

# CALPADS/CBEDS

## Charter Reporting Status Change Form

### Instructions

Charter schools may elect to report their California Longitudinal Pupil Achievement Data System (CALPADS) and California Basic Educational Data System (CBEDS) data directly to the California Department of Education (independent of their authorizing agency) or have their authorizing agency report the charter school's data (through their authorizing agency). Charter schools must use the same reporting method for CALPADS and CBEDS data.

### Charter School Reporting Status Change Form

The Charter School Reporting Status Change Form allows **new** charter schools to designate for the first time ("initial designation") or **existing** charter schools to request a modification ("change") to how they report data to CALPADS and CBEDS.

After receiving a complete and signed copy of the Charter School Reporting Status Change Form, the CDE will make the changes to the reporting status in the appropriate state data systems, and notify the charter school and authorizing agency of the next steps.

### Current Reporting Statuses

Current reporting statuses for charter schools can be viewed on the CDE CALPADS and CBEDS-ORA Data Submission web page at <https://www3.cde.ca.gov/calpadscbeds/>.

### Reporting CALPADS Data

Data required to be reported to CALPADS can be found in the CALPADS File Specifications section on the CDE CALPADS Systems Documentation web page at <https://www.cde.ca.gov/ds/sp/cl/systemdocs.asp>.

### Special Education Data

**Please note that all special education data will now be collected in CALPADS.**

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.

### Reporting CBEDS Data

Data required to be reported to CBEDS can be found on the CDE CBEDS web page at <https://www.cde.ca.gov/ds/dc/cb/>.

## New Charter Schools

- Must submit a Charter School Reporting Status Change Form when they apply for their County-District-School (CDS) code.**
  - ↪ This reporting status must stay in effect for at least the initial reporting year (July 1 through June 30).
- Initial reporting status designation will be reflected in CALPADS on July 1 of the Academic Year (AY) in which the new charter school opened.
- Form Item 2**
  - ↪ Leave this field blank if you are not an existing charter school.
- Form Item 7**
  - ↪ If you are a new charter school and do not yet know your 4-digit charter school number (required in item 7 of the Charter School Reporting Status Form), it is okay to leave that field blank, or simply write "TBD" in that field.

## New Charter School Form Submission

**For new charter school, send a copy of the completed form to one of the following:**

- ❖ CDS Administration  
Educational Data Management Division  
California Department of Education  
1430 N Street, Suite 6308  
Sacramento, CA 95814
- ❖ Fax: 916-327-0195
- ❖ Email: [CDSAdmin@cde.ca.gov](mailto:CDSAdmin@cde.ca.gov)

## Existing Charter Schools

- × **Do not need to submit a Charter School Reporting Status Change Form if they wish to keep the same CALPADS and CBEDS reporting status as in the previous academic year.**
  - ↳ The CDE assumes a charter's reporting status will remain the same unless a form is submitted requesting to change the reporting status.
- ☑ **However, existing charter schools must submit a CALPADS and CBEDS Charter School Reporting Status Form if they have been assigned a new CDS code** under any of the conditions described on CDE's School Code Assignment web page at <https://www.cde.ca.gov/ds/si/ds/cdsassignment.asp>.
- ☑ **May request to change how they report their data to CALPADS and CBEDS only between June 1 and June 30.**
  - ↳ Forms postmarked after June 30 will be reviewed on a case-by-case basis and no forms will be processed after Census Day – the first Wednesday in October.
- ☑ Requests for reporting status change will be reflected in CALPADS only after the End-of-Year (EOY) data submission period, including the amendment window, has been completed. Because the EOY data submission period overlaps with the next reporting year, the charter must retain their current reporting status until the EOY submission data are certified. Data submission period dates can be found in the CALPADS Snapshot Collection Windows and Certification Deadlines on the CDE CALPADS Calendar web page at <https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp>.

## Existing Charter School Form Submission

**FORM MUST BE IN BY JUNE 30, 2019.**

**For existing charters, send a copy of the completed form to one of the following:**

- ❖ CALPADS/CBEBDS Operations Office  
Educational Data Management Division  
California Department of Education  
1430 N Street, Suite 6416  
Sacramento, CA 95814
- ❖ Fax: 916-327-0195
- ❖ Email: [CALPADS@cde.ca.gov](mailto:CALPADS@cde.ca.gov) or [CBEDS@cde.ca.gov](mailto:CBEDS@cde.ca.gov)

# CALPADS/CBEDS

## Charter Reporting Status Change Form

CDE USE ONLY

### 1. Select Charter Type

- New Charter  Existing Charter

### 2. Existing Charter County District School (CDS) Code

If this is an existing charter, provide the school's 14-digit CDS Code: \_\_\_\_\_

### 3. Select Reporting Status

- Independent** – Reporting CALPADS/CBEDS data independent of authorizing agency.  
 **Through Authorizer** – Reporting CALPADS/CBEDS data through authorizing agency.

### 4. Academic School Year (select when the reporting status will begin)

- 2019–2020  2020–2021

### (5–11) Charter School Information

5. Charter School Name: \_\_\_\_\_

6. Name of the Charter School's Authorizing Agency: \_\_\_\_\_

7. Four Digit Charter School Number: \_\_\_\_\_

8. Charter Administrator First and Last Name: \_\_\_\_\_

9. Charter Administrator Title: \_\_\_\_\_

10. Charter Administrator Phone Number: \_\_\_\_\_

11. Charter Administrator Email: \_\_\_\_\_

### Verification

- I have read and acknowledge that the entity responsible for collecting and submitting student data, whether it be the authorizing agency or charter school, does in fact have the capability and resources available to provide all required student data to CALPADS and CBEDS.

**Charter Administrator or Designee Signature**

**Date Signed**

X \_\_\_\_\_

### Form Submission

**Based on Item 1** (New Charter or Existing Charter), see corresponding instructions page on how to submit a copy of this form to the California Department of Education.