Dear Charter School Administrators and Charter School Authorizers:

**Charter School CALPADS and CBEDS Data Reporting Policy**

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

Each June, charter schools may elect to change the method of reporting CALPADS and CBEDS data. Due to the transition of the California Special Education Management Information System (CASEMIS) data into CALPADS in 2019–20, charter schools that currently submit their CALPADS and CASEMIS differently must choose one reporting option, and if necessary, indicate the change using the Charter School Reporting Status Change Form.

The two available reporting options are:

1. The charter school reports data directly to CALPADS and CBEDS, independent of its authorizing agency.

2. The charter school’s authorizing agency reports the charter school data directly to CALPADS and CBEDS.

The charter school's reporting method will be the same for both CALPADS and CBEDS. Reporting status does not impact nor have any association with the charter school funding type.

There is no default charter school reporting status (independent or reporting through the authorizing agency). A new charter school must inform the California Department of Education (CDE) of its reporting status within 30 days of the charter school's effective date. This reporting status must stay in effect for at least that reporting year (July 1 through June 30).

A charter school that has the State Board of Education as its authorizing agency is considered an independently-reporting charter school.

When determining which reporting status to choose, charter schools and authorizing agencies should consider the following:
• Does the charter school test students with the Smarter Balanced assessments independently or with its authorizing local educational agency (LEA)?

• Is the charter school its own LEA for special education purposes only?

If either of the questions can be answered with “yes,” it may be beneficial to report data independently in CALPADS. Charter schools should discuss these options with their authorizing local educational agency to determine the best reporting status.

Responsibilities for Authorizing Agencies when Reporting Charter School Data

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

• Obtaining and maintaining Statewide Student Identifiers (SSIDs) in CALPADS for all enrolling and exiting students.

• Maintaining and submitting Fall CALPADS data (individual student data and staff assignment data, and beginning in 2019–20, special education data previously collected via CASEMIS).

• Maintaining and submitting End-of-year (EOY) CALPADS data (individual student, teacher, and course data).

• Submitting Fall aggregate school and course data through CBEDS.

Charter schools electing this option are strongly encouraged to have open dialogue with their authorizing agencies about local practices, procedures, and data system logistics to ensure that the authorizing agencies can report the charter school data as well as meet the CALPADS and CBEDS reporting requirements, including the certification of data by published deadlines.

Assistance is Available

California School Information Services (CSIS) successfully assists authorizing agencies and charter schools with local data submission decisions. CSIS is available to work with all authorizing agencies and charter schools to help local administrators make decisions and meet reporting requirements and deadlines. You may contact CSIS through the CALPADS Service Desk by phone at 916-325-9210 or by email at calpads-support@cde.ca.gov.

Responsibilities for Charter Schools Reporting their Own Data

Charter schools may elect to report CALPADS and CBEDS data independently from their authorizing agencies. Charter schools choosing this reporting method will be responsible for:
• Obtaining and maintaining Statewide Student Identifiers (SSIDs) in CALPADS for all enrolling and exiting students.

• Maintaining and submitting Fall CALPADS data (individual student data and staff assignment data), and beginning in 2019–20, special education data previously collected via the California Special Education Management Information System (CASEMIS).

• Maintaining and submitting Year-end CALPADS data (individual student, teacher, and course data).

• Submitting Fall aggregate school and course data to CBEDS.

**Special Education Data**

This year, all special education data will now be part of the CALPADS data collection. In the past, data for students with disabilities have been collected in the California Special Education Management Information System (CASEMIS). Over the course of the past five years, the CDE has been working to transition the special education data to CALPADS. This year, the CDE will no longer collect data in CASEMIS, and all special education data will be collected in CALPADS. Please keep in mind that when making the determination to report data independently or with an authorizer, the special education data will also need to be submitted consistent with that selection, as there is no longer a separate system for reporting these data to the CDE.

**Charter School Reporting Status and Administration of Statewide Assessments**

As a best practice, a charter school should align its reporting status with the conducting of statewide assessments and in the manner that they submit special education data. For example, a charter school reporting data independently to CALPADS and CBEDS should also conduct statewide assessments independently from its authorizing agency and submit special education data independently.

Any charter school, regardless of its CALPADS and CBEDS reporting status, may conduct assessments through its authorizing agency or independently from its authorizing agency.

Authorizing agencies will have read-only access to independently-reporting charter schools' data.

**Consequences for Failure to Certify Data by Published Deadlines**

Enrollment counts for all local educational agencies (LEAs), including charter schools, are used for funding purposes, and these counts are derived from CALPADS data. Charter schools that choose to report independently will be accountable for reporting data within the published timelines. **These independently reporting charter (IRC)**
schools are treated as LEAs for CALPADS and CBEDS reporting purposes and are required to meet state and federal requirements for reporting data. As with all non-charter public schools, funding for IRC schools that fail to meet published reporting deadlines may be greatly impacted.

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

Annual Time Period for Changing Reporting Status

Charter school administrators may change the reporting statuses for existing charters one time each year. This annual period during which charter schools may change their CALPADS and CBEDS reporting statuses for the following academic year occurs in June. Charter school administrators will receive notification prior to the annual window, with instructions regarding changing their charter school reporting statuses.

New charter schools are asked to designate their reporting statuses at the time that they apply for their county-district-school (CDS) code.

Reporting Requirements, Resources, and Contact Information

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

Important information for all LEAs can be found on the CDE CALPADS System Documentation Web page at http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp. Topics in the documentation include:

- Reporting enrollment to CALPADS
- Maintaining unique SSIDs
- Primary and secondary student enrollment
- Short and long-term enrollment in alternative education programs
- Handling of student identifier (SSID) anomalies

A charter school’s current reporting status may be viewed on the CDE CALPADS and CBEDS Online Reporting Application (ORA) Data Submission Web page at https://www3.cde.ca.gov/calpadscbeds/selectdistrict.aspx.

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

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

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

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

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

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

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

Thank you for your support.

Sincerely,

Jerry Winkler, Director
Educational Data Management Division

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cc: District and County Superintendents