



**Butte County Office of Education**  
Ashley DaSilva, SIS Coordinator

## CALPADS End of Year Reporting

### SUBMISSION CALENDAR

CALPADS SUBMISSION	DATA SUBMITTED	SUBMISSION WINDOW	CERTIFICATION DEADLINE	AMENDMENT WINDOW
EOY 1	Course completion for grades 7–12  Dual Enrollment  CTE participants, Concentrator, Completers	May 14 <sup>th</sup> – July 31	July 31, 2018	August 1 <sup>st</sup> - August 24 <sup>th</sup>
EOY 2	Program Eligibility/participation  Homeless Students	May 14 <sup>th</sup> – July 31 <sup>st</sup>	July 31, 2018	August 1 <sup>st</sup> - August 24 <sup>th</sup>
EOY 3	Student Discipline  Student Absence Summary	May 14 <sup>th</sup> – July 31 <sup>st</sup>	July 31, 2018	August 1 <sup>st</sup> - August 24 <sup>th</sup>

### EOY 1 CHECKLIST

	Item	Systems Used
<input type="checkbox"/>	All courses being reported are properly mapped to CBEDS codes	CALPADS website, review code set documentation if necessary.
<input type="checkbox"/>	CTE courses are properly mapped to new CBEDS codes	SIS/CALPADS file submission <b><u>CRSC</u></b>
<input type="checkbox"/>	CTE pathways courses are identified with the correct Vocational Education Level and Vocational Subject	SIS/CALPADS file submission <b><u>CRSC</u></b>
<input type="checkbox"/>	CTE pathway students are identified in SIS.	SIS/CALPADS file submission <b><u>SCTE</u></b> If using Aeries, the “Career Pathway Dashboard” must be completed for all students in pathway courses.
<input type="checkbox"/>	Students departmentalized courses are entered for grades 7- 12 and high school students’ transcripts are complete with grades and credits.	SIS/CALPADS file submission <b><u>SCSC</u></b>
<input type="checkbox"/>	Dual/College enrollment courses are marked appropriately in transcript with the college credit indicator marked. This data may be entered into CALPADS using online maintenance.	SIS/CALPADS file submission <b><u>CRSC</u></b>
<input type="checkbox"/>	Add any new certificated staff hired after Fall 1 reporting period.	SIS/CALPADS file submission <b><u>SDEM</u></b>

<input type="checkbox"/>	Submit and process CALPADS file uploads	CALPADS: CRSC, SCSC, SDEM, SCTE
<input type="checkbox"/>	Review for errors/warnings, correct errors and fix discrepancies	CALPADS/ View Certification Status
<input type="checkbox"/>	Review CALPADS certification reports 3.9, 3.14, 3.17	CALPADS/ View Certification Status
<input type="checkbox"/>	Confirm data in SIS matches the CALPADS data reports	CALPADS reports 3.11 & 3.15, review student data by using excel "Vlookup" or matching tool such as "Abilbits"

### EOY 2 CHECKLIST

<input type="checkbox"/>	Confirm program records: <ul style="list-style-type: none"> <li>✓ Opportunity, California Partnership Academy, Pregnant/Parenting Programs, Transitional Kindergarten, 504's Title 1 Part A, Title 1 Part B</li> <li>✓ Homeless students</li> </ul>	SIS: Check enter/leave dates, are they correct for the current school year.  Are mandatory fields populated in SIS. Share homeless student list with homeless liaison to confirm student counts.
<input type="checkbox"/>	Submit and process CALPADS file uploads	SIS/CALPADS file submission <b><u>SPRG</u></b>
<input type="checkbox"/>	Review for errors/warnings	CALPADS/View Certification Status
<input type="checkbox"/>	Review CALPADS reports 5.1, 5.4	CALPADS/View Certification Status
<input type="checkbox"/>	Confirm data in SIS matches the CALPADS data reports	CALPADS report 5.3, review student data by using excel "Vlookup" or matching tool such as "Abilbits"

### EOY 3 CHECKLIST

<input type="checkbox"/>	Exit all students including graduates with appropriate codes	SIS/CALPADS file submission <b><u>SENR</u></b>
<input type="checkbox"/>	Update and review attendance data	If using Aeries, confirm attendance history configuration is enabled
<input type="checkbox"/>	Update and review all suspension data	Confirm mandatory fields are populated and correct discipline codes are being use for appropriate grade levels.
<input type="checkbox"/>	Submit and process CALPADS file uploads	SIS/CALPADS file submission <b><u>STAS</u></b>
<input type="checkbox"/>	Review for errors/warnings, correct errors and fix discrepancies	CALPADS/ View Certification Status
<input type="checkbox"/>	Review CALPADS certification reports, 1.21, 7.1, 7.3, 7.4, 7.6, 7.7, 7.8, 14.1	CALPADS/View Certification Status
<input type="checkbox"/>	Confirm data in SIS matches the CALPADS data reports	CALPADS reports 8.1, 7.2, 7.5, 7.9 review student data by using excel "Vlookup" or matching tool such as "Abilbits"
<input type="checkbox"/>	If you serve students with IEP's and have counts in CALPADS discipline reports 7.7 or 7.8, these reports are required to be reviewed by the local SELPA.	Determine if CALPADS access will be needed for SELPA staff or reports may be shared the SELPA if necessary.

## DASHBOARD/ NEW ADJUSTED COHORT GRADUATION RATE (ACGR)

<input type="checkbox"/>	5/14/18 new 2017 ACGR private preview released. These data will be used to determine final 2017 cohort outcomes and student groups, along with met University of California (UC)/California State University (CSU) requirements, Golden State Seal Merit Diploma, and State Seal of Biliteracy indicators, which are needed for the CCI in the Dashboard.	Deadline for 2017 corrections May 25, 2018.
<input type="checkbox"/>	Private preview of final 2017 ACGR released.	June 20, 2018
<input type="checkbox"/>	2018 graduates will need to be properly marked with UC/CSU requirements met or not, Golden Merit or State Seal of Biliteracy diplomas have indicators marked. These data will be used for the CA dashboard graduation rate indicator and CCI.	LEA's will have until September 14, 2018 to revise exit/completion codes for all students who complete graduation requirements by August 15, 2018.
<input type="checkbox"/>	Review new CALPADS cohort documents released on April 16, 2018, for changes.	CALPADS websites, under communications
<input type="checkbox"/>	Review new cohort reports 15.1, 15.2	CALPADS
<input type="checkbox"/>	Amend student graduation data if necessary before September 14, 2018	SIS/CALPADS
<input type="checkbox"/>	LEAs should maintain appropriate documentation supporting both cohort outcomes and removals, as these are subject to monitoring and auditing processes.	

## DATA REVIEW PLAN

<input type="checkbox"/>	Who will review EOY data? Identify staff specifically responsible for reviewing data reports. Review schedules to ensure timely review and certification of data.	SIS/CALPADS staff to collaborate with district sites on availability
<input type="checkbox"/>	Site principals should review and signoff on their specific sites reports	SIS/CALPADS data staff should be prepared to explain and reconcile each certified report by comparing SIS data to CALPADS data
<input type="checkbox"/>	2 <sup>nd</sup> level certifiers (i.e. Superintendents) should also be reviewing all district site data reports	SIS/CALPADS data staff should be prepared to explain and reconcile each certified report by comparing SIS data to CALPADS data
<input type="checkbox"/>	Superintendents or designee should have a certifying role assigned through CALPADS, as they are ultimately responsible for their districts data.	CALPADS Admins should assign appropriate permissions if they are not already in place.