

California Longitudinal Pupil Achievement Data System (CALPADS)

A system that allows for tracking a student's academic performance over time.

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Background/History

The cornerstone for compliance with federal law, as delineated in the No Child Left Behind (NCLB) Act of 2001, is increased accountability for student achievement. Schools must be able to show adequate yearly progress (AYP) in academic achievement and increases in graduation rates. California has adopted rigorous academic standards and developed assessments to track whether students are achieving the standards set for them. To fully comply with federal accountability requirements, however, California must be able to track individual student enrollment history and achievement data over time.

To enable California to meet the federal requirements, *Education Code (EC)* sections 49084 and 60900 were enacted in September 2002 to require: (1) the assignment of a Statewide Student Identifier (SSID) as an individual, yet non-personally identifiable number to each K-12 student enrolled in a California public school; and (2) the establishment of the California Longitudinal Pupil Achievement Data System (CALPADS) that includes statewide assessment data, enrollment data, teacher assignment data, and other elements required to meet federal NCLB reporting requirements. In 2006, Senate Bill 1614 was also enacted establishing the California Longitudinal Teacher Integrated Data Education System (CALTIDES) to facilitate teacher assignment monitoring through automation and enable monitoring of Highly Qualified Teacher requirements under NCLB.

CALPADS-CALTIDES will be the foundation of California's K-12 education data system, enabling the migration from the current numerous aggregate data collections to a flexible system based on quality student- and teacher-level data. CALPADS will include student demographic, program participation, grade level, enrollment, course enrollment and completion, discipline, and statewide assessment data. CALPADS will also include teacher assignment data, and will be linked to teacher credential and authorization data in CALTIDES that is sourced from the Commission on Teacher Credentialing. The student-level, longitudinal data in CALPADS will facilitate program evaluation, assessment of student achievement over time, the calculation of more accurate dropout and graduation rates, the efficient creation of reports to meet state and federal reporting requirements, and the ability to create ad hoc reports and respond to questions. CALPADS provides local educational agencies (LEAs) access to longitudinal data and reports on their own students, and immediate access to information on new students enabling them to place students appropriately and to determine whether any assessments are necessary.

For the purposes of administering the requirements of SB 1453 and NCLB, the CDE shall treat independently reporting charter schools acting as their own LEA, as an LEA. Charter schools electing to report CALPADS data independent of the authorizing LEA shall be accountable for meeting all of the reporting requirements of an individual LEA.

In order to meet the requirements of *EC* Section 60900, LEAs shall retain and report to CALPADS individual pupil and staff records, including:

- Statewide Student Identifier (SSID) data
- Student enrollment and exit data
- All necessary data to produce required graduation and dropout rates
- Demographic data
- Data necessary to comply with the No Child Left Behind Act
- Other data elements deemed necessary by the Superintendent of Public Instruction, with approval of the State Board of Education, to comply with the federal reporting requirements delineated in the No Child Left Behind Act of 2001 (P.L. 107-110), and after review and comment by the convened advisory board

LEA maintenance of individual SSIDs includes the accurate and timely reporting of demographic, program, local student enrollment and exit data to CALPADS, and the timely resolution of SSID anomalies with other LEAs.

Failure to comply with state law by not meeting CALPADS reporting requirements may result in zero enrollment counts for official state and federal reports as well as zero enrollment counts posted publicly on official web sites. In addition, zero enrollment counts will result in a loss of any funding based on official enrollment. Independently reporting charter schools failing to meet reporting requirements may result in a local authorizing agency decision for charter non-renewal or revocation.

Questions: CALPADS Operations Office | calpads@cde.ca.gov | 916-324-6738

California Department of Education
1430 N Street
Sacramento, CA 95814

Last Reviewed: Wednesday, May 27, 2009



CALIFORNIA
DEPARTMENT OF
EDUCATION

JACK O'CONNELL
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

July 10, 2009

Dear County and District Superintendents and Independently Reporting Charter School Administrators:

**LOCAL EDUCATIONAL AGENCY
CALIFORNIA LONGITUDINAL PUPIL ACHIEVEMENT DATA SYSTEM
ADMINISTRATOR APPLICATION**

The California Department of Education (CDE) remains on schedule to launch the California Longitudinal Pupil Achievement Data System (CALPADS). Beginning in August 2009, local educational agencies (LEAs) will begin acquiring and maintaining Statewide Student Identifiers (SSIDs) in CALPADS.

In order for LEAs to access CALPADS and submit data, the system requires that each LEA have at least one CALPADS Administrator designated and approved by the local superintendent or independently reporting charter school administrator. Your designated CALPADS Administrator will receive a system Administrator account and password from the CDE to access CALPADS. The CDE will process your LEA CALPADS Administrator Application using Adobe Acrobat to facilitate the electronic submission of the application contents. Your LEA Administrator account will be activated in late August after the CDE receives the completed electronic versions of the LEA CALPADS Administrator Application and CALPADS Readiness Checklist. The procedures the CDE will use to electronically grant access rights to LEA CALPADS Administrators and the instructions for completing the CALPADS Readiness Checklist are attached. (See Attachment 1.)

When determining the qualifications for your LEA CALPADS Administrator, it is imperative that each individual selected for this important position is capable of complying with state and federal privacy laws and upholding sufficient security controls at the local level. To facilitate the implementation of this important responsibility, you may decide to assign this task to your existing California School Information Services (CSIS) Coordinator. The LEA CALPADS Administrator Guidelines and Application is also attached. (See Attachment 2.) Due to the urgent need to accomplish this task, I strongly encourage you to designate your LEA CALPADS Administrator and complete the application as soon as possible.

If you have any questions regarding the LEA CALPADS Administrator Application process, please contact the CALPADS Operations Office at 916-324-6738 or by e-mail at calpadsaccess@cde.ca.gov.

Sincerely,

A handwritten signature in black ink that reads "Jack O'Connell".

JACK O'CONNELL

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Attachments

**LOCAL EDUCATIONAL AGENCY
CALIFORNIA LONGITUDINAL PUPIL ACHIEVEMENT DATA SYSTEM
ADMINISTRATOR APPLICATION PROCEDURES**

In order for local educational agencies (LEAs) to experience a smooth transition from processing student information through the California School Information Services (CSIS) State Reporting and Records Transfer System (SRRTS) to the California Longitudinal Pupil Achievement Data System (CALPADS), the LEA CALPADS Administrator should apply for access rights as soon as possible. To clarify the urgency of this task, all LEAs will need access to CALPADS to obtain Statewide Student Identifiers (SSIDs) that are required for Pre-Identification of the California English Language Development Test (CELDT) due in September 2009. In addition, system access is necessary for LEA staff to prepare for the CALPADS fall submission, which will provide the California Department of Education (CDE) with official 2009-10 enrollment counts and 2008-09 graduate and dropout counts.

Superintendents and independently reporting charter school administrators or designees should consider the sufficient time and resources that will be necessary to identify their LEA CALPADS Administrator and local users in order to establish their roles and responsibilities and grant them appropriate levels of access to CALPADS. LEA CALPADS Administrators and local users (i.e., data entry staff) will not be eligible to complete these significant reporting responsibilities by the scheduled deadlines if user access privileges have not been properly authorized in a timely manner.

Authorized system users will be granted user access rights to CALPADS in two phases:

1. LEA CALPADS Administrators - will receive CDE CALPADS Operations Office authorization to access the system.
2. Local users - will receive system access authorization from their LEA CALPADS Administrator.

User Access Resources

The information provided in this attachment details the procedures the CDE will use to grant user access rights to LEA CALPADS Administrators. LEAs must complete the CALPADS Readiness Checklist in preparation for CALPADS implementation. Beginning in late July 2009, the CDE will offer CALPADS administration training sessions via WebEx that will provide instructions on the CALPADS administration functionality to create and manage CALPADS user accounts and assign user security roles. These training sessions will not require travel and will occur at convenient times for LEA CALPADS Administrators to attend. In addition, the CALPADS Operations Office will provide an electronic copy of the CALPADS Operations Manual to use as a reference guide. This manual will include the procedures that the LEA CALPADS Administrator may choose to adopt when identifying and assigning LEA user accounts and managing the local code set translation tables.

Please remember that CALPADS users are those individuals that utilize CALPADS in an official capacity to review, submit, or process CALPADS information. If you have any questions regarding the CALPADS user application process, please contact the CALPADS Operations Office at 916-324-6738 or by e-mail at calpadsaccess@cde.ca.gov.

LEA CALPADS Administrator Responsibilities

The LEA CALPADS Administrator will be responsible for the following:

- Configuring available LEA system features to establish local security controls
- Complying with state and federal privacy laws to protect the confidentiality of CALPADS data
- Assigning and maintaining local user access
- Managing local codes

Superintendents and Independently Reporting Charter School Administrators or Designee Responsibilities

Due to the importance of system security, the local superintendent/independently reporting charter school administrator or designee will be responsible for the following:

- Verifying the identity and current employment of the LEA CALPADS Administrator
- Protecting the electronic and hard copy versions of the LEA CALPADS Administrator application from unauthorized use
- Notifying the CDE of necessary changes to Administrator accounts
- Contacting the CDE CALPADS Operations Office immediately following a breach or unauthorized use of CALPADS
- Confirming that the LEA will meet certification deadlines for scheduled data submissions

Superintendents and independently reporting charter school administrators or designees will serve as the primary person accountable for all LEA CALPADS Administrator and local user access to CALPADS. In accordance with state and federal privacy laws, CALPADS is intended for authorized users only. (For more information, please refer to page 7 of the CALPADS LEA Administrator Guidelines and Application.)

All LEA CALPADS Administrators, superintendents and independently reporting charter school administrators or designees should review these laws on the California Office of Privacy Protection Privacy Laws Web page at http://www.oispp.ca.gov/consumer_privacy/laws/ (Outside Source).

The CDE CALPADS Operations Office appreciates your diligent attention to this significant responsibility and commitment to ethical data management.

CALPADS Readiness Checklist Instructions

All LEAs should have an authorized representative complete the CALPADS Readiness Checklist. The instructions below outline the steps that must be implemented to complete the CALPADS Readiness Checklist. **Note:** The CALPADS Readiness Checklist must be completed by the LEA CALPADS Administrator before the LEA Administrator system username and password will be activated by the CDE.

Step	Description
1	Access the CALPADS Readiness Checklist Web page at http://www2.cde.ca.gov/calpadsprepsurvey/logon.aspx .
2	Select your county from the drop down menu.
3	Select your agency from the drop down menu.
4	Enter your 14-digit County-District-School (CDS) code. Districts must provide their 7-digit CD code followed by seven zeros. Independently reporting charter schools must provide their entire CDS code.
5	Enter the following password: surveyweb9.
6	Follow the instructions listed at the top the CDE CALPADS Readiness Checklist Web page.

Tips for the Electronic Submission of the LEA CALPADS Administrator Application

The LEA CALPADS Administrator Application is located on page 17 of the LEA CALPADS Administrator Guidelines and Application. (See Attachment 2.) **Note:** The LEA CALPADS Administrator Application is formatted using the distributed form function in Adobe Acrobat so that the contents of the Administrator application may be submitted electronically to the CDE using Adobe Acrobat Reader. After completing all of the required fields—Sections A through E on page 17—you will have the option to submit your information directly from the PDF document. After you select the “Submit E-mail” button to send your application, you will be asked to provide a valid e-mail address and full name. You will then be asked to select your e-mail client. If you select “Desktop Email Application” your application will automatically attach to an e-mail that contains the following message “Instructions to add this form to a responses file: 1. Double-click the attachment. 2. Acrobat will prompt you to select responses file.” Please disregard this message and click send. If you select “Internet Email” you will need to save the application to your computer and return it manually to calpadsaccess@cde.ca.gov. Please remember to use a valid work e-mail account when processing the application. Certain e-mail services, such as Hotmail, may cause difficulty with submission. You will receive an e-mail confirmation of receipt from the CDE within two working days. If you do not receive this e-mail, please contact the CALPADS Operations Office at 916-324-6738 or by e-mail at capadsaccess@cde.ca.gov. Depending on the version of Adobe that you are using you may see a security warning message. Please do not be alarmed. Select “yes” to proceed to send your application. If you do not have access to Adobe Reader, you can download a free version of Adobe Reader on the Adobe Reader Download Web page at <http://get.adobe.com/reader/> (Outside Source). You can also contact the CALPADS Operations Office for a version of the application in Microsoft Word. If you have any questions or experience any difficulty in submitting the LEA CALPADS Administrator Application, please contact the CALPADS Operations Office at 916-324-6738.

LEA CALPADS Administrator Application Process

The following documents the steps for the LEA CALPADS Administrator application process:

Step	Description
1	The CDE e-mails the LEA CALPADS Administrator Application to the local superintendent or independently reporting charter school administrator.
2	The superintendent or independently reporting charter school administrator may consent to oversee the application process or assign this responsibility to an authorized designee.
3	The superintendent or independently reporting charter school administrator or designee reviews the application and identifies one or two LEA CALPADS Administrator(s).
4	The superintendent or independently reporting charter school administrator or designee electronically forwards the application to the LEA CALPADS Administrator.
5	The LEA CALPADS Administrator completes sections A, B, and C on page 17 of the LEA Administrator Guidelines and Application, prints a hard copy of the application, signs the application, and then forwards both the hard copy and the electronic copy for verification.
6	The superintendent or independently reporting charter school administrator or designee reviews the applicant information and completes sections D and E on page 17 of the LEA Administrator Guidelines and Application, signs the hard copy of the application, and stores the hard copy of the application in a secure location at the LEA.
7	Once the electronic version of the application has been completed, the applicant or the superintendent or independently reporting charter school administrator or designee should select the "Submit E-mail" button in order for the CDE to receive the electronic version of the application.
8	The CDE will review the application and will e-mail a notification of initial receipt.
9	In late August, during the official launch of CALPADS, the CDE will implement the steps to activate each LEA CALPADS Administrator account. The CDE will create the LEA Administrator user name and e-mail this information to the LEA CALPADS Administrator. Following the creation of the user name, the CALPADS system will send an automatic e-mail to the LEA CALPADS Administrator that contains a temporary password. The LEA CALPADS Administrator must log on to CALPADS and change the temporary password. Upon activation, the LEA CALPADS Administrator will be authorized to access the system and create user accounts for local data entry personnel. Although the LEA Administrator accounts will not be activated before CALPADS goes live on a statewide basis at the end of August, LEAs are encouraged to submit their electronic LEA Administrator application prior to the CALPADS start date.
10	The LEA CALPADS Administrator completes Webex training on CALPADS system security and administration.



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