 - Non-certificated Administrator, & 27 – Itinerant or Pull-Out/Push-In Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave)

Unduplicated Total - FTE: Sum of FTEs at the School of Assignment all unique SEIDs for each of the following Educational Service Job Classification Codes: 12 - Teacher, 10 - Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher, 25 - Non-certificated Administrator, & 27 – Itinerant or Pull-Out/Push-In Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) / 100

Unduplicated Total – FTE to Staff Ratio: Unduplicated Total – FTE / Unduplicated Total - # Staff.

Teacher - # Staff: Count of SEIDs at the School of Assignment with Educational Service Job Classification Code = 12 – Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave)

Teacher - FTE: Sum of FTE for all SEIDs at the School of Assignment with Educational Service Job Classification Code = 12 – Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) / 100

Administrator - # Staff: Count of SEIDs at the School of Assignment with Educational Service Job Classification Code = 10 – Administrator (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave)

Administrator - FTE: Sum of FTE for all SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 10 – Administrator (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) / 100

Pupil Services - # Staff: Count of SEIDs at the School of Assignment with Educational Service Job Classification Code = 11 - Pupil Services (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave)

Pupil Services - FTE: Sum of FTE for all SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 11 - Pupil Services (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) / 100

Charter School Non-certified Teacher with SEIDs - # Staff: Count of SEIDs at the School of Assignment with Educational Service Job Classification Code = 26 - Charter School Non-certificated Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave)

Charter School Non-certified Teacher with SEIDs - FTE: Sum of FTE for all SEIDs at the School of Assignment with Educational Service Job Classification Code = 26 - Charter School Non-certificated Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave / 100

Non-certified Administrator with SEIDs - # Staff: Count of SEIDs at the School of Assignment with Educational Service Job Classification Code = 25 - Non-certificated Administrator (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave)

Non-certified Administrator with SEIDs - FTE: Sum of FTE for all SEIDs at the School of Assignment with Educational Service Job Classification Code = 25 - Non-certificated Administrator (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) / 100

Duplicated Total - Selected Schools: **# Staff**: Count of SEIDs at the Selected Schools of Assignments for each of the following Educational Service Job Classification Code = 12 – Teacher, 10 – Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher, 25 - Non-certificated Administrator, & 27 – Itinerant or Pull-Out/Push-In Teacher

Unduplicated Total - Selected Schools **# Staff:** Count of unique SEIDs at the Selected Schools of Assignments for each of the following Educational Service Job Classification Code = 12 – Teacher, 10 – Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher & 25 - Non-certificated Administrator. **FTE:** Sum of FTEs (Educator Assignment Full Time Equivalent Percentage) at the Selected Schools of Assignment for all unique SEIDs with the following Educational Service Job Classification Code = 12 - Teacher, 10 – Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher, 25 - Non-certificated Administrator, & 27 – Itinerant or Pull-Out/Push-In Teacher. **FTE to Staff Ratio**: Unduplicated Total – Selected Schools: FTE / Unduplicated Total - Selected Schools: # Staff.

Glossary References: See section “Staff Data” (*Full Time Equivalent*)

See section “General Data” (*Census Day*)

4.2 Staff - Count and FTE by Job Classification Disaggregated

Academic Year:	2012-2013	**LEA:**	[redacted]	**User ID:**	[redacted]
View:	Snapshot	**School Type:**	ALL	**Created Date:**	10/15/2013
As Of:	10/3/2012	**School:**	ALL		

				Unduplicated Total			Teacher (12)		Administrator (10)		Pupil Services (11)		Charter School Non-certified Teacher with		Non-certified Administrator with SEIDs		Itinerant or Pull-Out/Push-In Teacher	
School Code	**School Name**	**Ethnicity / Race**	**Gender**	**# Staff**	**FTE**	**FTE To Staff Ratio**	**# Staff**	**FTE**	**# Staff**	**FTE**	**# Staff**	**FTE**	**# Staff**	**FTE**	**# Staff**	**FTE**	**# Staff**	**FTE**
0106278	[redacted]	All		16	15.6	0.98	13	13	2	1.8	1	0.8	0	0	0	0	0	0
		Asian	All	2	1.8	0.90	1	1	0	0	1	0.8	0	0	0	0	0	0
		Black/African Am	All	2	2	1.00	2	2	0	0	0	0	0	0	0	0	0	0
		Hispanic	All	3	3	1.00	3	3	0	0	0	0	0	0	0	0	0	0
		White	All	9	8.8	0.978	7	7	2	1.8	0	0	0	0	0	0	0	0
0106237	[redacted]	All		7	5.9	0.843	5	5	1	0.5	1	0.4	0	0	0	0	0	0
		Hispanic	All	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0
		Missing	All	1	0.4	0.400	0	0	0	0	1	0.4	0	0	0	0	0	0
		White	All	5	4.5	0.900	4	4	1	0.5	0	0	0	0	0	0	0	0
0118745	[redacted]	All		9	8.2	0.911	7	7	1	1	1	0.2	0	0	0	0	0	0
0106286	[redacted]	All		3	1.4	0.467	1	1	1	0.2	1	0.2	0	0	0	0	0	0
0106245	[redacted]	All		6	4.9	0.817	4	4	1	0.5	1	0.4	0	0	0	0	0	0
0106229	[redacted]	All		16	15.69	0.981	11	11	1	0.69	4	4	0	0	0	0	0	0
0106302	[redacted]	All		7	6.26	0.894	6	6	1	0.26	0	0	0	0	0	0	0	0
3410348	[redacted]	All		89	85.049	0.956	0	0	44	43.09	34	31.638	0	0	1	1	10	9.321
0106294	[redacted]	All		36	35.05	0.974	31	31	4	3.05	1	1	0	0	0	0	0	0
		Black/African Am	All	2	2	1	1	1	0	0	1	1	0	0	0	0	0	0
		Hispanic	All	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0
		Missing	All	7	7	1	6	6	1	1	0	0	0	0	0	0	0	0
		White	All	26	25.05	0.963	23	23	3	2.05	0	0	0	0	0	0	0	0
Duplicated Total - Selected Schools:							78		56		44		0		1		10	
Unduplicated Total - Selected Schools:				182	178.049	0.978	78	78	52	51.09	41	38.638	0	0	1	1	10	9.321

Employment Status: ALL

Report 4.3: Staff Teaching Assignments - Detail

Description: Reports the teaching assignments for SEIDs reported as **active for the Fall 2 Report Period**. Included are SEIDs employed as of Census Day and, for school tracks that are not in session on Census Day, SEIDs employed as of the first day that a track is in session within 30 days after Census Day. Reported is certificated staff in the following job classifications: Teachers (10), Itinerant or Pull-out/Push-In Teachers (26) and Charter School Non-certificated Teachers (27) and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave).

Data Views/Type: ODS and Snapshot / Supporting (Fall 2)

Data As Of Date: Fall 2 Report Period (i.e. *Census Day* + 30 Calendar Days)

Students Included: N/A

Courses Included: Course section with 0 enrollments: Yes; Course section with SEID = 9999999999: No

Links: From Column: *Teacher Name* to Report 4.4 Staff Profile – List (for all selected schools)

Calculations: None

Glossary References: See section “Staff Data” (*Teacher*)

See section “General Data” (*Census Day*)

See section “General Data“ (*Providing EL Education Services*)

4.3 - Staff Teaching Assignment - Detail

Academic Year:	2012-2013	**LEA:**	Sacramento County Office of Education-3410348	**User ID:**	[redacted]
View:	ODS	**School Type:**	ALL	**Created Date:**	3/15/2013
As Of:	Fall 2 - 10/3/2012	**School:**	ALL		

School Code	School Name	SEID	Teacher Name	Local Staff ID	State Course Code	Local Course ID	Sec ID	Term	Class ID	NCLB Core Course Ind & Inst Lvl	HQT Content Area Comp	UC/CSU Aprv	Non-Std Inst Lvl	Educ Service	Inst Lang	Inst Strat	EL Course Enrollment
0106278	El Centro Jr./Sr. High	[redacted]	[redacted]	223	1000-Self-Contained Class	9926-Unit 16	4966	FY	2233-4A-E7A-E15-16A-	S	N/A	N	N/A	SDAIE Instruction Only		English Learner Mainstreaming	Y
		[redacted]	[redacted]	203	1000-Self-Contained Class	9920-Unit 13	4961	FY	2033-4A-E7A-E15-16A-	S	N/A	N	N/A	ELD Instruction and SDAIE Instruction But Not Primary Language Instruction		English Learner Mainstreaming	N
		[redacted]	[redacted]	909	1000-Self-Contained Class	9930-Unit 1	4958	FY	9093-7A-E4	S	N/A	N	N/A	ELD Instruction and SDAIE Instruction But Not Primary Language Instruction		English Learner Mainstreaming	Y
		[redacted]	[redacted]	226	1000-Self-Contained Class	9904-Unit 4	4909	FY	1543-7A-E4	S	N/A	N	N/A	SDAIE Instruction Only		English Learner Mainstreaming	Y
		[redacted]6	[redacted]	227	1000-Self-Contained Class	9908-Unit 8	4955	FY	2273-7A-E4	S	N/A	N	N/A	ELD Instruction and SDAIE Instruction But Not Primary Language Instruction		English Learner Mainstreaming	N

Report 4.4: Staff Profile - List

Description:	Reports demographics, employment status, and FTE by job classification for each SEID **active as of Fall 2 Report Period**. This includes SEIDs employed as of Census Day and, for school tracks that are not in session on Census Day, SEIDs employed as of the first day that a track is in session within 30 days after Census Day. Reported is certificated staff in the following job classifications: Administrators, Pupil Services, Teachers, and Itinerant or Pull-out/Push-In Teachers as well as non-certificated staff, who have a SEID, in the following job classifications: Non-certificated Administrator and Charter School Non-certificated Teacher and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave).
Data Views/Type:	ODS and Snapshot / Supporting (Fall 2)
Data As Of Date:	Fall 2 Report Period (i.e. *Census Day* + 30 Calendar Days)
Students Included:	N/A
Courses Included:	N/A
Links:	None
Calculations:	Teacher - FTE: FTE for each SEID (Educator Identifier Statewide California) with Educational Service Job Classification Code = 12 – Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) Administrator - FTE: FTE for each SEID with Educational Service Job Classification Code = 10 – Administrator (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) Pupil Services - FTE: FTE for each SEID with Educational Service Job Classification Code = 11 - Pupil Services (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) Charter Sch Non-certificated Teacher - FTE: FTE for each SEID with Educational Service Job Classification Code = 26 - Charter School Non-certificated Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) Non-certificated Administrator - FTE: FTE for each SEID) with Educational Service Job Classification Code = 25 - Non-certificated Administrator (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave)

Itinerant or Pull-Out/Push-In Teacher - FTE: FTE for each SEID with Educational Service Job Classification = Code = 27 – Itinerant or Pull-Out/Push-In Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave)

Glossary References: See section “Staff Data: (*Full Time Equivalent*)

4.4 - Staff Profile - List

Academic Year:	2010-2011	LEA:	Palo Alto Unified	User ID:	CDETST\calpads_rptadmin
View:	ODS	School Type:	High Schools (Public)	Created Date:	3/16/2011
As Of:	Fall 2 - 10/6/2010	School:	ALL	Transaction ID:	XXXXXXXXXXXXX

									Employment					FTE % by Job Classification					
School Code	School Name	SEID	Staff Name	Local Staff ID	Gender	Birth Date	Ethnicity / Race	Highest Degree	Employment Start Date	Employment End Date	Employment Status Category	Years in LEA	Total Years of Service	Teacher (12)	Admin (10)	Pupil Services (11)	Charter Sch Non-certificated Teacher (26)	Non-certificated Admin (25)	Itinerant or Pull-out/Push-In Teacher (27)
4332904	Henry M. Gunn High	1972258733	TeacherFall2Reg, Reg10 Ten	BPE100010	M	8/28/1963	Multiple	B-Baccalaureate	7/1/2009		3-Temporary	1.00	1.00	100.0	0	0	0	0	0
		3603599584	TeacherFall2Reg, Reg11 Eleven	BPE100011	M	3/2/1951	Multiple	B-Baccalaureate	7/1/2009		3-Temporary	1.00	1.00	100.0	0	0	0	0	0
		4758102596	TeacherFall2Reg, Reg12 Twelve	BPE100012	M	9/30/1981	Multiple	B-Baccalaureate	7/1/2009		3-Temporary	1.00	1.00	100.0	0	0	0	0	0
		7463477187	TeacherFall2Reg, Reg9 Nine	BPE10009	M	3/12/1973	Multiple	B-Baccalaureate	7/1/2009		3-Temporary	1.00	1.00	100.0	0	0	0	0	0
		3554639645	Teacher-Regression, January 20th	J2T-001	M	6/8/1977	Asian	M-Master	7/1/2009		1-Tenured	1.00	1.00	50.0	0	0	0	0	0
4335782	Palo Alto High	5646886761	HighSchool , Joel Teacher JJTW4	JJHS001	M	4/19/1955	Hispanic	M-Master	1/3/2005		1-Tenured	5.00	5.00	80.0	0	20.0	0	0	0
		3554639645	Teacher-Regression, January 20th	J2T-001	M	6/8/1977	Asian	M-Master	7/1/2009		1-Tenured	1.00	1.00	50.0	0	0	0	0	0
		6807826513	UATRegression, Teacher TW5	TTU005	M	8/29/1969	Black/African Am	B-Baccalaureate	7/1/2005		1-Tenured	5.00	5.00	100.0	0	0	0	0	0

Gender:	ALL	Ethnicity / Race:	ALL	Employment Status:	ALL
Job Classification:	ALL				

This report is confidential and use is restricted to authorized individuals.

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The data on this report is filtered by the user selections that appear on the last page of this report.

Page 1 of 1

Report 4.5: Staff Non Classroom Based or Support Assignment - Detail

Description:	Reports the staff assignments for SEIDs employed as of Fall 2 Report Period and, for school tracks that are not in session on Census Day, for SEIDs employed as of the first day that a track is in session within 30 days after Census Day. Reported is certificated staff in the following job classifications: Administrators, Pupil Services, Teachers, and Itinerant or Pull-out/Push-In Teachers as well as non-certificated staff, who have a SEID, in the following job classifications: Non-certificated Administrator and Charter School Non-certificated Teacher and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave).
Data Views/Type:	ODS and Snapshot / Supporting (Fall 2)
Data As Of Date:	Fall 2 Report Period (i.e. *Census Day* + 30 Calendar Days)
Students Included:	N/A
Courses Included:	N/A
Links:	From Column: *Staff Name* to Report 4.4 Staff Profile - List [for all selected schools]
Calculations:	None
Glossary References:	See section “Staff Data” (*Full Time Equivalent*)

4.5 - Staff Non Classroom Based or Support Assignment - Detail

Academic Year:	2010-2011	LEA:	Palo Alto Unified	User ID:	CDETST\calpads_rptadmin
View:	ODS	School Type:	High Schools (Public)	Created Date:	3/16/2011
As Of:	Fall 2 - 10/6/2010	School:	ALL	Transaction ID:	XXXXXXXXXXXXX

School Code	School Name	SEID	Staff Name	Local Staff ID	Job Classification	FTE %	Non Classroom Based or Support Assignment
4332904	Henry M. Gunn High						
		1972258733	TeacherFall2Reg, Reg10 Ten	BPE100010			
					12-Teacher	100.0	
		3603599584	TeacherFall2Reg, Reg11 Eleven	BPE100011			
					12-Teacher	100.0	
		4758102596	TeacherFall2Reg, Reg12 Twelve	BPE100012			
					12-Teacher	100.0	
		7463477187	TeacherFall2Reg, Reg9 Nine	BPE10009			
					12-Teacher	100.0	
		3554639645	Teacher-Regression, January 20th	J2T-001			
					12-Teacher	50.0	
4335782	Palo Alto High						
		5646886761	HighSchool , Joel Teacher JJTW4	JJHS001			
					12-Teacher	80.0	
							0120-Admin Career Technical Education
							0146-Admin summer schools
					11-Pupil services	20.0	
							0120-Admin Career Technical Education
							0146-Admin summer schools
		6807826513	UATRegression, Teacher TW5	TTU005			
					12-Teacher	100.0	

Employment Status:	ALL	Gender:	ALL	Ethnicity / Race:	ALL
Job Classification:	ALL	Employment Status:	ALL	Non Classroom Based Job Assignment:	ALL

This report is confidential and use is restricted to authorized individuals.

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The data on this report is filtered by the user selections that appear on the last page of this report.

Page 1 of 1

Report 5.1: Program Participants - Count

Description: Reports the total number of K-12 (KN, 01-12, UE, US) students who participated in the following programs:

- Opportunity Program (108)
- California Partnership Academy (113)
- Pregnant and Parenting Programs (162)
- CAHSEE Intensive Instruction (180)
- Transitional Kindergarten (185)
- NCLB Title I Part A Basic Targeted (122)
- NCLB Title 1 Part A Neglected (174)
- NCLB Title I Part A Basic School-wide

Reports the total number of K-12 (KN, 01-12, UE, US) students who are eligible or participated in the following program:

- 504 Accommodation Plan (101)

SSID Enrollment (e.g. Enrollment Status) and Student Information data (e.g. grade) presented on the report are associated with the most recent qualifying enrollment at the school during the Report Period being reported. The Education Program Membership Start Date and End Date for a student must be associated to an enrollment record during the Academic Year to be included in the count for a school

Data Views/Type: ODS and Snapshot / Supporting (EOY 2)

Data As Of Date: EOY2

Students Included: All students with a qualifying enrollment at the school (i.e. *open enrollment,* grade level – KN, 01-12, UE or US, any valid Enrollment Status codes) during the Academic Year are included who are eligible (only includes 504 Accommodation Plan (101) with Membership Category – Eligible during any qualifying enrollment) or participated (i.e. Membership Category = Participating during any qualifying enrollment) in one of these programs at any time during the Report Period with these exceptions.

Title 1 Part A Basic School-wide Schools do not send student program records (SPRG) for students who participate in the Title I Part A Basic School-wide program. Instead, all students with a qualifying enrollment (*cumulative enrollment*) at the school and with Enrollment Status = Primary (10) are counted as participants in the

Title I Part A Basic School-wide program. These are the only schools that report for this program. None of the students in these schools, regardless of Enrollment Status, are reported in the NCLB Title 1 Part A Basic Targeted program.

Links: Link From: Each school's program participant #To: Program Participants – Student List (5.3) (for the school row selected - with the user selection pre-set for the selected Program as well as all filters selected on Report 5.1).

Exception: Report 5.3 does not include the cumulative enrollment for NCLB Title 1 Part A Basic School-wide schools

Calculations: Program Participant Count*:*

Opportunity Program (108)	Calculation: Unduplicated count of participants for the Report Period (i.e. Academic Year) Education Program.Code = 108 (Opportunity Program) Membership Category.Code = 3 (Participating) Enrollment Status Code = All valid School: All expected
California Partnership Academy (113)	Calculation: Unduplicated count of participants for the Report Period (i.e. Academic Year) Education Program.Code = 113 (California Partnership Academy) Membership Category.Code = 3 (Participating) Enrollment Status Code = All valid School: All expected
California School-Age families Education (Cal-SAFE) (162)	Calculation: Unduplicated count of participants for the Report Period (i.e. Academic Year) Education Program.Code = 162 (Cal-SAFE) Membership Category.Code = 3 (Participating) Enrollment Status Code = All valid School: All expected
CAHSEE Intensive Instruction (180)	Calculation: Unduplicated count of participants for the Report Period (i.e. Academic Year) Education Program.Code = 180 (CAHSEE Intensive Instruction) Membership Category.Code = 3 (Participating) Enrollment Status Code = All valid

	School: All expected
Transitional Kindergarten (185)	Calculation: Unduplicated count of participants for the Report Period (i.e. Academic Year) Education Program.Code = 185 (Transitional Kindergarten) Membership Category.Code = 3 (Participating) Enrollment Status Code = All valid School: All expected
504 Accommodation Plan (101)	Calculation: Unduplicated count of participants for the Report Period (i.e. Academic Year) Education Program.Code = 101 (504 Accommodation Plan) Membership Category.Code = 1 (Eligible) or 3 (Participating) Enrollment Status Code = All valid School: All expected
NCLB Title I Part A Basic Targeted (122)	Calculation: If school NOT = *Title 1 Part A Basic School-wide*, then unduplicated count of participants for the Report Period (i.e. Academic Year) Education Program.Code = 122 (NCLB Title I Part A Basic Targeted) Membership Category.Code = 3 (Participating) Enrollment Status Code = All valid
NCLB Title I Part A Neglected (174)	Calculation: Unduplicated count of participants for the Report Period (i.e. Academic Year) Education Program.Code = 174 (NCLB Title I Part A Neglected) Membership Category.Code = 3 (Participating) Enrollment Status Code = All valid School: All expected
NCLB Title I Part A Basic School-wide (NA)	Calculation: If school = *Title 1 Part A Basic School-wide*, then *Cumulative Enrollment* for the Report Period (i.e. Academic Year) Enrollment Status Code = 10 (Primary)

Glossary References: *Open Enrollment, Cumulative Enrollment, Title I Part A Basic School-wide School*

California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System

5.1 - Program Participants - Count

Academic Year:	2012-2013	**LEA:**	Sacramento County Office of Education-3410348	**User ID:**	rimamendez.test
View:	SNAPSHOT	**School Type:**	ALL	**Created Date:**	06-19-2013
As Of:	EOY2	**School:**	ALL		

		State Program Participant Count					Federal Program Participant Count			
School Code	School Name	Opportunity Program (108)	California Partnership Academy (113)	Pregnant or Parenting Programs (162)	CAHSEE Intensive Instruction (180)	Transitional Kindergarten (185)	504 Accommodation Plan (101)	NCLB Title I Part A Basic Targeted (122)	NCLB Title I Part A Basic School-wide * (NA)	NCLB Title I Part A Neglected (174)
0106278	El Centro Jr./Sr. High	0	0	0	0	0	0	0	1076	0
0106237	Elinor Lincoln Hickey Jr./Sr. High	0	0	0	0	0	0	0	175	0
0118745	Gerber Jr./Sr. High	0	0	0	0	0	0	0	195	0
0106286	Morgan Jr./Sr. High	0	0	0	0	0	0	0	48	0
0106245	North Area Community	0	0	0	0	0	0	0	76	0
0106229	Palmiter Special Education	0	0	0	0	0	0	0	0	0
0106302	Sacramento County ED Special Education	0	0	0	0	0	0	0	0	0
0106294	Sacramento County SH Special Education	0	0	0	0	0	0	0	0	0
TOTAL-Selected Schools		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1570**	**0**

*** Counts are automatically generated from cumulative Academic Year enrollment for Title I Part A Basic School-wide schools.**

Grade:	ALL	**Ethnicity/Race:**	ALL	**Gender:**	ALL
Enrollment Status:	ALL				

This report is confidential and use is restricted to authorized individuals.

Report 5.1a: Free or Reduced Price Meal Eligibility - Count

Description: Eligibility is based on Program Records, Direct Certification and on Primary Residence (. Students may qualify for free lunch under multiple conditions but only qualify for Reduced Price Lunch by membership in program 182.The report provides duplicated counts (for those students qualified by multiple criteria) and Unduplicated Counts for Free Lunch by school where a student is counted only 1 time per school. User must possess the Free and Reduced role in order to view/run this report.

Data Views/Type: ODS and Snapshot (only for AY2012-2013) / Fall 1

Data As Of Date: ODS, default to current date/Snapshot, Fall 1 Information Day

Student Included: Students with a qualifying enrollment (Primary(10) or Short-term (30) at a school and data reported or used for selecting student subgroups (e.g. Grade Level) are selected from the Student Information record with Effective Start and End Date (if exists) that overlap the qualifying enrollment at the school on the report "As of" date.

Direct Certification Data Included: Snapshot: Include Direct Certification data for students that have Direct Certification status = "Certified (aka Yes) for the academic year that the report is being run for with the Direct Certification Date less than or equal to November (cumulative from July based on academic year). Students direct certified after November do not show as direct certified on Fall 1 information day.

ODS: Include Direct Certification data for students that have Direct Certification status = "Certified (aka Yes)" for the academic year that the report is being run for with the Direct Certification Date up to and including the report as of date. Students direct certified after the report as of date do not show as direct certified on the as of date.

Student Program Data Included: Student Program (SPRG) data reported/used for selecting students in Programs (Free Meal, Reduced Price Meal, Migrant, Homeless) are selected from an Education Program Record with Education Program Membership Start Date and End Date (if exists) that overlap the qualifying enrollment at the school on the report "As of" date, regardless of Education Program Membership Code.

Program codes 181, 182, 191and 135 only.

Links: School row To: To: Free or Reduced Price Meal Eligibility – Student List (5.3a) (for selected row)

Calculations: Reports the count of students that are eligible for Free and Reduced Price meals based on Education Program Membership Start Date >= 7/1 of the current reporting year. Totals by school and totals by LEA with drill down links to student list for each school.

Glossary References: None

		Eligibility for Free Meal Counts Based On:				Free Meal Only Counts		Counts		Free & Reduced Meal Counts	
School Code	School Name	Free Meal Program:181	**Homeless	Migrant Program: 135	Direct Certification	Unduplicated Total	Unduplicated 5-17 Years Old Total	Total	5-17 Yrs Old Total	Unduplicated Total	Unduplicated 5-17 Years Old Total
TOTAL-Selected Schools						0	0	0	0	0	0

*Students with Primary or Short Term enrollments only are counted on this report.

Students are counted in each school that they have qualifying records in on the As Of date.

** Homeless counts based on Education Program Record with Education Program Membership Code Homeless Program (191).

***Reduced Meal counts based on Education Program Code (182)

Report 5.2: Program Participants - NCLB Title I Part A Basic Targeted Education Services

Description: Reports the number of students with a qualifying enrollment (*open enrollment*, Grade Level = KN, 01-12, UE, US, Enrollment Status = all valid) during the Academic Year who received each of the Education Services for the NCLB Title I Part A Basic Targeted program (122) at any time during the Academic Year. Note: Students in a Title 1 Part A Basic School-wide school are not included:

The SSID Enrollment (e.g. Enrollment Status) and Student Information data (e.g. Grade Level) reported or used for selecting student subgroups are associated with the most recent qualifying enrollment at the school during the Academic Year being reported. Student Program data used for selecting student subgroups (e.g. Special Education) are selected from the most recent program record for the school that overlaps the most recent qualifying enrollment at the school during the Report Period, regardless of when the reported program participation occurred.

Data Views/Type: ODS and Snapshot / Supporting (EOY 2)

Data As Of Date: EOY2

Students Included: If school NOT = *Title 1 Part A Basic School-wide School*, then all students with a qualifying enrollment during the Academic Year who participated in the NCLB Title I Part A Basic Targeted program at any time during the Report Period (i.e., Academic Year) are included.

Links: School row To: Program Participants – Student List (5.3) (for selected row)

Calculations: None

Glossary References: *Open Enrollment, Title 1 Part A Basic School-wide School*

5.2 - Program Participants – NCLB Title I Part A Basic Targeted Education Services

Academic Year:	2011-2012	LEA:	Hacienda la Puente Unified-1973445	User ID:	gquiring.cala.usd
View:	SNAPSHOT	School Type:	ALL	Created Date:	5/10/2012
As Of:	EOY 2	School:	Los Altos Elementary-6014260 Los Altos High-1935246		

School Code	School Name	Title I Education Service	Grade Level	Total #	Hispanic #	Hispanic %	AM Indian / Alskn Nat #	AM Indian / Alskn Nat %	Asian #	Asian %	Black / African Am #	Black / African Am %	Nat Hwiin / Other Pac Isindr #	Nat Hwiin / Other Pac Isindr %	White #	White %	Multiple Race #	Multiple Race %	Missing #	Missing %
6014260	Los Altos Elementary	06 - T1-Reading Language Arts	ALL	1	1	100.0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
		10 - T1-Other Instructional Service	ALL	37	29	78.4%	0	0%	3	8.1%	0	0%	0	0%	4	10.8%	1	2.7%	0	0%
		ALL		38	30	78.9%	0	0%	3	7.9%	0	0%	0	0%	4	10.5%	1	2.6%	0	0%
1935246	Los Altos High	13 - T1-Other Support Service	ALL	1	0	0%	0	0%	0	0%	0	0%	0	0%	1	100.0%	0	0%	0	0%
		ALL		1	0	0%	0	0%	0	0%	0	0%	0	0%	1	100.0%	0	0%	0	0%
TOTAL - Selected Schools		06 - T1-Reading Language Arts	ALL	1	1	100.0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
		10 - T1-Other Instructional Service	ALL	37	29	78.4%	0	0%	3	8.1%	0	0%	0	0%	4	10.8%	1	2.7%	0	0%
		13 - T1-Other Support Service	ALL	1	0	0%	0	0%	0	0%	0	0%	0	0%	1	100.0%	0	0%	0	0%
		TOTAL		39	30	76.9%	0	0%	3	7.7%	0	0%	0	0%	5	12.8%	1	2.6%	0	0%

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL	Enrollment Status:	ALL
Title III Eligible Immigrant:	ALL	Gifted and Talented:	ALL	Title I Part C Migrant:	ALL		
Socio-economically Disadvantaged:	ALL	Special Education:	ALL	Education Service:	ALL		

This report is confidential and use is restricted to authorized individuals.

Report 5.3: Program Participants – Student List

Description: Reports the K-12 (KN, 01-12, UE, US) students who participated in the following programs:

- California Partnership Academy (113)
- California School-Age Families Education (Cal-SAFE) (162)
- CAHSEE Intensive Instruction (180)
- Transitional Kindergarten (185)
- NCLB Title I Part A Basic Targeted (122)
- NCLB Title 1 Part A Neglected (174)
- Opportunity Program (108)

Reports the total number of K-12 (KN, 01-12, UE, US) students who are eligible or participated in the following program:

- 504 Accommodation Plan (101)

Student Enrollment (SENR) data (e.g. Enrollment Status) and Student Information (SINF) data (e.g. grade) reported or used for selecting student subgroups are selected from the most recent data associated with the most recent qualifying enrollment at the school during the Report Period, regardless of when the program participation occurred at the school. Student Program (SPRG) data used for selecting student subgroups (e.g. Gifted and Talented, Socio-economically Disadvantaged) are selected from the most recent SPRG record for the school that overlaps the most recent qualifying enrollment at the school during the Report Period, regardless of when the reported program participation occurred.

Data Views/Type: ODS and Snapshot / Supporting (EOY 2)

Data As Of Date: EOY2

Students Included: All students with a qualifying enrollment at the school (i.e. *open enrollment,* grade level – KN, 01-12, UE or US, Enrollment Status code = any valid code) during the Academic Year are included who participated in one of these programs (i.e. Membership Category = Participating during a qualifying enrollment) at any time during the Report Period, except for the following who participated in school-wide programs:

- Students in a *Title 1 Part A Basic School-wide School* are not included for the following program:
  - Title 1 Part A Basic Targeted (122). (See CALPADS Glossary: *Title 1 Part A Basic School-wide School)*

Links: None

Calculations: None

Glossary References: None

5.3 - Program Participants - Student List

Academic Year:	2011-2012	LEA:	Hacienda la Puente Unified-1973445	User ID:	gquiring.csis.uat
View:	SNAPSHOT	School Type:	ALL	Created Date:	05-10-2012
As Of:	EOY2	School:	Glen A. Wilson High-1939834		

School Code	School Name	SSID	Student Name	Local ID	Gender	Grade Level	Ethnicity/Race	Education Program	CA Partnership Academy Identifier	NCLB Title I Education Service	Program Membership Start Date	Program Membership End Date
1939834	Glen A. Wilson High											
		4053536100	Ayala, Armando A	ARM101094	M	12	Hispanic					
								101 - 504 Accommodation Plan			08/23/2010	
		902295055 1	Beauregard, Heaven D	HEA041595	F	10	White					
								162 - California School-Age Families Education (Cal-SAFE)			08/22/2011	
		4076408970	Hall, Ellen Ann	ell032794	F	12	White					
								101 - 504 Accommodation Plan			09/29/2009	
		1037524533	Mandeville, Joseph Michael	JOS042194	M	12	Hispanic					
								101 - 504 Accommodation Plan			09/01/2011	02/01/2012
		5076497812	Nardulli, Olimpia Marie	oli063004	F	12	White					
								101 - 504 Accommodation Plan			06/16/2008	
		6037437824	Rubio, David Paul	DAV061297	M	09	Hispanic					
								101 - 504 Accommodation Plan			06/20/2011	08/17/2011

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
Title III Eligible Immigrant:	ALL	Gifted and Talented:	ALL	Title I Part C Migrant:	ALL
Socio-Economically Disadvantaged:	ALL	Enrollment Status:	ALL	Special Education:	ALL
Education Program:	ALL	Education Service:	ALL		

This report is confidential and use is restricted to authorized individuals.

Report 5.3a: Free or Reduced Price Meal Eligibility – Student List

Description: Lists students that are eligible for Free and Reduced Price meals.

Eligibility is based on Program Records, Direct Certification and on Primary Residence. Students may qualify for free lunch under multiple conditions but only qualify for Reduced Price Lunch by membership in program 182.

User must possess the "**Free and Reduced**" role in order to view/run this report.

Data Views/Type: ODS and Snapshot (only for AY2012-2013) / Fall 1

Data As Of Date: ODS, default to current date/Snapshot, Fall 1 Information Day

Student Included: Students with a qualifying enrollment (Primary(10) or Short-term (30) at a school and data reported or used for selecting student subgroups (e.g. Grade Level) are selected from the Student Information record with Effective Start and End Date (if exists) that overlap the qualifying enrollment at the school on the report "As of" date.

Direct Certification Data Included: Snapshot: Include Direct Certification data for students that have Direct Certification status = "Certified (aka Yes) for the academic year that the report is being run for with the Direct Certification Date less than or equal to November (cumulative from July based on academic year). Students direct certified after November do not show as direct certified on Fall 1 information day.

ODS: Include Direct Certification data for students that have Direct Certification status = "Certified (aka Yes)" for the academic year that the report is being run for with the Direct Certification Date up to and including the report as of date. Students direct certified after the report as of date do not show as direct certified on the as of date.

Student Program Data Included: Student Program (SPRG) data reported/used for selecting students in Programs (Free Meal, Reduced Price Meal, Migrant, Homeless) are selected from an Education Program Record with Education Program Membership Start Date and End Date (if exists) that overlap the qualifying enrollment at the school on the report "As of" date, regardless of Education Program Membership Code. Note: Data for Education Program codes 181 and 182 is based on Education Program Membership Start Date >= 7/1 of the current reporting year.

Program codes 181, 182, 191 and 135 only.

Links: None

Calculations: None

Glossary References: None

													NSLP Program			Migrant Ed Program		
School Code	School Name	SSID	Student Name	Local ID	Gender	Grade Level	Ethnicity/ Race	Enrollment Status	Student Age	Direct Certification	Foster	Homeless	NSLP Program	Start Date	End Date	Migrant Ed Program	Start Date	End Date
6110720	Barnett Elementary	34	Jo neth	200 3	M	06	White	10 - Primary	10	No	Yes	No	181 - Free	09/17/2013	06/04/2014			
6039028	Hanson Elementary	24	G A	200)	M	KN	Hispanic	10 - Primary	5	No	Yes	No	181 - Free	08/26/2013	06/04/2014			
6039028	Hanson Elementary	10	G Ni enia	200 5	F	01	Hispanic	10 - Primary	6	Yes	Yes	No	181 - Free	08/26/2013	06/04/2014			
6039028	Hanson Elementary	13	P Cl ih	200	M	02	Hispanic	10 - Primary	7	Yes	Yes	No	181 - Free	08/26/2013	06/04/2014			
6105555	James Dukes Elementary	38	C rick H	87	M	04	White	10 - Primary	9	No	Yes	No	181 - Free	09/04/2013	06/04/2014			
6107999	Mt. Woodson Elementary	16	C l Lucas	200 2	M	02	White	10 - Primary	7	No	Yes	No	181 - Free	08/27/2013	06/04/2014			
6107999	Mt. Woodson Elementary	4 06	P L Shuu-	200 5	M	02	Am Indian/Alskn Nat	10 - Primary	7	No	Yes	No	181 - Free	08/26/2013	06/04/2014			
6107999	Mt. Woodson Elementary	2 57	P N ny	200	M	KN	Am Indian/Alskn Nat	10 - Primary	5	No	Yes	No	181 - Free	08/26/2013	06/04/2014			
6107999	Mt. Woodson Elementary	2 35	Sl Jo s	94	M	04	White	10 - Primary	9	Yes	Yes	No	181 - Free	08/26/2013	06/04/2014			
6107999	Mt. Woodson Elementary	44	S M ge	200 3	F	02	Black/African Am	10 - Primary	6	No	Yes	No	181 - Free	10/02/2013	06/04/2014			

Report 5.4: Homeless Students Enrolled – Unduplicated Count by School

Description:	Reports the total number of TD--12 (TD, PS, KN, 01-12, UE, US) students who were reported as Homeless . The report has two separate sections: The first section is a summary by grade for the sum of all selected schools. The second section provides a summary by grade for each of the selected schools. SSID Enrollment (e.g. Enrollment Status) and Student Information data (e.g. grade) presented on the report are associated with the most recent qualifying enrollment at the school during the Report Period being reported.
Data Views/Type:	ODS and Snapshot / Supporting (EOY 2)
Data As Of Date:	EOY2
Students Included:	All students with a qualifying enrollment at the school (i.e. *open enrollment,* grade level – TD, PS, KN, 01-12, UE or US, any valid Enrollment Status codes) during the Academic Year are included who were reported as Homeless (Primary Residence Category Code (2.33) = 100, 110, 120, or 130) at any time during the Report Period
Links:	From: All Selected Schools, Total # of students in each Homeless category. To: Homeless – Student List (Report 5.5) (for the cell selected - with the user selection pre-set for the selected Homeless category as well as all filters selected on Report 5.4).
Calculations:	None
Glossary References:	*Open Enrollment,*

5.4 - Homeless Students Enrolled - Unduplicated Count by School

Academic Year:	2011-2012	LEA:	Sacramento County Office of Education-3410348	User ID:	mendez
View:	ODS	School Type:	ALL	Created Date:	10/9/2012
As Of:	EOY2	School:	ALL		

School Code	School Name	Grade Level	Total by Grade	Temporary Shelters (100)	Hotels/Motels(110)	Temporarily Doubled Up(120)	Temporarily Unsheltered(130)
TOTAL - Selected Schools							
		ALL	152	16	10	96	30

School Code	School Name	Grade	Total by Grade	Temporary Shelters (100)	Hotels/Motels(110)	Temporarily Doubled Up(120)	Temporarily Unsheltered(130)
0106278	El Centro Jr./Sr. High						
TOTAL - School (Unduplicated)		ALL	95	7	7	55	26
0106237	Elinor Lincoln Hickey Jr./Sr. High						
TOTAL - School (Unduplicated)		ALL	19	4	2	13	0
0118745	Gerber Jr./Sr. High						
TOTAL - School (Unduplicated)		ALL	6	1	0	5	0
0106286	Morgan Jr./Sr. High						
TOTAL - School (Unduplicated)		ALL	3	0	0	3	0
0106245	North Area Community						
TOTAL - School (Unduplicated)		ALL	5	1	1	3	0
0106229	Palmiter Special Education						
TOTAL - School (Unduplicated)		ALL	10	2	0	6	2
0106302	Sacramento County ED Special Education						
TOTAL - School (Unduplicated)		ALL	6	1	0	3	2
0106294	Sacramento County SH Special Education						
TOTAL - School (Unduplicated)		ALL	8	0	0	8	0

This report is confidential and use is restricted to authorized individuals.

The data that appears on this report is filtered by the user selections that appear on the last page of this report.

Report 5.5: Homeless – Student List

Description:	Reports the TD-12 (TD, PS, KN, 01-12, UE, US) students who were reported as Homeless SSID Enrollment (e.g. Enrollment Status) and Student Information data (e.g. grade) presented on the report are associated with the most recent qualifying enrollment at the school during the Report Period being reported.
Data Views/Type:	ODS and Snapshot / Supporting (EOY 2)
Data As Of Date:	EOY2
Students Included:	All students with a qualifying enrollment at the school (i.e. *open enrollment,* grade level – TD, PS, KN, 01-12, UE or US, any valid Enrollment Status codes) during the Academic Year are included who were reported as Homeless (Primary Residence Category Code (2.33) = 100, 110, 120, or 130) at any time during the Report Period
Links:	None
Calculations:	None
Glossary References:	*Open Enrollment*

5.5 - Homeless - Student List

Academic Year:	2011-2012	LEA:	Sacramento County Office of Education-3410348	User ID:	rmendez
View:	ODS	School Type:	ALL	Created Date:	10-09-2012
As Of:	EOY2	School:	ALL		

School Code	School Name	SSID	Student Name	Local ID	Ethnicity/Race	Grade Level	Primary Residence Category	Start Date	Enrollment Status	Exit Date	SINF Effective Start Date	SINF Effective End Date	Eng Lang Acq Status	Title I Part C Migrant	Special Education
0106278	El Centro Jr./Sr. High	8090671858	Abel, Kendrick	36366	White	12	130-Temporarily Unsheltered	02/27/2012	10-Primary enrollment	04/17/2012	04/17/2012	04/23/2012	EO	N	Y
0106278	El Centro Jr./Sr. High	5064944152	Ali, Syed	37133	Asian	12	130-Temporarily Unsheltered	03/13/2012	10-Primary enrollment	05/01/2012	04/27/2012		EO	N	N
0106278	El Centro Jr./Sr. High	4065234570	Amant, Christopher	36468	Missing	09	120-Temporarily Doubled Up	06/15/2012	10-Primary enrollment	07/12/2012	07/12/2012		EO	N	Y
0106278	El Centro Jr./Sr. High	8097177958	Autagavaia, Lautogo	36581	Nat Hwiin/Othr Pac Islndr	12	130-Temporarily Unsheltered	03/12/2012	10-Primary enrollment	07/27/2012	04/27/2012		IFEP	N	N
0106278	El Centro Jr./Sr. High	3011768807	Blackwell, Carlos	35741	Black/African Am	11	120-Temporarily Doubled Up	02/29/2012	30-Short term enrollment	03/16/2012	03/06/2012	07/15/2012	EO	N	N
0106278	El Centro Jr./Sr. High	3012108557	Bradley, Jacques Laquarius	35648	Multiple	12	130-Temporarily Unsheltered	06/14/2012	10-Primary enrollment	08/06/2012	06/15/2012		EO	N	N
0106278	El Centro Jr./Sr. High	3090225767	Brooks, Dewayne	35494	Multiple	11	130-Temporarily Unsheltered	03/16/2012	10-Primary enrollment	04/09/2012	04/09/2012		EO	N	N
0106278	El Centro Jr./Sr. High	5013741172	Buffington, Keilan	36099	Black/African Am	11	120-Temporarily Doubled Up	02/27/2012	30-Short term enrollment	03/13/2012	03/01/2012	07/30/2012	EO	N	N
0106278	El Centro Jr./Sr. High	6088036544	Burnett, Angel M	36759	Black/African Am	09	110-Hotels/motels	08/19/2011	30-Short term enrollment	08/23/2011	08/23/2011	10/04/2011	EO	N	N
0106278	El Centro Jr./Sr. High	2017032175	Carey, Anhabelle	33641	Multiple	10	130-Temporarily Unsheltered	12/07/2011	30-Short term enrollment	12/23/2011	12/23/2011	07/15/2012	EO	N	Y
0106278	El Centro Jr./Sr. High	2696304677	Chavarria, Adrian	36957	Hispanic	09	130-Temporarily Unsheltered	10/20/2011	10-Primary enrollment	11/17/2011	11/17/2011		EL	N	N
0106278	El Centro Jr./Sr. High	4011712740	Chavez, Xavier Alexander	33489	Hispanic	12	120-Temporarily Doubled Up	09/07/2011	10-Primary enrollment	09/07/2011	09/07/2011		EO	N	N
0106278	El Centro Jr./Sr. High	4025496960	Christoff, Justin	33215	White	10	100-Temporary Shelters	09/19/2011	10-Primary enrollment	01/18/2012	09/23/2011	01/18/2012	EO	N	N
0106278	El Centro Jr./Sr. High	9529606620	Clark, Jovan	36885	Black/African Am	12	130-Temporarily Unsheltered	04/16/2012	10-Primary enrollment		04/27/2012		EO	N	N
0106278	El Centro Jr./Sr. High	2037503125	Clark, Sadie Tatiana	36026	Multiple	10	120-Temporarily Doubled Up	06/21/2012	10-Primary enrollment	06/22/2012	06/22/2012		EO	N	N
0106278	El Centro Jr./Sr. High	6072998084	Curtis, Yamani	35156	Black/African Am	11	120-Temporarily Doubled Up	11/09/2011	10-Primary enrollment	12/15/2011	12/15/2011	01/04/2012	EO	N	N
0106278	El Centro Jr./Sr. High	6043427864	Dammann, Brandee Rose	35256	Missing	11	130-Temporarily Unsheltered	06/25/2012	10-Primary enrollment		07/06/2012		EO	N	Y

This report is confidential and use is restricted to authorized individuals.

The data that appears on this report is filtered by the user selections that appear on the last page of this report.

Report 6.1: CAHSEE Waivers and Exemptions - Count

Description: Reports the number of disabled students (special education or 504 accommodation plan) with a granted, denied or withdrawn CAHSEE waiver or exemption during the Report Period.

Includes students in grades 10-12 and US with Enrollment Status of Primary (10) or Receiving Specialized Services Only (40) and with Education Program = 101 (504 Accommodation Plan) or 144 (Special Education).

The Student Enrollment (e.g. Enrollment Status) and Student Information data (e.g. grade) reported are associated with the most recent qualifying enrollment at the school that overlaps the Academic Year being reported.

Data Views/Type: ODS and Snapshot / Supporting (EOY 4)

Data As Of Date: EOY4

Students Included: As indicated in the description above.

Courses Included: N/A

Links: From Column: *School Name* to Report 6.2 CAHSEE Waivers and Exemptions – Count Disaggregated

Calculations: None

Glossary References: None

6.1 CAHSEE Waivers and Exemptions - Count

Academic Year:	2011-2012	LEA:	Hacienda la Puente Unified-1973445	User ID:	gquiring.csis.uat
View:	SNAPSHOT	School Type:	High Schools (Public)	Created Date:	05-10-2012
As Of:	EOY 4	School:	ALL		

			CAHSEE Math Waiver (1)			CAHSEE ELA Waiver (2)			CAHSEE Exemption (3)		
School Code	School Name	Total Requested	# Granted (1)	# Denied (2)	# Withdrawn (3)	# Granted (1)	# Denied (2)	# Withdrawn (3)	# Granted (1)	# Denied (2)	# Withdrawn (3)
1939834	Glen A Wilson High	1	1	0	0	0	0	0	0	0	0
1934801	La Puente High	1	0	0	0	0	0	0	1	0	0
1935246	Los Altos High	5	3	0	0	0	0	0	2	0	0
1939925	William Workman High	2	0	0	0	0	0	0	2	0	0
TOTAL-Selected Schools		**9**	**4**	**0**	**0**	**0**	**0**	**0**	**5**	**0**	**0**

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL

This report is confidential and use is restricted to authorized individuals.

Report 6.2: CAHSEE Waivers and Exemptions – Count Disaggregated

Description: Reports the number of disabled students (special education or 504 accommodation plan) with a granted, denied or withdrawn CAHSEE waiver or exemption during the Report Period.

Includes students in grades 10-12 and US with Enrollment Status of Primary (10) or Receiving Specialized Services Only (40) and with Education Program = 101 (504 Accommodation Plan) or 144 (Special Education).

The Student Enrollment (e.g. Enrollment Status) and Student Information data (e.g. grade) reported are associated with the most recent qualifying enrollment at the school that overlaps the Academic Year being reported.

Data Views/Type: ODS and Snapshot / Supporting (EOY 4)

Data As Of Date: EOY4

Students Included: As indicated in the description above.

Courses Included: N/A

Links: From Column: *School Name* to Report 6.3 CAHSEE Waivers and Exemptions – Student List

Calculations: None

Glossary References: None

6.2 - CAHSEE Waivers and Exemptions – Count Disaggregated

Academic Year:	2010-2011	LEA:	Westwood Unified	User ID:	CBurns
View:	CDS	School Type:	ALL	Created Date:	11/28/2011
As Of:	EOY4	School:	ALL		

School Code	School Name	Regulatory Exemption	⊞ Gender	⊞ Ethnicity/Race	Total Requested	Outcome # Granted (1)	Outcome # Denied (2)	Outcome # Withdrawn (3)
1830090	Horizon High (Continuation)							
		1 - CAHSEE Math Waiver						
			ALL		1	0	0	1
		3 - CAHSEE Exemption						
			ALL		1	0	1	0
		ALL			2	0	1	1
TOTAL - Selected Schools								
		1 - CAHSEE Math Waiver						
			ALL		1	0	0	1
		3 - CAHSEE Exemption						
			ALL		1	0	1	0
		TOTAL			2	0	1	1

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
Title III Eligible Immigrant:	ALL	Gifted and Talented:	ALL	Title I Part C Migrant:	ALL
Socio-economically Disadvantaged:	ALL	Regulatory Exemption Code:	ALL	Disability Type:	ALL

This report is confidential and use is restricted to authorized individuals.

The data that appears on this report is filtered by the user selections that appear on the last page of this report.

Report 6.3: CAHSEE Waivers and Exemptions – Student List

Description: Reports the number of disabled students (special education or 504 accommodation plan) with a granted, denied or withdrawn CAHSEE waiver or exemption during the Report Period.

Includes students in grades 10-12 and US with Enrollment Status of Primary (10) or Receiving Specialized Services Only (40) and with Education Program = 101 (504 Accommodation Plan) or 144 (Special Education).

The Student Enrollment (e.g. Enrollment Status) and Student Information data (e.g. grade) reported are associated with the most recent qualifying enrollment at the school that overlaps the Academic Year being reported.

Data Views/Type: ODS and Snapshot / Supporting (EOY 4)

Data As Of Date: EOY4

Students Included: As indicated in the description above.

Courses Included: N/A

Links: None

Calculations: None

Glossary References: None

6.3 - CAHSEE Waivers and Exemptions - Student List

Academic Year:	2010-2011	LEA:	Westwood Unified	User ID:	CBurns
View:	ODS	School Type:	ALL	Created Date:	11-28-2011
As Of:	EOY4	School:	Horizon High (Continuation)-1830090		

School Code	School Name	SSID	Student Name	Local ID	Gender	Grade	Ethnicity/Race	Regulatory Exemption Code	Regulatory Exemption Outcome	Outcome Start Date	Disability Category
1830090	Horizon High (Continuation)	9958646834	Waiver, Cassie	789	F	12	Missing	3 - CAHSEE Exemption	2 - Denied	08/31/2010	320 - Autism (AUT)
		1278014984	Waiver, Suzie	999	F	11	Missing	1 - CAHSEE Math Waiver	3 - Withdrawn	08/04/2011	290 - Specific learning disability (SLD)

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
Title III Eligible Immigrant:	ALL	Gifted and Talented:	ALL	Title I Part C Migrant:	ALL
Socio-Economically Disadvantaged:	ALL	Regulatory Exemption Code:	ALL	Regulatory Exemption Outcome:	ALL
Disability Type:	ALL				

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Page 1 of 1

Report 7.1: Discipline Incidents - Count by Most Severe Offense

Description: Reports total number of Discipline Incidents by Most Severe Offense, regardless of student's Enrollment Status.

Data Views/Type: ODS and Snapshot / Supporting (EOY 3)

Data As Of Date: EOY3

Students Included: All students with a qualifying enrollment at any time during the Report Period and one or more Student Discipline Record (SDIS) for the Academic Year being reported. Qualifying enrollment is any open enrollment during the year being reported for a student that has a discipline record.

Courses Included: N/A

Links: From: School row To: Discipline Incidents - Student List (7.2) (for selected row)

Calculations: None

Glossary References: None

7.1 - Discipline Incidents - Count by Most Severe Offense

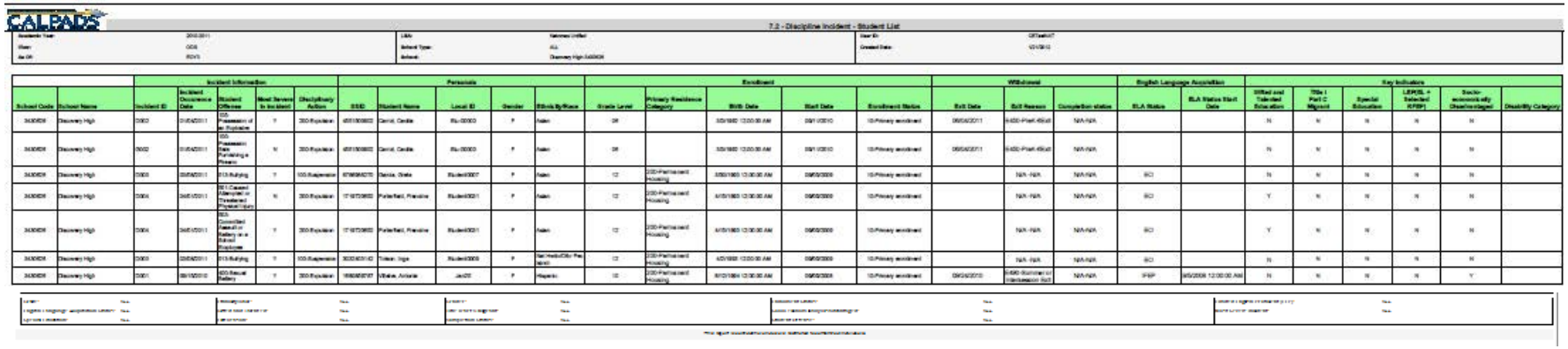
Academic Year:	2010-2011	LEA:	Natomas Unified	User ID:	CBTestNAT
View:	ODS	School Type:	ALL	Created Date:	1/21/2012
As Of:	EOY3	School:	ALL		

School Code	School Name	Most Severe Offense	Incident Count
3430626	Discovery High		
		105-Possession of an Explosive	2
		400-Sexual Battery	1
		503-Committed Assault or Battery on a School Employee	2
		513-Bullying	2
		TOTAL	7
0102236	Inderkum High		
		105-Possession of an Explosive	1
		TOTAL	1
Total - Selected schools			
		105-Possession of an Explosive	3
		400-Sexual Battery	1
		503-Committed Assault or Battery on a School Employee	2
		513-Bullying	2
		TOTAL	8

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL	Enrollment Status:	ALL

Report 7.2: Discipline Incident Student List

Description:	Reports students in grades KN, 01-12, UE and US, regardless of enrollment status, who were involved in discipline incidents. Also reports information about each incident, including the disciplinary action taken.
Data Views/Type:	ODS and Snapshot / Supporting (EOY 3)
Data As Of Date:	EOY3
Students Included:	All students with a qualifying enrollment at any time during the Report Period and one or more Student Discipline Record (SDIS) for the Academic Year being reported. Qualifying enrollment is any open enrollment during the year being reported for a student that has a discipline record.
Courses Included:	N/A
Links:	None
Calculations:	None
Glossary References:	None



CALPADS

7.2 - Discipline Incident - Student List

Academic Year:	2010-2011	LEA:	Kerman Unified	User ID:	CPTestAu7
Date:	0/0/0	School Type:	ALL	Created Date:	0/0/0/0
As Of:	0/0/0	School:	Discovery High (14)0000		

		Incident Information					Personals					Enrollment					Withdrawal			English Language Acquisition		Key Indicators					
School Code	School Name	Incident ID	Incident Occurrence Date	Student Offense	Most Severe In Incident	Disciplinary Action	SSID	Student Name	Local ID	Gender	Ethnic By Race	Grade Level	Primary Residence Category	Birth Date	Start Date	Enrollment Status	Exit Date	Exit Reason	Completion status	ELA Status	ELA Status Start Date	Gifted and Talented Education	Title I Part C Migrant	Special Education	LEP/EL = Selected RFEP	Socio-economically Disadvantaged	Disability Category
3430828	Discovery High	2002	01/04/2011	103-Possession of an Explosive	Y	200-Expulsion	4511300002	Carrol, Cecilia	Ru-00003	F	Asian	09		3/31/1993 12:00:00 AM	09/01/2010	10-Primary enrollment	06/04/2011	6400-Pref.-Expulsion	N/A-N/A			N	N	N	N	N	
3430828	Discovery High	2002	01/04/2011	103-Possession Gun Furnishing a Firearm	N	200-Expulsion	4511300002	Carrol, Cecilia	Ru-00003	F	Asian	09		3/31/1993 12:00:00 AM	09/01/2010	10-Primary enrollment	06/04/2011	6400-Pref.-Expulsion	N/A-N/A			N	N	N	N	N	
3430828	Discovery High	2003	03/04/2011	113-Bullying	Y	103-Suspension	4749904270	Garcia, Greta	Student0007	F	Asian	12	200-Permanent Housing	3/30/1993 12:00:00 AM	09/08/2009	10-Primary enrollment		N/A-N/A	N/A-N/A	EO		N	N	N	N	N	
3430828	Discovery High	2004	04/01/2011	301-Caused Attempted or Threatened Physical Injury	N	200-Expulsion	1710172002	Fairfield, Francine	Student0021	F	Asian	12	200-Permanent Housing	4/15/1993 12:00:00 AM	09/08/2009	10-Primary enrollment		N/A-N/A	N/A-N/A	EO		Y	N	N	N	N	
3430828	Discovery High	2004	04/01/2011	301-Committed Assault or Battery on a School Employee	Y	200-Expulsion	1710172002	Fairfield, Francine	Student0021	F	Asian	12	200-Permanent Housing	4/15/1993 12:00:00 AM	09/08/2009	10-Primary enrollment		N/A-N/A	N/A-N/A	EO		Y	N	N	N	N	
3430828	Discovery High	2005	03/04/2011	113-Bullying	Y	103-Suspension	3030303143	Tolson, Inga	Student0009	F	Two Races/Other Pac Islnd	12	200-Permanent Housing	4/21/1993 12:00:00 AM	09/08/2009	10-Primary enrollment		N/A-N/A	N/A-N/A	EO		N	N	N	N	N	
3430828	Discovery High	2001	09/15/2010	420-Sexual Battery	Y	200-Expulsion	1918200187	Villalva, Antonio	Ja-00	F	Hispanic	12	200-Permanent Housing	8/12/1994 12:00:00 AM	09/08/2009	10-Primary enrollment	09/24/2010	6400-Suspended Indefinitely Sch	N/A-N/A	FRP	9/5/2008 12:00:00 AM	N	N	N	N	Y	

[illegible]	None	[illegible]	None	[illegible]	None	[illegible]	None	[illegible]	None
[illegible]	None	[illegible]	None	[illegible]	None	[illegible]	None	[illegible]	None
[illegible]	None	[illegible]	None	[illegible]	None	[illegible]	None		

[illegible]

Report 7.3: Disciplinary Actions – Count by Offense

Description:	Reports the number of students in grades KN, 01-12, UE and US who committed a reportable offense, regardless of enrollment status, by offense. It also reports the number of students receiving each of the disciplinary actions resulting from each offense. Students are disaggregated by gender, ethnicity/race, and offense code.
Data Views/Type:	ODS and Snapshot / Supporting (EOY 3)
Data As Of Date:	EOY3
Students Included:	All students with a qualifying enrollment at any time during the Report Period and one or more Student Discipline Record (SDIS) for the Academic Year being reported. Qualifying enrollment is any open enrollment during the year being reported for a student that has a discipline record.
Courses Included:	N/A
Links:	From: School row To: Discipline Offenses - Student List (7.4) (for selected row)
Calculations:	None
Glossary References:	None

7.3 - Disciplinary Actions - Count

Academic Year:	2011-2012	LEA:	Oakdale Joint Unified-5075564	User ID:	gquiring.csis.uat
View:	ODS	School Type:	ALL	Created Date:	5/10/2012
As Of:	EOY3	School:	ALL		

						Disciplinary Action Taken			
School Code	School Name	⊞ Gender	⊞ Ethnicity/Race	# of Students That Committed an Offense (unduplicated)	# of Offenses Committed	# of Suspensions (100)	# of Expulsions (200)	# of In school Suspensions (110)	# of No Suspensions or Explusions (300)
	All Selected Schools	Total		670	32	28	2	2	0
6052880	Cloverland Elementary	Total		61	2	2	0	0	0
5031950	East Stanislaus High	Total		59	2	1	1	0	0
6052898	Fair Oaks Elementary	Total		25	2	1	0	1	0
6100390	Magnolia Elementary	Total		32	2	2	0	0	0
5035654	Oakdale High	Total		299	16	15	1	0	0
6052906	Oakdale Junior High	Total		177	6	5	0	1	0
0107979	Sierra View Elementary	Total		26	2	2	0	0	0
5030192	ValleyOak Junior and Senior High	Total		1	0	0	0	0	0

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL	Enrollment Status:	ALL
Offense Code:	ALL						

This report is confidential and use is restricted to authorized individuals.

Report 7.4: Discipline Offenses – Student List

Description:	Reports students in grades KN, 01-12, UE and US, regardless of enrollment status, who were involved in discipline incidents. Also reports other information about each offense within each incident, including the disciplinary action taken
Data Views/Type:	ODS and Snapshot / Supporting (EOY 3)
Data As Of Date:	EOY3
Students Included:	All students with a qualifying enrollment at any time during the Report Period and one or more Student Discipline Record (SDIS) for the Academic Year being reported. Qualifying enrollment is any open enrollment during the year being reported for a student that has a discipline record.
Courses Included:	N/A
Links:	None
Calculations:	None
Glossary References:	None

7.4 - Disciplinary Actions - Count by Offense

Academic Year:	2011-2012	LEA:	Oakdale Joint Unified-5075564	User ID:	gquiring.csis.uat
View:	SNAPSHOT	School Type:	ALL	Created Date:	5/10/2012
As Of:	EOY3	School:	Cloverland Elementary-6052880		

							Disciplinary Action Taken			
School Code	School Name	Offense Code	⊞ Gender	⊞ Ethnicity/Race	# of Students That Committed Offense (unduplicated)	# of Offenses Committed	# of Suspensions (100)	# of Expulsions (200)	# of In school Suspensions (110)	# of No Suspensions or Explusions (300)
	All Selected Schools	101-Possession Sale Furnishing a Firearm or Knife	Total		1	1	1	0	0	0
		403-Sexual Harassment	Total		2	2	1	0	1	0
		501-Caused Attempted or Threatened Physical Injury	Total		20	24	19	0	5	0
		511-Disruption, Defiance	Total		51	81	27	0	54	0
		512-PropertyDamage	Total		5	6	1	0	5	0
		513-Bullying	Total		1	1	0	0	1	0
		601-PropertyTheft	Total		2	2	2	0	0	0
6052880	Cloverland Elementary	101-Possession Sale Furnishing a Firearm or Knife	Total		1	1	1	0	0	0
		403-Sexual Harassment	Total		2	2	1	0	1	0
		501-Caused Attempted or Threatened Physical Injury	Total		20	24	19	0	5	0
		511-Disruption, Defiance	Total		51	81	27	0	54	0
		512-PropertyDamage	Total		5	6	1	0	5	0
		513-Bullying	Total		1	1	0	0	1	0
		601-PropertyTheft	Total		2	2	2	0	0	0

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL	Enrollment Status:	ALL
Offense Code:	ALL						

Report 7.5: Disciplinary Actions – Persistently Dangerous Offense Expulsions

Description:	Reports the counts of expulsions for the Persistently Dangerous Schools California Education Code violations. By school, it includes the total number of expulsions, the # of expulsions per 100 enrolled students (based on the selected year's certified Fall 1 enrollment), and the # of expulsions per offense codes that are applicable in determining At-Risk Schools. It also indicates whether a school is an At-Risk School.
Data Views/Type:	ODS and Snapshot / Supporting (EOY 3)
Data As Of Date:	EOY3
Students Included:	All students with a qualifying enrollment at any time during the Report Period and one or more Student Discipline Record (SDIS) for the Academic Year being reported. Qualifying enrollment is any open enrollment during the year being reported for a student that has a discipline record.
Courses Included:	N/A
Links:	From: School row To: Discipline Offenses - Student List (7.4) (for selected row)
Calculations:	None
Glossary References:	Persistently Dangerous Offenses, At Risk School

7.5 - Discipline Offenses - Student List

Academic Year:	2011-2012	LEA:	Oakdale Joint Unified-5075394	User ID:	gquiring.cals.usr
View:	SNAPSHOT	School Type:	ALL	Created Date:	5/10/2012
As Of:	EOY3	School:	Cloverland Elementary-4032660		

School Code	School Name	SSID	Student Name	Local ID	Gender	Grade Level	Ethnicity/Race	Incident ID	Incident Occurrence Date	Offense Code	Most Severe in Incident	Weapon Category	Disciplinary Action Taken: Disciplinary Action Taken	Disciplinary Action Taken: Authority	Disciplinary Action Taken: Duration Days	Disciplinary Action Taken: Inst Support Supplied	Disciplinary Action Taken: Expulsion Modification
6052650	Cloverland Elementary																
		6115523574	Alvarado, Juan Luis	53657	M	06	Hispanic	52530	11/22/2011	501-Caused Attempted or Threatened Physical Injury	501-Caused Attempted or Threatened Physical Injury		100-Suspension	10-School or district personnel	2.00		
		6115523574	Alvarado, Juan Luis	53657	M	06	Hispanic	52551	11/29/2011	501-Caused Attempted or Threatened Physical Injury	501-Caused Attempted or Threatened Physical Injury		110-In-School Suspension	10-School or district personnel	2.00	Y	
		6115523574	Alvarado, Juan Luis	53657	M	06	Hispanic	51459	10/11/2011	511-Disruption, Defiance	511-Disruption, Defiance		110-In-School Suspension	10-School or district personnel	1.00	Y	
		5197367126	Andrade, Elena Adrianna	92510	F	02	Hispanic	52371	11/01/2011	511-Disruption, Defiance	511-Disruption, Defiance		110-In-School Suspension	10-School or district personnel	1.00	Y	
		6115523415	Arellano, Isiah	53495	M	06	Hispanic	51455	09/26/2011	511-Disruption, Defiance	511-Disruption, Defiance		110-In-School Suspension	10-School or district personnel	1.00	Y	
		6115523415	Arellano, Isiah	53495	M	06	Hispanic	52369	11/03/2011	511-Disruption, Defiance	511-Disruption, Defiance		110-In-School Suspension	10-School or district personnel	2.00	Y	
		7139040726	Ball, Donovan Michael	54447	M	05	White	54252	03/12/2012	101-Possession Sale Furnishing a Firearm or Knife	501-Caused Attempted or Threatened Physical Injury		100-Suspension	10-School or district personnel	5.00		
		7139040726	Ball, Donovan Michael	54447	M	05	White	54252	03/12/2012	501-Caused Attempted or Threatened Physical Injury	501-Caused Attempted or Threatened Physical Injury		100-Suspension	10-School or district personnel	5.00		
		7139040726	Ball, Donovan Michael	54447	M	05	White	54252	03/12/2012	511-Disruption, Defiance	501-Caused Attempted or Threatened Physical Injury		100-Suspension	10-School or district personnel	5.00		
		5231104171	Barnett Curdy, Corin Joseph	94151	M	02	Hispanic	51977	11/01/2011	501-Caused Attempted or Threatened Physical Injury	501-Caused Attempted or Threatened Physical Injury		110-In-School Suspension	10-School or district personnel	2.00	Y	

Defiance

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL	Enrollment Status:	ALL
Title III Eligible Immigrant:	ALL	Gifted and Talented:	ALL	Title I Part C Migrant:	ALL	Socio-economically Disadvantaged:	ALL
Special Education:	ALL	Offense:	ALL	Weapon Category:	ALL		

This report is confidential and use is restricted to authorized individuals.

Report 7.6 - Disciplinary Actions - Persistently Dangerous Offense Expulsions

Description: Reports the counts of K-12 expulsions (for students in grades KN, 01-12, UE and US) for the applicable Persistently Dangerous Schools California Education Code violations.

Reports the counts of expulsions for the Persistently Dangerous Schools California Education Code violations. By school, it includes the total number of expulsions, the # of expulsions per 100 enrolled students (based on the selected year's certified Fall 1 enrollment), and the # of expulsions per offense codes that are applicable in determining At-Risk Schools. It also indicates whether a school is an At-Risk School.

Data Views/Type: ODS and Snapshot / Supporting (EOY 3)

Data As Of Date: EOY3

Students Included: All students with a qualifying enrollment at any time during the Report Period.

Courses Included: N/A

Links: None

Calculations:

Total Certified Primary Enrollment*	Certified Enrollment count of all SSIDS at the School of Attendance from the Fall 1 certified enrollment, Report 1.1 (Enrollment of Primary Status by Subgroup).
Total # of Expulsions	Calculation: Count of Expulsions for Persistently Dangerous Offenses at School of Attendance (Disciplinary Action Category.Code Taken)
# of Expulsions / 100 Enrolled Students	Calculation: Total # of Expulsions / (Total Certified Primary Enrollment/100)
# of Expulsions per Offense Code	Calculation: Count of Expulsions at School of Attendance by the various Student Offense Codes (Student Offense.Code)

Glossary References: None

7.6 - Disciplinary Actions - Persistently Dangerous Offense Expulsions

Academic Year:	2011-2012	LEA:	Sanger Unified-1062414	User ID:	gquiring.csisuat
View:	SNAPSHOT	School Type:	ALL	Created Date:	5/10/2012
As Of:	EOY3	School:	ALL		

			Expulsions for Persistently Dangerous Offenses												
					# of Expulsions per Offense Code, Used to Determine At Risk Schools (listed in order of most severe offense) **										
School Code	School Name	Total Certified Primary Enrollments *	Total # of Expulsions	# of Expulsions / 100 Enrolled Students	503	103	500	505	100	105	600	200	401	400	AT Risk School? **
1036094	Sanger High	2733	2	0.07	0	0	0	0	0	0	0	0	1	1	N

* Certified Fall 1 Primary Enrollment for the Selected Academic Year, from Report 1.1 (Enrollment of Primary Status by Subgroup)

** Refer to User Manual Glossary definition for Persistently Dangerous Offense and At Risk School

This report is confidential and use is restricted to authorized individuals.

Report 8.1 / 8.1a / 8.1b / 8.1c: Student Profile - List

Description: Reports a list of individual student data that supports aggregate views in other reports

8.1 Student Profile – List: Includes Active students on the As Of date

8.1a Student Profile Exits – List: Includes students that exited between the Exit From and Through Date period

8.1b Student Profile Dropouts – List: Includes students reported in all Dropout reports except Report 1.14 Dropouts Count - State View

8.1c Student Profile Dropouts - State View – List: Includes students reported as Dropouts in Report 1.14 Dropouts Count - State View

Views Available: ODS (all except 8.1c) and Snapshot (8.1 for Fall 1 and Spring 1(for submissions prior to 2013-2014), 8.1c for Fall 1) / Supporting

Data As Of Date: As indicated in description above

Students Included: As indicated in description above

Courses Included: N/A

Links: None

Calculations: See table below

Glossary References: For drilldowns from reports that include English Language Acquisition Status of EL, IFEP, RFEP or TBD, See Glossary for English Learner and English Language Acquisition Status. There is separate logic for English Language Acquisition Status depending on what report is being drilled down from and whether or not the student is actively enrolled on the Census date/as of date of the report or if the student Exited during the report period.

CALPADS

8.1 Student Profile - List

Academic Year: 2014-2015
View: Snapshot
As Of: 10/1/2014

LEA: Elementary-3768312
School Type: ALL
School: ALL

					Personals					Enrollment		Withdrawal			InterDistrict Trns		English Lang Acq			
School Code	School Name	SSID	Student Name	LocalID	Gender	Ethnicity/Race	Grade	Birth Date	Alias Name	Start Date	Enrollment Status	Exit Date	Exit Reason	Completion Status	Interdistrict Transfer Code Type	District of Geographic Residence	Primary Language	ELA Status	ELA Status Start Date	Birth Country
[redacted]	[redacted] Elementary	2418	Aar	1 592	M	White	02	12/2 7		8/25/2014	Primary enrollment						English	EO	7/17/2014	UNITED STATES
		2412	Aar	2 346	F	White	KN	14/2 9		8/25/2014	Primary enrollment						English	EO	7/17/2014	UNITED STATES
		1291	Ag	6 189	F	White	KN	13/2 8		8/25/2014	Primary enrollment						English	EO	7/17/2014	UNITED STATES
		2154	Ala	7 787	F	Asian	03	14/2 5		8/25/2014	Primary enrollment						English	EO	7/17/2014	UNITED STATES
		3306	Ala	4 375	F	Asian	KN	16/ 38		8/25/2014	Primary enrollment						English	EO	7/17/2014	UNITED STATES
		7828	Alb	9 214	M	Multiple	KN	14/2 8		8/25/2014	Primary enrollment						English	EO	7/17/2014	UNITED STATES
		6617	Alb	5 778	F	Multiple	04	11/ 34		8/25/2014	Primary enrollment						English	EO	7/17/2014	UNITED STATES
		5968	Ale	6 406	F	White	03	17/2 6		8/25/2014	Primary enrollment						English	EO	7/17/2014	UNITED STATES
		7432	Ale	4 302	M	Multiple	04	19/2 4		8/25/2014	Primary enrollment						English	EO	7/17/2014	UNITED STATES
		3547	Ara	7 580	M	Hispanic	02	12/2 7		8/25/2014	Primary enrollment						English	EO	7/17/2014	UNITED STATES
		3441	Arm	9 392	F	White	02	16/2 7		8/25/2014	Primary enrollment						English	EO	7/17/2014	UNITED STATES
		3734	Arm Ser	1 325	F	White	04	1/2 4		8/25/2014	Primary enrollment						English	EO	7/17/2014	UNITED STATES
		3002	Arm	1 210	M	White	04	16/2 5	A,	8/25/2014	Primary enrollment						English	EO	7/17/2014	UNITED STATES
		3098	Ast	4 722	M	Hispanic	01	1/2 3		8/25/2014	Primary enrollment						Spanish	EL	3/11/2014	UNITED STATES
		1248	Atk	9 248	F	White	02	1/2 7		8/25/2014	Primary enrollment						English	EO	7/17/2014	UNITED STATES
		3147	Atw	9 782	M	White	05	11/3		8/25/2014	Primary enrollment						English	EO	7/17/2014	UNITED STATES

National Origin					Key Indicators									
Birth State Province	Birth City	Initial US Enrollment Date	Enrolled in US < Three Years Indicator	Title III Eligible Immigrant	Met UC/CSU Requirements	Gifted and Talented Education	Title I Part C Migrant	Foster	Homeless	Special Education	English Learner	Socio-Economically Disadvantaged	Disability Category	Transitional Kindergarten
		8/27/2012	N	N		N	N	N	N	N	N	N		N
		8/25/2014	N	N		N	N	N	N	N	N	N		N
		8/25/2014	N	N		N	N	N	N	N	N	N		N
		8/29/2011	N	N		N	N	N	N	N	N	N		N
		8/25/2014	N	N		N	N	N	N	N	N	N		N
		8/25/2014	N	N		N	N	N	N	N	N	N		N
		6/9/2010	N	N		N	N	N	N	N	N	N		N
		8/29/2011	N	N		N	N	N	N	N	N	N		N
		9/1/2008	N	N		N	N	N	N	N	N	N		N
		8/27/2012	N	N		N	N	N	N	N	N	N		N
		9/1/2012	N	N		N	N	N	N	N	N	N		N
		9/1/2010	N	N		N	N	N	N	N	N	N		N
		9/7/2010	N	N		N	N	N	N	N	N	N		N
		8/26/2013	N	N		N	N	N	N	N	Y	N		N
		9/1/2012	N	N		N	N	N	N	N	N	N		N
		9/3/2009	N	N		N	N	N	N	N	N	N		N

SPECIAL NOTATION: There are multiple versions of this report, due to the fact that it is linked to from reports that require different sets of data. The differences between each of these versions are listed below.

		Students Included		Data Included		
Report Version	**View**	**Grade Level Default**	**As of**	**SENR As of**	**SINF As of**	**SPRG As of**
8.1 Student Profile List	ODS	All	User-defined Date (Default System Date)	"As of" Date for Students Included	"As of" Date for Students Included	Effective on "As of" Date for Students Included
8.1a Student Profile Exits-List	ODS	All	Fall 1 *Report Date*	Student Exit Date	Student Exit Date	All effective during Fall 1 *Report Period*
8.1b Student Profile Dropouts-List	ODS	All	Fall 1 *Report Date*	Student *Dropout* Date	Student *Dropout* Date	All effective during *Dropout Reporting Cycle, No Show Reporting Cycle, Lost Transfer*

						Reporting Cycle
8.1 Student Profile List-Spring	ODS	All	User-defined Date (Default System Date)	"As of" Date for Students Included	"As of" Date for Students Included	Effective on "As of" Date for Students Included
8.1 Student Profile List	Snapshot	KN, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, US, and UE	Fall 1 *Report Date*	"As of" Date for Students Included	"As of" Date for Students Included	Effective on "As of" Date for Students Included
8.1a Student Profile Exits-List	Snapshot	KN, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, US, and UE	Fall 1 *Report Date*	Student Exit Date	Student Exit Date	All effective during Fall 1 *Report Period*
8.1b Student Profile Dropouts-List	Snapshot	07, 08, 09, 10, 11, 12, US (Displays "All")	Fall 1 *Report Date*	Student *Dropout* Date	Student *Dropout* Date	All effective during *Dropout Reporting Cycle, No Show Reporting Cycle, Lost Transfer Reporting Cycle*
8.1c Student Profile Dropouts-State View-List	Snapshot	All	Fall 1 *Report Date*	Student *Dropout* Date	Student *Dropout* Date	All effective during *Dropout Reporting, No Show Reporting Cycle, Lost Transfer Reporting Cycle Reporting Cycle*)
8.1 Student Profile List-Spring	Snapshot	KN, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, US, and UE	Spring 1 *Report Date* (for submissions prior to 2013-2014)	"As of" Date for Students Included	"As of" Date for Students Included	Effective on "As of" Date for Students Included

Report 8.2: Socio-economically Disadvantaged - Student List

Description: Lists students that are Socio-economically Disadvantaged as determined by either Parent Education information or Free or Reduced Price Meal eligibility. This report is available only to staff who have the Free and Reduced Lunch role.

Data Views/Types: ODS

Data As Of Date: User defined

Students Included: *Socio-economically Disadvantaged*

Courses Included: N/A

Links: None

Calculations: See Glossary References

Glossary References: See “Accountability Subgroup Data” (*Socio-economically Disadvantaged*)

Academic Year for this example is 2012-2013, so code 175 would not display as this value would only display in prior Academic Years (on or before 2011-2012).

								Socio-Economically	
School Code	School Name	SSID	Student Name	Local ID	Gender	Race/ Ethnicity	Grade	Free or Reduced Price Meal Program	Parent HS Diploma
8773948	Kennedy High	3948573932	Borne, Will	A001	M	Hispanic	09	181 - Free	N
8773948	Kennedy High	1234567891	Carey, Ronald C.	A002	M	White	09	182 - Reduced	Y
8773948	Kennedy High	3948573932	Malory, Harry	A003	F	Hispanic	09	None	Y
8773948	Kennedy High	3285747668	Wilson, Renatta	A004	F	White	09	182 - Reduced	N
8773948	Kennedy High	5234567888	Carey, Ronald C.	A006	M	Hispanic	10	181 - Free	Y

Report 9.1: Multiple Identifier (MID) Anomalies Report

Description:	Identifies all of a school's SSIDs that potentially have multiple SSIDs assigned (i.e., MID Anomaly). The SSIDs listed (i.e., MID Set) have exactly matching demographics. The MID Set contains SSIDs in the same school, in another school within the LEA, or in another LEA. All of the MID Sets in which an LEA has SSIDs are reported for the LEA. The report displays the results of the most recent MID process, which is run nightly against the ODS throughout the Academic Year
Data Views/Types:	ODS / N/A
Data As Of:	The Processed Date on the report
Students Included:	Student enrollments for a period of fourteen months prior to the Processed Date
Links:	None
Calculations:	None
Glossary References:	None

California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System

9.1 Multiple Identifier (MID) Anomalies - Unresolved

Reporting LEA:		**School:**	Henry M. Gunn High-4332904	**MID Reporting Period:**	Last 14 months from processed date
Local ID:		**MID Ownership:**	All-1	**Disposition:**	- All -
SSID:		**Focus ID Status:**	All		
Processed :	03/15/2011	**Calendar:**	Fall1		

Focus ID	SSID	Student Name	Birth Date	Gender	Primary Language	State Province	Birth Country	Score	Grade Level	Local ID	LEA	School Name	Start Date	Exit Date	Exit Reason	PRIMARY CONTACT		
4511845844	4511845844	Sharma, Abhishek	01/01/1993	M	00		US	100.00	12	456789	Palo Alto Unified	Henry M. Gunn High	10/21/2009		N/A	Martha Kincheloe	martha.h.kincheloe@us.ibm.com	919-882-5718
	7803774123	Sharma, Abhishek	01/01/1993	M	00	US-CO	US	100.00	12	10089	Palo Alto Unified	Henry M. Gunn High	09/09/2009		N/A	Pal Usertwo	dc.delgado@yahoo.com	897-879-9878
4857193530	4857193530	TestH, TestH	02/03/1994	M	07		CN	100.00	09	8	Palo Alto Unified	Henry M. Gunn High	09/01/2008		N/A	Martha Kincheloe	martha.h.kincheloe@us.ibm.com	919-882-5718
	6642555243	TestH, TestH	02/03/1994	M	07		CN	100.00	12	8	San Jose Unified	Abraham Lincoln High	09/01/2008		N/A			
5133591178	5133591178	ImmigrantA, EligibleA Primary	02/03/1991	F	01	MX-CHH	MX	100.00	12	5	Palo Alto Unified	Henry M. Gunn High	09/01/2008		N/A	Samuel Smithison	psampson@csis.k12.ca.us	999-999-9999
	8945051038	ImmigrantA, EligibleA Primary	02/03/1991	F	01	MX-CHH	MX	100.00	12	5	ABC Unified	Artesia High	09/01/2008		N/A	Abcunified Leauserwithallroles	dc.delgado@yahoo.com	879-879-8799
9651904593	9651904593	ImmigrantD, EligibleD Primary	02/03/1994	M	07		CN	100.00	09	8	Palo Alto Unified	Henry M. Gunn High	09/01/2008		N/A	Samuel Smithison	psampson@csis.k12.ca.us	999-999-9999
	6952506030	ImmigrantD, EligibleD Primary	02/03/1994	M	07		CN	100.00	09	8	ABC Unified	Artesia High	09/01/2008		N/A	Abc Leauser	dc.delgado@yahoo.com	769-879-8797

This report is confidential and use is restricted to authorized individuals.

Page 1 of 1

Report 10.1: Exit Reason Discrepancy (ERD) Anomalies Report

Description: Identifies discrepancies between a student's enrollment records resulting from inconsistencies between the student's exit reason and subsequent enrollment status.

ERDs are reported by school. The report lists students who are either currently enrolled or have been enrolled in the school and have an ERD associated with the enrollment record listed. The other enrollment record(s) with which the reporting school's enrollment record has a discrepancy is also listed. Each ERD is categorized by an ERD Warn Type (See Warning Legend below).

The report displays the results of the most recent ERD process, which is run nightly against the ODS throughout the Academic Year based on the Reporting Calendar which defines enrollment dates considered for an upcoming Data Submission. The Calendar is displayed on the ERD Resolution screen in SSID Enrollment.

Data Views/Type: ODS / N/A

Data As Of: The "As Of" date for the Reporting Calendar used by the Reporting Period selected by the user (e.g. Fall 1 Census Day)

Students Included: Students with ERD anomalies based on exited enrollments during the Reporting Period processed (e.g. Fall 1 Report From and Through Dates)

Links: None

Calculations: LEA Summary Totals:

Number of ERD Anomalies:

- School Totals: Counts the total number of ERDs for each school reported
- LEA Totals: Counts the total number of ERDs for each LEA reported

Completer Re-enrolled (Warn Type A) Total:

- School Totals: Counts the total number of Type A ERDs for each school reported
- LEA Totals: Counts the total number of Type A ERDs for each LEA reported

Unexpected Re-enrollment (Warn Type B) Total:

- School Totals: Counts the total number of Type B ERDs for each school reported
- LEA Totals: Counts the total number of Type B ERDs for each LEA reported

Potential Dropout (Warn Type C) Total:

- School Totals: Counts the total number of Type C ERDs for each school reported

LEA Totals: Counts the total number of Type C ERDs for each LEA reported

Glossary References: None

California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System

10.1 Exit Reason Discrepancy (ERD) Anomalies

Reporting LEA:	Palo Alto Unified	**Academic Year:**	2010-2011	**As Of:**	10/06/2010	**Resolution:** All
School:	David Starr Jordan Middle-6060065	**Calendar:**	Fall 1			
SSID:		**Processed:**	03/10/2011	**Exits:**	5/15/2009	
Local ID:					10/6/2010	

SSID	Student Name	Local ID	Gender	Birth Date	Primary Language	Grade Level	Warn Type	LEA	School of Attendance	Enrollment Status	School Start Date	Exit Date	Exit Reason	Exit Category	Completion Status	School Contact
1889549482	Abode, Alexis Josephine	4145	F	12/28/1995	00	08	A	Palo Alto Unified	David Starr Jordan Middle	Primary enrollment	08/14/2007	09/01/2009	T280	TransCollege		Samuel Smithison psampson@csis.k12.ca.us 999-999-9999
	Abode, Alexis Josephine	2031b	F	12/28/1995	00	08	A	Palo Alto Unified	Palo Alto Unified	Primary enrollment	10/09/2009					Martha Kincheloe martha.h.kincheloe@us.ibm.com 919-882-5718
2479432522	Cartright, Serenity	001	F	05/15/1996	53	08	B	Palo Alto Unified	David Starr Jordan Middle	Primary enrollment	11/20/2009	12/17/2009	T460	TransHomeSchl		Martha Kincheloe martha.h.kincheloe@us.ibm.com 919-882-5718
	Cartright, Serenity	98741	F	05/15/1996	53	08	B	Palo Alto Unified	Henry M. Gunn High	Primary enrollment	01/18/2010					Samuel Smithison psampson@csis.k12.ca.us 999-999-9999
3726120464	Smith, Alex	12345	M	10/01/1999	06	06	B	Palo Alto Unified	David Starr Jordan Middle	Primary enrollment	10/08/2009					Martha Kincheloe martha.h.kincheloe@us.ibm.com 919-882-5718
	Smith, Alex	12345678	M	10/01/1999	06	06	B	Palo Alto Unified	Palo Alto Unified	Primary enrollment	10/05/2009	10/05/2009	E300	ExpellNoKnownEnroll		Samuel Smithison psampson@csis.k12.ca.us 999-999-9999
5374350101	Simpson, Theresa	12309	F	10/15/2000	00	05	C	Palo Alto Unified	David Starr Jordan Middle	Primary enrollment	10/08/2009	10/10/2009	T160	TransCASchl		Samuel Smithison psampson@csis.k12.ca.us 999-999-9999
8640827594	Favorable, Tommy	TF004	M	09/01/1996	00	09	C	Palo Alto Unified	David Starr Jordan Middle	Primary enrollment	10/01/2009	10/06/2009	T160	TransCASchl		Martha Kincheloe martha.h.kincheloe@us.ibm.com 919-882-5718

* Most recent enrollment for Reporting LEA

Warning Legend:
A - Completer Re-enrolled: Student is coded as completing CA K-12 education but has been re-enrolled in a CA K-12 school. This indicates a potential SSID assignment error.
B - Non-Returning Student Re-enrolled: Student is coded as a non-returning student but has been enrolled in another CA K-12 school. This indicates either an SSID assignment error or a re-enrolled dropout.
C - Potential Dropout: Student has not enrolled in another K-12 public school by the reports "As of" Date. This indicates a possible dropout.

LEA Summary

Palo Alto Unified

School ID	School Name	Number of ERD Anomalies	Total Warnings	-A- Completer Re-enrolled	-B- Unexpected Re-enrollment	-C- Potential Dropout
6060065	David Starr Jordan Middle	5	5	1	2	2
4369641	Palo Alto Unified	0	0	0	0	0
4332904	Henry M. Gunn High	0	0	0	0	0
	Total	**5**	**5**	**1**	**2**	**2**

This report is confidential and use is restricted to authorized individuals.

Page 1 of 1

Report 11.1: Concurrent Enrollment (CCE) Anomalies Report

Description: Identifies all of a Reporting LEA's students who have concurrent enrollments during the period for which the report is requested.

The report lists all of the Reporting LEA's enrollment records for a student as well as the enrollment records for the student in other entities that show a concurrent enrollment for the period. The Reporting LEA's records are listed first, with other LEA's records following. Each list is ordered descending by Enrollment Start Date.

CCE anomalies are reported by school. (1) is displayed next to the enrollment record(s) that includes a census date.

The report displays the results of the most recent CCE process, which is run nightly against the ODS throughout the Academic Year based on the Reporting Calendar which defines enrollment dates considered for an upcoming Data Submission. The From and Through dates are displayed on the CCE Resolution screen in SSID Enrollment.

Data Views/Type: ODS / N/A

Data As Of: The "As Of" date for the Reporting Calendar used by the Reporting Period selected by the user (e.g. Fall 1 Census Day)

Students Included: Students with CCE anomalies based on enrollments during the Reporting Period processed (e.g. Fall 1 Report From and Through Dates)

Links: None

Calculations: LEA Summary Totals:

Number of CCE Anomalies:

School Total: Total number of CCE Anomalies for all schools reported

LEA Total: Total number of CCE Anomalies for all LEAs reported

Glossary References: None

11.1 Concurrent Enrollment (CCE) Anomalies

Reporting LEA:	ABC Unified	School:	- All -	Processed :	06/28/2010	Resolution:	All
Local ID:		Academic Year:	2009-2010	Open Enrollments:	8/16/2008		
SSID:		Calender:	Fall 1		10/7/2009		

SSID	Student Name	Local ID	Gender	Birth Date	Primary Language	Grade Level	LEA	School of Attendance	Enrollment Status	School Start Date	Exit Date	Exit Reason	Exit Category	Completion Status	Primary Contact
1832994303	Kinchelce, Maggie	MHK004	F	09/01/1996	00	10	ABC Unified	Artesia High	Primary enrollment	03/09/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
	Kinchelce, Maggie	MMK	F	09/01/1996	00	10	Fillmore Unified	Fillmore Senior High	Primary enrollment	03/09/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
2010526817	Below, Jacob	JN011	M	09/01/1996	00	08	ABC Unified	Carmenita Middle	Primary enrollment	09/01/2009	09/30/2009	T160	TransCASchl	N/A	A User support@csis.k12.ca.us 916-325-9210
	Below, Jacob	JNN01	M	09/01/1996	00	08	Palo Alto Unified	David Starr Jordan Middle	Primary enrollment	09/29/2009	10/07/2009	T160	TransCASchl	N/A	A User support@csis.k12.ca.us 916-325-9210
2085299370	Fourteenday, CCE	143	M	01/01/1993	00	10	ABC Unified	Artesia High	Primary enrollment	09/03/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
	Fourteenday, CCE	12	M	01/01/1993	00	10	Palo Alto Unified	Palo Alto High	Primary enrollment	07/25/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
2352330033	Gamble, Hillary	HG47	F	09/01/1996	00	09	ABC Unified	Artesia High	Primary enrollment	09/01/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
	Gamble, Hillary	HH334	F	09/01/1996	00	09	Palo Alto Unified	Palo Alto High	Primary enrollment	09/01/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
3059577832	Potters, H	HP334	M	09/01/1996	00	08	ABC Unified	Artesia High	Primary enrollment	09/01/2009	10/01/2009	N420	NoShowSameSchl	N/A	A User support@csis.k12.ca.us 916-325-9210
	Potters, H	PP0	M	09/01/1996	00	08	Palo Alto Unified	David Starr Jordan Middle	Primary enrollment	09/15/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
3755822141	ImmigrantB, EligibleB Primary	6	M	02/03/1992	01	11	ABC Unified	Artesia High	Primary enrollment	08/15/2008		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
	ImmigrantB, EligibleB Primary	Bug2117Primary	M	02/03/1992	01	11	Natomas Unified	Inderkum High	Primary enrollment	09/04/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210
4178118148	Jonas, Matt	MJ005	M	09/05/1996	01	11	ABC Unified	Carmenita Middle	Primary enrollment	10/01/2009		N/A	N/A	N/A	A User support@csis.k12.ca.us 916-325-9210

LEA Summary

ABC Unified

School Name	Number of CCE Anomalies
Artesia High	14
Carmenita Middle	3
Benito Juarez Elementary	1
Total	**18**

Report 12.1: SSID Anomaly Status

Description:	Presents for each LEA the number of anomalies in each anomaly category and calculates the percentage that the total is of the LEA's Enrollment for the Report Period. The anomaly categories include Exit Reason Discrepancies (ERD), Concurrent Enrollments (CCE), and Multiple Identifiers (MID). This report presents data that is produced by the scheduled CALPADS Anomaly Process as well as anomalies detected at enrollment (e.g., 14 Day CCE).
Data Views/Type:	ODS / N/A
Data As Of:	The Fall 1 "As Of" Date (i.e. Fall 1 Census Day) for ERDs and CCEs; the Processed Date for MIDS
Students Included:	Students involved in ERDs and CCE based on enrollments during the Fall 1 Reporting Calendar; Students involved in MIDS with enrollments during the last 14 months from the report's Processed Dates
Links:	None
Calculations:	Report Period Enrollment: Total enrollment for the upcoming Report Period
	Multiple Identifier (MID) Anomalies: Sum of all MIDs for the reporting LEA detected by the latest Anomaly Process
	Concurrent Enrollment (CCE) Anomalies: Sum of all CCEs for the reporting LEA detected by the latest Anomaly Process
	Exit Reason (ERD) Anomalies: Sum of all ERDs for the reporting LEA detected by the latest Anomaly Process
	Total Open Anomalies (MIDs and CCEs): Sum of MID and CCE totals
	Anomaly % of Enrollment: Total Open Anomalies (MIDs and CCEs) as a percentage of Report Period Enrollment

12.1 SSID Anomaly Status

Reporting LEA:	Palo Alto Unified	**Academic Year:**	2010-2011	**CCE and ERD Reporting Period:**	From: 5/15/2009
ERDs As Of:	10/6/2010	**Calender:**	Fall1		Through: 10/6/2010
Anomaly Processed Date:	03/10/2011			**MID Reporting Period:**	Last 14 months from processed date

		MID Enrollment	CCE Enrollment	MID Anomalies	CCE Anomalies	ERD Anomalies	Anomaly %
LEA Code	LEA Name	(1)	(2)	(3)	(4)	(5)	[(3)/(1)]*.5 + [(4)/(2)]*.5
4369641	Palo Alto Unified	1505	1503	79	30	22	3.62 %
TOTAL		**1505**	**1503**	**79**	**30**	**22**	**3.62 %**

Report is updated on a nightly basis

MID Enrollment - Number of students during the MID reporting period with one or more enrollments

CCE Enrollment - Number of students during the CCE reporting period with one or more enrollments

MID Anomalies - Number of students with a MID

CCE Anomalies - Number of students with one or more CCE's

This report is confidential and use is restricted to authorized individuals.

Page 1 of 1

Report C/A 1.1: C/A Enrollment – Primary Status by Subgroup

Description:	Reports the primary enrollment counts for specific student subgroups at the LEA level for a county.
Data Views/Type:	Fall 1 Snapshot (LEA Certified Level 2 Only)
Data As Of:	The Fall 1 "As Of" Date (i.e. Fall 1 Census Day)
Students Included:	Open enrollment on "Data As Of" date; Enrollment Status = Primary Enrollment (10); Grade Level = PS, KN, 01 – 12, UE, or US (Note: the Snapshot view includes all of these grade levels; however, it defaults to a view that does not show PS initially since PS does not have to be certified)
Links:	None
Calculations:	Primary Enrollments Total: Sum of "Students Included"
	English Learners: See Glossary
	Title III Eligible Immigrants: See Glossary
	Gifted and Talented: See Glossary
	Title I Part C Migrant: See Glossary
	Special Education: See Glossary
	LEP (EL + Selected RFEP): See Glossary
	Socio-economically Disadvantaged: See Glossary
Glossary References:	See section "Accountability Subgroup Data" (*English Learner Subgroup, Gifted and Talented Education Program (GATE) Subgroup, Limited English Proficient (LEP) Subgroup, Socio-economically Disadvantaged Subgroup, Special Education Subgroup, Title 1 Part C Migrant Subgroup, Title III Eligible Immigrant Subgroup)*
	See section "General Data" (*Census Day*, *Open Enrollment)*

C/A 1.1 - C/A Enrollment - Primary Status by Subgroup

Academic Year:	2012-2013	**LEA:**	ALL		
View:	Snapshot	**School Type:**	ALL	**Created Date:**	04-16-2013
As Of:	10/3/2012	**School:**	ALL	**County:**	Sierra

					Subgroups						
LEA Code	**LEA Name**	**School Code**	**School Name**	**Primary Enrollments**	**English Learners**	**Title III Eligible Immigrants**	**Gifted and Talented**	**Title I Part C Migrant**	**Special Education**	**LEP (EL + Selected RFEP)**	**Socio-Economically Disadvantaged**
4670177	Sierra-Plumas										
		4634259	Loyalton High	109	4	0	6	0	8	5	48
		4630034	Sierra Pass (Continuation)	6	0	0	0	0	1	0	2
		4632303	Downieville Junior-Senior High	24	2	0	2	0	2	3	16
		6089650	Loyalton Middle	51	4	0	0	0	0	5	16
		6050629	Loyalton Elementary	161	8	1	2	0	22	9	69
		6050611	Downieville Elementary	28	1	0	0	0	5	1	14
		4630018	Sierra Crest	0	0	0	0	0	0	0	0
		TOTAL-Selected Schools		**379**	**19**	**1**	**10**	**0**	**38**	**23**	**165**
4610462	Sierra County										
		0119289	Sierra County Opportunity	2	0	0	0	0	0	0	0
		6077267	Sierra County Special	0	0	0	0	0	0	0	0
		TOTAL-Selected Schools		**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		TOTAL-Selected LEAs		**381**	**19**	**1**	**10**	**0**	**38**	**23**	**165**

Grade:	01-First Grade,02-Second Grade,03-Third Grade,04-Fourth	**Ethnicity/Race:**	ALL	**Gender:**	ALL

Report C/A 1.6: C/A Graduates and Dropouts by Subgroup

Description:	Reports the number of students submitted by each LEA as Graduates by subgroup as well as the number of students submitted as Dropouts. Totals are reported for each LEA and overall for the county selected.
Data Views / Type:	Fall 1 Snapshot (LEA Certified Level 2 Only)
Data As Of:	The Fall 1 "As Of" Date (i.e. Fall 1 Census Day)
Students Included:	Dropouts, Graduates
Links:	None
Calculations:	**Graduates:**
	Title III Eligible Immigrants: Sum of Graduates that are Title III Eligible Immigrants
	Gifted and Talented Education: Sum of Graduates that are Gifted and Talented Education eligible
	Title I Part C Migrant: Sum of Graduates that are Title I Part C Migrant eligible
	Special Education: Sum of Graduates that are Special Education eligible
	LEP (EL + Selected RFEP): Sum of Graduates that are Limited English Proficient
	Socio-economically Disadvantaged: Sum of Graduates that are Socio-economically Disadvantaged
	Dropouts:
	Title III Eligible Immigrants: Sum of Dropouts that are Title III Eligible Immigrants
	Gifted and Talented Education: Sum of Dropouts that are Gifted and Talented Education eligible
	Title I Part C Migrant: Sum of Dropouts in the Title I Part C Migrant eligible
	Special Education: Sum of Dropouts that are Special Education eligible
	LEP (EL + Selected RFEP): Sum of Dropouts that are Limited English Proficient
	Socio-economically Disadvantaged: Sum of Dropouts that are Socio-economically Disadvantaged
Glossary References:	See section "Accountability Subgroup Data" (*English Learner Subgroup, Gifted and Talented Education Program (GATE) Subgroup, Limited English Proficient (LEP) Subgroup, Socio-economically Disadvantaged Subgroup, Special Education Subgroup, Title 1 Part C Migrant Subgroup, Title III Eligible Immigrant Subgroup*)
	See section "Dropouts-Count"
	See section "Dropouts-LEA View Data: (*Dropout - Other, Dropouts – Same School No Show*)

See section “Successful High School Completer Data” (*Graduates-All*)

See section “English Language Acquisition Data” (English Learners)

C/A 1.6 - C/A Graduates and Dropouts by Subgroup

Academic Year:	2012-2013	**LEA:**	ALL		
View:	Snapshot	**School Type:**	ALL	**Created Date:**	04-16-2013
As of:	10/3/2012	**School:**	ALL	**County:**	Sierra

				Graduates						Dropouts					
LEA Code	**LEA Name**	**School Code**	**School Name**	**Title III Eligible Immigrants**	**Gifted and Talented Education**	**Title I Part C Migrant**	**Special Education**	**LEP(EL + Selected RFEP)**	**Socio-Economically Disadvantaged**	**Title III Eligible Immigrants**	**Gifted and Talented Education**	**Title I Part C Migrant**	**Special Education**	**LEP(EL + Selected RFEP)**	**Socio-Economically Disadvantaged**
4670177	Sierra-Plumas Joint Unified														
		6050611	Downieville Elementary	0	0	0	0	0	0	0	0	0	0	0	0
		4632303	Downieville Junior-Senior High	0	2	0	1	0	2	0	0	0	0	0	0
		6050629	Loyalton Elementary	0	0	0	0	0	0	0	0	0	0	0	0
		4634259	Loyalton High	1	5	0	2	2	14	0	0	0	0	0	0
		6089650	Loyalton Middle	0	0	0	0	0	0	0	0	0	0	0	0
		4630018	Sierra Crest	0	0	0	0	0	0	0	0	0	0	0	0
		4630034	Sierra Pass (Continuation)	0	0	0	0	0	1	0	0	0	1	0	1
		TOTAL - Selected Schools		1	7	0	3	2	17	0	0	0	1	0	1
4610462	Sierra County Office of														
		0119289	Sierra County Opportunity	0	0	0	0	0	0	0	0	0	0	0	0
		6077267	Sierra County Special Education	0	0	0	0	0	0	0	0	0	0	0	0
		TOTAL - Selected Schools		0	0	0	0	0	0	0	0	0	0	0	0
		TOTAL - Selected LEAs		1	7	0	3	2	17	0	0	0	1	0	1

Grade:	ALL	**Ethnicity/Race:**	ALL	**Gender:**	ALL

Report C/A 1.9: C/A Completers and Dropouts – Count

Description:	Reports the Dropout, Graduate Completer and non-graduate completer counts at the LEA level. The following completers are included: Graduates, Graduates who met UC/CSE Requirements, student who passed the CHSPE, students who received a GED, and students who received a Special Education Certificate of Completion.
Data Views / Type:	Fall 1 Snapshot (LEA Certified Level 2 Only)
Data As Of:	The Fall 1 "As Of" Date (i.e. Fall 1 Census Day)
Students Included:	Successful High School Completers, Dropouts
Links:	None
Calculations:	**Graduate Completers:**
	All Graduates Total: Sum of Graduates
	Graduates That Met UC/CSU Requirements Total: Sum of Graduates that Met UC/CSU Requirements
	Non Graduate Completers:
	GED Total: Sum of Completers that Completed the GED
	Special Ed Cert Total: Sum of Completers with a Special Education Certificate of Completion
	Total Non-Graduate Completers
	Dropouts:
	Same School No Show Total: Sum of Same School Now Show Dropouts
	Other Dropout Total: Sum of Other Dropouts
Glossary References:	See section "Successful High School Completer Data" (*Graduates-All, Graduates – Met UC/CSU Requirements, CHSPE, GED, Special Education Certification of Completion*)
	See section "Dropouts-Count"
	See section "Dropouts-LEA View Data" (*Dropouts – Other, Dropouts – Same School No Show*)

C/A 1.9 - C/A Completers and Dropouts - Count

Academic Year:	2012-2013	LEA:	ALL		
View:	Snapshot	School Type:	ALL	Created Date:	04-16-2013
As Of:	10/3/2012	School:	ALL	County:	Napa

				Graduate Completers			Non-Graduate Completers		
LEA Code	LEA Name	School Code	School Name	Graduates Meeting UC/CSU Requirements	Graduates Not Meeting UC/CSU RequirementsRequirements	Total Graduate Completers	GED	Special Ed Certificate	Total Non-Graduate Completers
2866266	Napa Valley Unified								
		6026769	Alta Heights Elementary	0	0	0	0	0	0
		0121087	American Canyon High	0	4	4	0	0	0
		6115240	American Canyon Middle	0	0	0	0	0	0
		6116792	Archways Community Day	0	0	0	0	0	0
		6026777	Bel Aire Park Elementary	0	0	0	0	0	0
		6026785	Browns Valley Elementary	0	0	0	0	0	0
		0109140	Canyon Oaks Elementary	0	0	0	0	0	0
		6026827	Donaldson Way Elementary	0	0	0	0	0	0
		6026835	El Centro Elementary	0	0	0	0	0	0
		0101568	Harvest Middle	0	0	0	0	0	0
		2830131	Horizons	0	0	0	0	0	0
		6026850	McPherson Elementary	0	0	0	0	0	0
		6026868	Mt. George International	0	0	0	0	0	0
		2835601	Napa High	192	283	475	0	9	9
		6026876	Napa Junction Elementary	0	0	0	0	0	0
		2830040	Napa Valley Adult	0	0	0	0	0	0
		0101964	Napa Valley Alternative	2	36	38	0	0	0
		6026983	Napa Valley Language Academy	0	0	0	0	0	0

Re-enrollment in another LEA is not evaluated for purposes of adjusting dropout counts. To view Dropout data adjusted for re-enrollments in another LEA, please refer to Snapshot reports 1.14 Dropouts Count - State View and 8.1c - Student Profile Dropouts - State View - List.

Report C/A 1.17: County/Authorizing FRPM/English Learner/Foster Youth - Count

Description:	Reports the count of students in categories that are eligible for local supplemental funding dollars based upon demographics as of Fall 1 Census Day. Totals are provided by school by LEA. Eligibility is based on students qualifying for Free or Reduced Price Meals, being classified as English Learners, or being identified as Foster Youth. (Students may qualify for consideration under multiple categories. The report provides Duplicated Counts (for those students qualified by multiple criteria) and Unduplicated Counts by school where a student is counted only 1 time per school. User must possess the Free and Reduced role in order to view/run this report.
Data Views/Type:	ODS and Snapshot / Fall 1
Data As Of Date:	ODS, default to current date/Snapshot, Fall 1 Census Day
Student Included:	Students with a qualifying enrollment (Primary(10) or Short-term (30)) at a school and data reported or used for selecting student subgroups (e.g. Grade Level) are selected from the Student Information record with Effective Start and End Date (if exists) that overlap the qualifying enrollment at the school on the report “As of” date. Student will be reported in all schools with qualifying enrollment, provided there are not multiple enrollments within the same LEA. In that case, the student will be reported in school of primary enrollment. Students in Adult Education Centers are not included in this report, regardless of grade level reported.
Student Program Data Included:	Student Program (SPRG) data reported/used for selecting students in Programs (Free Meal, Reduced Price Meal, Migrant, Homeless) are selected from an Education Program Record with Education Program Membership Start Date and End Date (if exists) that overlap the qualifying enrollment at the school on the report “As of” date, regardless of Education Program Membership Code
English Learner	To be funding eligible, a student must have an English Learner Acquisition Status of ‘EL’ on Fall 1 Census Day.
Student Program Data Included:	Program codes 181, 182, 191, and 135 only.
Links:	None

Calculations: Reports the count of students that are eligible for Free and Reduced Price meals, Eligible English Learners, CDSS Foster Youth, and total Supplemental Funding counts. Totals by school and totals by LEA with drill down links to student list for each school.

Glossary References: *Funding Eligible English Learner*

Non-Charter School(s) by LEA

					Free/Reduced Meal Eligibility Counts Based On:								
LEA Code	LEA Name	School Code	School Name	Total Enrollment	Free & Reduced Meal Program: 181/182	Homeless (1)	Migrant Program: 135	Direct Certification	Total Unduplicated Eligible Free/Reduced Meal Counts	EL Funding Eligible (2)	Unduplicated FRPM/EL Eligible Count	CDSS Foster Youth (3)	Unduplicated FRPM/EL/Foster Youth Total (4)
		TOTAL-Selected LEAs		0	0	0	0	0	0	0	0	0	0

Charter School(s) by LEA

					Free/Reduced Meal Eligibility Counts Based On:								
LEA Code	LEA Name	School Code	School Name	Total Enrollment	Free & Reduced Meal Program: 181/182	Homeless (1)	Migrant Program: 135	Direct Certification	Total Unduplicated Eligible Free/Reduced Meal Counts	EL Funding Eligible (2)	Unduplicated FRPM/EL Eligible Count	CDSS Foster Youth (3)	Unduplicated FRPM/EL/Foster Youth Total (4)
		TOTAL-Selected LEAs		0	0	0	0	0	0	0	0	0	0
Total - Yolo County				0	0	0	0	0	0	0	0	0	0

This report only includes students with Primary and Short Term enrollment in grade levels K through 12 only. Students enrolled in Adult Education Schools are not included in this report.
Students with multiple qualifying records within a single LEA as of Fall 1 Census Day are counted only once. A student with qualifying enrollments in more than one LEA on Census Day is counted in each LEA.
(1) Homeless counts based on Education Program Record with Education Program Membership Code Homeless Program (191).
(2) For funding, Eligible English Learners must be 'EL' on fall 1 Census Day.
(3) CDSS Foster Youth count based on match of records from California Dept. of Social Services (CDSS).
(4) FRPM/EL/Foster Youth Total will always equal enrollment count for Juvenile Court schools.

Grade: 01-First Grade 02-Second Grade 03-Third Grade 04-Fourth Grade 05-Fifth Grade 06-Sixth Grade 07- | Ethnicity/Race: ALL | Gender: ALL

Report C/A 2.1: C/A Title III Eligible Immigrants – Count (Fall 1)

Description: Reports the total number of enrolled Title III Eligible Immigrants by LEA as of the Fall 1 Census Day. Census Day. The selected academic year Fall Census and Spring Census counts are displayed. Only students with an Enrollment Status of Primary are included.

Data Views / Type: Fall 1 - Report Date" or "Spring 1(for submissions prior to Academic Year 2013-14) - Report Date" depending on whether the report is being run from Fall 1 or Spring 1 Reports.

Data As Of: Fall 1 Census Day

Students Included: *Open enrollment* on As Of Date; Enrollment Status = Primary (10)

Links: None

Calculations: Fall: Count of *Title III Eligible Immigrant*s from the previously certified Fall 1 snapshot data for the school for the selected Academic Year

Glossary References: See section "Accountability Subgroup Data" (*Title III Eligible Immigrants*)

See section "General Data" (*Census Day, Open Enrollment*)

C/A 2.1 - C/A Title III Eligible Immigrants - (Fall 1)

Academic Year:	2012-2013	**LEA:**	ALL		
View:	Snapshot	**School Type:**	ALL	**Created Date:**	10/6/2013
As of:	10/2/2013	**School:**	ALL	**County:**	Sacramento

				# Title III Eligible Immigrants	
LEA Code	**LEA Name**	**School Code**	**School Name**	**Fall**	**Spring**
3410348	Sacramento County Office of Education				
		0106294	Sacramento County SH Special Education	3	3
		0106245	North Area Community	0	0
		0106302	Sacramento County ED Special Education	0	0
		0106286	Morgan Jr./Sr. High	0	0
		0106229	Palmiter Special Education	0	0
		0106237	Elinor Lincoln Hickey Jr./Sr. High	0	0
		0118745	Gerber Jr./Sr. High	0	0
		0106278	El Centro Jr./Sr. High	0	0
			Total - Selected Schools	**3**	**3**

Report C/A 2.1: C/A Title III Eligible Immigrants – Count (Spring)

Description:	Reports the total number of enrolled Title III Eligible Immigrants by LEA as of the Spring 1 (for submissions prior to Academic Years 2013-2014) Census Day. The selected academic year Fall Census and Spring Census counts are displayed. Only students with an Enrollment Status of Primary are included.
Data Views / Type:	Fall 1 - Report Date" or "Spring 1 - Report Date" depending on whether the report is being run from Fall 1 or Spring 1 Reports
Data As Of:	Spring 1 (submissions prior to Academic Years 2013-2014)
Students Included:	*Open enrollment* on As Of Date; Enrollment Status = Primary (10)
Links:	None
Calculations:	Spring: Count of *Title III Eligible Immigrant*s from the previously certified Spring 1 snapshot data for the school for the selected Academic Year
Glossary References:	See section "Accountability Subgroup Data" (*Title III Eligible Immigrants*)
	See section "General Data" (*Census Day, Open Enrollment*)

C/A 2.1 - C/A Title III Eligible Immigrants - (Spring)

Academic Year:	2012-2013	**LEA:**	ALL		
View:	Snapshot	**School Type:**	ALL	**Created Date:**	10/6/2013
As of:	Spring 1	**School:**	ALL	**County:**	Sacramento

				# Title III Eligible Immigrants	
LEA Code	**LEA Name**	**School Code**	**School Name**	**Fall**	**Spring**
3410348	Sacramento County Office of Education				
		0106294	Sacramento County SH Special Education	3	3
		0106245	North Area Community	0	0
		0106302	Sacramento County ED Special Education	0	0
		0106286	Morgan Jr./Sr. High	0	0
		0106229	Palmiter Special Education	0	0
		0106237	Elinor Lincoln Hickey Jr./Sr. High	0	0
		0118745	Gerber Jr./Sr. High	0	0
		0106278	El Centro Jr./Sr. High	0	0
			Total - Selected Schools	**3**	**3**

Report C/A 2.4: C/A English Learner Education Services - Student Count Unduplicated

Description: Reports the unduplicated number of English Learners (ELs), with Enrollment Status of “Primary,” and the number of ELs who are receiving EL Education Services. The count is reported by Education Service type *as of Census Day*. One row for each LEA in the county plus county totals for the selected county.

Data Views/Type: Fall 2 Snapshot (LEA Certified Level 2 Only)

Data As Of Date: Fall 2 Report Period (*Census Day* + 30 Calendar Days)

Students Included: *Open enrollment* on *Census Day*; Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US

Courses Included: Course section with 0 enrollments: No; Course section with SEID = 9999999999: Yes

Links: From Row: *School* to Report 2.7 English Learner Education Services - Student List [for the selected school].

From Column: *Total # of English Learners (ELs)* to Report 2.6 English Learner - Count by Primary Language [for all selected schools]

Calculations:

• If a student is receiving "Primary Language Instruction (1)" and any other EL Service, the student is counted as 1.

• If a student is receiving “ELD Instruction and SDAIE Instruction But

Not Primary Language Instruction (4)” and one or both of 2 and 3 (and not 1), the student is counted as 4.

• If a student is receiving "ELD Instruction Only (2)" and "SDAIE Instruction Only (3)" without 1 or 4, the student is counted as 4.

• If a student is receiving "Other English Learner Services" and none of the services described in codes 1, 2, 3, or 4, then the student is counted as 6.

• If a student is receiving "Other English Learner Services" (6) and any of services 1-4, then follow the applicable calculation rules outlined in bullets 1-3.

If a student is receiving no EL Services at a school:

* If no Education Services are populated on any Course Section associated with the SSID, then the student is counted as "No Services Reported".

If a student is receiving only one EL Service at a school, the student is counted in that service

If a student is not receiving an EL Service at a school, the student is included in “No Service” count.

Glossary References: See section “English Language Acquisition Data” (*English Learners*, *English Learner Education Services*)

See section “General Data” (*Census Day, Open Enrollment*)

California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System

C/A 2.4 - C/A English Learner Education Services - Student Count Unduplicated

Academic Year:	2013-2014	LEA:	ALL	User ID:	rimamendez.test
View:	Snapshot	School Type:	ALL	Created Date:	9/10/2013
As Of:	Fall 2 - 10/2/2013	School:	ALL	County:	[redacted]

LEA Code	LEA Name	School Code	School Name	Total # of English Learners (ELs)	Primary Language Instruction and May Also Be Receiving ELD Instruction and/or SDAIE Instruction (1)	ELD Instruction Only (2)	SDAIE Instruction Only (3)	ELD Instruction and SDAIE Instruction But Not Primary Language Instruction (4)	Other English Learner Services (6)	No Services Reported at This School
3410348	[redacted]									
		[redacted]	[redacted]	1	0	0	0	0	0	1
		[redacted]	[redacted]	7	0	0	2	0	0	5
		[redacted]	[redacted]	0	0	0	0	0	0	0
		[redacted]	[redacted]	0	0	0	0	0	0	0
		[redacted]	[redacted]	0	0	0	0	0	0	0
		[redacted]	[redacted]	0	0	0	0	0	0	0
		[redacted]	[redacted]	1	0	0	0	0	0	1
		[redacted]	[redacted]	1	0	0	0	0	0	1
		TOTAL-Selected Schools		10	0	0	2	0	0	8
		TOTAL-Selected LEAs		10	0	0	2	0	0	8

Grade:	01-First Grade,02-Second Grade,03-Third Grade,04-Fourth Grade,05-Fifth Grade,06-Sixth Grade,07-Seventh Grade,08-Eighth Grade,09-Ninth Grade,10-Tenth Grade,11-Eleventh Grade,12-Twelfth Grade,KN-Kindergarten,UE-Ungraded Elementary,US-Ungraded Secondary	Ethnicity/Race:	ALL	Gender:	ALL
Title I Part C Migrant:	ALL	Special Education:	ALL	Socio-economically Disadvantaged:	ALL
Gifted and Talented:	ALL	Title III Eligible Immigrant:	ALL		

Report C/A 2.5: C/A English Learner Education Services - Student Count Unduplicated

Description: Reports the unduplicated count of Teachers providing English Language Education Services to English Learners (ELs) with Enrollment Status Code of Primary, Secondary, or Short Term as of Fall 2 Census Day at the LEA level for county. One row for each LEA in the county plus county totals for the selected county.

Data Views/Type: Fall 2 Snapshot (LEA Certified Level 2 Only)

Data As Of Date: Fall 2 Report Period (i.e. Census Day + 30 Calendar Days)

Students Included: *Open Enrollment* on *Census Day*; Enrollment Status = Primary (10), Secondary (20), and Short Term (30); Grade Level = KN, 01-12, UE, US

Courses Included: Course section with 0 enrollments: No; Course section with SEID = 9999999999: No

Calculations: Total # Teachers Providing Services to EL: Unduplicated Count of Teachers (Educator Identifier Statewide California) providing English Language Education Services to ELs (Education Service Code).

Education Service Description Primary Language Instruction and May Also Be Providing ELD Instruction and/or SDAIE Instruction (1): Unduplicated Count of Teachers (Educator Identifier Statewide California) providing English Language Education Services to ELs for Education Service Code = 1

ELD Instruction Only (2): Unduplicated Count of Teachers (Educator Identifier Statewide California) providing English Language Education Services to ELs for Education Service Code = 2

SDAIE Instruction Only (3): Unduplicated Count of Teachers (Educator Identifier Statewide California) providing English Language Education Services to ELs for Education Service Code = 3

ELD Instruction and SDAIE Instruction But Not Primary Language Instruction (4): Unduplicated Count of Teachers (Educator Identifier Statewide California) providing English Language Education Services to ELs for Education Service Code = 4

Glossary References: See section “English Language Acquisition Data” (*English Learners, English Learner Education Services, Providing EL Services*)

See section “Staff Data” (*Teacher*)

See section “General Data” (*Census Day, Open Enrollment*)

LEA Code	LEA Name	School Code	School Name	Total # Teachers Providing Services to ELs	Primary Language Instruction and May Also Be Providing ELD Instruction and/or SDAIE Instruction (1)	ELD Instruction Only (2)	SDAIE Instruction Only (3)	ELD Instruction and SDAIE Instruction But Not Primary Language Instruction (4)
4670177	Sierra-Plumas Joint Unified							
		6050611	Downivelle Elementary	60	15	12	16	17
		4632303	Downivelle Junior-Senior High	20	10	10	0	0
		6050629	Loyalton Elementary	10	5	1	2	2
		TOTAL-Selected Schools		**90**	**30**	**23**	**18**	**19**
4610462	Sierra County Office of Education							
		119289	Sierra County Opportunity	50	20	20	5	5
		6077267	Sierra County Special Education	60	30	5	20	5
		TOTAL-Selected Schools		**110**	**50**	**25**	**25**	**10**
		TOTAL- Selected LEAS		**200**	**80**	**48**	**43**	**29**

Report C/A 2.8: English Language Acquisition Status – Count by Primary Language (Fall 1)

Description: Reports a count of enrolled K-12 students in specific English Language Acquisition Status (ELAS) categories at the school level by grade level within Primary Language. Aggregates school level data to the LEA level and County level. Only students with an Enrollment Status of Primary are included. User must possess the County or Authorizing LEA roles in order to view/run this report.

Data Views/Type: If Data View = "Fall 1 – Report Date" or "Spring 1 Report Date" depending on whether the report is being run from Fall 1 reports or Spring 1 Reports Menu".

Data As Of Date: Fall 1 Census Day

Students Included: *Open enrollment* on As Of Date; Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US

Links: From Row: School to Report 8.1 Student Profile [for the selected school]

Calculations: # EL = Count of enrolled students with English Language Acquisition Code = EL

IFEP = Count of enrolled students with English Language Acquisition Status Code = IFEP

RFEP = Count of enrolled students with English Language Acquisition Status Code = RFEP

TBD = Count of enrolled students with English Language Acquisition Status Code = TBD

Total ELAS = Sum of enrolled students in the above English Language Acquisition Status categories

FEP = Sum of # IFEP + #RFEP

Glossary References: See "English Language Acquisition Status Data" (*English Learners, Primary Language*)

See "General Data" (*Census Day, Open Enrollment*)

						English Language Acquisition Status (ELAS)					
LEA Code	LEA Name	School Code	School Name	Primary Language	>Grade	# EL	# IFEP	# RFEP	# TBD	Total ELAS	# FEP (IFEP + RFEP)
4670177	Sierra-Plumas Joint Unified										
		6050611	Downieville Elementary	03-Cantonese	KN	20	20	5	1	46	25
					01	15	5	5	5	30	10
					02	10	15	10	3	38	25
					All	**45**	**40**	**20**	**9**	**114**	**60**
				01-Spanish	01	20	30	5	5	60	35
					02	20	35	10	6	71	45
					All	**40**	**65**	**15**	**11**	**131**	**80**
				TOTAL	KN	20	20	5	1	46	25
					01	35	35	10	10	90	45
					02	30	50	20	9	109	70
					All	**85**	**105**	**35**	**20**	**245**	**140**
		4632303	Downieville Junior-Senior High	01-Spanish	10	5	5	5	5	20	10
					11	5	5	5	5	20	10
					All	**10**	**10**	**10**	**10**	**40**	**20**
				TOTAL	10	5	5	5	5	20	10
					11	5	5	5	5	20	10
					All	**10**	**10**	**10**	**10**	**40**	**20**
		Total Selected Schools		03-Cantonese	KN	20	20	5	1	46	25
					01	15	5	5	5	30	10
					02	10	15	10	3	38	25
					All	**45**	**40**	**20**	**9**	**114**	**60**
				01-Spanish	01	20	30	5	5	60	35
					02	20	35	10	6	71	45
					10	5	5	5	5	20	10
					11	5	5	5	5	20	10
					All	**50**	**75**	**25**	**21**	**171**	**100**
				TOTAL	KN	20	20	5	1	46	25
					01	35	35	10	10	90	45
					02	30	50	20	9	109	70
					10	5	5	5	5	20	10
					11	5	5	5	5	20	10
					All	**95**	**115**	**45**	**30**	**285**	**160**

Report C/A 2.8: English Language Acquisition Status – Count by Primary Language (Spring)

Description: Reports a count of enrolled K-12 students in specific English Language Acquisition Status (ELAS) categories at the school level by grade level within Primary Language. Aggregates school level data to the LEA level and County level. Only students with an Enrollment Status of Primary are included. User must possess the County or Authorizing LEA roles in order to view/run this report.

Data Views/Type: If Data View = "Fall 1 – Report Date" or "Spring 1 (submissions prior to Academic Years 2013-2014) Report Date" depending on whether the report is being run from Fall 1 reports or Spring 1 Reports Menu".

Data As Of Date: Spring 1 (submissions prior to Academic Years 2013-2014)

Students Included: *Open enrollment* on As Of Date; Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US

Links: From Row: School to Report 8.1 Student Profile [for the selected school]

Calculations: # EL = Count of enrolled students with English Language Acquisition Code = EL

IFEP = Count of enrolled students with English Language Acquisition Status Code = IFEP

RFEP = Count of enrolled students with English Language Acquisition Status Code = RFEP

TBD = Count of enrolled students with English Language Acquisition Status Code = TBD

Total ELAS = Sum of enrolled students in the above English Language Acquisition Status categories

FEP = Sum of # IFEP + #RFEP

Glossary References: See "English Language Acquisition Status Data" (*English Learners, Primary Language*) &

See "General Data" (Census Day, Open Enrollment)

						English Language Acquisition Status (ELAS)					
LEA Code	LEA Name	School Code	School Name	Primary Language	>Grade	# EL	# IFEP	# RFEP	# TBD	Total ELAS	# FEP (IFEP + RFEP)
4670177	Sierra-Plumas Joint Unified										
		6050611	Downieville Elementary	03-Cantonese	KN	20	20	5	1	46	25
					01	15	5	5	5	30	10
					02	10	15	10	3	38	25
					All	**45**	**40**	**20**	**9**	**114**	**60**
				01-Spanish	01	20	30	5	5	60	35
					02	20	35	10	6	71	45
					All	**40**	**65**	**15**	**11**	**131**	**80**
				TOTAL	KN	20	20	5	1	46	25
					01	35	35	10	10	90	45
					02	30	50	20	9	109	70
					All	**85**	**105**	**35**	**20**	**245**	**140**
		4632303	Downieville Junior-Senior High	01-Spanish	10	5	5	5	5	20	10
					11	5	5	5	5	20	10
					All	**10**	**10**	**10**	**10**	**40**	**20**
				TOTAL	10	5	5	5	5	20	10
					11	5	5	5	5	20	10
					All	**10**	**10**	**10**	**10**	**40**	**20**
		Total Selected Schools		03-Cantonese	KN	20	20	5	1	46	25
					01	15	5	5	5	30	10
					02	10	15	10	3	38	25
					All	**45**	**40**	**20**	**9**	**114**	**60**
				01-Spanish	01	20	30	5	5	60	35
					02	20	35	10	6	71	45
					10	5	5	5	5	20	10
					11	5	5	5	5	20	10
					All	**50**	**75**	**25**	**21**	**171**	**100**
				TOTAL	KN	20	20	5	1	46	25
					01	35	35	10	10	90	45
					02	30	50	20	9	109	70
					10	5	5	5	5	20	10
					11	5	5	5	5	20	10
					All	**95**	**115**	**45**	**30**	**285**	**160**

Report C/A 2.9: C/A English Language Acquisition Status - Census Comparison (Fall 1)

Description: Reports an unduplicated count of enrolled K-12 EL and FEP students at the LEA level for the previous academic year English Language Acquisition Status (ELAS) count and the selected academic year ELAS count based on Spring 1 data. Aggregates LEA level data to the County level. Only students with an Enrollment Status of Primary are included.

Data Views / Type: "Fall 1 – Census Day" or "Spring 1 - Census Day" (LEA Certified Level 2 Only) depending on whether the report is being run from Fall 1 or Spring 1 County Reports Menu

Data As Of Date: Fall 1 Census Day

Students Included: *Open enrollment* on As Of Date; Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US

Links: None

Calculations: Previous Academic Year – EL = Aggregate of students whose English Language Acquisition Status Code = EL in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total English Learners (EL)**

Previous Academic Year – IFEP = Aggregate of students whose English Language Acquisition Status Code = IFEP in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total Initial Fluent English Proficient (IFEP)**

Previous Academic Year – RFEP = Aggregate of students whose English Language Acquisition Status Code = RFEP in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total Reclassified Fluent English Proficient (RFEP)**

Previous Academic Year – TBD = Aggregate of enrolled students with English Language Acquisition Status Code = TBD in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total To Be Determined (TBD)**

Previous Academic Year – FEP Aggregate of enrolled students with English Language Acquisition Status Code = IFEP + RFEP in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total Fluent English Proficient (FEP)**

Selected Academic Year – EL = Count of enrolled students whose English Language Acquisition Status Code = EL in the selected academic year's ELAS count

Selected Academic Year – IFEP = Count of enrolled students whose English Language Acquisition Status Code = IFEP in the selected academic year's ELAS count

Selected Academic Year – RFEP = Count of enrolled students whose English Language Acquisition Status Code = RFEP in the selected academic year's ELAS count

Selected Academic Year – TBD = Count of enrolled students with English Language Acquisition Status Code = TBD

Selected Academic Year – FEP = Selected Academic Year # IFEPs + Selected Academic Year # RFEPs

% Change between Selected Academic Year # ELs and Previous Academic Year # ELs = ("Selected Academic Year-EL" – "Previous Academic Year-EL") / ("Previous Academic Year-EL")

Glossary References: See section "English Language Acquisition Status Data" [*English Learners, Fluent English Proficient (FEP), Reclassified Fluent English Proficient (RFEP)*]

See section "General Data" (*Census Day, Open Enrollment*)

C/A 2.9 - C/A English Language Acquisition Status - Census Comparison (Fall 1)

Academic Year:	2012-2013	**LEA:**	ALL		
View:	Snapshot	**School Type:**	ALL	**Created Date:**	
As Of:	Fall 1 - 10/2/2013	**School:**	ALL	**County:**	Sacramento

				English Language Acquisition Status Count										
				Previous Academic Year					Selected Academic Year					
LEA Code	LEA Name	School Code	School Name	#EL	#IFEP	#RFEP	#TBD	# FEP (IFEP + RFEP)	#EL	#IFEP	#RFEP	#TBD	# FEP (IFEP + RFEP)	% Change between Selected Academic Year # EL's and Previous Year # EL's
[illegible]	[illegible]													
		0106229	[illegible]	0	1	N/A	N/A	1	0	0	0	0	0	N/A
		0106237	[illegible]	7	N/A	2	N/A	2	8	0	3	0	3	14%
		0106245	[illegible]	6	N/A	N/A	N/A	N/A	11	0	1	0	1	83%
		0106278	[illegible]	13	4	N/A	N/A	4	10	2	3	5	5	-23%
		0106286	[illegible]	0	N/A	N/A	N/A	N/A	2	1	0	0	1	N/A
		0106294	[illegible]	49	33	2	N/A	35	41	36	2	4	38	-16%
		0106302	[illegible]	1	1	N/A	N/A	1	1	0	2	0	2	0%
		0118745	[illegible]	9	2	2	N/A	4	18	1	8	0	9	100%
		Total - Selected Schools		**85**	**41**	**6**	**N/A**	**47**	**91**	**40**	**19**	**9**	**59**	**-3%**

Report C/A 2.9: C/A English Language Acquisition Status - Census Comparison (Spring)

Description:	Reports an unduplicated count of enrolled K-12 EL and FEP students at the LEA level for the previous academic year English Language Acquisition Status (ELAS) count and the selected academic year ELAS count based on Spring 1 data. Aggregates LEA level data to the County level. Only students with an Enrollment Status of Primary are included.
Data Views / Type:	"Fall 1 – Census Day" or "Spring 1 - Census Day" (LEA Certified Level 2 Only) depending on whether the report is being run from Fall 1 or Spring 1 County Reports Menu.
Data As Of Date:	Spring 1 (submissions prior to Academic Years 2013-2014)
Students Included:	*Open enrollment* on As Of Date; Enrollment Status = Primary (10); Grade Level = KN, 01-12, UE, US
Links:	None
Calculations:	Previous Academic Year – EL = Aggregate of students whose English Language Acquisition Status Code = EL in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total English Learners (EL)**
	Previous Academic Year – IFEP = Aggregate of students whose English Language Acquisition Status Code = IFEP in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total Initial Fluent English Proficient (IFEP)**
	Previous Academic Year – RFEP = Aggregate of students whose English Language Acquisition Status Code = RFEP in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total Reclassified Fluent English Proficient (RFEP)**
	Previous Academic Year – TBD = Aggregate of enrolled students with English Language Acquisition Status Code = TBD in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total To Be Determined (TBD)**
	Previous Academic Year – FEP Aggregate of enrolled students with English Language Acquisition Status Code = IFEP + RFEP in the ELAS count prior to the selected academic year ELAS count. Data aggregate used = **Total Fluent English Proficient (FEP)**
	Selected Academic Year – EL = Count of enrolled students whose English Language Acquisition Status Code = EL in the selected academic year's ELAS count
	Selected Academic Year – IFEP = Count of enrolled students whose English Language Acquisition Status Code = IFEP in the selected academic year's ELAS count

Selected Academic Year – RFEP = Count of enrolled students whose English Language Acquisition Status Code = RFEP in the selected academic year's ELAS count

Selected Academic Year – TBD = Count of enrolled students with English Language Acquisition Status Code = TBD

Selected Academic Year – FEP = Selected Academic Year # IFEPs + Selected Academic Year # RFEPs

% Change between Selected Academic Year # ELs and Previous Academic Year # ELs = ("Selected Academic Year-EL" – "Previous Academic Year-EL") / ("Previous Academic Year-EL")

Glossary References: See section "English Language Acquisition Status Data" [*English Learners, Fluent English Proficient (FEP), Reclassified Fluent English Proficient (RFEP)*]

See section "General Data" (*Census Day, Open Enrollment*)

C/A 2.9 - C/A English Language Acquisition Status - Census Comparison (Spring)

Academic Year:	2012-2013	**LEA:**	ALL		
View:	Snapshot	**School Type:**	ALL	**Created Date:**	08-16-2013
As Of:	Spring 1 - 3/1/2013	**School:**	ALL	**County:**	Sacramento

				English Language Acquisition Status Count										
				Previous Academic Year					Selected Academic Year					
LEA Code	LEA Name	School Code	School Name	#EL	#IFEP	#RFEP	#TBD	# FEP (IFEP + RFEP)	#EL	#IFEP	#RFEP	#TBD	# FEP (IFEP + RFEP)	% Change between Selected Academic Year # EL's and Previous Year # EL's
[illegible]	[illegible]													
		0106229	Palmiter Special Education	0	1	N/A	N/A	1	0	0	0	0	0	N/A
		0106237	Elinor Lincoln Hickey Jr./Sr. High	7	N/A	2	N/A	2	8	0	3	0	3	14%
		0106245	North Area Community	6	N/A	N/A	N/A	N/A	11	0	1	0	1	83%
		0106278	El Centro Jr./Sr. High	13	4	N/A	N/A	4	10	2	3	5	5	-23%
		0106286	Morgan Jr./Sr. High	0	N/A	N/A	N/A	N/A	2	1	0	0	1	N/A
		0106294	Sacramento County SH Special Education	49	33	2	N/A	35	41	36	2	4	38	-16%
		0106302	Sacramento County ED Special Education	1	1	N/A	N/A	1	1	0	2	0	2	0%
		0118745	Gerber Jr./Sr. High	9	2	2	N/A	4	18	1	8	0	9	100%
		Total - Selected Schools		**85**	**41**	**6**	**N/A**	**47**	**91**	**40**	**19**	**9**	**59**	**-3%**

Report C/A 2.12: C/A English Language Acquisition Status - ELs Reclassified (Fall 1)

Description: Reports the number of English Learners (ELs) Reclassified Fluent English Proficient (RFEP) one day after previous Fall 1 census day through the current Fall 1 census day by the school in which the reclassification occurred, including closed schools.

If a student was reclassified multiple times at the same school, only the most recent reclassification is reported. Students who were reclassified multiple times at different schools are duplicated in the aggregation to the Total-Selected schools.

Note: Only K-12 students with an Enrollment Status of Primary are included. The data for these students (i.e. Demographics, ELAS Start Date, etc.) are reported from the Student Information record used to identify the reclassification

.

Data Views / Type: Fall 1 – Census Day" or "Spring 1- Census Day" (LEA Certified Level 2 Only) depending on whether the report is being run from Fall 1 or Spring 1 County Reports Menu.

Data As Of Date: Fall 1 Census Day

Students Included: See Glossary: *Reclassified Fluent English Proficient Count*

Links: None

Calculations: # ELs Reclassified RFEP in this School Since after prior Census Day through current Census Day: Count of students whose English Language Acquisition Status Code was changed from EL to RFEP at the selected school at some time during the Report Period

ELs Reclassified RFEP Included in this School's ELAS Count for the Selected Academic Year: Count of students included in previous field ("EL reclassified RFEP in this School after prior Census Day through current Census Day") who are still enrolled in this school on the selected academic year's Fall 1 Census ELAS count

Glossary References: See section "English Language Acquisition Data" [*English Learners (EL), Reclassified Fluent English Proficient (RFEP) Count*]

C/A 2.12 - C/A English Language Acquisition Status - ELs Reclassified RFEP (Fall 1)

Academic Year:	2011-2012	LEA:	ALL		
View:	Snapshot	School Type:	ALL	Created Date:	04-16-2013
As Of:	Spring1 - 3/1/2012	School:	ALL	County:	

LEA Code	LEA Name	School Code	School Name	(A) # EL reclassified RFEP in this school after prior Census Day through current Census Day *	(B) # of students included in column A who are still enrolled in this school on Census Day
4670177	Sierra-Plumas Joint Unified				
		6050611	Downieville Elementary	0	0
		4632303	Downieville Junior-Senior High	0	0
		6050629	Loyalton Elementary	0	0
		4634259	Loyalton High	0	0
		6089650	Loyalton Middle	0	0
		4630018	Sierra Crest	0	0
		4630034	Sierra Pass (Continuation)	0	0
		Total - Selected Schools		**0**	**0**
4610462	Sierra County Office of Education				
		0119289	Sierra County Opportunity	0	0
		6077267	Sierra County Special Education	0	0
		Total - Selected Schools		**0**	**0**
		Total - Selected LEAs		**0**	**0**

Report C/A 2.12: C/A English Language Acquisition Status - ELs Reclassified (Spring)

Description: Reports the number of English Learners (ELs) Reclassified Fluent English Proficient (RFEP) one day after previous Spring 1 census day through the current Spring 1 census day by the school in which the reclassification occurred, including closed schools.

If a student was reclassified multiple times at the same school, only the most recent reclassification is reported. Students who were reclassified multiple times at different schools are duplicated in the aggregation to the Total-Selected schools.

Note: Only K-12 students with an Enrollment Status of Primary are included. The data for these students (i.e. Demographics, ELAS Start Date, etc.) are reported from the Student Information record used to identify the reclassification.

Data Views / Type: Fall 1 – Census Day" or "Spring 1 - Census Day" (LEA Certified Level 2 Only) depending on whether the report is being run from Fall 1 or Spring 1 County Reports Menu.

Data As Of Date: Spring 1 (submissions prior to Academic Years 2013-2014).

Students Included: See Glossary: *Reclassified Fluent English Proficient Count*

Links: None

Calculations: # ELs Reclassified RFEP in this School Since after prior Census Day through current Census Day: Count of students whose English Language Acquisition Status Code was changed from EL to RFEP at the selected school at some time during the Report Period

ELs Reclassified RFEP Included in this School's ELAS Count for the Selected Academic Year: Count of students included in previous field ("EL reclassified RFEP in this School after prior Census Day through current Census Day") who are still enrolled in this school on the selected academic year's Spring 1 Census ELAS count

Glossary References: See section "English Language Acquisition Data" [*English Learners (EL), Reclassified Fluent English Proficient (RFEP) Count*]

C/A 2.12 - C/A English Language Acquisition Status - ELs Reclassified RFEP (Spring)

Academic Year:	2012-2013	**LEA:**	ALL		
View:	Snapshot	**School Type:**	ALL	**Created Date:**	08-16-2013
As Of:	Spring 1 - 3/1/2013	**School:**	ALL	**County:**	Sacramento

LEA Code	LEA Name	School Code	School Name	(A) # EL reclassified RFEP in this school after prior Census Day through current Census Day *	(B) # of students included in column A who are still enrolled in this school on Census Day
[illegible]	[illegible]				
		6033120	[illegible]	3	3
		6033138	[illegible]	3	3
Total - Selected Schools				**6**	**6**
[illegible]	[illegible]				
		6032890	[illegible]	14	14
Total - Selected Schools				**14**	**14**

Report C/A 3.4: C/A NCLB Core Course Section Compliance - Count by Content Area

Description:	Reports number of Core course sections, number of NCLB Compliant Course Sections, as well as percentages ***as of Census Day*** by LEA within a selected county.
Data Views/Type:	Fall 1 Snapshot (LEA Certified Level 2 Only)
Data As Of Date:	Fall 2 Report Period (i.e. Census Day + 30 Calendar Days)
Students Included:	N/A
Courses Included:	Course section with 0 enrollments: Yes if the course section has a SEID that has a job classification of 27 (Itinerant); Course section with SEID = 9999999999: No; Distance Learning Indicator not = "Y".
Links:	None
Calculations:	# Core Course Sections: Count of course section IDs (Course Section Identifier) with a NCLB Core Course Indicator and Instructional Level Code = E or S relating to a specific content area category (Content Area Category Code) # NCLB Compliant Course Section: Count of NCLB Compliant Course Sections (by Course Section Identifier) relating to a specific content area category (Content Area Category Code) % of Core Course Sections-NCLB Compliant: Percent of NCLB Core course sections (# NCLB Compliant Course Sections / # Core Course Sections) that are NCLB Compliant, relating to a specific relating to a specific content area category (Content Area Category Code)
Glossary References:	See section "Course Data" (*NCLB Compliant Course Section*) See section "General Data" (*Census Day*)

C/A 3.4 - C/A NCLB Core Course Section Compliance - Count by Content Area

Academic Year:	2011-2012	**LEA:**	ALL	**User ID:**	rmendez
View:	Snapshot	**School Type:**	ALL	**Created Date:**	4/16/2013
As Of:	Fall 2 - 10/5/2011	**School:**	Loyalton Elementary,Loyalton High	**County:**	

LEA Code	LEA Name	School Code	School Name	NCLB Core Course Instructional Level	Content Area	# Core Course Sections	# NCLB Compliant Core Course Sections	% of Core Course Sections - NCLB Compliant
4670177	Sierra-Plumas							
		6050629	Loyalton Elementary	E-Elementary NCLB Core Academic Course	41-Self-Contained Class	7	7	100.0%
				ALL		**7**	**7**	**100.0%**
		4634259	Loyalton High	S-Secondary NCLB Core Academic Course	10-Art	7	6	85.71%
					23-Art	1	1	100.0%
					40-Career Technical Education	1	1	100.0%
					13-Drama/Theater	5	0	0.0%
					25-English	2	2	100.0%
					14-English Language Arts	13	10	76.92%
					15-Foreign Languages	6	6	100.0%
					22-History/Social Science	7	5	71.43%
					30-History/Social Science	2	2	100.0%
					18-Mathematics	8	7	87.5%
					27-Mathematics	1	1	100.0%
					21-Science	8	5	62.5%
					29-Science	1	1	100.0%
				ALL		**62**	**47**	**75.81%**
		TOTAL - Selected Schools				**69**	**54**	**78.26%**
		TOTAL - Selected LEAs				**69**	**54**	**78.26%**

Content Area:	ALL	**NCLB Core Course Instructional Level:**	ALL

Report C/A 3.14: C/A Career Technical Education Concentrators and Completers - Count by Pathway

Description: Reports the total number of CTE Concentrators by Pathway at the school level, by gender. It also counts the Concentrators who are Completers. School level data is also aggregated at the LEA level. The number of Concentrators within each Key Indicator group is counted.

Please see specifications for *3.14 Career Technical Education Concentrators and Completers – count by Pathway* for extended description of the business rules on how to count concentrators and completers.

This report is specific to the EOY 1 Data Collection. See Glossary for a definition of *CTE Concentrator* and *CTE Completer*.

Data Views/Type: ODS and Snapshot / Supporting (EOY 1)

Data As Of Date: EOY1 Snapshot (LEA Certified Level 2 Only)

Students Included: The students included are in grades 07-12 and US who have an Enrollment Status = Primary (10), Secondary (20), or Short-Term (30).

Courses Included: None

Links: None

Calculations:

Concentrators:

SCHOOL

Calculation: Count of CTE Concentrators

Counts:

By Gender w/i CTE Pathway

By Gender w/i School

By Total CTE Pathway

By Total School

TOTAL SELECTED SCHOOLS

Calculation: Sum of count of CTE Concentrators at each school

Counts:

By Gender w/i CTE Pathway

By Gender w/i Selected School

By Total CTE Pathway
By Total Selected Schools

Completers:

SCHOOL
Calculation: Count of CTE Completers for a school
Counts:
By Gender w/i CTE Pathway
By Gender w/i School
By Total CTE Pathway
By Total School

TOTAL SELECTED SCHOOLS
Calculation: Sum of count of CTE Completers at each school
Counts:
By Gender w/i CTE Pathway
By Gender w/i Selected School
By Total CTE Pathway
By Total Selected Schools

Title III Eligible Immigrants:

SCHOOL
Calculation: Count of *Title III Eligible Immigrants*
Counts:
By Gender w/i CTE Pathway
By Gender w/i School
By Total CTE Pathway
By Total School

TOTAL SELECTED SCHOOLS

	Calculation: Sum of count of CTE Concentrators at each school Counts: By Gender w/i CTE Pathway By Gender w/i Selected School By Total CTE Pathway By Total Selected Schools
# Pregnant or Parenting:	**SCHOOL** Calculation: Count of Education Program Code = Pregnant or Parenting (162) Counts: By Gender w/i CTE Pathway By Gender w/i School By Total CTE Pathway By Total School **TOTAL SELECTED SCHOOLS** Calculation: Sum of count of CTE Concentrators at each school Counts: By Gender w/i CTE Pathway By Gender w/i Selected School By Total CTE Pathway By Total Selected Schools
# Gifted and Talented Education:	Count of Education Program.Code = GATE (127) Counts: By Gender w/i CTE Pathway

By Gender w/i School
By Total CTE Pathway
By Total School

TOTAL SELECTED SCHOOLS
Calculation: Sum of count of CTE Concentrators at each school
Counts:
By Gender w/i CTE Pathway
By Gender w/i Selected School
By Total CTE Pathway
By Total Selected Schools

# Title I Part C Migrant:	Count of Education Program.Code = Title I Part C Migrant (135) Counts: By Gender w/i CTE Pathway By Gender w/i School By Total CTE Pathway By Total School **TOTAL SELECTED SCHOOLS** Calculation: Sum of count of CTE Concentrators at each school Counts: By Gender w/i CTE Pathway By Gender w/i Selected School By Total CTE Pathway By Total Selected Schools

# Special Education:	Count of Education Program.Code = Special Education (144) Counts: By Gender w/i CTE Pathway By Gender w/i School By Total CTE Pathway By Total School **TOTAL SELECTED SCHOOLS** Calculation: Sum of count of CTE Concentrators at each school Counts: By Gender w/i CTE Pathway By Gender w/i Selected School By Total CTE Pathway By Total Selected Schools
# LEP (EL + Selected RFEP)	Count of *Limited English Proficient* Counts: By Gender w/i CTE Pathway By Gender w/i School By Total CTE Pathway By Total School **TOTAL SELECTED SCHOOLS** Calculation: Sum of count of CTE Concentrators at each school Counts: By Gender w/i CTE Pathway By Gender w/i Selected School By Total CTE Pathway

	By Total Selected Schools
# Socio-economically Disadvantaged	Count of *Socio-economically Disadvantaged*
	Counts:
	By Gender w/i CTE Pathway
	By Gender w/i School
	By Total CTE Pathway
	By Total School
	TOTAL SELECTED SCHOOLS
	Calculation: Sum of count of CTE Concentrators at each school
	Counts:
	By Gender w/i CTE Pathway
	By Gender w/i Selected School
	By Total CTE Pathway
	By Total Selected Schools

Glossary References: See CTE Course, CTE Concentrator, and CTE Completer

C/A 3.14 - C/A Career Technical Education Concentrators and Completers - Count by Pathway

Academic Year:	2011-2012	**LEA:**	ALL	**User ID:**	rmendez
View:	SNAPSHOT	**School Type:**	ALL	**Created Date:**	4/16/2013
As Of:	EOY1	**School:**	ALL	**County:**	Sierra

						CTE		Concentrator Key Indicators					
LEA Code	**LEA Name**	**School Code**	**School Name**	**CTE Pathway**	**Gender**	**# Concentrators**	**# Completers**	**Title III Eligible Immigrants**	**Gifted and Talented Education**	**Title I Part C Migrant**	**Special Education**	**LEP(EL + Selected RFEP)**	**Socio-economically Disadvantaged**
		TOTAL - Selected LEAs		ALL									

Grade:	ALL	**Ethnicity/Race:**	ALL	**Gender:**	ALL	**Enrollment Status:**	10 - Primary Enrollment,20 - Secondary Enrollment,30 -
Title III Eligible Immigrant:	ALL	**Gifted and Talented:**	ALL	**Title I Part C Migrant:**	ALL	**Socio-economically Disadvantaged:**	ALL
Special Education:	ALL	**CTE Pathway:**	ALL				

Report C/A 4.1: C/A Staff - Count and FTE by Job Classification

Description:	Reports the number of staff and total FTE by job classification, **as of the Fall 2 Report Period**.
Data Views/Type:	Fall 1 Snapshot (LEA Certified Level 2 Only)
Data As Of Date:	Fall 2 Report Period (i.e. *Census Day* + 30 Calendar Days)
Students Included:	N/A
Courses Included:	N/A
Links:	None
Calculations:	Unduplicated Total - # Staff: Count of unique SEIDs at the School of Assignment for each of the following Educational Service Job Classification Codes: 10-Administrator, 11-Pupil Services, 12-Teacher, 25-Non-certificated Administrator, 26- Charter School Non-certificated Teacher, & 27- Itinerant or Pull-Out/Push-In Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) Unduplicated Total – FTE: Sum of FTE for all unique SEIDs at the School of Assignment for each of the following Educational Service Job Classification Codes: 10-Administrator, 11-Pupil Services, 12-Teacher, 25-Non-certificated Administrator, 26- Charter School Non-certificated Teacher, & 27- Itinerant or Pull-Out/Push-In Teacher (and for snapshot only Support/Non-Classroom Based Job Assignment Code does not equal 6018 (Employee of Leave) / 100 Teacher - # Staff: Count of SEIDs at the School of Assignment with Educational Service Job Classification Code = 12 – Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) Teacher - FTE: Sum of FTE for all SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 12 – Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) / 100 Administrator - # Staff: Count of SEIDs at the School of Assignment with Educational Service Job Classification Code = 10 – Administrator (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) Administrator - FTE: Sum of FTE for all SEIDs (Educator Identifier Statewide California) at the School of Assignment with Educational Service Job Classification Code = 10 – Administrator (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) / 100

Pupil Services - # Staff: Count of SEIDs at the School of Assignment with Educational Service Job Classification Code = 11 - Pupil Services (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave)

Pupil Services - FTE: Sum of FTE for all SEIDs at the School of Assignment with Educational Service Job Classification Code = 11 - Pupil Services (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) / 100

Charter School Non-certified Teacher with SEIDs - # Staff: Count of SEIDs at the School of Assignment with Educational Service Job Classification Code = 26 - Charter School Non-certificated Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave)

Charter School Non-certified Teacher with SEIDs - FTE: Sum of FTE for all SEIDs at the School of Assignment with Educational Service Job Classification Code = 26 - Charter School Non-certificated Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 Code does not equal 6018 (Employee of Leave) / 100

Non-certified Administrator with SEIDs - # Staff: Count of SEIDs at the School of Assignment with Educational Service Job Classification Code = 25 - Non-certificated Administrator (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 Code does not equal 6018 (Employee of Leave)

Non-certified Administrator with SEIDs - FTE: Sum of FTE for all SEIDs at the School of Assignment with Educational Service Job Classification Code = 25 - Non-certificated Administrator (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) / 100

Itinerant or Pull-Out/Push-In Teacher - # Staff: Count of SEIDs at the School of Assignment with Educational Service Job Classification Code = 27 – Itinerant or Pull-Out/Push-In Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave)

Itinerant or Pull-Out/Push-In Teacher – FTE: Sum of FTE for all SEIDs at the School of Assignment with Educational Service Job Classification Code = 27 – Itinerant or Pull-Out/Push-In Teacher (and for snapshot only Non-Classroom based or Support Assignment Codes 1-7 does not equal 6018 (Employee of Leave) / 100

Duplicated Total - Selected Schools: **# Staff**: Count of SEIDs at the Selected Schools of Assignments for each of the following Educational Service Job Classification Code columns: 12 – Teacher, 10 – Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher, 25 - Non-certificated Administrator, & 27 – Itinerant or Pull-Out/Push-In Teacher

Unduplicated Total - Selected Schools: **# Staff**: Count of unique SEIDs at the Selected Schools of Assignments for each of the following Educational Service Job Classification Code columns: 12 – Teacher, 10 – Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher, 25 - Non-certificated Administrator, & 27 –

Itinerant or Pull-Out/Push-In Teacher. **FTE**: Sum of FTEs at the Selected Schools of Assignment for all unique SEIDs for each of the following Educational Service Job Classification Code columns: 12 - Teacher, 10 – Administrator, 11 - Pupil Services, 26 - Charter School Non-certificated Teacher, 25 - Non-certificated Administrator, & 27 – Itinerant or Pull-Out/Push-In Teacher

Glossary References: See section “Staff Data” (*Full Time Equivalent*)

See section “General Data” (*Census Day*)

C/A 4.1 - C/A Staff - Count and FTE by Job Classification

Academic Year:	2011-2012	**LEA:**	ALL	**User ID:**	rmendez
View:	Snapshot	**School Type:**	ALL	**Created Date:**	4/16/2013
As Of:	Fall 2 - 10/5/2011	**School:**	ALL	**County:**	[illegible]

				Unduplicated Total		Teacher (12)		Administrator (10)		Pupil Services (11)		Charter School Non-Certificated Teacher With SEID (26)		Non-Certificated Administrators with SEID (25)		Itinerant or Pull-Out/Push-In Teacher with SEID (27)	
LEA Code	**LEA Name**	**School Code**	**School Name**	**# Staff**	**FTE**	**# Staff**	**FTE**	**# Staff**	**FTE**	**# Staff**	**FTE**	**# Staff**	**FTE**	**# Staff**	**FTE**	**# Staff**	**FTE**
4610462	Sierra County Office																
		4610462	Sierra County Office of	2	1.6	0	0	1	0.6	1	1	0	0	0	0	0	0
		0119289	Sierra County Opportunity	2	1.2	2	1.2	0	0	0	0	0	0	0	0	0	0
		6077267	Sierra County Special	3	2.2	2	1.3	0	0	0	0	0	0	0	0	2	0.9
		Duplicated Total - Selected Schools:				**4**		**1**		**1**		**0**		**0**		**2**	
		Unduplicated Total - Selected Schools:		**6**	**5**	**4**	**2.5**	**1**	**0.6**	**1**	**1**	**0**	**0**	**0**	**0**	**2**	**0.9**
4670177	Sierra-Plumas Joint																
		6050611	Downieville Elementary	3	2.1	2	2	1	0.1	0	0	0	0	0	0	0	0
		4632303	Downieville Junior-Senior High	7	4.85	6	4.75	1	0.1	0	0	0	0	0	0	0	0
		6050629	Loyalton Elementary	9	8.6	7	7	1	0.6	0	0	0	0	0	0	1	1
		4634259	Loyalton High	12	9.855	11	8.83	1	0.9	1	0.125	0	0	0	0	0	0
		6089650	Loyalton Middle	5	2.72	4	2.52	1	0.2	0	0	0	0	0	0	0	0
		4630018	Sierra Crest	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		4630034	Sierra Pass (Continuation)	2	0.725	1	0.625	1	0.1	0	0	0	0	0	0	0	0
		Duplicated Total - Selected Schools:				**31**		**6**		**1**		**0**		**0**		**1**	
		Unduplicated Total - Selected Schools:		**32**	**28.85**	**29**	**25.725**	**2**	**2**	**1**	**0.125**	**0**	**0**	**0**	**0**	**1**	**1**
		Duplicated Total - Selected LEAs:				**35**		**7**		**2**		**0**		**0**		**3**	
		Unduplicated Total - Selected LEAs:		**38**	**33.85**	**33**	**28.225**	**3**	**2.6**	**2**	**1.125**	**0**	**0**	**0**	**0**	**3**	**1.9**

Report C/A 5.1: C/A Program Participants - Count

Description: Reports the total number of K-12 (KN, 01-12, UE, US) students who participated in the following programs:

- Opportunity Program (108)
- California Partnership Academy (113)
- Pregnant and Parenting Programs (162)
- CAHSEE Intensive Instruction (180)
- NCLB Title I Part A Basic Targeted (122)
- NCLB Title 1 Part A Neglected (174)
- NCLB Title I Part A Basic School-wide

Reports the total number of K-12 (KN, 01-12, UE, US) students who are eligible or participated in the following program:

- 504 Accommodation Plan (101)

SSID Enrollment (e.g. Enrollment Status) and Student Information data (e.g. grade) presented on the report are associated with the most recent qualifying enrollment at the school during the Report Period being reported. The Education Program Membership Start Date and End Date for a student must be associated to an enrollment record during the Academic Year to be included in the count for a school

Data Views/Type: EOY 2 Snapshot (LEA Certified Level 2 Only)

Data As Of Date: EOY2

Students Included: All students with a qualifying enrollment at the school (i.e. *open enrollment,* grade level – KN, 01-12, UE or US, any valid Enrollment Status codes) during the Academic Year are included who are eligible (only includes 504 Accommodation Plan (101) with Membership Category – Eligible during any qualifying enrollment) or participated (i.e. Membership Category = Participating during any qualifying enrollment) in one of these programs at any time during the Report Period with these exceptions.

Title 1 Part A Basic School-wide Schools do not send student program records (SPRG) for students who participate in the Title I Part A Basic School-wide program. Instead, all students with a qualifying enrollment (*cumulative enrollment*) at the school and with Enrollment Status = Primary (10) are counted as participants in the Title I Part A Basic School-wide program. These are the only schools that report for this program. None of the students in these schools, regardless of Enrollment Status, are reported in the NCLB Title 1 Part A Basic Targeted program.

Links: None

Calculations: Program Participant Count:

Opportunity Program (108)	Calculation: Unduplicated count of participants for the Report Period (i.e. Academic Year) Education Program.Code = 108 (Opportunity Program) Membership Category.Code = 3 (Participating) Enrollment Status Code = All valid School: All expected
California Partnership Academy (113)	Calculation: Unduplicated count of participants for the Report Period (i.e. Academic Year) Education Program.Code = 113 (California Partnership Academy) Membership Category.Code = 3 (Participating) Enrollment Status Code = All valid School: All expected
California School-Age families Education (Cal-SAFE) (162)	Calculation: Unduplicated count of participants for the Report Period (i.e. Academic Year) Education Program.Code = 162 (Cal-SAFE) Membership Category.Code = 3 (Participating) Enrollment Status Code = All valid School: All expected
CAHSEE Intensive Instruction (180)	Calculation: Unduplicated count of participants for the Report Period (i.e. Academic Year) Education Program.Code = 180 (CAHSEE Intensive Instruction) Membership Category.Code = 3 (Participating) Enrollment Status Code = All valid School: All expected
504 Accommodation Plan (101)	Calculation: Unduplicated count of participants for the Report Period (i.e. Academic Year) Education Program.Code = 101 (504 Accommodation Plan)

	Membership Category.Code = 1 (Eligible) or 3 (Participating) Enrollment Status Code = All valid School: All expected
NCLB Title I Part A Basic Targeted (122)	Calculation: If school NOT = *Title 1 Part A Basic School-wide*, then unduplicated count of participants for the Report Period (i.e. Academic Year) Education Program.Code = 122 (NCLB Title I Part A Basic Targeted) Membership Category.Code = 3 (Participating) Enrollment Status Code = All valid
NCLB Title I Part A Neglected (174)	Calculation: Unduplicated count of participants for the Report Period (i.e. Academic Year) Education Program.Code = 174 (NCLB Title I Part A Neglected) Membership Category.Code = 3 (Participating) Enrollment Status Code = All valid School: All expected
NCLB Title I Part A Basic School-wide (NA)	Calculation: If school = *Title 1 Part A Basic School-wide*, then *Cumulative Enrollment* for the Report Period (i.e. Academic Year) Enrollment Status Code = 10 (Primary)

Glossary References: *Open Enrollment, Cumulative Enrollment, Title I Part A Basic School-wide School*

C/A 5.1 - C/A Program Participants - Count

Academic Year:	2011-2012	**LEA:**	ALL	**User ID:**	rmendez
View:	SNAPSHOT	**School Type:**	ALL	**Created Date:**	04-16-2013
As Of:	EOY2	**School:**	ALL	**County:**	

				State Program Participant Count				Federal Program Participant Count			
LEA Code	**LEA Name**	**School Code**	**School Name**	**Opportunity Program (108)**	**California Partership Academy (113)**	**California School-Age Families Education**	**CAHSEE Intensive Instruction (180)**	**504 Accommodation Plan (101)**	**NCLB Title I Part A Basic Targeted (122)**	**NCLB Title I Part A Basic School-wide * (NA)**	**NCLB Title I Part A Neglected (174)**
4610462	Sierra County										
		0119289	Sierra County Opportunity	1	0	0	0	0	1	0	0
		6077267	Sierra County Special Education	0	0	0	0	0	0	0	0
		TOTAL-Selected Schools		**1**	**0**	**0**	**0**	**0**	**1**	**0**	**0**
4670177	Sierra-Plumas										
		6050611	Downieville Elementary	0	0	0	0	0	0	32	0
		4632303	Downieville Junior-Senior High	0	0	0	0	0	2	0	0
		6050629	Loyalton Elementary	0	0	0	0	0	0	186	0
		4634259	Loyalton High	0	0	0	3	2	0	115	0
		6089650	Loyalton Middle	0	0	0	0	2	0	56	0
		4630018	Sierra Crest	0	0	0	0	0	0	0	0
		4630034	Sierra Pass (Continuation)	0	0	0	0	0	0	0	0
		TOTAL-Selected Schools		**0**	**0**	**0**	**3**	**4**	**2**	**389**	**0**
		TOTAL-Selected LEAs		**1**	**0**	**0**	**3**	**4**	**3**	**389**	**0**
		*** Counts are automatically generated from cumulative Academic Year enrollment for Title I Part A Basic School-wide schools.**									

Grade:	ALL	**Ethnicity/Race:**	ALL	**Gender:**	ALL
Enrollment Status:	ALL				

Report C/A 5.4: C/A Homeless Students Enrolled - Unduplicated Count by LEA

Description: Reports the total number of K-12 (KN, 01-12, UE, US) students who were reported as Homeless.

A student should ONLY be counted once within an LEA with the SINF record reflecting a status of homeless (Primary Residence Category Code (2.33) = 100, 110, 120, or 130) regardless of enrollment status during the reporting period.

SSID Enrollment (e.g. Enrollment Status) for a student is associated with the most recent qualifying enrollment at the school during the academic year being reported. Student Information data (e.g. grade) for a student is associated with the most recent SINF which identifies the student as Homeless and overlaps a qualifying enrollment at the LEA during the academic year.

Data Views/Type: EOY 2 Snapshot (LEA Certified Level 2 Only)

Data As Of Date: EOY2

Students Included: All students with a qualifying enrollment at the school (i.e. *open enrollment,* grade level – TD, PS, KN, 01-12, UE or US, any valid Enrollment Status codes) during the Academic Year are included who were reported as Homeless (Primary Residence Category Code (2.33) = 100, 110, 120, or 130) at any time during the Report Period

Links: None

Calculations: None

Glossary References: *Open Enrollment*

C/A 5.4 - C/A Homeless Students Enrolled - Unduplicated Count by School

Academic Year:	2011-2012	LEA:	ALL	User ID:	rmendez
View:	SNAPSHOT	School Type:	ALL	Created Date:	4/16/2013
As Of:	EOY2	School:	Loyalton Elementary,Loyalton	County:	

LEA Code	LEA Name	School Code	School Name	Grade	Total by Grade	Temporary Shelters (100)	Hotels/Motels (110)	Temporarily Doubled Up (120)	Temporarily Unsheltered (130)
4670177	Sierra-Plumas								
		6050629	Loyalton Elementary						
				01	2	0	0	2	0
				02	4	0	0	4	0
				03	3	0	0	3	0
				04	5	0	0	5	0
				05	1	0	0	1	0
				06	3	0	0	3	0
				KN	3	0	0	3	0
		TOTAL - School (Unduplicated)		ALL	21	0	0	21	0
		4634259	Loyalton High						
				09	5	0	0	5	0
				10	2	0	0	2	0
				11	6	1	0	5	0
				12	1	0	0	1	0
		TOTAL - School (Unduplicated)		ALL	14	1	0	13	0
		6089650	Loyalton Middle						
				07	2	0	0	2	0
				08	1	0	0	1	0
		TOTAL - School (Unduplicated)		ALL	3	0	0	3	0
		TOTAL - LEA (Unduplicated)		ALL	38	1	0	37	0

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL	Enrollment Status:	ALL
English Language Acquisition Status:	ALL	Gifted and Talented:	ALL	Title I Part C Migrant:	ALL	Special Education:	ALL

Report C/A 6.1: C/A CAHSEE Waivers and Exemptions - Count

Description: Reports the number of disabled students (special education or 504 accommodation plan) with a granted, denied or withdrawn CAHSEE waiver or exemption during the Report Period.

Includes students in grades 10-12 and US with Enrollment Status of Primary (10) or Receiving Specialized Services Only (40) and with Education Program = 101 (504 Accommodation Plan) or 144 (Special Education).

The Student Enrollment (e.g. Enrollment Status) and Student Information data (e.g. grade) reported are associated with the most recent qualifying enrollment at the school that overlaps the Academic Year being reported.

Data Views/Type: Snapshot EOY 4 (LEA Certified Level 2 Only)

Data As Of Date: EOY4

Students Included: As indicated in the description above.

Courses Included: N/A

Links: None

Calculations: None

Glossary References: None

C/A 6.1 - C/A CAHSEE Waivers and Exemptions - Count

Academic Year:	2011-2012	LEA:	ALL	User ID:	rmendez
View:	SNAPSHOT	School Type:	ALL	Created Date:	04-16-2013
As Of:	EOY4	School:	ALL	County:	[illegible]

					CAHSEE Math Waiver (1)			CAHSEE ELA Waiver (2)			CAHSEE Exemption (3)		
LEA Code	LEA Name	School Code	School Name	Total Requested	# Granted (1)	# Denied (2)	# Withdrawn (3)	# Granted (1)	# Denied (2)	# Withdrawn (3)	# Granted (1)	# Denied (2)	# Withdrawn (3)
4610462	Sierra County Office of												
		6077267	Sierra County Special Education	0	0	0	0	0	0	0	0	0	0
		TOTAL-Selected Schools		0	0	0	0	0	0	0	0	0	0
4670177	Sierra-Plumas Joint												
		4632303	Downieville Junior-Senior High	0	0	0	0	0	0	0	0	0	0
		4634259	Loyalton High	1	0	0	0	0	0	0	1	0	0
		4630018	Sierra Crest	0	0	0	0	0	0	0	0	0	0
		4630034	Sierra Pass (Continuation)	0	0	0	0	0	0	0	0	0	0
		TOTAL-Selected Schools		1	0	0	0	0	0	0	1	0	0
		TOTAL-Selected LEAs		1	0	0	0	0	0	0	1	0	0

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL

Report C/A 7.1: C/A Discipline Incidents - Count by Most Severe Offense

Description: Reports total number of Discipline Incidents by Most Severe Offense, committed by students in grades KN, 01-12, UE and US with an open enrollment at any time during the Reporting Year, regardless of student's Enrollment Status. Each unique incident is counted only once.

Data Views/Type: Snapshot EOY 3 (LEA Certified Level 2 Only)

Data As Of Date: EOY3

Students Included: All students with a qualifying enrollment at any time during the Report Period and one or more Student Discipline Record (SDIS) for the Academic Year being reported. Qualifying enrollment is any open enrollment during the year being reported for a student that has a discipline record.

Courses Included: N/A

Links: None

Calculations: None

Glossary References: *Incident Most Severe Offense*

C/A 7.1 - C/A Discipline Incidents - Count by Most Severe Offense

Academic Year:	2011-2012	**LEA:**	ALL	**User ID:**	rmendez
View:	SNAPSHOT	**School Type:**	ALL	**Created Date:**	4/16/2013
As Of:	EOY3	**School:**	Loyalton Elementary,Loyalton High,Loyalton Middle,Sierra County	**County:**	S[illegible]

LEA Code	LEA Name	School Code	School Name	Most Severe Offense	Incident Count
4610462	Sierra County				
		0119289	Sierra County Opportunity		
				-	0
				TOTAL	**0**
		6077267	Sierra County Special Education		
				-	0
				TOTAL	**0**
				TOTAL Schools	**0**
4670177	Sierra-Plumas				
		6050629	Loyalton Elementary		
				-	0
				TOTAL	**0**
		4634259	Loyalton High		
				403-Sexual Harassment	3
				511-Disruption, Defiance	4
				601-Property Theft	1
				TOTAL	**8**
		6089650	Loyalton Middle		
				-	0
				TOTAL	**0**
				TOTAL Schools	**8**
				TOTAL LEAs	**8**

Grade:	ALL	**Ethnicity/Race:**	ALL	**Gender:**	ALL	**Enrollment Status:**	ALL

Report C/A 7.3: C/A Disciplinary Actions - Count

Description: Reports the number of students in grades KN, 01-12, UE and US who committed a reportable offense, regardless of enrollment status. It also reports the number of offenses committed, and the number of disciplinary actions taken, by type. .

SSID Enrollment (e.g. Enrollment Status) and Student Information (e.g. Grade) data are associated with the most recent open enrollment during the Report Period being reported.

Data Views/Type: Snapshot EOY 3 (LEA Certified Level 2 Only)

Data As Of Date: EOY3

Students Included: All students with a qualifying enrollment at any time during the Report Period and one or more Student Discipline Record (SDIS) for the Academic Year being reported. Qualifying enrollment is any open enrollment during the year being reported for a student that has a discipline record.

Courses Included: N/A

Links: None

Calculations: None

Glossary References: None

C/A 7.3 - C/A Disciplinary Actions - Count

Academic Year:	2011-2012	**LEA:**	ALL	**User ID:**	rmendez
View:	SNAPSHOT	**School Type:**	ALL	**Created Date:**	4/16/2013
As Of:	EOY3	**School:**	Loyalton Middle,Sierra County Office of Education Sierra County Opportunity	**County:**	

								Disciplinary Action Taken			
LEA Code	**LEA Name**	**School Code**	**School Name**	**Gender**	**Ethnicity/Race**	**# of Students That Committed an Offense**	**# of Offenses Committed**	**# of Suspensions (100)**	**# of Expulsions (200)**	**# of In school Suspensions (110)**	**# of No Suspensions or Explusions**
4670177	Sierra-Plumas		All Selected Schools	**Total**		**0**	**1**	**0**	**0**	**0**	**0**
					Total	**0**	**1**	**0**	**0**	**0**	**0**
						0	1	0	0	0	0
4610462	Sierra County		All Selected Schools	**Total**		**0**	**1**	**0**	**0**	**0**	**0**
					Total	**0**	**1**	**0**	**0**	**0**	**0**
						0	1	0	0	0	0
4610462	Sierra County										
		0119289	Sierra County Opportunity	**Total**		**0**	**1**	**0**	**0**	**0**	**0**
					Total	**0**	**1**	**0**	**0**	**0**	**0**
						0	1	0	0	0	0
			All Selected Schools	**Total**		**0**	**1**	**0**	**0**	**0**	**0**
4670177	Sierra-Plumas										
		6089650	Loyalton Middle	**Total**		**0**	**1**	**0**	**0**	**0**	**0**
					Total	**0**	**1**	**0**	**0**	**0**	**0**
						0	1	0	0	0	0
			All Selected Schools	**Total**		**0**	**1**	**0**	**0**	**0**	**0**
All Selected LEAs				**Total**		**0**	**2**	**0**	**0**	**0**	**0**

Grade:	ALL	**Ethnicity/Race:**	ALL	**Gender:**	ALL	**Enrollment Status:**	ALL
Offense Code:	ALL						

Report C/A 7.4: C/A Disciplinary Actions - Count by Offense

Description: Reports the number of students in grades KN, 01-12, UE and US who committed a reportable offense, regardless of enrollment status, by offense. It also reports the number of students receiving each of the disciplinary actions resulting from each offense.

SSID Enrollment (e.g. Enrollment Status) and Student Information (e.g. Grade) data are associated with the most recent open enrollment during the Report Period being reported.

Data Views/Type: Snapshot EOY 3 (LEA Certified Level 2 Only)

Data As Of Date: EOY3

Students Included: All students with a qualifying enrollment at any time during the Report Period and one or more Student Discipline Record (SDIS) for the Academic Year being reported. Qualifying enrollment is any open enrollment during the year being reported for a student that has a discipline record.

Courses Included: N/A

Links: None

Calculations: None

Glossary References: None

C/A 7.4 - C/A Disciplinary Actions - Count by Offense

Academic Year:	2011-2012	**LEA:**	ALL	**User ID:**	rmendez
View:	SNAPSHOT	**School Type:**	ALL	**Created Date:**	4/16/2013
As Of:	EOY3	**School:**	Downieville Elementary,Sierra County Office of Education,Sierra County Opportunity	**County:**	Sierra

									Disciplinary Action Taken			
LEA Code	**LEA Name**	**School Code**	**School Name**	**Offense Code**	**Gender**	**Ethnicity/Race**	**# of Students That Committed an Offense (unduplicated)**	**# of Offenses Committed**	**# of Suspensions (100)**	**# of Expulsions (200)**	**# of In school Suspensions (110)**	**# of No Suspensions or Explusions (300)**
4670177	Sierra-Plumas Joint Unified		All Selected Schools				0	0	0	0	0	0
					Total		0	0	0	0	0	0
						Total	0	0	0	0	0	0
							0	0	0	0	0	0
4610462	Sierra County Office of Education		All Selected Schools				0	0	0	0	0	0
					Total		0	0	0	0	0	0
						Total	0	0	0	0	0	0
							0	0	0	0	0	0
4610462	Sierra County Office of Education		**All Selected Schools**				0	0	0	0	0	0
		0119289	Sierra County Opportunity		Total		0	0	0	0	0	0
						Total	0	0	0	0	0	0
							0	0	0	0	0	0
4670177	Sierra-Plumas Joint Unified		**All Selected Schools**				0	0	0	0	0	0
		6050611	Downieville Elementary		Total		0	0	0	0	0	0
						Total	0	0	0	0	0	0
							0	0	0	0	0	0
All Selected LEAs							0	0	0	0	0	0

Grade:	ALL	**Ethnicity/Race:**	ALL	**Gender:**	ALL	**Enrollment Status:**	ALL
Offense Code:	ALL						

Report C/A 7.6: C/A Discipline Actions - Persistently Dangerous Offense Expulsions

Description: Reports the counts of K-12 expulsions (for students in grades KN, 01-12, UE and US) for the applicable Persistently Dangerous Schools California Education Code violations.

Reports the counts of expulsions for the Persistently Dangerous Schools California Education Code violations. By school, it includes the total number of expulsions, the # of expulsions per 100 enrolled students (based on the selected year's certified Fall 1 enrollment), and the # of expulsions per offense codes that are applicable in determining At-Risk Schools. It also indicates whether a school is an At-Risk School.

Data Views/Type: Snapshot EOY 3 (LEA Certified Level 2 Only)

Data As Of Date: EOY3

Students Included: All students with a qualifying enrollment at any time during the Report Period.

Courses Included: N/A

Links:

Calculations:

Total Certified Primary Enrollment*	Certified Enrollment count of all SSIDS at the School of Attendance from the Fall 1 certified enrollment, Report 1.1 (Enrollment of Primary Status by Subgroup).
Total # of Expulsions	Calculation: Count of Expulsions for Persistently Dangerous Offenses at School of Attendance (Disciplinary Action Category.Code Taken)
# of Expulsions / 100 Enrolled Students	Calculation: Total # of Expulsions / (Total Certified Primary Enrollment/100)
# of Expulsions per Offense Code	Calculation: Count of Expulsions at School of Attendance by the various Student Offense Codes (Student Offense.Code)

Glossary References: None

C/A 7.6 - C/A Disciplinary Actions - Persistently Dangerous Offense Expulsions

Academic Year:	2011-2012	**LEA:**	ALL	**User ID:**	rmendez
View:	SNAPSHOT	**School Type:**	ALL	**Created Date:**	4/16/2013
As Of:	EOY3	**School:**	ALL	**County:**	S[illegible]

					Explusions for Persistently Dangerous Offenses												
							# of Expulsions per Offense Code, Used to Determine At Risk Schools (listed in order of most										
LEA Code	LEA Name	School Code	School Name	Total Certified Primary Enrollments *	Total # of Expulsions	# of Expulsions / 100 Enrolled	503	103	500	505	100	105	600	200	401	400	AT Risk School? **
4610462	Sierra County Office of Education			0	0	#NUM!	0	0	0	0	0	0	0	0	0	0	N
		0119289	Sierra County Opportunity	0	0	#NUM!	0	0	0	0	0	0	0	0	0	0	N
		6077267	Sierra County Special Education	0	0	#NUM!	0	0	0	0	0	0	0	0	0	0	N
4670177	Sierra-Plumas Joint Unified			0	0	#NUM!	0	0	0	0	0	0	0	0	0	0	N
		6050611	Downieville Elementary	0	0	#NUM!	0	0	0	0	0	0	0	0	0	0	N
		4632303	Downieville Junior-Senior High	0	0	#NUM!	0	0	0	0	0	0	0	0	0	0	N
		6050629	Loyalton Elementary	0	0	#NUM!	0	0	0	0	0	0	0	0	0	0	N
		4634259	Loyalton High	0	0	#NUM!	0	0	0	0	0	0	0	0	0	0	N
		6089650	Loyalton Middle	0	0	#NUM!	0	0	0	0	0	0	0	0	0	0	N
		4630018	Sierra Crest	0	0	#NUM!	0	0	0	0	0	0	0	0	0	0	N
		4630034	Sierra Pass (Continuation)	0	0	#NUM!	0	0	0	0	0	0	0	0	0	0	N

* Certified Fall 1 Primary Enrollment for the Selected Academic Year, from Report 1.1 (Enrollment of Primary Status by Subgroup)

** Refer to User Manual Glossary definition for Persistently Dangerous Offense and At Risk School

14.6 Extracts

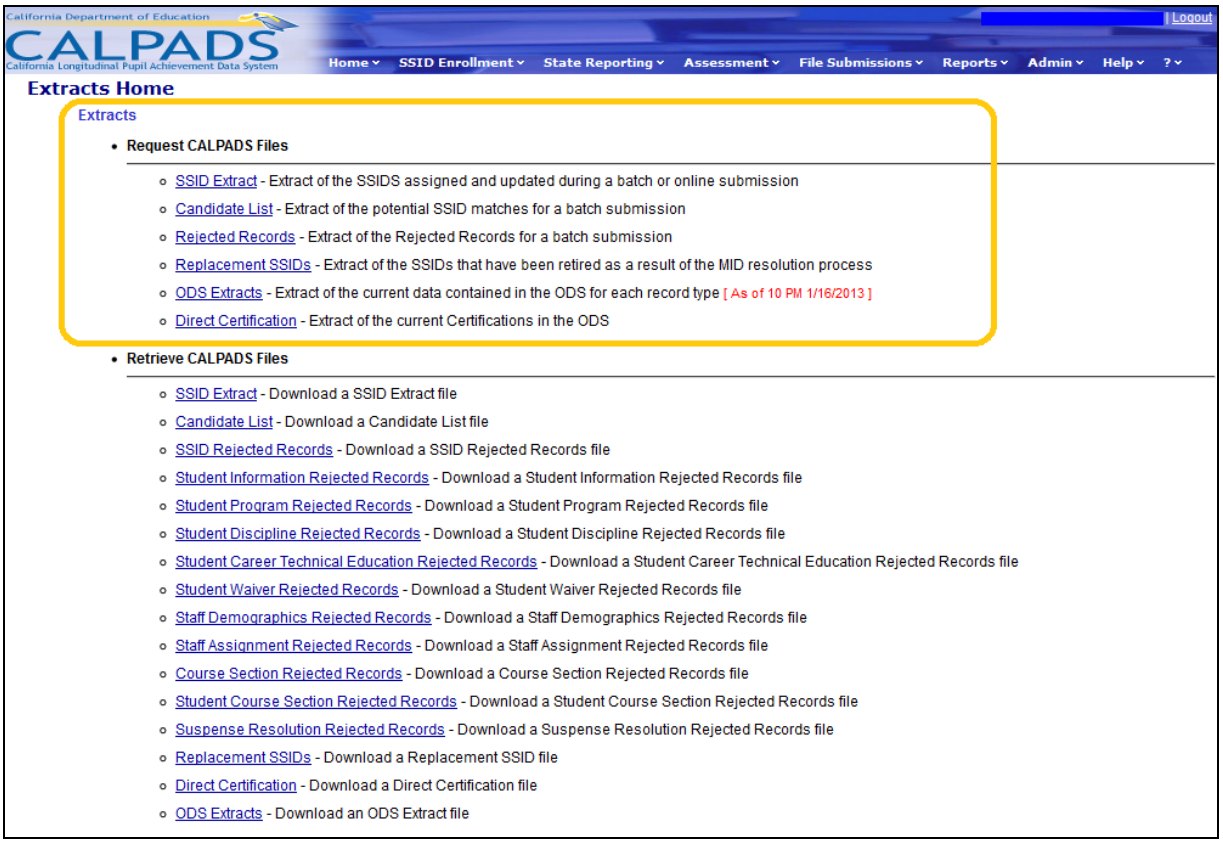
Data extracts are used to download the most current data from the Operational Data Store (ODS). Extracts may be downloaded and utilized to reconcile CALPADS data with a user's local Student Information System (SIS). Available CALPADS Extracts include:

- SSID Extract: an SSID Extract file is available to download after a user successfully posts a Student Enrollment File with SSID Requests (SSID assignments)/Updates to Existing SSIDs or completes a manual SSID Assignment /Update in SSID Enrollment->Online Maintenance. The SSIDs in the file (along with limited demographics) may be imported into a local student information system and/or used locally in the user's local analysis tools system
- Candidate List: A file of the Candidate List records for a Student Enrollment batch file submission of SSID requests may be downloaded. The data can be used locally for analysis and confirmation of candidates. Additionally, specific LEAs have authorization from CDE to resolve the candidate list outside of CALPADS and upload a file of resolved candidates to CALPADS
- Rejected Records Extract: A Rejected Records Extract (of any CALPADS record type) may be downloaded to view the Rejected Records of any batch file submitted that has completed the validation process
- Replacement SSIDs: A file of Replacement SSIDs resulting from the MID combination process may be downloaded for the user to replace all SSIDs that are retired. The SSIDs in the file (along with limited demographics) may be imported into a local student information system and/or used locally in the user's local analysis tools system.
- ODS Extracts: An LEA may request an extract of the current data contained in the ODS for each CALPADS record type. The file may be used to provide data for local data analysis as well as to compare CALPADS data with local data in order to identify the data in the local Student Information system that needs to be submitted to CALPADS. The ODS Download is structured like the input file with the addition of a field at the end of each record indicating the upload date and the last date updated. The file cannot be used to upload data to CALPADS.
- Direct Certification Extracts: An authorized user may download an extract containing the direct certification results for all currently enrolled students with primary enrollments in the user's LEA. The information of the resulting file may then be imported into a local student information system and/or used locally in the user's local analysis tools system.

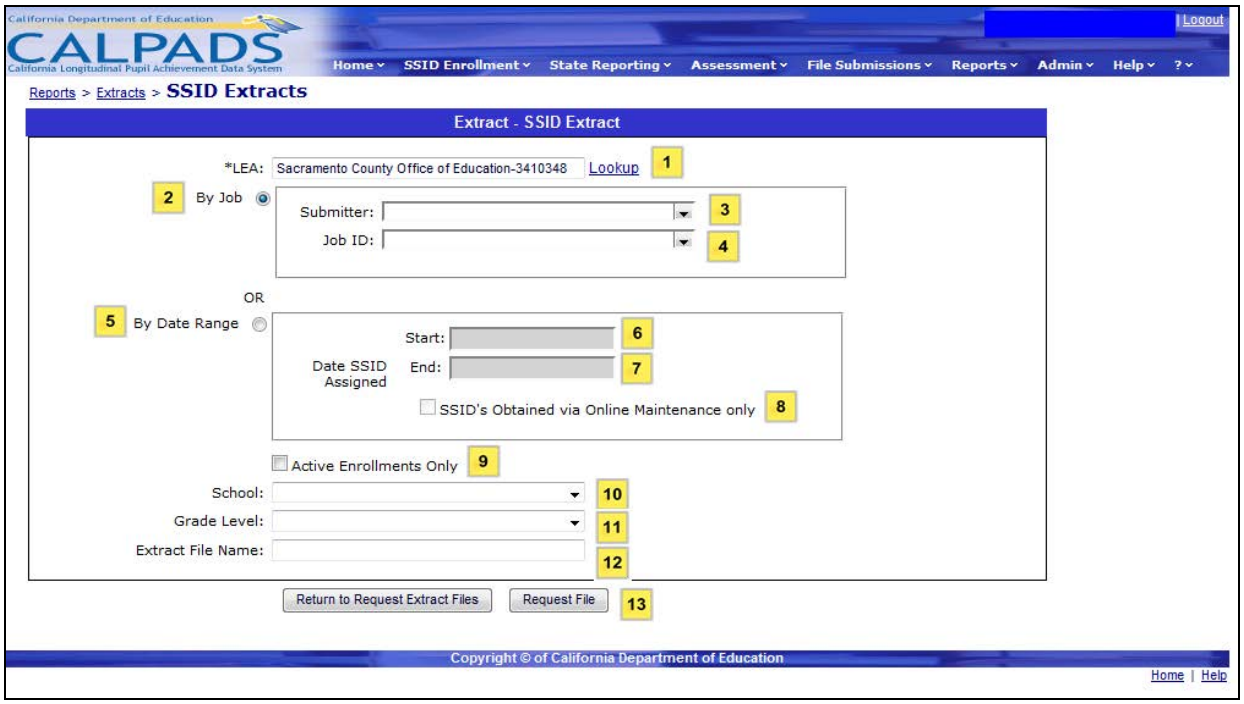
14.6.1 Request CALPADS Files

A request to download a CALPADS extract file must be submitted in order to obtain the file. Once a request is submitted, the file is placed in the queue of all requested extracts and is created according to the queue. The initial page to request a CALPADS extract is available through the "Extracts" page through the **Reports** tab. Through this page, each extract type is displayed as a link to direct the user to the appropriate request page.

Screen 14-2: Request CALPADS Files



Screen 14-3: Request SSID Extract

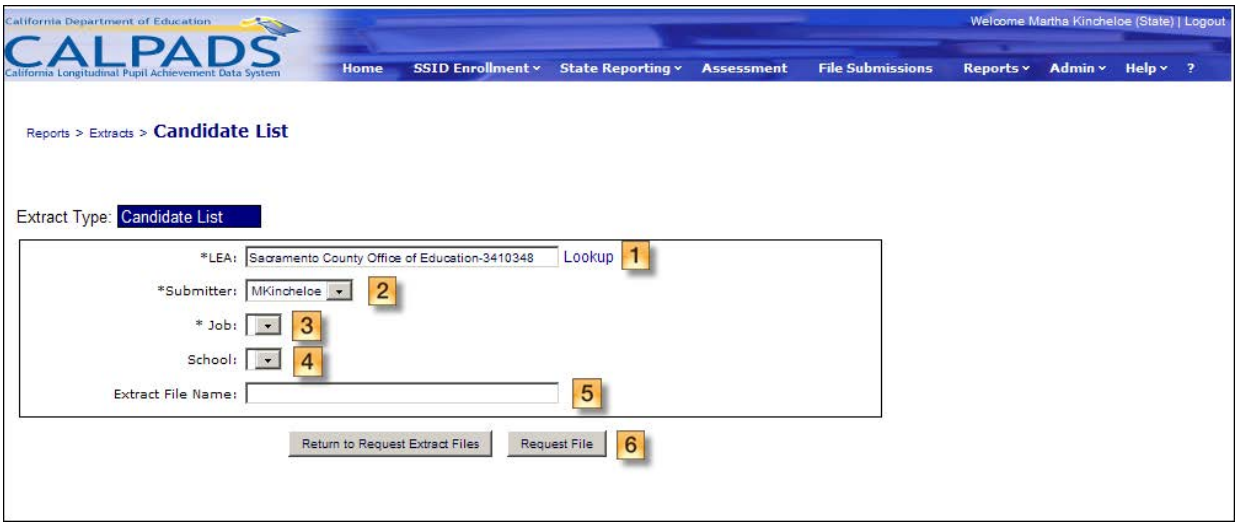


Instructions Table 14-2: Request SSID Extract

Step by Step Screen Instructions		Special Instructions
1	The **Reporting LEA** field will default to the user's LEA. If the user has access to multiple LEAs, select another LEA using the **Lookup** link	
2	Select **By Job** radio button to download SSIDs that were assigned via specific batch of data.	If By Job is selected, then the system allows the user to select a job id and disables By Data Range radio button.
3	The **Submitter** field will default to the user's name. To choose a different submitter of the SENR job to request the SSID Extract for, select a name from the drop down list	Only the job's that were created by the User Id selected are listed in the Job ID selection box below.
4	Select the **Job ID** of the posted SENR batch file to download	
5	Select **By Date Range** radio button to extract SSID Assignment records by date instead of by Job.	If By Date Range is selected, the system enables the entry of start and End dates and the checkbox for SSIDs Obtained via Online Maintenance only; and disables By Job radio.
6	Enter the beginning date of a date range during which SSIDs were assigned for the system to extract.	This is NOT an enrollment date. This is the date that the SSID assignment was made.
7	Enter the ending date of a date range during which SSIDs were assigned for the system to extract.	This is NOT an enrollment date. This is the date that the SSID assignment was made.
8	Check the SSIDs Obtained via Online Maintenance Only to tell the system that you do not want to include those SSID Assignments that were done via a batch file.	This is to allow separate downloads of online SSID assignments not related to a batch job.
9	Check the Active Enrollments Only to tell the system to extract only SSIDS for active enrollments.	Students that have left the school (i.e., non-blank Exit Date) will not be included in the extracted data file.
10	To download SSIDs for a particular **School** submitted within the file, select one or more schools from the dropdown list.	To select more than one school, hold the *CTRL* key while clicking schools in the dropdown list to select them. If you make a mistake and want to un-select a school, click it again.
11	To download SSIDs for a particular **Grade Level**, select a Grade from the dropdown list.	
12	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file.	
13	Select the **Request File** button to submit the request.	If records in the file are still in the posting process, the system will return an error. If successfully submitted, the request will be placed in the queue to be generated

Optional Functions	
Return to Request Extract Files	Select to return to the “Extracts” page

Screen 14-4: Request Candidate List



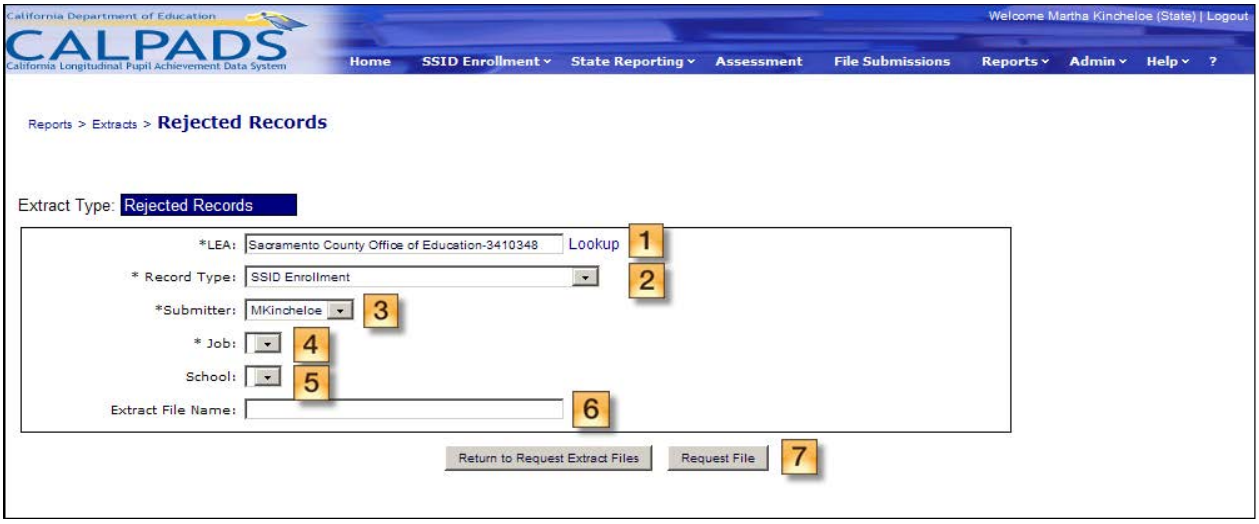
Instructions Table 14-3: Request Candidate List Extract

Step by Step Screen Instructions		Special Instructions
1	The **Reporting LEA** field will default to the user’s LEA. If the user has access to multiple LEAs, select another LEA using the **Lookup** link	
2	The **Submitter** field will default to the user’s name. To choose a different submitter of the SENR job to request the Candidate List Extract for, select a name from the drop down list	
3	Select the **Job ID** of the submitted SENR batch file	The Candidates listed on the SSID Results screen (for Single and Multi matches) will be included in the file
4	To download SSIDs for a particular **School** submitted within the file, select one or more schools from the dropdown list.	To select more than one school, hold the *CTRL* key while clicking schools in the dropdown list to select them. If you make a mistake and want to un-select a school, click it again.
5	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	
6	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated

Optional Functions	

Optional Functions	
Return to Request Extract Files **Return to Request Extract Files** Button	Select to return to the “Extracts” page

Screen 14-5: Request Rejected Records Extract



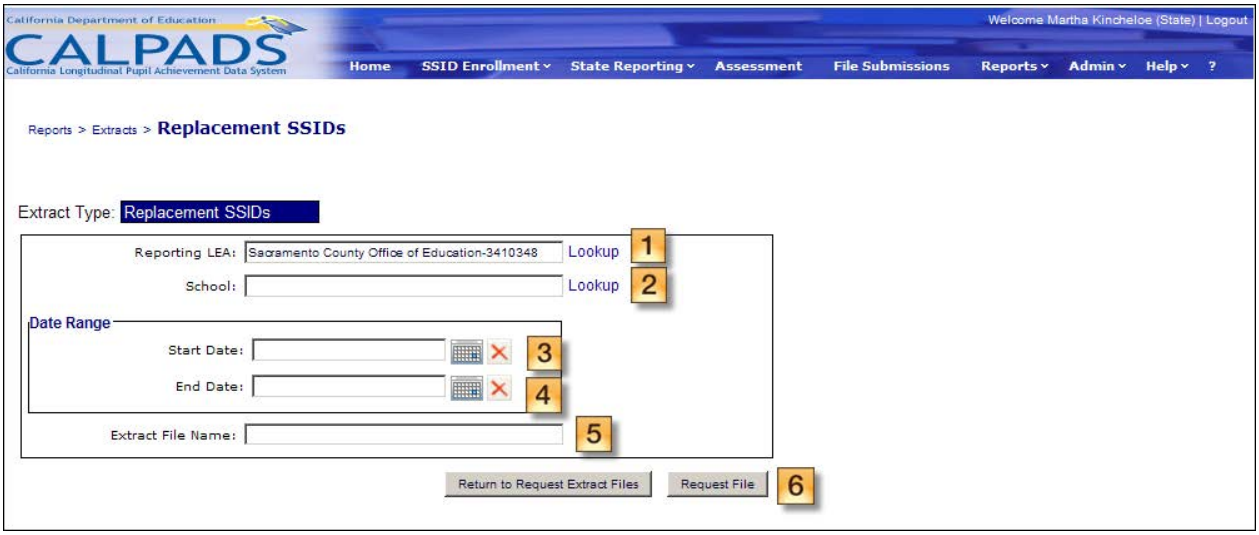
Instructions Table 14-4: Request Rejected Records Extract

Step by Step Screen Instructions		Special Instructions
1	The **Reporting LEA** field will default to the user’s LEA. If the user has access to multiple LEAs, select another LEA using the **Lookup** link	
2	Select the **Record Type** of the submitted batch file	
3	The **Submitter** field will default to the user’s name. To choose a different submitter of the batch file job to request the Rejected Records Extract for, select a name from the drop down list	
4	Select the **Job ID** of the submitted batch file	
5	To include rejected records for a particular **School** submitted within the file, select one or more schools from the dropdown list.	To select more than one school, hold the *CTRL* key while clicking schools in the dropdown list to select them. If you make a mistake and want to un-select a school, click it again.
6	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	

Step by Step Screen Instructions		Special Instructions
7	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated

Optional Functions	
Return to Request Extract Files **Return to Request Extract Files** Button	Select to return to the "Extracts" page

Screen 14-6: Request Replacement SSIDs



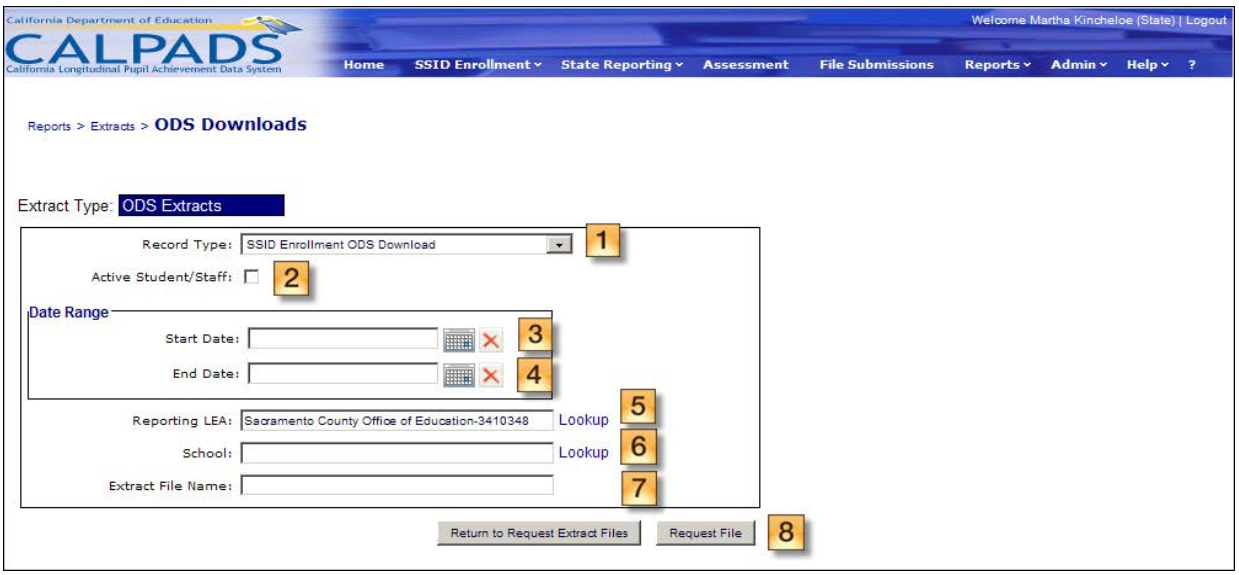
Instructions Table 14-5: Request Replacement SSIDs

Step by Step Screen Instructions		Special Instructions
1	The **Reporting LEA** field will default to the user's LEA. If the user has access to multiple LEAs, select another LEA using the **Lookup** link	
2	To download Replacement SSIDs for a particular **School**, select one or more schools from the dropdown list.	To select more than one school, hold the *CTRL* key while clicking schools in the dropdown list to select them. If you make a mistake and want to un-select a school, click it again.
3	Specify the **Date Range** of the Enrollment records to include in the file. Enter the **Start Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	
4	Specify the **Date Range** of the Enrollment records to include in the file. Enter the **End Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	

Step by Step Screen Instructions		Special Instructions
5	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	
6	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated

Optional Functions	
Return to Request Extract Files **Return to Request Extract Files** Button	Select to return to the "Extracts" page

Screen 14-7: Request ODS Extract - SSID Enrollment



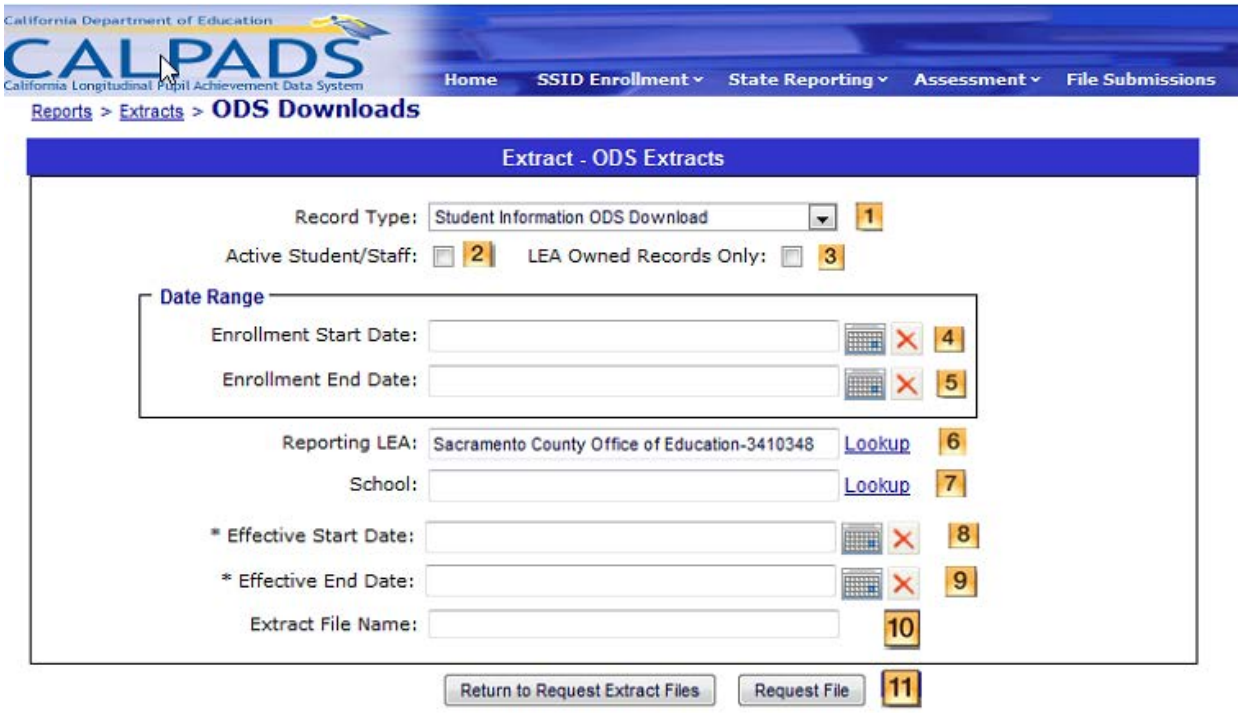
Instructions Table 14-6: Request ODS Extract - SSID Enrollment

Step by Step Screen Instructions		Special Instructions
1	Select the **Record Type** of the ODS Download – SSID Enrollment ODS Download	All CALPADS Record Types are available to download
2	Check the checkbox to only include **Active Student/Staff** in the requested file	Actively enrolled student has Student School Exit Date that is blank or on or after the specified date
3	Specify the **Date Range** of the Enrollment records to include in the file. Enter the **Start Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Enrollment records active for any period within the date range specified will be included in the file

4	Specify the **Date Range** of the Enrollment records to include in the file. Enter the **End Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Enrollment records active for any period within the date range specified will be included in the file
5	The **Reporting LEA** field will default to the user's LEA.	
6	To download a file for a particular **School**, select one or more schools from the dropdown list.	To select more than one school, hold the *CTRL* key while clicking schools in the dropdown list to select them. If you make a mistake and want to un-select a school, click it again.
7	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	
8	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated

Optional Functions	
Return to Request Extract Files **Return to Request Extract Files** Button	Select to return to the "Extracts" page

Screen 14-8: Request ODS Extract - Student Information

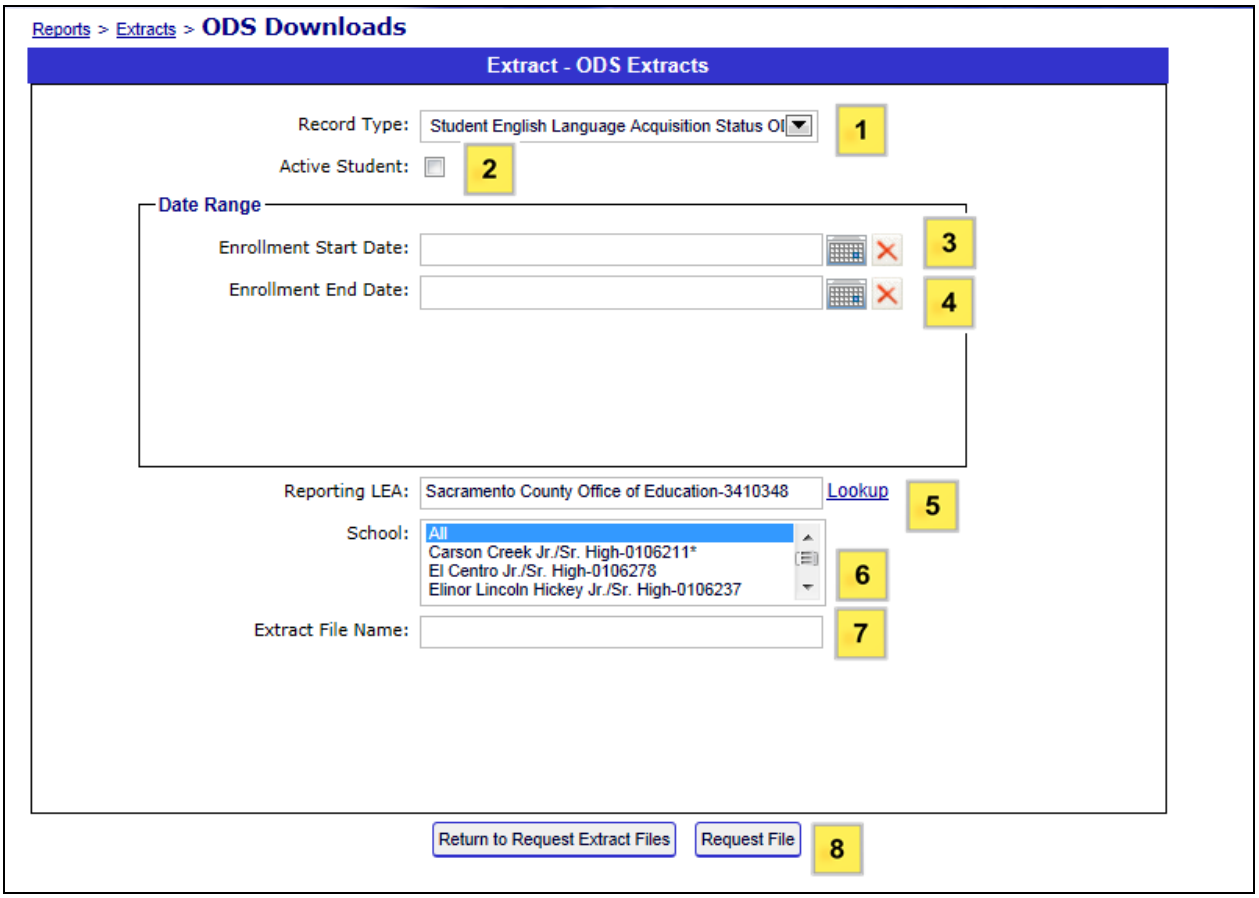


Instructions Table 14-7: Request ODS Extract - Student Information

Step by Step Screen Instructions		Special Instructions
1	Select the **Record Type** of the ODS Download – Student Information ODS Download	All CALPADS Record Types are available to download
2	Check the checkbox to only include **Active Student/Staff** in the requested file	Actively enrolled student has Student School Exit Date that is blank or on or after the specified date
3	Check the checkbox to include only records owned by the Reporting LEA	By default, all records in the ODS will be included in the file
43	Specify the **Date Range** of the students with enrollments during the specified range to include in the file. Enter the **Start Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Students with enrollments active for any period within the date range specified will be included in the file (Date range based on Student School Start Date and Student School Exit Date)
5	Specify the **Date Range** of the students with enrollments during the specified range to include in the file. Enter the **End Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Students with enrollments active for any period within the date range specified will be included in the file (Date range based on Student School Start Date and Student School Exit Date)
6	The **Reporting LEA** field will default to the user's LEA.	
7	To download a file for a particular **School**, select one or more schools from the dropdown list.	To select more than one school, hold the *CTRL* key while clicking schools in the dropdown list to select them. If you make a mistake and want to un-select a school, click it again.
8	Specify an **Effective Start Date** for the Student Information records to include in the extract	The SINF record active on the Effective Start Date will be included for students with Enrollments during the Date Range specified in (4) and (5) above
9	Specify an Effective End Date for the Student Information records to include in the extract	The SINF record active on the Effective End Date will be included for students with Enrollments during the Date Range specified in (4) and (5) above
10	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	
11	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated

Optional Functions	
Return to Request Extract Files **Return to Request Extract Files** Button	Select to return to the "Extracts" page

Screen 14-9: Request ODS Extract - Student English Language Acquisition Status

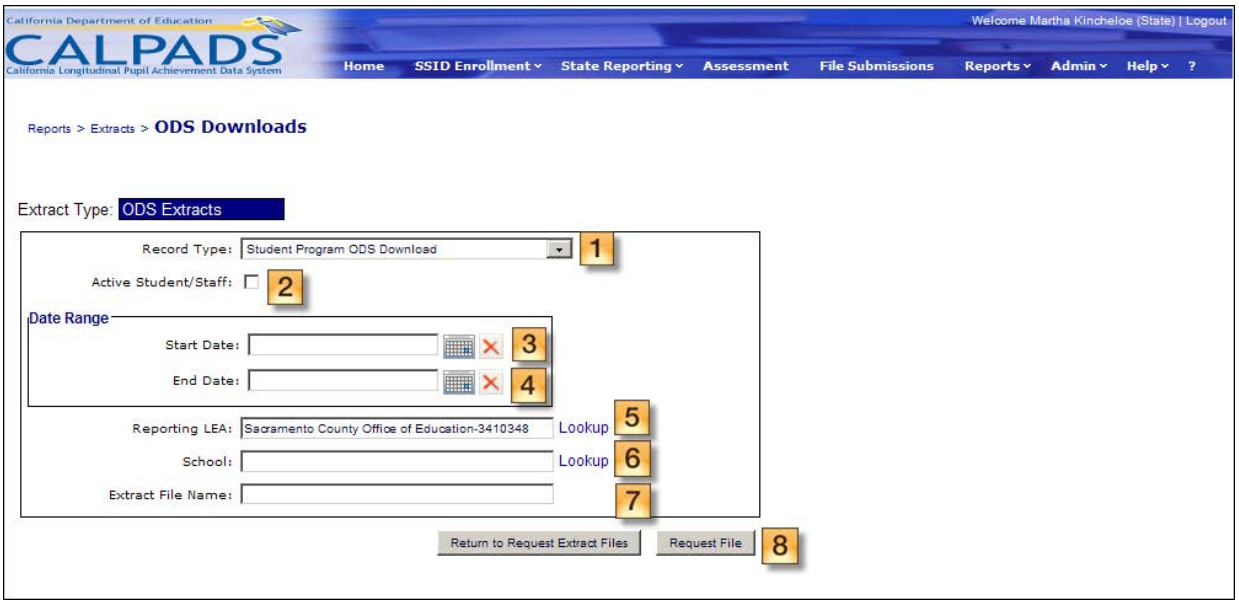


Instructions Table 14-8: Request ODS Extract - Student English Language Acquisition Status

Step by Step Screen Instructions		Special Instructions
1	Select the **Record Type** of the ODS Download – Student Program ODS Download	All CALPADS Record Types are available to download
2	Check the checkbox to only include **Active Student/Staff** in the requested file	Actively enrolled student has Student School Exit Date that is blank or on or after the specified date
3	Specify the **Date Range** of the students with Enrollment records to include in the file. Enter the **Enrollment Start Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Student ELA records of students with enrollments active for any period within the date range specified will be included in the file
4	Specify the **Date Range** of the students with Enrollment records to include in the file. Enter the **Enrollment End Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Student ELA records of students with enrollments active for any period within the date range specified will be included in the file
5	The **Reporting LEA** field will default to the user's LEA.	

Step by Step Screen Instructions		Special Instructions
6	To download a file for a particular **School**, select one or more schools from the dropdown list.	To select more than one school, hold the *CTRL* key while clicking schools in the dropdown list to select them. If you make a mistake and want to un-select a school, click it again.
7	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	
8	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated

Screen 14-10: Request ODS Extract - Student Program



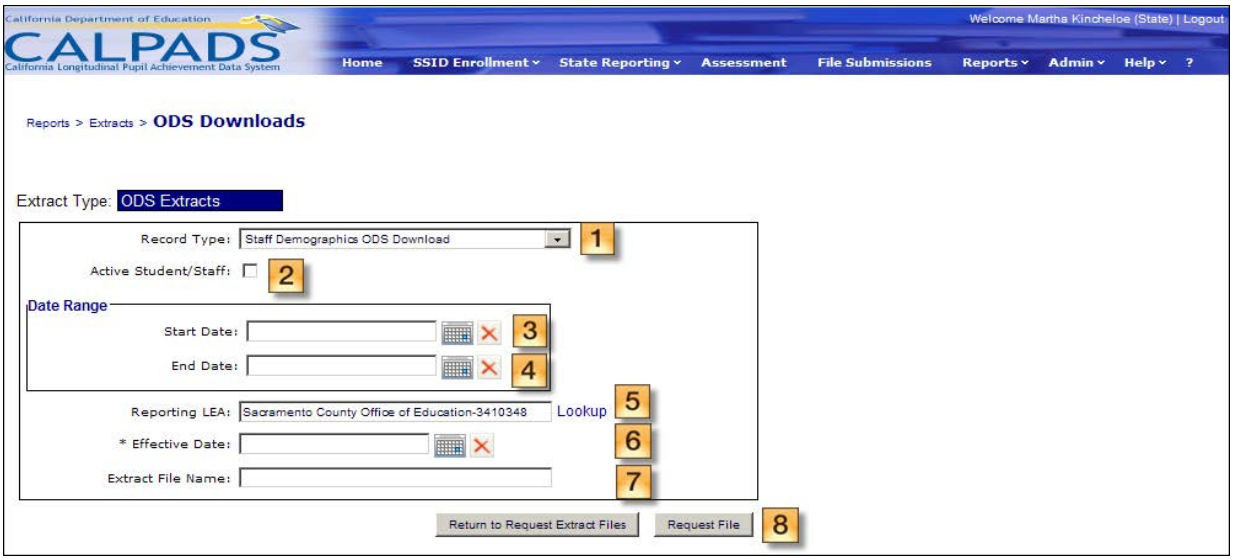
Instructions Table 14-9: Request ODS Extract - Student Program

Step by Step Screen Instructions		Special Instructions
1	Select the **Record Type** of the ODS Download – Student Program ODS Download	All CALPADS Record Types are available to download
2	Check the checkbox to only include **Active Student/Staff** in the requested file	Actively enrolled student has Student School Exit Date that is blank or on or after the specified date
3	Specify the **Date Range** of the students with Enrollment records to include in the file. Enter the **Start Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Program records of students with enrollments active for any period within the date range specified will be included in the file

Step by Step Screen Instructions		Special Instructions
4	Specify the **Date Range** of the students with Enrollment records to include in the file. Enter the **End Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Program records of students with enrollments active for any period within the date range specified will be included in the file
5	The **Reporting LEA** field will default to the user's LEA.	
6	To download a file for a particular **School**, select one or more schools from the dropdown list.	To select more than one school, hold the *CTRL* key while clicking schools in the dropdown list to select them. If you make a mistake and want to un-select a school, click it again.
7	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	
8	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated

Optional Functions	
Return to Request Extract Files **Return to Request Extract Files** Button	Select to return to the "Extracts" page

Screen 14-11: Request ODS Extract - Staff Demographics

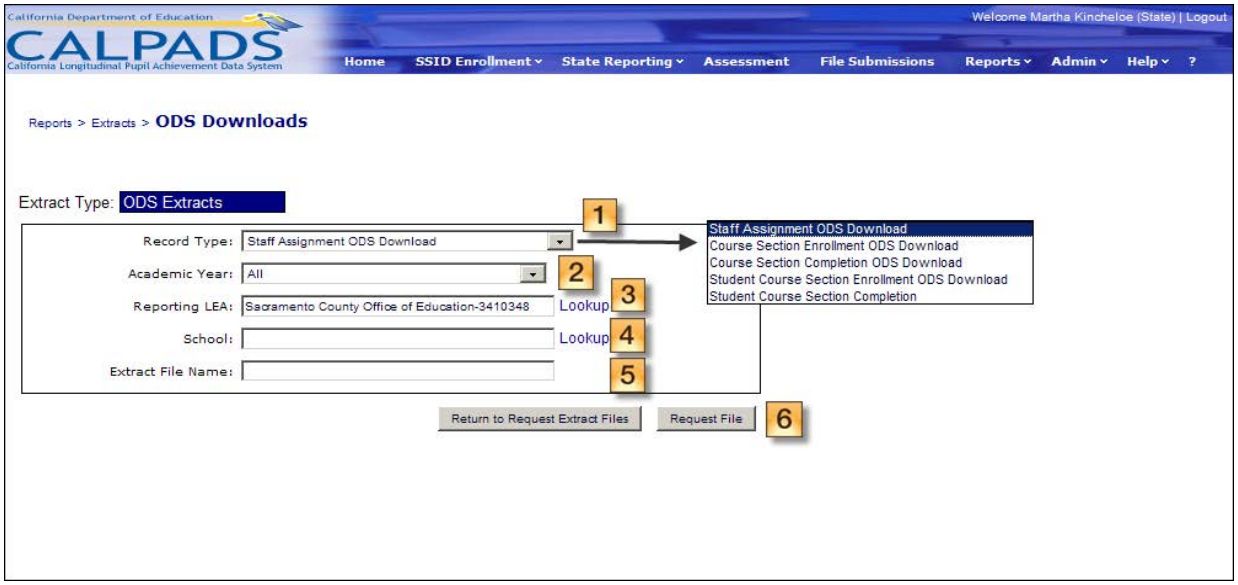


Instructions Table 14-10: Request ODS Extract - Staff Demographics

Step by Step Screen Instructions		Special Instructions
1	Select the **Record Type** of the ODS Download – Staff Demographics ODS Download	All CALPADS Record Types are available to download
2	Check the checkbox to only include **Active Staff** in the requested file	Staff with Staff Employment End Date that is blank, or on or after the specified date
3	Specify the **Date Range** of the staff employed during the specified range to include in the file. Enter the **Start Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Staff employed for any period within the date range specified will be included in the file (based on Staff Employment Start Date and Staff Employment End Date)
4	Specify the **Date Range** of the staff employed during the specified range to include in the file. Enter the **End Date** in the MM/DD/YYYY format or select a date using the Calendar Tool	Staff employed for any period within the date range specified will be included in the file (based on Staff Employment Start Date and Staff Employment End Date)
5	The **Reporting LEA** field will default to the user's LEA.	
6	To download a file for a particular **School**, select one or more schools from the dropdown list.	To select more than one school, hold the *CTRL* key while clicking schools in the dropdown list to select them. If you make a mistake and want to un-select a school, click it again.
7	Specify an **Effective Date** for the Staff Demographics records to include in the extract	The SDEM record active on the Effective Date will be included for staff employed during the Date Range specified in (3) and (4) above
8	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	
9	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated

Optional Functions	
Return to Request Extract Files **Return to Request Extract Files** Button	Select to return to the "Extracts" page

Screen 14-12: Request ODS Extract - Staff Assignment, Course, Discipline & Waivers



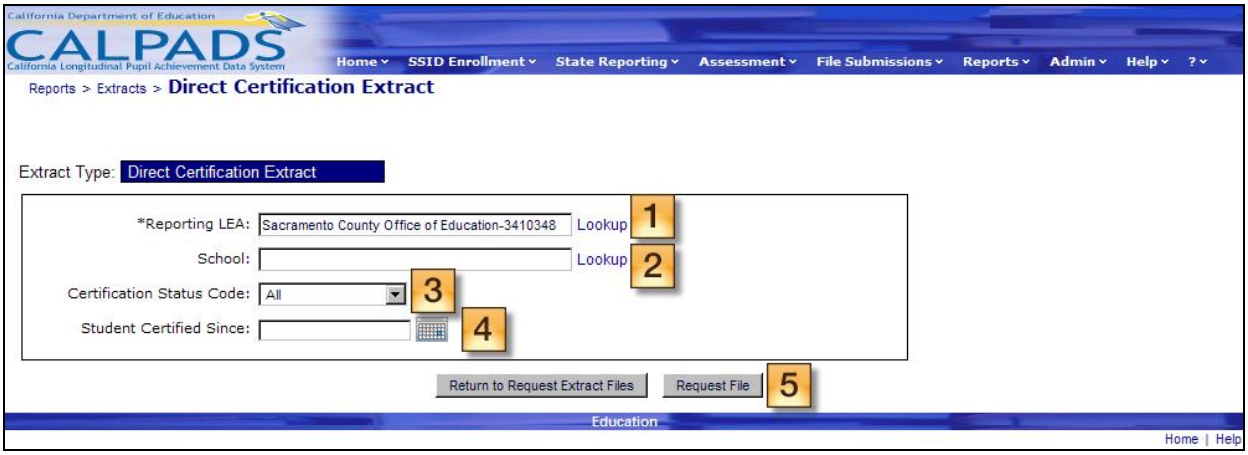
Instructions Table 14-11: Request ODS Extract - Staff Assignment ,Course, Discipline & Waivers

Step by Step Screen Instructions		Special Instructions
1	Select the **Record Type** of the ODS Download using the dropdown list. Possible selections are: ▪ Staff Assignment ▪ Course Section Enrollment ▪ Course Section Completion ▪ Student Course Section Enrollment ▪ Student Course Section Completion ▪ Student Discipline ▪ Student Waivers	All CALPADS Record Types are available to download
2	Select the **Academic Year** of the records to include	
3	The **Reporting LEA** field will default to the user's LEA	
4	To download a file for a particular **School**, select one or more schools from the dropdown list	To select more than one school, hold the *CTRL* key while clicking schools in the dropdown list to select them. If you make a mistake and want to un-select a school, click it again.
5	Enter a unique **Extract File Name** to provide a *customized* name to the extracted file	
6	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated

Optional Functions	

Return to Request Extract Files **Return to Request Extract Files** Button	Select to return to the “Extracts” page

Screen 14-13: Request Direct Certification Extract



Instructions Table 14-12: Request Direct Certification Extract

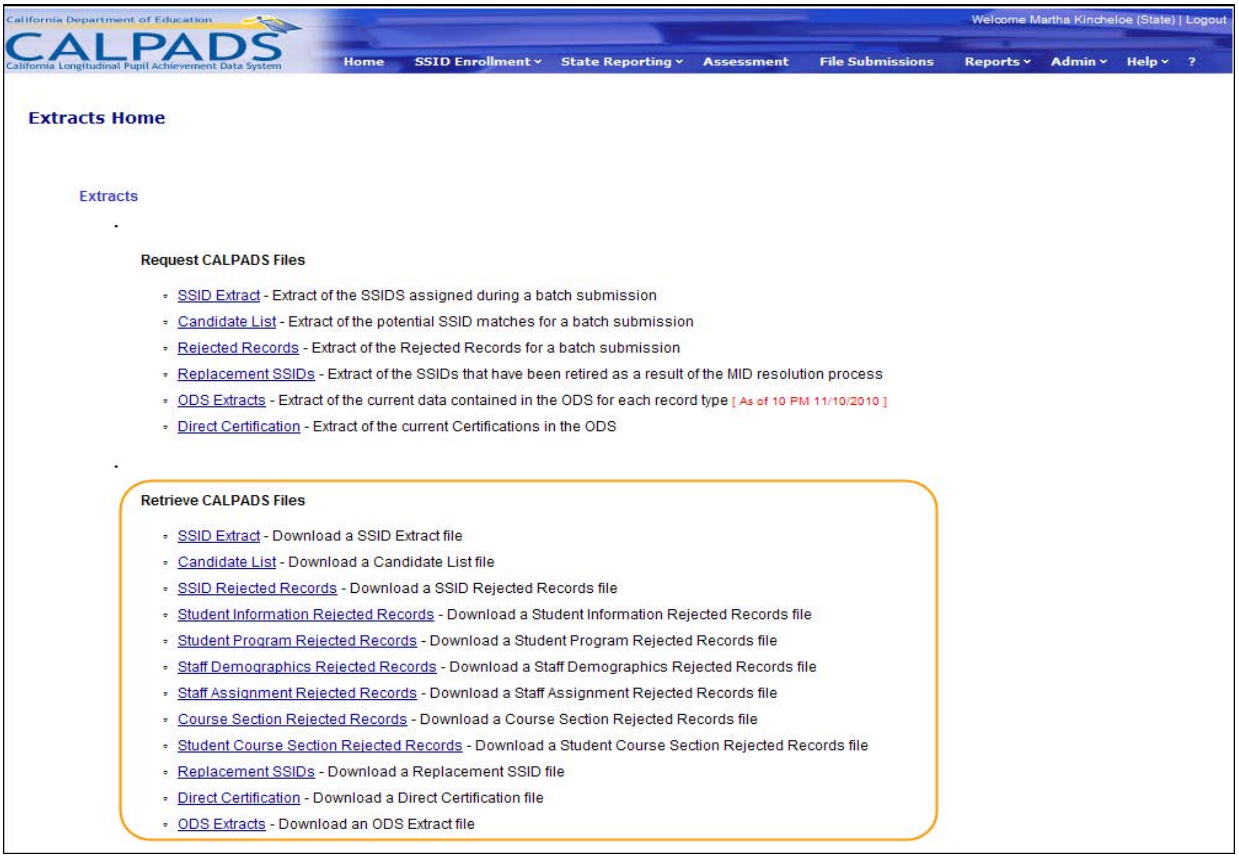
Step by Step Screen Instructions		Special Instructions
1	The **Reporting LEA** field will default to the user’s LEA	
2	To download a file for a particular **School**, select one or more schools from the dropdown list	To select more than one school, hold the *CTRL* key while clicking schools in the dropdown list to select them. If you make a mistake and want to un-select a school, click it again.
3	Select a **Certification Status Code** to include all students with a particular status. Possible values include: ▪ C- Certified ▪ A- Invalid Address ▪ N- Not Certified	
4	Use the **Student Certified Since** filter to include students on or after a specified date. Enter a date in the MM/DD/YYYY format or select a date using the calendar tool	The date must be within the current Academic Year
5	Select the **Request File** button to submit the request	If successfully submitted, the request will be placed in the queue to be generated
Optional Functions		

Optional Functions	
Return to Request Extract Files **Return to Request Extract Files** Button	Select to return to the “Extracts” page

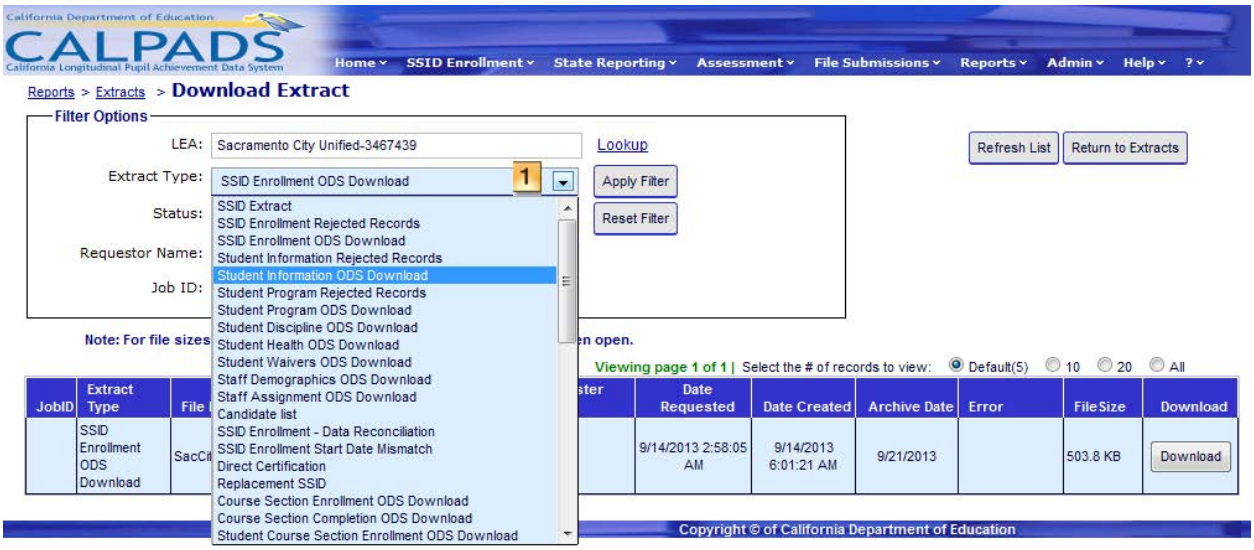
14.6.2 Retrieve CALPADS Files

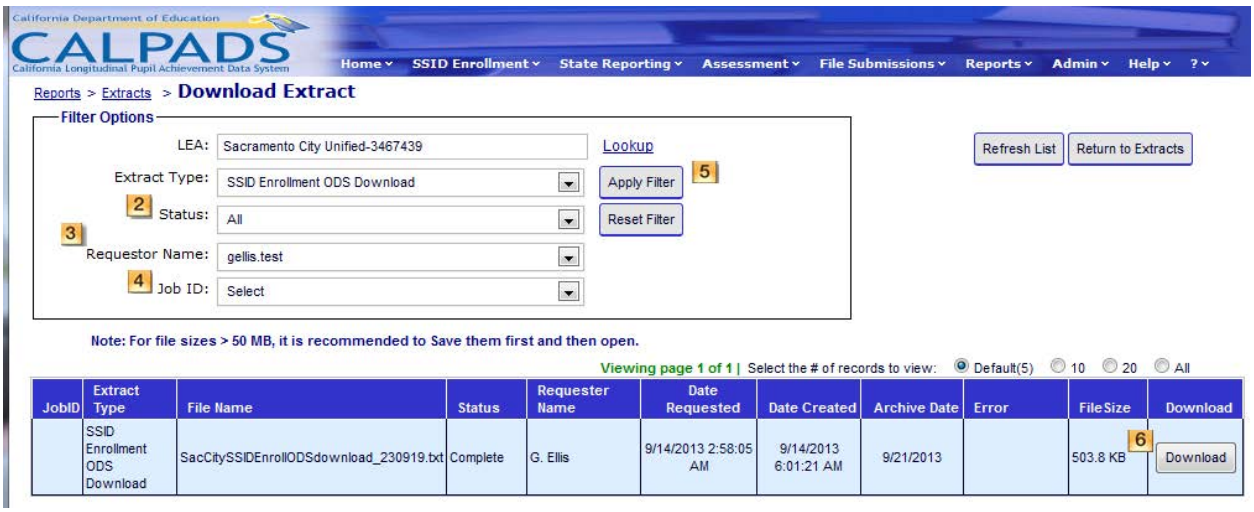
Once an extract request has been submitted, the user may navigate to the “Download Extract” page to view the status of the file and download the file when ready. The “Download Extract” page is accessible through all links listed under “Retrieve CALPADS Files” through the “Extracts” page available from the **Reports** tab.

Screen 14-14: Retrieve CALPADS Files



Screen 14-15: Download Extract





Instructions Table 14-13: Download Extract

Step by Step Screen Instructions		Special Instructions
1	The **Extract Type** will default to the type selected by the user on the "Extracts" page. To view a different extract type or all extracts, select a value from the dropdown list	
2	Select to view extracts with a particular **Status**	A status of "Complete" indicates that the file is ready to be downloaded
3	The **Requestor's Name** will show by default.	
4	Select the **Job ID** of the retrieved file.	
5	Apply Filter Reset Filter **Apply Filter** Button; **Reset Filter** Button	If **Apply Filter** is selected, the system will begin a search based on the filter criteria that have been entered. If **Reset Filter** is selected, the system will reset all filter options to their default values.
6	If a file is ready to be downloaded, a **Download** button will appear to the right of the listed file. Select the button to open or save the file	The **Download** button is only available for 2 weeks. If the button becomes unavailable, request a new Extract

Optional Functions	
Return to Extracts **Return Extracts** Button	Select to return to the "Extracts" page
Refresh List **Refresh List** Button	Select to refresh the screen and Status of the files

15. References

The following documents provide additional information regarding the operation and data submission requirements of CALPADS:

- CALPADS File Specifications

  This document provides detailed information about the input files that are used to batch load data into CALPADS.

  This document is available through the CDE website on the CALPADS System Documentation Web page: http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp

- CALPADS / LEA Operations Manual

  This document is a guide to CALPADS administration functions.

  This document is available through the CALPADS portal. When logged in to CALPADS, go to: Help > LEA Operations Manual

- CALPADS Data Guide

  The CALPADS Data Guide provides information for LEAs regarding the data to be submitted to CALPADS. Information in the guide includes guidelines regarding how LEAs should prepare for each submission, as well as information regarding how given data are used.

  This document is available through the CDE website on the CALPADS System Documentation Web page: http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp

- CALPADS SSID and Enrollment Procedures

  The CALPADS SSID and Enrollment Procedures document provides LEA staff with information about the business rules regarding obtaining Statewide Student Identifiers (SSIDs) for enrolled students, and the document contains information for LEAs regarding the submission and maintenance of student school enrollment and exit data.

  This document is available through the CDE website on the CALPADS System Documentation Web page: http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp

16. Contact and Support

For questions or suggestions, please contact:

CALPADS Service Desk

Phone:

- (916) 325 - 9210

Email:

- CALPADS-SUPPORT@cde.ca.gov

17. Glossary

17.1 Accountability Subgroup Data

Accountability subgroups are determined in CALPADS based on Student Information (SINF) data and Student Program (SPRG) data. The following rules indicate which SINF and SPRG records are used to obtain the data.

- In a report that selects students **based on an "As of" date parameter** (e.g. 1.1 Enrollment – Primary Status By Subgroup), a student who meets the criteria for inclusion in the report is included in an accountability subgroup as follows:
    - If SINF data is used to qualify a student for a subgroup, the qualifying data must be present in the SINF **effective on the "As of" date** of the report
    - If SPRG data is used to qualify a student for a subgroup, the qualifying data must be present in the SPRG **for the school being reported** that was **effective on the "As of" date** of the report
- In a report that selects students based on **exits during the date range specified for the Dropout/Graduate (D/G) Reporting Cycle** (e.g. 1.6 Graduates and Dropouts by Subgroup), a student who meets the criteria for inclusion in the report is included in an accountability subgroup as follows:
    - If SINF data is used to qualify a student for a subgroup, the qualifying data must be present in the SINF **effective on the Dropout or Graduate exit date**
    - If SPRG data is used to qualify a student for a subgroup, the qualifying data can be present in any SPRG record that ***was effective (i.e. on any date) during the D/G Cycle, regardless of whether the record is owned by the school being reported***

* In a report that selects students **based on a qualifying enrollment** (e.g. Open with Enrollment Status = x and Grade Level = xxx) **at any time during a Report Period (e.g. EOY Data Collections)**, a student who meets the criteria for inclusion in the report is included in an accountability subgroup as follows:
    - If SINF data is used to qualify a student for a subgroup, the qualifying data must be present in the most recent SINF record **effective during the most recent qualifying enrollment** during the Report Period **at the school being reported**
    - If SPRG data is used to qualify a student for a subgroup, the qualifying data must be present in the most recent SPRG during **the most recent qualifying enrollment** during the Report Period **at the school being reported**, regardless of Education Program Membership Code

The data used to qualify an SSID for each Accountability Subgroup is indicated below according to the date used in the report that is presenting the subgroups.

Data Used to Qualify an SSID for an Accountability Subgroup

Subgroup	"As of" Date	D/G Cycle	Report Period
English Learners	SELA effective on "As of" Date	SELA effective on D/G exit date	Most recent SELA effective during most recent qualifying enrollment
Title III Eligible Immigrants	SINF effective on "As of" Date	SINF effective on D/G exit date	Most recent SINF effective during most recent qualifying enrollment
Limited English Proficient	SELA effective on "As of" Date	SELA effective on D/G exit date	Most recent SELA effective during most recent qualifying enrollment
Socio-Economically Disadvantaged – if Parent/Guardian Highest Education Level used	SINF effective on "As of" Date	SINF effective on D/G exit date	Most recent SINF effective during most recent qualifying enrollment
Special Education (144)	SPRG effective on "As of" Date	SPRG effective any time/school in D/G Cycle	Most recent SPRG effective during most recent qualifying enrollment
Title 1 Part C Migrant (135)	SPRG effective on "As of" Date	SPRG effective any time/school in D/G Cycle	Most recent SPRG effective during most recent qualifying enrollment
Gifted and Talented Education (127)	SPRG effective on "As of" Date	SPRG effective any time/school in D/G Cycle	Most recent SPRG effective during most recent qualifying enrollment
Socio-Economically Disadvantaged – if Free or Reduced Price Meal Program (175) or Free Meal Program (181) or Reduced Meal Program (182) data used	SPRG effective on "As of" Date	SPRG effective any time/school in D/G Cycle	Most recent SPRG effective during most recent qualifying enrollment

To be reported in an accountability subgroup, a student must meet the data criteria listed below for the subgroup.

17.1.1 English Learner Subgroup

This accountability subgroup includes students who are designated as an English Learner (EL). To be reported as EL in CALPADS, a student must meet the following criteria:

- English Language Acquisition Status Code = EL
- K-12 (KN, 01-12, UE, and US)

See Glossary section English Language Acquisition for additional criteria depending on what report is being run (the EL status is *date sensitive* based on several records).

17.1.2 Gifted and Talented Education (GATE) Subgroup

This accountability subgroup includes students who are eligible for or participating in the Gifted and Talented program. To be reported as GATE in CALPADS, a student must meet the following criteria:

- Education Program Code = 127 (Gifted and Talented Education)

- Education Program Membership Code = 1 or 3 (Eligible or Participating)

17.1.3 Limited English Proficient (LEP) Subgroup

This accountability subgroup includes students designated as English Learners (EL).

17.1.4 Socio-Economically Disadvantaged Subgroup

This accountability subgroup includes students who are eligible for or participating in the Free or Reduced-Price Meal Program, or whose parent/guardian is not a high school graduate. To be reported as Socio-economically Disadvantaged in CALPADS, a student who is either primary (10) or short-term enrolled (Field 1.24 = 10 or 30) must meet ***one*** of the following criteria:

- Parent/Guardian Highest Education Level Code = 14 (Not a High School Graduate) from most recent SPRG record based on effective date

  or

- Education Program Code (Field 3.13) is on or before 6/30/12 = 175 - Free or Reduced Price Meal Program or Education Program Code (Field 3.13) is on or after 7/01/12 = 181 – Free Meal Program or 182 – Reduced-Price Meal Program

  and

  Education Program Membership Code = 1 or 3 (Eligible or Participating) from most recent SPRG record within the current academic year (7/1 – 6/30) based on Education Program Membership Start Date

17.1.5 Special Education Subgroup

This accountability subgroup includes students who are eligible for, or participating in, the Special Education program. To be reported as Special Education in CALPADS, a student must meet the following criteria:

- Education Program Code = 144 (Special Education)
- Education Program Membership Code = 1 or 3 (Eligible or Participating)

17.1.6 Title I Part C Migrant Subgroup

This accountability subgroup includes students who are eligible for, or participating in, the Migrant Program. To be reported as Migrant in CALPADS, a student must meet the following criteria:

- Education Program Code = 135 (Title I Part C Migrant)
- Education Program Membership Code = 1 or 3 (Eligible or Participating)

17.1.7 Title III Eligible Immigrants Subgroup

This accountability subgroup includes students who (a) are aged three through twenty-one; (b) are enrolled in any public or private elementary or secondary school; (c) were not born in any of the 50 United States (including Washington, D.C.), or Puerto Rico; and (d) have not been attending any one or more schools in the United States for more than three full school years cumulative. To be reported as an Eligible Immigrant in CALPADS, a student must meet the following criteria:

- Enrolled in US School Less Than Three Cumulative Years Indicator = Y

- Student Birth Country Code not = US (United States) or Puerto Rico
- Enrollment Status Code = 10 (Primary)
- Student Age* = 3-21 (inclusive)
- Grade Level Code not = AD (Adult)

*Student Age is calculated using the current date for current year processing. For prior year processing the date of census day for the selected prior year is used.

17.2 Local Control Funding Formula (LCFF)

One of the key elements of the new funding formula is the identification of certain disadvantaged student populations in the calculation of funding amounts to local educational agencies (LEAs). Specifically, the LCFF includes supplemental and concentration grants for disadvantaged students. Disadvantaged students are those classified as English Learners (ELs), students who are eligible to receive a Free or Reduced Price Meal (FRPM), students identified as Foster Youth, or any combination of these factors (unduplicated count). California Longitudinal Pupil Achievement Data System (CALPADS) data will provide the basis for determining the unduplicated count of these student populations.

Disadvantaged Student Data in CALPADS

Under the Local Control Funding Formula (LCFF), disadvantaged students are those students enrolled on fall Census Day, the first Wednesday in October, who are identified as one or more of the following:

- English Learner
- FRPM eligible
- Foster Youth

English Learner (EL): Any student recorded in CALPADS as enrolled on Census Day with an English Language Acquisition Status (ELAS) of “EL” will be counted for LCFF purposes.

If you have previously submitted an ELAS of “to be determined” (TBD) for new students, it will be important that you update those TBD statuses for students once the statuses are known. If you determine a student’s ELAS to be EL after Census Day, but prior to the close of the Fall 1 amendment window, you may update the student’s EL status with a start date equal to the student’s enrollment in your LEA.

FRPM Eligible Student: Any student that meets the federal income eligibility criteria or is deemed to be categorically eligible for Free or Reduced Price Meals (FRPM) under the National School Lunch Program (NSLP) will be counted as FRPM-eligible. Based on these criteria, the following students are considered FRPM-eligible:

Students meeting NSLP income criteria as documented by an NSLP application form on file;
Students identified by the LEA to meet the same household income eligibility criteria required by the NSLP; and
Students categorically eligible for FRPM, including:

- Migrant students
- Homeless students
- Foster students

Students directly certified as eligible for free meals based on the state-administered automatic match with California’s CalFresh (formerly Food Stamp) and CalWORKS program data.

Foster Youth: The CDE plans to identify, for each LEA, foster students enrolled in their schools on Census Day based on a match with statewide foster data maintained by the California Department of Social Services (CDSS). LEAs will not have to submit any records to CALPADS identifying these students as foster youth.

Except for students directly certified and foster students identified through a match with the California Department of Social Services, LEAs must submit the appropriate student information (SINF) and/or student program (SPRG) records to CALPADS in order for the students to be counted as FRPM-eligible.

17.3 Course Data

17.3.1 Class

A class is a group of students in one or more course sections being taught by one or more teachers in the same room at the same place.

A Class ID allows multiple course sections to be counted as one class for class size analysis and enrollment reporting. It is a unique identifier, assigned to one or more course sections by the LEA or school submitting the data. Since the submission of course data occurs at the course section level, not the class level, the class ID assigned to a course section enables the identification of a unique class within the data submission.

The Class ID must be unique within a school for the Academic Year. See CALPADS File Specifications for a definition of Class ID (Field 9.18). Following are guidelines for assigning the Class ID to represent a class.

A class should not …

- have a duplicated SSID in course sections that have the same *Content Area*

A class can …

- have course sections that map to multiple State Course Codes
- have multiple or varying Academic Terms
- duplicate course/course section combinations (CRS-Local Course ID/Course Section ID) if there are different SEIDs and the multiple teacher code is populated (i.e. team teaching/job sharing)

Reporting by Class ID generally presents information such as numbers of classes, average class size, and class enrollment. The reports present data by State Course Code or Content Area Category.

Classes are not reported by course section attributes that can vary within a Class ID, such as non-standard instructional level, Education Service provided, Language of Instruction, Instructional Strategy, Independent Study Indicator, Distance Learning Indicator, Education Program Funding Source Code, HQT Competency Code, Academic Term, etc. While these attributes may be presented on a report for the course sections within a Class ID, aggregating information by these attributes occurs in reports that are organized to present data at the course section level, not at the Class level.

When counting enrollment, if an SSID repeats within a Class ID, the SSID is counted only once. For example, if an SSID appears in multiple student course section records with the same Class

ID, the student is counted as one enrollment for the Class, even though the student has multiple records.

When counting classes by *Content Area*, if the course sections within a Class ID map to different Content Area Categories (see *Content Area*), the Class ID is reported as a class in a category called "Multiple." For example, if two course section records have the same Class ID (i.e. they are a class), however the state course code for one maps to a Science content area and the state course code of the other maps to an English content area, the class cannot be reported for both content areas. Therefore it is reported in a content area called “Multiple.”

If an SSID repeats in more than one Class ID within a Content Area, the SSID is counted in enrollment in each Class ID. For example, if two student course section records are submitted for an SSID with state course codes that map to the same Content Area, the student is counted in enrollment in both course sections within the Content Area, as long as the Class IDs for the course sections are different. In other words, they are two separate classes and the student should be counted in enrollment in each class, thereby contributing twice to the total enrollment of the Content Area.

17.3.2 Content Area

Many CALPADS reports display summary level information about courses by their content area category, which groups together course sections with similar content. The content area for a course section is determined by the State Course Code assigned to it. The CALPADS Valid Code Combination document, located on the CALPADS website, maps each state course code to the content area in which it will be reported.

17.3.3 Course Section Enrollment

A student who has a Student Course Section (SCSE) record that is associated to (i.e. with the same Course Section ID) a Course Section (CRSE) record with an Academic Term.

If a student has multiple Student Course Section (SCSE) records associated with the same Course Section (CRSE), the student is counted in each course section.

17.3.4 NCLB Compliant Course Section

An NCLB compliant course section is a course section designated as an NCLB core course that is being taught by a highly qualified teacher. A course section is compliant if:

- CRS-NCLB Core Course Instructional Level Code = E (Elementary Core) or S (Secondary Core)

  and

  HQT Competency Code not = N (Not Highly Qualified)

  and

  Distance Learning Indicator not = “Y”.

When counting NCLB Compliant Course Sections, if more than one teacher is teaching a course section and one or more of the teachers are qualified (HQT Competency Code not = N), then the course section is considered as NCLB compliant.

17.4 Dropouts - Count

Dropouts are counted in the current Reporting Year for the Previous Academic Year. The count includes students who dropped out from the previous year and students who failed to show up for the previous year. The count is based on the Reporting Calendar for the Fall 1 Annual Enrollment Update snapshot. The Fall 1 calendar specifies the From and Through dates (i.e. *Dropout Reporting Cycle*, *No Show Reporting Cycle, and Lost Transfer Reporting Cycle* defined below) used to evaluate student exits to determine if a student is a dropout.

There are two views of the Dropout Count:

- LEA View: The LEA View of the Dropout Count is the count of students who are reported by the LEA as possible Dropouts, based on information that the LEA maintains. Therefore the LEA View reports students who do not have a re-enrollment in the LEA before Census Day of the Reporting Year (i.e. during the *Enrollment Reporting Cycle* defined below). These students are candidates for designation as a dropout in the State View.

- State View: The State View of the Dropout Count is the count of students reported by CDE as dropouts. In the State View, the Dropout Count reported by an LEA is reconciled through cross-district analysis to determine if the student has re-enrolled in another LEA before Census Day (i.e. during the *Enrollment Reporting Cycle* defined below). The State View of dropouts continues to evaluate an LEA's dropout data after it has been certified. Therefore, the state level count reflects analysis of statewide data that continues to change until all LEAs have certified their data.

Dropout Reporting Cycle

The time period used to identify Other Dropout Student School Exit Reason Codes which are examined to determine if a qualified re-enrollment has occurred during the Report Period or if student is reported as an *Other Dropout*. (See section Dropouts-LEA View Data) The cycle = August 16 of the Academic Year one year before the selected Academic Year (i.e. Reporting Year) to August 15 of the selected Academic Year (i.e. Reporting Year).

Enrollment Reporting Cycle

The time period used to determine if a student who exited as a dropout re-enrolled, thereby eliminating the student from the Dropout Count. The cycle = the first date in the *Dropout/Graduate Reporting Cycle* through *Census Day* of the selected Academic Year (i.e. Reporting Year). (See section General Data for *Census Day*)

No Show Reporting Cycle

The time period used to identify No Show - dropouts which are examined to determine if a qualified re-enrollment has occurred during the Report Period or if student is reported as a No Show Dropout.

The No Show Reporting Cycle is the May 15 - August 15 preceding the start of the Dropout Reporting Cycle.

The cycle for No Shows spans two Academic Years and starts May 15 during the Academic Year two years prior to the selected Academic Year (i.e. Reporting Year) to August 15 of the Academic Year one year one two years before the selected Academic Year (i.e. Reporting Year).

17.5 Dropouts – LEA View Data

LEAs report dropout counts in the following categories: “Dropouts-Other” and “Dropouts-Same School No Show”.

To be identified as a dropout, a student must meet all of the following general criteria:

1) Enrollment Status Code = Primary

2) Grade = 7, 8, 9, 10, 11, 12 or US

3) Exited as either an Other Dropout or a No Show Same School Dropout

Additional criteria must be met to determine the category for reporting: Other Dropout or No Show Dropout. These criteria are listed below.

17.5.1 Dropouts - Other

Other Dropouts are students who were enrolled at some time during the school year prior to the school year in which dropouts are being reported, and who either left school without completing the prior school year successfully and did not begin attending the next school year by Census Day or who completed the prior school year with a completion status (see Exit Reason Code below) that indicated the student would not be returning.

To be reported as an *Other Dropout* in CALPADS, a student must meet the following additional criteria:

- Student School Exit Date = a date included in the *Dropout Reporting Cycle* for the Reporting Year (See section Dropouts-Count)
- Student Exit Reason Code = one of the following:
  - E140 (NoKnownEnroll)
  - E300 (ExpelNoKnownEnroll)
  - E400 (Other)
  - T270 (TransDropAdult)
  - T380 (TransInstNoHSDip)
  - E230 (CompleterExit) with School Completion Status = one of the following:
    - 104 (Completed all local and state graduation requirements, failed CAHSEE)
    - 360 (Completed grade 12 without completing graduation requirements–not grad)

17.5.2 Dropouts - Same School No Show

Same School No Show Dropouts are students who were expected to return to the same school after a summer break following the end of a school year and do not “show up” when school resumes the following school year, did not attend school that next school year, and did not enroll by Census Day of the following school year **in the same LEA**. They are counted for the school posting the No Show exit for the school year in which they failed to enroll. To be reported in the *Same School No Show Dropout* category in CALPADS, a student must meet the following additional criteria:

- Student School Exit Date = a date included in the *No Show Reporting Cycle* for the Reporting Year (See section Dropouts-Count)
- Student Exit Reason Code = the following:
  - N420 (No Show Same School)

17.6 Dropouts – State View Data

The dropout count reported by an LEA is reconciled by CDE through continued cross-district analysis of student enrollments. The state level view of dropouts continues to evaluate an LEA's dropout data after it has been certified. Therefore, the state level count reflects analysis of statewide data that continues to change until all LEAs have certified their data. The following types of analysis can result in adjusted LEA dropout counts at the state level.

The analysis looks for *Re-enrolled Dropouts* and *Lost Transfer Dropouts*.

17.6.1 Dropouts - Re-Enrolled

A *Re-enrolled Dropout* is a student reported as a dropout by a school district who was subsequently enrolled by Census Day **(in the same or another LEA).** If a *Re-enrolled Dropout* is found, the Dropout Count remains for the LEA/school that recorded the dropout. However, this student will not be counted as a dropout in the statewide report.

To be identified as a Re-Enrolled Dropout, a student must meet the following criteria:

- Exited as a Dropout (see definitions in section Dropouts-LEA View Data)
- A subsequent Student School Start Date (with Enrollment Status Code = Primary or Short-term) is found that is > the Dropout's Student School Exit Date and <= Census Day of the Reporting Year (i.e. during *Enrollment Reporting Cycle*. See section Dropouts-Count)

17.6.2 Dropouts - Lost Transfer

A *Lost Transfer Dropout* is a student who was reported by an LEA as having transferred to another California public school or school district, but who could not be found subsequently enrolled in a California public school district on or before Census Day of the Reporting Year. If a *Lost Transfer Dropout* is found, the Dropout Count is increased for the LEA/school that recorded the transfer to reflect the fact that the student did not re-enroll. On reports that list types of Dropouts, a *Lost Transfer Dropout* is reported as an "Other Dropout". (See sections Dropouts-Count and Dropouts-LEA View Data).

To be identified as a *Lost Transfer Dropout*, a student must meet all of the following specific criteria:

- Student School Exit Date = a date included in the *Lost Transfer Reporting Cycle* for the Reporting Year (See section Dropouts-Count)
- Student Exit Reason Code = one of the following:
  - T160 (Transferred to another CA public school)
  - T165 (Transferred to another CA public school due to disciplinary reasons)
  - T167 (Referred by school and/or school district to withdraw from/leave school for non-disciplinary reasons)
  - E155 - YearEndEnrollmentExit
  - E150 - Mid-year update (E150 is not likely to be counted as a Dropout since a fatal CVR for Fall 1 will prevent leaving an E150 without a subsequent enrollment)
- Enrollment Status Code = Primary or Short-term
- Grade = 7, 8, 9, 10, 11, 12 or US

- No Student School Start Date (with Enrollment Status Code = Primary or Short-term) is found that is > the Transfer's Student School Exit Date and <= the Census day of the Reporting Year (i.e. during *Enrollment Reporting Cycle*. See section Dropouts-Count

17.7 End of Year Data

17.7.1 At Risk School – At Risk of Becoming Persistently Dangerous

A California public elementary or secondary school that is considered to be “At Risk of Becoming Persistently Dangerous”, as determined by the number of student expulsions in an academic year, as compared to the school's Fall 1 certified Primary Enrollment Count (LEA view) for that year.

The following criteria are used to determine if a school is considered to be *At Risk of Becoming Persistently Dangerous:*

- For a school of fewer than 300 enrolled students (per the school's Fall 1 certified Primary Enrollment Count for the academic year - LEA view) the number of student expulsions in that academic year for any of the California Education Code violations delineated as a Persistently Dangerous Offense, is greater than three.
- For a larger school (per the school's Fall 1 certified Primary Enrollment Count for the academic year - LEA view) the number of student expulsions in that academic year for any of the Persistently Dangerous Offense California Education Code violations is greater than one per 100 enrolled students or a fraction thereof.

17.7.2 Career Technical Education (CTE) Completer

A student who has a Student Career Technical Education (SCTE) record where the CTE Pathway Code (Field 11.13) is not blank and the CTE Pathway Completion Academic Year ID (Field 11.14) is equal to the Reporting Year. A student is only considered a completer in the Academic Year specified in the CTE Pathway Completion Academic Year ID (Field 11.14) and at the school where the student is Primarily Enrolled at the time within the Reporting Year that contains the CTE Pathway Completion Academic Year ID (Field 11.14) is effective.

To be identified as a *CTE Completer*, a student must meet the following criteria:

- Enrollment Status Code (Field 1.24) = 10 (Primary) or 20 (Secondary) or 30 (Short-Term Enrollment)
- Enrollment Period (Student School Start Date (Field 1.23) through Student School Exit Date (Field 1.26)) at the School of Attendance overlaps the Reporting Year of the SCTE record that includes a unique CTE Pathway Code (Field 11.13) for the student and the CTE Pathway Completion Academic Year ID (Field 11.14) equals the Reporting Year
- Grade Level Code (Field 2.32) = 07-12, US

A student can be counted as a CTE Completer in more than one school within an LEA based on the above criteria and if a student completes the same pathway or multiple pathways at more than 1 school during a Report Year where they are primarily enrolled, the student is counted as a completer for each school.

17.7.3 Career Technical Education (CTE) Concentrator

A student who has a Student Career Technical Education (SCTE) record where the CTE Pathway Code (Field 11.13) is not blank. Student is not necessarily a CTE Completer at that school to be considered a CTE Concentrator.

To be identified as a *CTE Concentrator*, a student must meet the following criteria:

- Enrollment Status Code (Field 1.24) = 10 (Primary) or 20 (Secondary) or 30 (Short-Term Enrollment)
- Enrollment Period (Student School Start Date (Field 1.23) through Student School Exit Date (Field 1.26)) at the School of Attendance overlaps the Reporting Year of the SCTE that includes a CTE Pathway Code (Field 11.13)
- Grade Level Code (Field 2.32) = 07-12, US

17.7.4 Career Technical Education (CTE) Course

A course designated as Career Technical Education by the assigned State Course Code or designated by the Course Content Code as "Career Technical Education."

17.7.5 Career Technical Education (CTE) Non-Concentrator

A student (in grades 7-12, and ungraded secondary) who completed taking a Career Technical Education (CTE) course at a school during the Report Period and does not have a designated CTE Pathway (no SCTE record has been submitted).

To be identified as a *CTE Non-Concentrator* a student must meet the following criteria:

- Enrollment Status Code (Field 1.24) = 10, 20, or 30
- Grade Level Code (Field 2.32) = 07-12, US
- CTE Pathway Code (Field 11.13) in every selected SCTE = Null

17.7.6 Career Technical Education (CTE) Participant

Student identified as either a CTE Concentrator or a CTE Non-Concentrator.

17.7.7 Career Technical Education (CTE) Tech Prep

A course designated by the LEA as a CTE Tech Prep Course in CRS-CTE Technical Preparation Course Indicator

To be identified as a *CTE Tech Prep* a student must meet the following criteria:

- CTE Technical Preparation Course Indicator (Field 9.12) = Y in CRSE record(s).

17.7.8 Course Section Completion

A student who has a Student Course Section Completion (SCSC) record for a specified Course Section based on a unique combination of School of Course Delivery (10.05), Academic Year ID (10.06), SSID, Local Course ID (10.13), and Course Section ID (10.14), and Academic Term Code (10.15).

If a student has multiple SCSC records associated with the same School of Course Delivery, Academic Year, and Local Course ID, the student is only count once in the Course.

17.7.9 Educational Options

An "educational options" participant student is one who has completed one or more Educational Options Courses in the Report Period. Additionally, Educational Options participants include those students who are participating in the Opportunity or California Partnership Academy programs.

To be identified as an *Educational Options Participant* a student must meet the following criteria:

- Student in Educational Options Course OR
- Student with Student Program records (SPRG) where Education Program Code (Field 3.13) equals either 108 (Opportunity Program) or 113 (California Partnership Academy)

  And Education Program Membership Code (Field 3.14) = 3 (Participating)

17.7.10 Incident Most Severe Offense

An indicator of whether or not a particular offense committed by a specific student during an incident has the highest severity as compared to any other offenses that occurred in the same incident. If Student Offense Code (Field 4.15) = Incident Most Severe Offense Code (Field 4.16), then Incident Most Severe Offense Indicator = "Y"

17.8 General Data

17.8.1 Census Day

A day within the Academic Year on which an official count is taken. There are two census days, one for Fall data collections and one for Spring data collections.

- The Fall Census Day is the first Wednesday in October

- The Spring Census Day (for submission years prior to Academic Year 2013-2014) is the closest open school day on or before March 1st.

17.8.2 Open Enrollment

An open enrollment is a student school enrollment that has not been exited as of a specified point in time. The last possible enrollment date in a student's enrollment is the date on which the exit is posted.

For a date range (e.g., Report Period), the specified date equals any date within the From and Through dates (inclusive) of the date range. If the enrollment is considered open for any of the dates within the date range, the enrollment is considered an Open Enrollment for the date range.

If a student is exited with Student Exit Reason Code = N470 (NoShowOther), the enrollment is not considered Open. The student never enrolled. This exit category is posted for those who were pre-enrolled (i.e. Start Date posted) but never attended the school. Posting the Other No Show exit prevents the student from being considered in enrollment at the school. The N470 No Show exit must be posted on the Student School Start Date or one day prior to the Student School Start Date.

17.7.3 Title 1 Part A Basic School-wide School

A school in which all students enrolled during the academic year participates in the Title I Part A Basic program. A school is designated as a Title I Part A Basic School-wide School by academic year. Schools designated as Title I Part A Basic School-wide Schools do not submit Title I Part A Basic program records. All students enrolled during the academic year are counted as participating in the Title I Part A Basic program. It is a Cumulative Enrollment count.

17.9 English Language Acquisition Data

17.9.1 English Language Acquisition Status Count

The English Language Acquisition Status Count is a count of K-12 (Grade Level Code Field 2.32 = KN, 01-12, UE, or US) students. Students must have an English Language Acquisition Status = EL, IFEP, RFEP, or TBD and have an Enrollment Status (Field 1.24) = 10 (Primary).

There are different selection criteria for students with an Open enrollment on Census Day versus students with an Exited Enrollment on Census Day.

Students with **Open Enrollment** on Census Day:

English Language Acquisition Effective Start Date <= Report Date

AND

Most recent ELAs Status Code on the report “As of” date (using Status Effective Start Date) that was effective during the reporting period, regardless of Reporting LEA.

Students with an **Exited Enrollment** on Census Day

English Language Acquisition Effective Start Date <= Enrollment Exit Date

AND

Most recent ELAs Status Code on the report “As of” date (using Status Effective Start Date) that was effective during the reporting period, regardless of Reporting LEA.

17.9.2 English Learner (EL)

An English Learner (EL) is a student in Kindergarten through grade 12 for whom there is a report of a language other than English on the Home Language Survey and who, upon initial assessment in California using an appropriate state assessment (currently the California English Language Development Test (CELDT) and from additional information when appropriate, is determined to lack the clearly defined English language skills of listening, speaking, reading, and/or writing necessary to succeed in the school's regular instructional programs.

An English Learner is identified as the following:

- English Language Acquisition Status Code = EL
- Grade = KN, 01-12, UE, or US

See Glossary section *Accountability Subgroup Data.*

17.9.3 English Learner Education Services

An English Learner Education Service is an education service provided to an English Learner that is delivered through a course section. A student is receiving an EL Education Service if the student has a Student Course Section record associated with (i.e. same Course Section ID as) a Course Section record (i.e. Local Course ID) where Education Service Code (Field 9.20) is not null. See Glossary: *English Learner*

When counting English Learner Education Services (EL Services) for students:

- If a student is receiving multiple EL Services at a school, the student is counted in only one service with the follow rules:
    - If a student is receiving "Primary Language Instruction (1)" and any other EL Service, the student is counted as 1.

- If a student is receiving “ELD Instruction and SDAIE Instruction but not Primary Language Instruction (4)” and one or both of 2 and 3 (and not 1), the student is counted as 4.
- If a student is receiving "ELD Instruction Only (2)" and "SDAIE Instruction Only (3)" without 1 or 4, the student is counted as 4.
- If a student is receiving "Other English Learner Services" and none of the services described in codes 1, 2, 3, or 4, then the student is counted as 6.
- If a student is receiving "Other English Learner Services" (6) and any of services 1-4, then follow the applicable calculation rules outlined in bullets 1-3.

- If a student is receiving no EL Services at a school:
  - If no Education Services are populated on any Course Section associated with the SSID, then the student is counted as "No Services Reported".
  - If a student is receiving only one EL Service at a school, the student is counted in that service.
  - If a student is not receiving an EL Service at a school, the student is included in “No Service” count.

17.9.4 English Learner Instructional Plan

An English Learner Instructional Plan is a plan that is delivering instruction to English Learners using an EL Instructional strategy. An instructional plan is identified in a Course Section record where Instructional Strategy Code (Field 9.22) = one of the following:

- 400 (Alternative EL Program - Two-Way Immersion [Various Models])
- 500 (Structured English Immersion and/or English Learner Mainstreaming)
- 600 (Alternative EL Program - Bilingual [Various Models])
- 650 (English Learner Mainstreaming)

When counting ELs by Instructional Strategy, each EL student is counted in each strategy where they show up, but a student is only counted once for any one strategy.

17.9.5 Fluent English Proficient (FEP)

A term used to indicate students whose English proficiency is fluent regardless of whether the student is classified fluent initially or reclassified fluent. The English Language Acquisition Status Code = IFEP or RFEP

17.9.6 Reclassified Fluent English Proficient (RFEP) Count

The Reclassified Fluent English Proficient (RFEP) Count is a count of K-12 students whose English Language Acquisition Status changed from EL to RFEP during the Report Period (i.e. period since the previous Census Day through the current Census Day). A student is reported from the school in which the reclassification occurred. If a student was reclassified multiple times during the Report Period at the same school, only the most recent reclassification is reported. If a student was reclassified at multiple schools during the Report Period, the student is counted in each school.

A reclassification is identified for a school as follows:

> Open enrollment at any time during the Report Period with:

1) Enrollment Status Code (Field 1.24) = 10 (Primary) and
2) Grade Level Code (Field 1.25) = KN, 01-12, UE, or US

AND

1) ELAS Code (Field 12.13) = RFEP and
2) ELAS Effective Start Date <= Report Through Date and
3) ELAS Effective Start Date <= Enrollment Exit Date (Field1.26) if Exit Date is not null

AND

> If exists, a prior SELA record for an enrollment where:

1) ELAS Code (Field 12.13) = EL, and
2) ELAS Effective Start Date of the prior SELA record < the Effective Start Date of the selected RFEP record, and
3) ELAS Effective Start Date overlaps any open primary enrollment for any school in the LEA either during the Report Period or one calendar day prior to the RFEP From Date

AND

A prior SELA record DOES NOT exist for an enrollment where:

1) ELAS Code (Field 12.13) = RFEP, and
2) ELAS Effective Start Date of the prior SELA record < the ELAS Effective Start Date of the selected RFEP record

17.9.7 Primary Language

The primary language is the language the student first learned, is spoken by the student, or in the case of student too young to speak, the language spoken most frequently by adults in the home. The primary language, also known as “native language”, should be identified only once during the course of a student's school career and should never change. For students in grades K-12, the primary language is identified at the local level from information gathered on the Home Language Survey and other indicators determined at the local level. For pre-kindergarten students, this is identified at the local level from either the "Home Language Survey" if available, or the "Child Development Services and Certification of Eligibility" form, using the "Native Language" section. If these two forms are not available, and no other reliable resource for this information is available, then use the language spoken most frequently by adults in the home.

17.9.8 Providing EL Education Services

Providing EL Education Services is delivering one or more of the English Learner Education Services (Code Set = Education Service English Learner) in a course section. The service is identified by the Education Service Code associated with the course section.

When counting teachers proving EL Education Services (EL Services):

- Teachers providing multiple EL Services are only counted in one service, as defined for counting students. See *English Learner Education Services*
- If a course section has multiple teachers, all teachers assigned to that course section are counted as providing the EL Service associated with that course section
- A teacher is counted only if there is a least one student in the course section who is an English Learner

17.10 Staff Data

17.10.1 Administrator

An administrator is a staff member (certificated and non-certificated) at an educational service institution (ESI) providing administrative services to schools. An administrator is identified using a unique valid Statewide Educator (SEID) with a Staff Assignment record in which the Staff Job Classification Code = one of the following Education Service Job Classifications:

- 10 (Administrator)
- 25 (Non-certificated Administrator)

17.10.2 Full Time Equivalent (FTE)

An LEA may use different time periods to qualify employees as full time. Each LEA has a definition of "full time" to determine whether an individual staff member should be given FTE status. For LEAs who have not defined this locally, report staff time and staff members who work fewer than 30 hours per week as part time. Staff who work less than full time are to be designated by the percentage of time they work. FTE for staff with multiple assignments should be split according to time in each assignment.

To report total FTE, CALPADS sums the FTE percentages entered for staff and converts using 100% as the basis (i.e. divides by 100).

17.10.3 Non-Classroom Support

A Job assignment that has been designated as a support service assignment or that is not based in the classroom. A staff member is identified using a unique valid Statewide Educator (SEID) with a Staff Assignment record in which the Staff Job Classification Code = the one of the following Education Service Job Classifications:

- 10 (Administrator)
- 11 (Pupil Services)
- 25 (Non-certificated Administrator)

17.10.4 Pupil Services

Pupil services staff at an educational service institution (ESI) provide direct services to students. A staff member is identified using a unique valid Statewide Educator Identifier (SEID) with a Staff Assignment record in which the Staff Job Classification Code = the following Education Service Job Classification:

- 11 (Pupil Services)

17.10.5 Teacher

A teacher is a staff member (certificated and non-certificated) at an educational service institution (ESI) providing instructional services to students. A teacher is identified using a unique valid Statewide Educator Identifier (SEID) with a Staff Assignment record in which the Staff Job Classification Code = one of the following Educational Service Job Classifications:

- 12 (Teacher)
- 26 (Charter School Non-Certificated Teacher)

- 27 (Itinerant or Pull-Out/Push-In Teacher)

17.11 Successful High School Completers Data

Successful High School Completers are students who have successfully completed or graduated from High School. Completers are counted for the Academic Year prior to the year in which the count is generated (i.e. Reporting Year). The time period used to examine Student School Exit Reason Codes to determine which students are reported as Completers is the *Graduate Reporting Cycle*.

Graduate Reporting Cycle = August 16 of the Academic Year one year before the selected Academic Year (i.e. Reporting Year) to August 15 of the selected Academic Year (i.e. Reporting Year).

To be reported in a Successful HS Completer category in CALPADS, a student must meet the following criteria:

- Enrollment Exit Date = a date included in the *Graduate Reporting Cycle* for the Reporting Year
- Enrollment Status = Primary (10) or Receiving Specialized Services Only (40)
- Meet the criteria for at least one of the following categories

17.11.1 Graduates - All

To be included in the Graduate category, a student must meet the following criteria in addition to the Successful High School Completer criteria above:

- Student Exit Reason Code = E230 (CompleterExit)
- Completion Status Code = one of the following:
  - 100 (Graduated, Standard HS Diploma)
  - 106 (Graduated, CAHSEE Waiver)
  - 108 (Grad, CAHSEE Exemption) beginning with Academic Year 2009-2010
  - 250 (Adult Ed High School Diploma)
  - 330 (CHSPE – Calif. High Schl. Proficiency Exam)

17.11.2 Graduates - Met UC/CSU Requirements

To be included in the Graduates That Met UC/CSU Requirements category, a student must meet the following criteria:

- Student Included in “All Graduates” count
- Student Met all UC CSU Requirements Indicator = Yes

17.11.3 CHSPE

To be included in the CHSPE category, student must meet the following criteria in addition to the Successful High School Completer criteria above:

- Student Exit Reason Code = E230 (CompleterExit)
- Completion Status Code = 330 [Passed CHSPE (and no standard HS diploma)]

17.11.4 GED

To be included in the GED category, student must meet the following criteria in addition to the Successful High School Completer criteria above:

- Student Exit Reason Code = E230 (CompleterExit)
- Completion Status Code = 320 [Completed GED (and no standard HS diploma)]

17.11.5 Special Education Certificate of Completion

To be included in the Special Education Certificate of Completion category, student must meet the following criteria in addition to the Successful High School Completer criteria above:

- Student Exit Reason Code = E230 (CompleterExit)
- Completion Status Code = 120 (Special Education Certificate of Completion)