

To: Local Educational Agency (LEA) Representatives

From: CALPADS Project Team

Date: January 27, 2010

Subject: **CALPADS Update FLASH #16**

IMPORTANT PROJECT UPDATE

The California Department of Education (CDE) recognizes the CALPADS environment continues to experience system issues and that these issues impact the ability of LEAs to complete the Fall 1 certification process. Accordingly, the CDE and the CALPADS contractor will focus all resources over the next two months on executing a stabilization plan.

The stabilization plan will be executed in two phases:

- 1) A build in early February will address the critical system issues preventing some LEAs from downloading SSIDs and address most of the critical issues preventing LEAs from certifying Fall 1. (See below for more information on the Fall 1 certification schedule.) The issue resolutions scheduled for this build are listed on the Known Issues list (see Known Issues List in the CALPADS Training and Support section below) and are targeted to be in production on February 4, 2010.
- 2) Between February and late March, the CALPADS Project Team will perform a comprehensive system review and testing process on all CALPADS functions and components. This process will focus on specific issues identified for this process as well as on critical issues identified during the testing. The next CALPADS production build is targeted for March 29, 2010.

During both phases of the stabilization plan, the CALPADS system will be operating and the CALPADS Service Desk will be available to support LEA efforts.

The CALPADS Project Team anticipates the next production build in February will resolve many of the system issues impacting LEAs' ability to complete the Fall 1 certification process. To see the system issues planned for the next production build, please review the Known Issues list (described below) on the CALPADS web site. After reviewing this list, it may be beneficial for your LEA to wait until the February build before proceeding further with Fall 1 certification activities.

Following the February build, LEAs should continue to acquire and maintain SSIDs and perform Fall 1 certification activities. Fall 1 certification activities include reconciling enrollment counts by grade, gender, and ethnicity, as well as reconciling accountability

subgroup counts. Although the February build will resolve many system issues, two Fall 1 certification report issues will remain: (1) Lower counts of Limited English Proficient (LEP) students within an LEA, and (2) Graduate counts that do not include special education students graduating with a CAHSEE waiver reported to CALPADS with legacy exit code 106. Both report issues are associated with report business rules incorrectly calculating the LEA's data within the CALPADS snapshot and ODS databases. The LEA's data itself is not impacted. Therefore, LEAs should continue to perform the Fall 1 certification process and certify Fall 1 data if the LEA is NOT impacted by these two counts. Otherwise, LEAs should perform the Fall 1 certification process activities and then wait to officially "certify" the Fall 1 data when these reports are corrected.

The goal of this stabilization process is to achieve a system functioning free of all identified severity 1 or 2 defects and operating with acceptable performance. As stated above, the stabilization process will focus on critical issues identified during the review and testing process and at this time will not include the *usability* enhancements requested by LEAs. The CALPADS Project Team values this input and will continue to assess and analyze these requests through the CALPADS change management process as the project moves forward.

The CALPADS implementation represents a fundamental change to statewide student enrollment tracking to meet the objectives of Senate Bill 1453 and federal reporting requirements. The CALPADS reporting, system approach, and database design differs significantly from the CSIS State Reporting and Records Transfer System (SRRTS). CALPADS tracks and maintains student level data longitudinally which requires a higher level of data reporting accuracy and quality throughout the year. The CDE recognizes the challenges LEAs face in meeting such requirements and will provide relief where possible. For example, if necessary, the CDE will increase the anomaly percentage allowed for certification. Going forward, the CDE will communicate these and other changes proactively so that LEAs have time to prepare and address the changes within local business processes.

SCHEDULE CHANGE for 2009-10

To accommodate the implementation of the stabilization plan described above, the certification deadlines and amendment windows have been modified as follows:

Fall 1

The exact certification deadline date will be determined upon stabilization of the system and LEA ability to certify, but will not occur prior to May 2010.

Fall 2, Spring 1, End of Year

These submissions will not occur through CALPADS this year, and have been postponed until 2010-11.

The Superintendent of Public Instruction will be sending a letter to all LEA superintendents apprising them of the system stabilization plan and the change in deadlines for state reporting.

DATES FOR ALTERNATIVE COLLECTION METHODS

As described in FLASH #15, the CDE will proceed with the collection of English Learner services data, certificated staff data, and Highly Qualified Teacher (HQT) counts to minimally meet federal reporting requirements through traditional collection methods. Detailed instructions will be provided by the CDE to those program offices that have submitted this data in the past (e.g. CBEDS and LCEN coordinators). These correspondences will also be posted on the CALPADS webpage. The dates of the alternative collections are as follows:

Certificated Staff data (staff demographic data, position classification by FTE, and the Statewide Educator Identifier) will be collected using the Professional Assignment Information Form (PAIF) Data Entry Assistant (DEA) software. Detailed course and job assignment, credentials and authorizations, and authorized teaching areas will *not* be collected.

Census Day: March 1, 2010
DEA Software Available: Mid February
Submission Deadline: April 30, 2010

Language Census data (English Learner services and counts of teachers providing those services) will be collected through the Language Census (LC) DEA software. (CALPADS Fall 1 counts will be used for English Language Acquisition Status by grade and race/ethnicity.)

Census Day: March 1, 2010
LCDEA Software Available: Late February
Submission Deadline: March 26, 2010

Highly Qualified Teacher data (the number of core NCLB academic classes, and the number of core NCLB academic classes taught by teachers who meet federal Highly Qualified Teacher (HQT) requirements) will be collected through the Consolidated Application.

Application Available: Mid May
Submission Deadline: June 30, 2010

End-of-Year data, including the CAHSEE Waiver data, will be collected through traditional collections (e.g. Consolidated Applications, and the federal Perkins report) as previously planned.

CALPADS TRAINING AND SUPPORT

Known Issues List

Moving forward, the CALPADS Project Team will post a separate “Known Issues” list which will be refreshed each week as defects are identified, instead of embedding them in the Release Update document which is only updated following a production build. The document will include a list of all known defects, with a target fix date when one has been determined. The posting date for the first Known Issues list is January 27. It will be available from the “Known Issues” link on the CALPADS web page at <http://www.cde.ca.gov/calpads>.

In a few weeks the CALPADS Project Team will also begin including all known “problems” on the Known Issues list. “Problems” are potential defects that are still being analyzed. Once a problem is determined to be a defect, it will be identified as a defect on the list.

With the publication of the Known Issues list, the current “Release Update” document will no longer include “Open Issues.” When users encounter a problem, before reporting it to the Service Desk, they should first check the Known Issues list to determine whether it is something that has already been identified.

Data Reconciliation Training

New training sessions for data reconciliation have been posted on the CALPADS training website at <http://www.csis.k12.ca.us/e-learning/calpads-registration/>.

Ongoing Training

Ongoing trainings continue to be available to all LEAs:

- ✓ **WebEx TRNG3 and TRNG4:** These sessions focus on CALPADS system functionality.
- ✓ **Self-Paced TRNG1, TRNG2, TRNG3, and TRNG4:** These modules focus on CALPADS system concepts and functionality.

Visit the CALPADS training page to review the training schedule and the self-paced modules: <http://www.csis.k12.ca.us/e-learning/calpads-registration/>.

Q&A Sessions

New Q&A sessions are posted on the CALPADS training website at <http://www.csis.k12.ca.us/e-learning/calpads-registration/>. These sessions will run on Tuesdays from 3-4 and Fridays from 11-12. *LEAs with data reconciliation questions should register for the training on data reconciliation.* Slots will be available for up to 25 LEAs to register per session. Please refrain from over-registering in order to give all LEAs an opportunity to participate.

Frequently Asked Questions (FAQs)

For answers to often asked questions, go to the Frequently Asked Questions (FAQ) link from the CALPADS web page at <http://www.cde.ca.gov/calpads>.

CALPADS Tips

Filter out extraneous grade levels on the Fall 1 Certification Snapshot Reports

The system defaults to include all grade levels in the certification reports; however, not all grade levels will be included in the final data posted on DataQuest. To review the counts that will be posted on DataQuest prior to certification, change the Grade Level filter to exclude PS- Prekindergarten, TD – Toddlers, IN – Infant, and AD – Adult.

Unblock email messages from CALPADS

If your password was reset and you did not receive the temporary password, it may be due to your LEA email system's use of anti-spam filters that block suspicious emails. Unfortunately, these anti-spam filters sometimes block emails sent by the CDE. To receive messages about CALPADS from the CDE, your LEA should remove IP addresses **165.74.253.23**, **165.74.253.30**, and **165.74.253.31** from any list of IP addresses that are blocked by your email system software and add a global white list for the domains **mlist.cde.ca.gov** and **cde.ca.gov**. Please provide this information to the appropriate technical staff within your LEA so they can remove these IP addresses and email domains from your LEA's anti-spam filter so that others within your LEA do not encounter the same problem.

CALPADS OPERATIONS

Closing Charter Schools

Several independently reporting charter schools have recently closed with open enrollments remaining in CALPADS, creating anomalies that are difficult or impossible for LEAs sharing the anomalies to resolve. While charter school closing procedures require the charter school administration staff to close out all student records, some staff are not completing this work before closing their doors.

It is the authorizing agency's (LEA's) responsibility to ensure that all charter schools authorized by the LEA close out their student records in CALPADS prior to or on the effective date of the school closure. In cases where the charter school closed and there are no staff members left at the school to submit exit records in CALPADS, the authorizing agency will be provided LEA CALPADS Administrator access to the closed charter school so the appropriate exit records can be submitted. This practice will ensure that student enrollment records are accurate, and that anomalies do not persist. If you know of a closed charter school that has open enrollments, contact the CALPADS Operations Office at 916-324-6738 or calpads@cde.ca.gov and staff will research the issue and contact the authorizing agency for assignment of CALPADS access to exit the students.