# CALPADS File Specifications, Version 15.2

3/1/2024

This version supersedes previous versions of this guide.

**California Longitudinal Pupil Achievement Data System (CALPADS)**

**Educational Data Management Division**

**California Department of Education**

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## Revision History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version Number | Revision Date | Name | Section | Summary of Changes |
| V15.2 | 3/1/2024 | Student Program – Record Layout | 3.3.9 | Removed references to “NCLB.” |
| V15.2 | 3/1/2024 | Course Section File Format-Record Layout | 3.9.7 | DE 9.18 (Class ID) – added validation.  DE 9.29 (Departmentalized Course Standards Grade Level Range Code) – validations updated.  DE 9.30 (CRS – Content Standards Alignment Code) – added conditionally required validation. |
| V15.2 | 3/1/2024 | Student Course Section File Format-Record Layout | 3.10.9 | DE 10.06 (Academic Year ID) – added validation to prevent future AYs. |
| V15.2 | 3/1/2024 | Student English Learner Acquisition – Record Layout | 3.12.7 | DE 12.13 (English Language Acquisition Status Code) – added validation to ensure if ELAS Code = RFEP, student must have an overlapping SENR record. |
| V15.2 | 3/1/2024 | Work-Based Learning - Record Layout | 3.21.7 | Updated 21.12 validations. |
| V15.1 | 9/29/23 | Student Information - Record Layout | 3.2.7 | DE 2.18 (Student Birth Date) – updated to reflect TK age validation.  DE 2.36 (Student Initial US School Enrollment Date K-12) – updated language and validations |
| V15.1 | 9/1/2023 | CALPADS Processing Methods | Table 1-1 | Student Absence (STAS) – removed SSID from Operational Key. |
| V15.1 | 9/1/2023 | Expected School Types | Table 2-1 | Private School Group – updated EOY 3 SINC, STAS, CUML ENROL from “N” to “P.” |
| V15.1 | 9/1/2023 | Student Enrollment – Record Layout | 3.1.7 | DE 1.24 (Grade Level Code) - updated all validations.  DE 1.35 (Graduation Exemption Indictor) – added validation and comment. |
| V15.1 | 9/1/2023 | Student Information - Record Layout | 3.2.8 | DE 2.04 (Effective Start Date) – added validation to not be more than 6 months greater than current date |
| V15.1 | 9/1/2023 | Staff Demographics - Record Layout | 3.7.7 | DE 7.04 (Effective Start Date) – added validation to not be more than 6 months greater than current date. |
| V15.1 | 9/1/2023 | Student Course Section - Record Layout | 3.10.7 | DE 10.21 (Carnegie Units Earned) – updated validation that units earned cannot be greater than 2 unit. |
| V15.1 | 9/1/2023 | Student English Language Acquisition – Record Layout | 3.12.7 | DE 12.16 (Correction Reason Code) – added new validation for adding ELAS = EL or IFEP with Correction Reason Code. |
| V15.1 | 9/1/2023 | Student Absence Summary | 3.13 | Removed SSID as Operational Key. |
| V15.1 | 9/1/2023 | Special Education Plan – Record Layout | 3.23.7 | DE 23.11 (Special Education Plan Type Code) – added validations.  DE 23.16 (Disability 1 Degree of Support) – added validation.  DE 23.18 (Disability 2 Degree of Support) – added validation.  DE 23.34 (Parent/Guardian Plan Approval Type Code) – removed field from layout. |
| V15.1 | 9/1/2023 | Special Education Meetings – Record Layout | 3.24.7 | DE 24.14 (Pending As of Date) – updated definition. |
| V15.1 | 9/1/2023 | Appendix A = XML(estensible Markup Language) Schemas | 7.0 | PLAN schema – removed Parent/Guardian Plan Approval Type Code |
| V15.0 | 7/1/2023 | CALPADS Processing Methods | 1.3 | * Removed SPED and SERV. * Added new records type SWDS, PLAN, MEET, and SERV. |
| V15.0 | 7/1/2023 | CALPADS Data Collection Periods, Windows, and Required File Formats | Table 1-2 | * Updated to include new file formats for Special Education (Students with Disabilities, Special Education Plan, Special Education Meetings, Special Education Services. * Removed Special Education, and Student Services, Student Test Settings (never implemented) file formats. |
| V15.0 | 7/1/2023 | Expected Schools Table | Table 2-1 | * Removed Toddlers – TD * Added Transitional Kindergarten (TK) |
| V15.0 | 7/1/2023 | Student Enrollment Record Layout | 3.1.7 | DE 1.35 (Graduation Exemption Indicator) – added new data element. |
| V15.0 | 7/1/2023 | Student Information Record Layout | 3.1.8 | * DE 2.38 (Parent Guardian 1 Highest Education Level Code) – updated public name to include 1. * DE 2.50 (Parent Guardian 2 Highest Level Code) – added new data element. |
| V15.0 | 7/1/2023 | Course Section Record Layout | 3.9.7 | DE 9.21 (Language of Instruction Code) – increased Max Length from 2 to 3 (language codes going from 2-characters to 3 characters; added new comment about 3-character codes effective July 1, 2023; and update validation to include 3-character codes. |
| V15.0 | 7/1/2023 | Student English Language Acquisition File Record Layout | 3.12.7 | DE 12.15 (Primary Language) – increased Max Length from 2 to 3 (language codes going from 2-characters to 3 characters; added new comment about 3-character codes effective July 1, 2023; and update validation to include 3-character codes. |
| V15.0 | 7/1/2023 | Student Special Education | 3.14 | Retired/removed file format. |
| V15.0 | 7/1/2023 | Student Services | 3.15 | Retired/removed file format. |
| V15.0 | 7/1/2023 | Students with Disabilities Status | 3.22 | Added new Students with Disabilities Status (SWDS) file format. |
| V15.0 | 7/1/2023 | Special Education Plan | 3.23 | Added new Special Education Plan (Plan) file format. |
| V15.0 | 7/1/2023 | Special Education Meetings | 3.24 | Added new Special Education Meetings (MEET) file format. |
| V15.0 | 7/1/2023 | Special Education Services | 3.25 | Added new Special Education Services (SERV) file format. |
| V15.0 | 7/1/2023 | Appendix A = XML(estensible Markup Language) Schemas | 7.0 | Added new schemas for SWDS, PLAN, MEET, SERV. |
| V14.1 | 3/1/2023 | Student Enrollment Record Layout | 3.1.7 | DE 1.34 (Adult Age Students with Disabilities in Transition Status) – updated definition. |
| V14.1 | 3/1/2023 | Course Section Record Layout | 3.9.7 | DE 09.24 (Distance Learning Indicator) – updated definition. |
| V14.1 | 3/1/2023 | Special Education Record Layout | 3.14.7 | DE 14.34 (General Education Participation Percentage Range Code) – updated Required column to “N” and added when field is required under Validation column. |
| V14.1 | 3/1/2023 | Postsecondary Status Record Layout | 3.18.7 | DE 17.12 (Postsecondary Status Code) – updated validation. |
| V14.0 | 7/1/2022 | Student English Language Acquisition File Format-Record Layout | 3.12.7 | * DE 12.13 (English Language Acquisition Status Code) – updated Required column to be conditionally required: “If Grade Level Code not = to IN, TD, PS or AD Then Y; Else N” * DE 12.13 (English Language Acquisition Status Code) – add new validation “If submitted SELA record has an ELAS for RFEP, the Status Start Date must be greater than 2/1 of the current academic year.” |
| V14.0 | 7/1/2022 | Course Section Record Layout | 3.9.7 | DE 09.27 (Course Content Area Subcategory Code) – updated conditionally required validation and blank validation to include new Cambridge course codes. |
| V14.0 | 7/1/2022 | Postsecondary-Record Layout | 3.17.7 | * DE 17.04 (Reporting LEA) – updated validation for submitter to include must have a prior year or active relationship with the Reporting LEA in the record. * DE 17.10 (Reporting SELPA) - updated validation for submitter to include must have a prior year or active relationship with the Reporting LEA in the record. |
| V14.0 | 7/1/2022 | Character Sets | 5.0 | Replaced Windows 1252 character with UTF-8 as the character set standards. |
| V13.2 | 4/18/2022 | CALPADS Processing Methods | 1.3 | Updated Transaction Processing and Replacement Processing. |
| V13.2 | 4/18/2022 | Record Type and Pre-Processing | Table 1-1 | Updated Operational Key for SENR, SPRG, and STAS |
| V13.2 | 4/18/2022 | Transaction Processing and Scenerios | 1.3.1  13.1.1 | Updated Replace verbiage and removed scenarios. |
| V13.2 | 4/18/2022 | Effective Date Processing and Scenarios | 1.3.2  1.3.2.1 | Updated Replace verbiage and added scenario. |
| V13.2 | 4/18/2022 | Student Information File Format – Record Layout | 3.2.8 | DE 2.05 (Effective End Date) – added a comment that field is no longer required, not validated and CALPADS will derive the date. |
| V13.2 | 4/18/2022 | Staff Demographics File Format – Record Layout | 3.7.7 | DE 7.05 (Effective End Date) - added a comment that field is no longer required, not validated and CALPADS will derive the date. |
| V13.2 | 4/18/2022 | Student English Language Acquisition File Format-Record Layout | 3.12.7 | * DE 12.13 (English Language Acquisition Status Code) - Removed from Required Column “If Grade Level Code not = to AD Then Y; Else N” and made field Required = “Y” to match production for English Language Acquisition Status Code. * DE 12.16 (Correction Reason Code) – Added data element (optional data element in SELA file format) . |
| V13.2 | 4/18/2022 | Fall 2 – Course Section Data to be Included | 2.2.3 | Modified verbiage on what not to report - to only include lunch and free period. |
| V13.1.1 | 12/21/2021 | Expected Schools Table | Table 2-1 | Separated out EOY 1 CTE/WBLR  Updated school type NPS (0000001) from “P” to “Y” under EOY 4 SPED (as built) to match Fall 1 SPED |
| V13.1.1 | 12/21/2021 | Staff Assignment Record Layout | 3.8.7 | DE 8.13 – (Staff Job Classification Code) – two new validations |
| V13.1.1 | 12/21/2021 | Course Section File Format-Record Layout | 3.9.7 | DE 9.19 (Course Section Instructional Level Code) – new validation  DE 9.22 (Instructional Strategy Code) – new validation  DE 9.25 – (Multiple Teacher Code) – new validation |
| V13.1 | 10/6/2021 | Student Program File Format – Record Layout | 3.3.7 | Added back DE 3.26 as a filler field (erroneously removed from v13.0). |
| V13.1 | 10/6/2021 | Staff Demographics File Format-Record Layout | 3.7.7 | DE 7.32 (Transitional Kindergarten Authorization Indicator) – removed and will be for future implementation. |
| V13.1 | 10/6/2021 | Course Section File Format-Record Layout | 3.9.7 | Added back DE 9.31 as a filler field (erroneously removed from v13.0). |
| V13.1 | 10/6/2021 | Student Course Section File Format-Record Layout | 3.10.7 | DEs 10.16 (Student Credits Attempted), 10.17 (Student Credits Earned), 10.18 (Student Course Final Grade), 10.20 (Marking Period Code), and 10.21 (Carnegie Units Earned) – added comment “ If any value is submitted in this field for Record Type Code = SCSE, it will neither be stored nor validated.” |
| V13.1 | 10/6/2021 | Student English Language Acquisition File Format-Record Layout | 3.12.7 | DE 12.14 (English Language Acquisition Status Start Date) – add new validation “Must not have more than one SELA record with the same ELAS Start Date.” |
| V13.1 | 10/6/2021 | Student Absence Summary – File Format-Record Layout | 3.13.7 | Updated/Added the following based on AB130/167:  DEs 13.09 (Student Legal First), 13.10 (Student Legal Last), 13.11 (Student Birth Date), and 13.12 (Student Gender) – updated as filler fields.  DEs 13.13 (Student Absence Summary Data Collection Exemption Indicator), 13.15 (Expected Attendance Days), 13.17 (Days Absent Out-of-School Suspension) – updated definitions.  DEs 13.16 (Days Attended In-Person), 13.19 (Days Absent In-Person Excused Non-Suspension), 13.20 (Days Absent In-Person Unexcused Non-Suspension), and 13.21 (Non-ADA Generating Independent Study Days) – updated name, definition, comments, and validation.  DE 13.18 (Days in Attendance In-School Suspension) – updated definition, comments, and validation.  DEs 13.22 (ADA-Generating Independent Study Days) and 13.23 (Period-by-Period Attendance Method Indicator) – added new data elements. |
| V13.1 | 10/6/2021 | Appendix A = XML(estensible Markup Language) Schemas | 7 | 7.2 – Student Program – added filler field.  7.9 – Couse Section – added filler field.  7.14 – Student Absence Summary - updated names and added two new fields. |
| V13.0 | 7/1/2021 | Expected Schools Table | Table 2-1 | Updated Fall 2 – PSTS, EOY 1 CTE/WBLR, and EOY 4 – PSTS grades levels 7th and 8th from “P” to “N.” |
| V13.0 | 7/1/2021 | SSID Enrollment File Format-Submission Details | 3.1.1 | Added text - E156 (Gd12ContinuedEd) |
| V13.0 | 7/1/2021 | SSID Enrollment File Format-Record Layout | 3.1.7 | DE 1.25 and 1.26 - added E156 reference and updated validation to be between March 31st and August 15.  DE 1.28 – removed comment as it’s no valid and related validation was retired in 2016. |
| V13.0 | 7/1/2021 | Student Information File Format | 3.2.2  3.2.7 | Retired SINF sub-type SIAD.  Added new DEs 2.45 – 2.46 (Mailing Address elements)  DE 2.37 (Enrolled in US School less than Three Cumulative Years Indicator) – updated conditionally required validation to remove grade and age. |
| V13.0 | 7/1/2021 | Student Program File Format-Selection Criteria | 3.3.2 | Added text - and in 2021-2022 academic year for E156 (GD12continuedEd) |
| V13.0 | 7/1/2021 | Student Program File Format-Record Layout | 3.3.7 | DE 3.25 – Retired, added filler Row |
| V13.0 | 7/1/2021 | Staff Demographics File Format-Record Layout | 3.7.7 | DE 7.32 - Added |
| V13.0 | 7/1/2021 | Course Section File Format-Record Layout | 3.9.7 | DE 9.31 – Retired, added filler Row |
| V13.0 | 7/1/2021 | Student Absence Summary Record Layout | 3.13.7 | DE 13.15 (Expected Attendance Days) – updated validation #1 for upper limit to be less than 256 and updated format validation.  DEs 13.16 – 13.21 – updated format validation. |
| V13.0 | 7/1/2021 | Special Education Record Layout | 3.14.7 | Updated Operational Key and added Special Education Meeting Date, Education Plan Type and Education Plan Amendment Date  Update Primary Key and removed Special Education Program Exit Date  DE 14.29 (Disability Code 2) – reenabled validation to not allow code 310 (Multiple disabilities (MD)).  DE 14.30 (Infant Regional Center Services Eligibility Indicator) -Updated Required  DE 14.31 (Special Education Program Setting Code) – Add new validation |
| V13.0 | 7/1/2021 | Postsecondary Status Record Layout | 3.17.7 | DE 17.11 (Education Program Participation Type Code) – added validation #3. |
| V13.0 | 7/1/2021 | Work-Based Learning Record Layout | 3.21 | Updated language for “Simulated Work-Based Learning” in DEs 21.11 and 21.12 |
| V13.0 | 7/1/2021 | Appendix A = XML(estensible Markup Language) Schemas | 7.2 | 7.2 – Student Information – add new mailing address elements to schema. |
| V12.4 | 3/1/2021 | Work-Based Learning File Format | 3.21 | DE 21.04 removed validation #2  DE 21.05 updated validation #3 |
| V12.3 | 2/1/2021 | Certification Submission Requiremetns | 2 | Updated all submission sections (Fall 1, Fall 2, EOY 1-4) to account for data collections that have been updated, moved, or new. |
| V12.3 | 2/1/2021 | Expected Schools Table | Table 2-1 | Renamed “EOY 1 CTE” to “EOY 1 CTE/WBLR” |
| V12.3 | 2/1/2021 | Student Enrollment Record Layout | 3.1.7 | DE 1.23 (Enrollment Status Code) – added validation rule #4 and #5  DE 1.24 (Grade Level Code) – added validation #2 |
| V12.3 | 2/1/2021 | Student Information Record Layout | 3.2.8 | DE 2.39 (Guardian 1 First Name) – added Validation rule#2  DE 2.40 (Guardian 1 Last Name) - added Validation rule#2  DE 2.41 (Guardian 2 First Name) - added Validation rule#2 and #3  DE 2.42 (Guardian 2 Last Name) - added Validation rule#2 and #3 |
| V12.3 | 2/1/2021 | Student Career Technical Education (CTE) File Format | 3.11 | Updated Selection Criteria information  DE 11.13 (CTE Pathway Code) – updated Definition  DE 11.14 (CTE Pathway Completion Academic Year ID) – updated Definition, Comments, and Required |
| V12.3 | 2/1/2021 | Student Services File Format | 3.15.7 | DE 15.13 (Special Education Service Code) – updated validation 2 to remove Special Education Service Location |
| V12.3 | 2/1/2021 | Postsecondary Status File Format | 3.17.3 | Updated Operational Key for PSTS to revert back to only LEA, AY, ED Part Type, SSID, and PS Code  DE 17.13 (Educational Institution Type) – updated operational key to n/a and added validation and required conditional validation  DE 17.14 (Industry Field) - updated operational key to n/a and added validation and required conditional validation  DE 17.15 (Post-High School Credential - updated operational key to n/a and added validation and required conditional validation |
| V12.3 | 2/1/2021 | Student Incident File Format | 3.18.7 | DE 18.05 (School of Attendance) – updated validation rules (Must not equal ‘0000002’ Private Schools Group) |
| V12.3 | 2/1/2021 | Student Incident File Format | 3.18.1  3.18.3  3.18.7 | Updated Submission Details  Operational Key information  DE 18.13 (Incident ID Local) - updated operational key to X |
| V12.3 | 2/1/2021 | Work-Based Learning File Format | 3.21 | Updated Submission Details, Primary Key, Record Layout (DE Names, Validations, Comments) |
| V12.2 | 11/1/2020 | Certification Submission Requirements | 2.0 | Added Columns Fall2 PSTS, EOY 4 PSTS, and Rows Department of Development Services, Department of State Hospitals |
| V12.2 | 11/1/2020 | Student Program Record Layout | 3.3.7 | DE 3.13 (Education Program Code) – added new validation |
| V12.2 | 11/1/2020 | Staff Assignment Record Layout | 3.8.7 | DE 8.07 (SEID) - updated Validation |
| V12.2 | 11/1/2020 | Course Section Record Layout | 3.9.7 | DE 9.16 (SEID) - updated comments |
| V12.2 | 11/1/2020 | Student Special Education Record Layout | 3.14.7 | DE 14.24 (Education Plan Type Code) – added new validation  DE 14.28 (Disability Code 1) – added new validation  DE 14.29 (Disability Code 2) - added new validation  DE 14.34 (General Education Participation Percentage Range Code) - updated Required, lower age range from 6 to 5. |
| V12.2 | 11/1/2020 | Special Service Record Layout | 3.15.7 | DE 15.13 (Special Education Service Code) - updated Validation |
| V12.2 | 11/1/2020 | Postsecondary Status - Operational Key | 3.17.3 | Updated Operational Key for Postsecondary Status file - added  •Educational Institution Type  •Industry Field  •Post-High School Credential |
| V12.2 | 11/1/2020 | Postsecondary Status - Relationship to Other Record Types | 3.17.5. | Updated for Education Participation Type = 30 (Special Education), from 20 to 30  For Education Participation Type = 20 (CTE) correction from 30 to 20 |
| V12.2 | 11/1/2020 | Postsecondary Status Record Layout | 3.17.7 | DE 17.13 (Educational Institution Type) – denoted as part of operational key  DE 17.14 (Industry Field) – updated required and denoted as part of operational key  DE 17.15 (Post-High School Credential) – denoted as part of operational key |
| V12.2 | 11/1/2020 | Student Incident Result Record Layout | 3.19.7 | DE 19.15 (Incident Result Authority Code) - updated Required: Then Y; Else N |
| V12.1 | 9/15/2020 | Student Enrollment Record Layout | 3.1.7 | DE 1.23 (Enrollment Status Code) - modified validation for 50 enrollment status to include E150 (Mid-year update). |
| V12.1 | 9/15/2020 | Course Section Record Layout | 3.9.7 | DE 9.06 (Academic Year ID) – added validation for Academic Year cannot be in the future.  DEs 9.24 (Distance Learning Indicator) and 9.33 (Online Course Instruction Type Code) - added 2020-21 guidance on how to report distance learning.  DE 09.29 (Departmentalized Course Standards Grade Level Range Code) – added required conditional validation. |
| V12.1 | 9/15/2020 | Student English Language Acquisition Record Layout | 3.12.1 | DE 12.13 (English Language Acquisition Status Code) – added comment regarding submitting EL and IFEP statuses beginning July 1, 2020 and added other validations for ADEL status. |
| V12.1 | 9/15/2020 | Student Absence Summary | 3.13.7 | DEs 13.16 (Days Attended), 13.17 (Days Absent Out-of-School Suspension), 13.18 (Days in Attendance In-School Suspension), 13.19 (Days Absent Excused Non-Suspension), 13.20 (Days Absent Unexcused Non-Suspension) - added 2020-21 guidance on how to report distance learning attendance and absence. |
| V12.0 | 7/1/2020 | Certification Submission Requirements | 2.0 | Table 2-1, Expected Schools Table: Updated footnote for “N.” |
| V12.0 | 7/1/2020 | Student Enrollment Record Layout | 3.1.7 | DE 1.23 (Enrollment Status Code) - modified validation for 50 enrollment status to only be valid with E170 or N470  DE 1.26 (Student Reason Code) – added new validation that E170 must have enrollment status = 50 (Non-ADA) or 20 (Secondary).  DE 1.34 (Adult Age Students with Disabilities in Transition Status) – updated data element name and in validations.  DE 1.35 (Workforce Readiness (Strategic Skills) Certificate Program Completion Indicator) – removed data element.  DE 1.36 (Food Handler Certification Program Completion Indicator) – removed data element.  DE 1.37 (Certified (Registered) Pre-Apprenticeship Program Completion Indicator) – removed data element.  DE 1.38 (Not-Certified (Non-Registered) Pre-Apprenticeship Program Completion Indicator – removed data element.  DE 1.39 (State or Federal Job Program Completion Indicator – removed data element. |
| V12.0 | 7/1/2020 | Student Information Record Layout | 3.2.7 | DE 2.43 (Preferred First Name) – added new data element.  DE 2.44 (Preferred Last Name) – added new data element. |
| V12.0 | 7/1/2020 | Student Program Record Layout | 3.3.7 | DE 3.25 (Runaway Youth Indicator) – removed required conditional validation. |
| V12.0 | 7/1/2020 | Course Section Record Layout | 3.9.7 | DE 9.13 (CRS-UC CSU Approved Indicator) – removed validation “If the State Course Code is considered by CDE as likely to meet UC or CSU requirements (per the Master Course Combos in CALPADS Valid Code Combinations), then this field should equal “Y”.”  DE 9.31 (Charter Non-Core, Non-College Prep Course Indicator) - – removed required conditional validation.  DE 9.34 (Middle School Core Setting Indicator) – updated data element name from “Middle School Core Course Indicator” to “Middle School Core Setting Indicator.” |
| V12.0 | 7/1/2020 | Student Absence Summary | 3.13.7 | DE 13.18 (Days in Attendance In-School Suspension) – updated validation #1 and removed comparison with “Expected Attendance Days.” |
| V12.0 | 7/1/2020 | Student Special Education Program Record Layout | 3.14.7 | DE 14.04 (Reporting LEA) – added new validation for independently reporting charter school.  DE 14.26 (Primary Residence Code) – removed “Ensure that the student is correctly identified under appropriate residential category. An incorrect code could result in loss of or reduced funding” comment as this data element is not used for McKinney Vento funding.  DE 14.47 (Workability I Work-Based Learning Program Completion (Transition Work-Based Experience) Indicator) - no longer used and denoted as filler field. |
| V12.0 | 7/1/2020 | Student Special Education Program Record Layout | 3.14.7 | DE 14.48 (Department of Rehabilitation Student Services Work-based Learning Program Completion (Transition Classroom-Based Work Exploration) Indicator) - no longer used and denoted as filler field. |
| V12.0 | 7/1/2020 | Student Services | 3.15.7 | DE 15.04 (Reporting LEA) – added new validation for independently reporting charter school. |
| V12.0 | 7/1/2020 | Student Test Settings | 3.16 | Added placeholder Student Test Settings file format section (effective 2021-2022) and will be filled out in subsequent CFS version. |
| V12.0 | 7/1/2020 | Postsecondary Status | 3.17.7 | Updated Operational Key to include SSID and Postsecondary Status Code  DE 17.05 (School of Attendance) – added conditionally required validation when Education Program Participation Type Code = 10 (CPA) or 20 (CTE).  DE 17.13 (Educational Institution Type) – added new data element  DE 17.14 (Industry Field) – added new data element  DE 17.15 (Post-High School Credential) – added new data element |
| V12.0 | 7/1/2020 | Student Incident Record Layout | 3.18.7 | DE 18.05 (School of Attendance) – add new validation that school of attendance must equal “0000002.”  DE 18.16 (Student Instructional Support Indicator) – removed required conditional validation.  DE 18.17 (Removal to Interim Alternative Setting Reason Code) – added validation to only populate for students with disabilities. |
| V12.0 | 7/1/2020 | Student Incident Result Record Layout | 3.19.7 | DE 19.14 (Incident Result Code) – removed “If Incident Result Code is equal to 300 (Other Means of Correction) 400 (No Action), seclusion, or restraint, Then Incident Result Duration Days must either not be populated or equal to zero” validation.  DE 19.15 – Incident Result Authority Code – updated required validation to refer to correct codes.  DE 19.16 – Incident Result Duration Days – updated required validation and added validation #3 (can only be populated when Incident Result Code = 100, 110 or 200). |
| V12.0 | 7/1/2020 | Work-Based Learning | 3.21 | Added Work-Based Learning file format section. |

### Introduction

This document provides a detailed description of the data submission requirements and file formats associated with each of the California Longitudinal Pupil Achievement Data System (CALPADS) data submissions. The CALPADS File Specification (CFS) requirements in the following sections provide an overview of the CALPADS file processing methods, submission requirements, character sets, and the supported XML schemas. This document will provide the local educational agency (LEA) business and technical staff and Student Information System (SIS) vendors the data submission specifications to generate the CALPADS supported file specifications.

This section contains the following topics:

1.1. Key to Columns 30

1.2. File Structure 31

1.3. CALPADS Processing Methods 31

CALPADS supports the following file formats to enable the submission of student, teacher, and course data to meet California's state and federal reporting requirements.

|  |  |  |
| --- | --- | --- |
| Student Information | Staff Information | Course Information |
| * SSID Enrollment * Student Information * Student Program * Student Discipline (last effective AY is 2018-2019) * Student Career Technical Education * Student English Language Acquisition * Student Absence Summary * Students with Disabilities * Special Education Plan * Special Education Meetings * Special Education Services * Postsecondary Status * Student Incident * Student Incident Result * Student Offense * Work-Based Learning | * Staff Demographics * Staff Assignment | * Course Section * Student Course Section |

The following sections provide an overview and the specific details associated with the CALPADS data submission processes and CALPADS file formats:

* Certification Submission Requirements
* CALPADS File Formats
* CALPADS Code Sets
* Character Sets

#### Key to Columns

A record layout is provided for each record type. The record layout table includes the following information:

* **Field No.**
  + The order in which the data element appears within the record. For example, Gender is the 17th field in the SSID Enrollment record type
* **Public Name**
  + The name of the CALPADS data element
* **Field Type**
  + The data type of the element. The possible values include:
    - CS = Character String
    - DT = Date
    - NU = Numeric
* **Max Length**
  + The maximum length of the data element
* **Definition**
  + An explanation of the meaning of the data element
* **Code Set**
  + The name of the code set included in the CALPADS code set document that identifies the valid code values for the data element
* **Comments**
  + Clarification about the data element in addition to the definition
* **Validation**
  + Validation that will be performed by the system in addition to validating that the required fields are not blank
* **Required**
  + An indication of whether the data element is required to be submitted or is optional
    - Y = Data element is required to be populated (Blanks are not allowed)
    - N = Data element is NOT required to be populated (Blanks are allowed)
* **Operational Key**
  + The set of fields that identify the record or records via batch to be processed depending on the type of processing associated with the record type

#### File Structure

The structure of the file should conform to the order and data type listed in the record layouts described in the sections below. CALPADS will accept files in the following formats:

* Comma Separated Value format (CSV)
* Caret Separated Value format
* Extensible Markup Language (XML) format
* Excel Spreadsheet format (.xlsx)

Files submitted in Comma Separated Value or Caret Separated Value format must not contain a header row. Each record must end with a carriage return and line feed.

XML formatted files must utilize the CALPADS XML schema provided in Appendix A. Non-required data elements with no value must be included in the data submission.

An Excel Spreadsheet format may contain one row of column names.

Additionally, Excel Spreadsheet templates will be distributed to those LEAs that wish to use an Excel spreadsheet format.

#### CALPADS Processing Methods

There are three main processing methods of data in CALPADS:

* **Transaction Processing** – Individual record transactions are submitted and managed using a defined operational key. Records are added/updated using transaction types of “” (empty string), or “ “ (space), or “A” (Add/Update) all of which cause the system to act in the same way. Records are deleted using the transaction type of “D” (Delete). Records are replaced using the transaction type of “R” (Replace) and will only replace if record exists and data has changed for non-operational key fields or insert if record does not exist.
* **Effective Date Processing** – ­­Data are managed in CALPADS using Start and Endeffective dates. Users can establish start and end dates for specific information. Records are added/updated using transaction types of “” (empty string), or “ “ (space), or “A” (Add/Update). Records are deleted using the transaction type of “D” (Delete). Source data in the LEAs Student Information System does not need effective dates for CALPADS data collection purposes because CALPADS will store the data for an LEA based on effective dates provided in the submission file.
* **Replacement Processing** – Records are processed based on the operational key. Records may be replaced using transaction types of “” (empty string), or “ “ (space), or “R” (Replace) all of which cause invoke the same system behavior. Records may be deleted using the transaction type of “D” (Delete). If the transaction type is “D” (Delete), then all records in CALPADS with the same operational key are deleted even if only one record with that operational key was submitted. Submitted data are processed using the operational key to identify which records will be processed. For batch, all the records in CALPADS with the same operational key are deleted even if only one record with that operational key was submitted and all newly submitted records in the submission with the same operational key or any other operational key are added. For online maintenance, individual records in CALPADS with the same primary key are deleted and replaced.

For batch processing, although the transaction types “” (empty string), “ “ (space), “A” (Add/Update), “R” (Replace), and “D” (Delete) may all be included within the same file submission, CDE does NOT recommend including more than one transaction type per file submission. If more than one transaction type is included in a single file submission, records from ODS (based on the different operational keys for a file type) are compared to records in a file submission and are posted in the following order by transaction type: Delete, Add/Update or “ “ (space), and then Replace. However, there is not an order by transaction type for validation processing. Some validations exclude Delete records whereas others may exclude Replace records. For this reason, it is important to note if an LEA chooses to include more than one transaction type in a single file submission, validations may not trigger as expected.

Each of the CALPADS record types is associated with one of the processing methods identified above. In addition to the processing method, an operational key is identified for each record type. The operational key for each record type is essential for identifying a record or group of records in CALPADS. For the purposes of the CALPADS processing methods, the current Academic Year ID or Academic School Year is based on the processing date. The table below depicts the processing type and operational key for the various CALPADS record types.

Table 1-1: Record Type and Pre-Processing

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Record Type | Processing Type | Operational Key |
| 1 | SSID Enrollment  (SENR) | Transaction Processing | School of Attendance, SSID, Enrollment Start Date. |
| 2 | Student Information (SINF) | Effective Date Processing | SSID, Effective Start Date |
| 3 | Student Program (SPRG) | Transaction Processing | School of Attendance, SSID, Education Program Code, Education Program Membership Start Date, Education Service Academic Year, Education Service Code. |
| 7 | Staff Demographics (SDEM) | Effective Date Processing | Reporting LEA, SEID |
| 8 | Staff Assignment (SASS) | Replacement Processing | School of Assignment, Academic Year ID |
| 9 | Course Section (CRSE/CRSC) | Replacement Processing | School of Course Delivery, Academic Year ID, Academic Term Code |
| 10a | Student Course Section Enrollment (SCSE) | Replacement Processing | School of Course Delivery, Academic Year ID, SSID, Academic Term Code |
| 10b | Student Course Section Completion (SCSC) | Replacement Processing | School of Course Delivery, Academic Year ID, SSID, Academic Term Code, Marking Period Code |
| 11 | Student Career Technical Education (SCTE) | Replacement Processing | School of Attendance, Academic Year ID |
| 12 | Student English Language Acquisition (SELA) | Transaction Processing | Reporting LEA, SSID, English Language Acquisition Status Code |
| 13 | Student Absence Summary (STAS) | Replacement Processing | School of Attendance, Academic Year ID |
| 17 | Postsecondary Status (PSTS) | Replacement Processing | Reporting LEA, Academic Year ID, SSID, Education Program Participation Type Code, Postsecondary Status Code |
| 18 | Student Incident (SINC) | Replacement Processing | School of Attendance, Academic Year ID, Incident ID Local |
| 19 | Student Incident Result (SIRS) | Replacement Processing | School of Attendance, Academic Year ID Incident ID Local |
| 20 | Student Offense (SOFF) | Replacement Processing | School of Attendance, Academic Year ID Incident ID Local |
| 21 | Work-Based Learning (WBLR) | Replacement Processing | School of Attendance, Academic Year ID |
| 22 | Students with Disabilities (SWDS) | Transaction Processing | Reporting LEA, SSID, Reporting SELPA, Special Education Status Effective Start Date |
| 23 | Special Education Plan (PLAN) | Effective Date Processing | Reporting LEA, SSID, Reporting SELPA, Special Education Plan Effective Start Date |
| 24 | Special Education Meetings (MEET) | Transaction Processing | Reporting LEA, SSID, Reporting SELPA, Special Education Meeting Date, Pending As of Date |
| 25 | Student Services (SSRV) | Replacement Processing | Reporting LEA, SSID, Reporting SELPA, Plan Effective Start Date |

Each processing method is further described in the sections below.

##### Transaction Processing

Transaction processing method is used for Student Enrollment, Student Program, Student English Language Acquisition, and Students with Disabilities file format submissions. There are three valid transaction types:

* **Add/Update** - This is the default transaction type. This transaction type requires an empty string, which in a comma separate values file is represented by two comas (,,) with nothing in between, or “ “ (space), or “A” (Add/Update) be submitted in the transaction type code field. Records with this transaction are processed one at a time. The system uses the operational key in each record submitted to look for a record in the Operational Data Store (ODS) with the same operational key (table 1-1 above denotes operational key used for SENR, SELA, SPRG and SWDS file format). If a record with the same operational key already exists in the ODS then the elements that are not part of the operational key in the ODS record are updated using the data from the newly submitted record. If no record with the same operational key exists in the ODS, a new record is inserted.
* **Delete** -This transaction type requires a “D” (Delete) be submitted in the transaction type code field. Records with this transaction are processed one at a time. The system uses the operational key of each record to look for a record with the same operational key (table 1-1 above denotes operational key used for SENR, SELA, SPRG and SWDS file format). If a record with the same operational key already exists in the Operational Data Store (ODS) then the record is deleted. If no record exists with the same operational key then no error for the record is generated and the file processing continues.
* **Replace** -This transaction type requires an “R” (Replace) be submitted in the transaction type code field. This transaction type indicates that the record(s) submitted replace all existing ODS records where the operational key (table 1-1 above denotes operational key used for SENR, SELA, SPRG and SWDS file format) matches. Note, for SENR and SPRG record types, existing records start dates must be within the current academic year (AY) and cannot be used to replace records in prior academic years. Records with this transaction are processed one at a time or as a set of replacement transactions. A single “R” (Replace) transaction record will replace the matching records for the academic school year in the ODS based on the operational key associated with the file type (SENR, SELA SPRG or SWDS) submitted for updates to non-operational key fields or insert if record does not exist. Multiple “R” (Replace) transactions for the academic school year, School and Student are treated as a single transaction “set” where the subsequent “R” (Replace) transactions for the same academic school year, School and Student are treated as “A” (Add) records and updated for non-operational key fields. However, there is not an order by validation processing, so some validations may trigger or not trigger as expected.

###### Transaction Processing Scenarios

The following scenarios provide examples of how each of the transaction types will be processed in CALPADS.

**Scenario 1 – Add/Update in Student Enrollment (SENR)**

In Scenario 1, an LEA enrolls a student, and then later the student transfers to another school in the district.

1. Student “AAAAAAAAAA” is enrolled at School “2222222” with an Enrollment start date of 7/1/08 and No Withdraw Date. The School/LEA submits an SSID Enrollment record with the following information:

**Transaction Type Code**: <Blank>

**Reporting LEA:** 1111111

**School of Attendance:** 2222222

**Academic Year ID:** 2008-2009

**SSID:** AAAAAAAAAA

**Student Enrollment Start Date:** 7/1/08

**Enrollment Exit Date:** <blank>

(Note: Not all required fields are listed for SSID Enrollment. Only those necessary to explain the scenario)

The system creates the following enrollment record:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Academic Year ID | Reporting LEA | School of Attendance | SSID | Enrollment Start Date | Enrollment Exit Date |
| 2008-2009 | 1111111 | 2222222 | AAAAAAAAA | 7/1/08 | n/a |

1. Student “AAAAAAAAAA” withdraws from school 2222222 on January 15, 2009 with the anticipation of going to a new school. The original School/LEA submits a new record with the withdraw information. The school must submit a record using the same information as the original record including the Student Enrollment Start Date. The School/LEA submits a record with the following information:

**Transaction Type Code**: <Blank>

**Reporting LEA:** 1111111

**School of Attendance:** 2222222

**Academic Year ID:** 2008-2009

**SSID:** AAAAAAAAAA

**Enrollment Start Date:** 7/1/2008

**Enrollment Exit Date:** 1/15/2009

The system updates the existing enrollment record as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Academic Year ID | Reporting LEA | School of Attendance | SSID | Enrollment Start Date | Enrollment Exit Date |
| 2008-09 | 1111111 | 2222222 | AAAAAAAAA | 7/1/08 | 1/15/2009 |

1. Student “AAAAAAAAA” enrolls in a school 33333333 at LEA 1111111 on January 16, 2009. The new school submits a new enrollment. The user submits a record with the following information:

**Transaction Type Code**: <Blank>

**Reporting LEA:** 1111111

**School of Attendance:** 3333333

**Academic Year ID:** 2008-2009

**SSID:** AAAAAAAAAA

**Student Enrollment Start Date:** 1/16/2009

**Enrollment Exit Date:** <Blank>

The Enrollment table contains the following records after processing:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Academic Year ID | Reporting LEA | School of Attendance | SSID | Enrollment Start Date | Enrollment Exit Date |
| 2008-09 | 1111111 | 2222222 | AAAAAAAAA | 7/1/08 | 1/15/2009 |
| 2008-09 | 1111111 | 3333333 | AAAAAAAAA | 1/16/2009 | n/a |

(**Note**: To change an operational key of a record such as Student Enrollment Start Date, a delete transaction must be submitted with the existing value of the operational key along with an add/update transaction containing the new operational key value.)

**Scenario 2 – Delete in Student Enrollment (SENR)**

In this Scenario School 2222222 realizes that student “AAAAAAAAAA” was never enrolled at their school. They had the wrong student so they want to delete the enrollment. The school submits an SSID record with the following information:

**Transaction Type Code:** D

**Reporting LEA:** 1111111

**School of Attendance:** 2222222

**Academic Year ID:** 2008-2009

**SSID:** AAAAAAAAAA

**Enrollment Start Date:** 7/1/2008

**Enrollment Exit Date:** <Blank> or 1/15/2009

The system finds the record based on the SSID, school and Student Enrollment Start Date and deletes the matching record. Any other records for the student are not affected.

The Enrollment table contains the following records after processing:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Academic Year ID | Reporting LEA | School of Attendance | SSID | Enrollment Start Date | Enrollment Exit Date |
| ~~2008-09~~ [strikethrough to represent record removed from Enrollment table] | ~~1111111~~ [strikethrough to represent record removed from Enrollment table] | ~~2222222~~ [strikethrough to represent record removed from Enrollment table] | ~~AAAAAAAAA~~ [strikethrough to represent record removed from Enrollment table] | ~~7/1/2008~~ [strikethrough to represent record removed from Enrollment table] | ~~1/15/2009~~ [strikethrough to represent record removed from Enrollment table] |
| 2008-09 | 1111111 | 3333333 | AAAAAAAAA | 1/16/2009 | n/a |

Delete Constraints: In order to delete a record, the School, LEA, SSID, and Student Enrollment Start date must be provided. Other fields can be left blank. If they are not blank, they must match the existing record.

##### Effective Date Processing

Effective Date processing is used for the Student Information, Staff Demographics, Special Education Plan, and Special Education Meetings file format submissions. There are two valid transaction types:

* **Add/Update** - This is the default transaction type. This transaction type requires an empty string, which in a comma separate values file is represented by two comas (,,) with nothing in between, or “ “ (space), or “A” Add/Update be submitted in the transaction type code field. Records with this transaction type are processed one at a time. The system uses the operational key of each record. If the operational key already exists in the Operational Data Store (ODS), the system either inserts a new record and adjusts the effective start and/or end date of existing adjacent records, or deletes existing records based on the values of the effective start and effective end date of the new record. If the record does not exist, then a new record is inserted.
* **Delete** -This transaction type requires a “D” Delete be submitted in the transaction type code field. Records with this transaction type are processed one at a time. The system uses the operational key of each record to locate the requested record. Records may be deleted when the submitted record contains an effective start date. If the operational key is found in the ODS and the submitted record effective start date matches an effective start date of an existing ODS record, then the existing ODS record is deleted and replaced with the submitted record. If the record is not found, no error is generated and the file processing continues.

Effective Date processing enables CALPADS to record changes in the LEA reported data over time. To enable current information reporting as well as support historical corrections, the Effective Date processing structure is designed to support the wide range of potential time-based data changes submitted by the LEAs to CALPADS. New data submissions will be recorded based on the Effective Start Date of the record submitted. CALPADS will derive the Effective End Date one day before the Effective Start Date of a subsequent record (if no subsequent record exists, the Effective End Date will be blank). The data contained within the record submission will be considered “effective” between the Effective Start Date and the Effective End Date of the record.

CALPADS will determine the correct insertion point for the submitted record based on the required Effective Start Date provided by the LEA.

The Effective Start Date indicates the first date CALPADS can consider the LEA record to be effective for CALPADS processing and reporting. The system will inspect the ODS using the operational key and compare it the record provided. In addition, a user can delete records by using the “D” (Delete) transaction type and Effective Start Date.

LEAs may use effective date processing to correct historical data in CALPADS. To do this, the LEA must submit “replacement records” for the data to be corrected in the ODS. CALPADS will inspect the ODS using the operational key for each record and using the replacement records’ effective start date, replace the data between the provided dates in the ODS.

**NOTE:** CALPADS requires the latest effective date record to be an open-ended record (no effective end date). If a record submission results in a “closed” effective date record (record contains an effective end date) as the latest record in the ODS, CALPADS will create an open-ended effective date record as follows:

* New record contains the same information as the latest “closed” effective date record (copies all field values)
* New record has an effective start date one day after the effective end date of the latest “closed” effective date record
* New record has a “null” effective end date
* If a user deletes (Transaction Type = D) the most recent record, the system will update the latest remaining effective date record by removing the effective end, so that it is open.

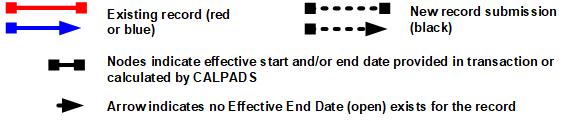
**NOTE:** CALPADS will not permit a “D” (Delete) transaction if there is only one record in the ODS (defined by the operational key) and the system will trigger a fatal error on the transaction.

The following section provides effective date processing scenarios illustrating the ODS results after submitting new records and historical update data to CALPADS.

###### Effective Date Processing Scenarios

The following six scenarios provide examples of CALPADS effective date processing. The scenarios use the diagram legend below to illustrate the existing ODS records and the resulting set of ODS records following a data submission transaction.

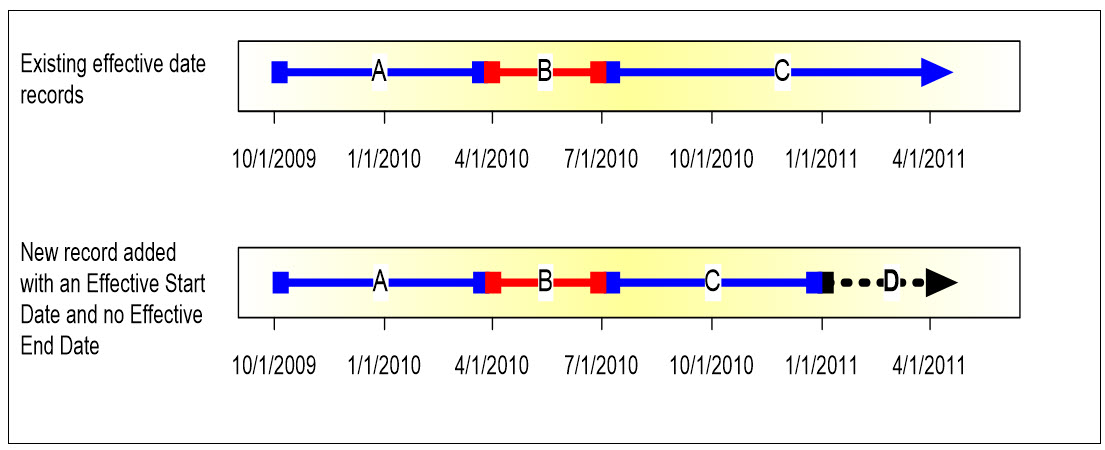
**Diagram Legend**



**Scenario 1 - Insert new record**

A new record containing data set D is submitted with an effective start date of 1/1/2011 and no effective end date. CALPADS calculates an effective end date for the existing record (data set C) as one day before the effective start date of the new record. The new record is inserted using the provided effective start date. The following Scenario 1 is depicted in Figure 1-1 below.

Figure 1-1: Scenario 1



**Sample Data Set “D” record submission**

**Transaction Type Code**: <Blank>

**Effective Start Date:** 1/1/2011

**Effective End Date:** <Blank>

**Reporting LEA:** 1111111

**School of Attendance:** 2222222

**Academic Year ID:** 2010-2011

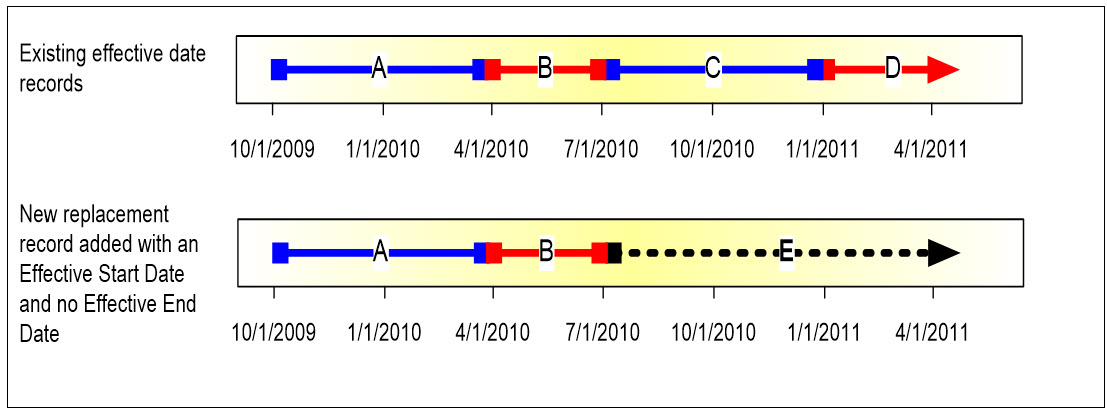
**SSID:** AAAAAAAAAA

**Address Line 1:** 577 Faculty Dr.

**Scenario 2 - Replace records**

A new record containing data set E is submitted with an effective start date of 7/2/2010 and no effective end date. CALPADS calculates an effective end date for the existing record (containing data set B) as one day before the effective start date of the new record. The new record is inserted using the provided effective start date replacing the two records containing data sets C and D. Scenario 2 is depicted in Figure 1-2 below.

Figure 1‑1: Scenario 2



**Sample Data Set “E” record submission**

**Transaction Type Code**: <Blank>

**Effective Start Date:** 7/2/2010

**Effective End Date:** <Blank>

**Reporting LEA:** 1111111

**School of Attendance:** 2222222

**Academic Year ID:** 2010-2011

**SSID:** AAAAAAAAAA

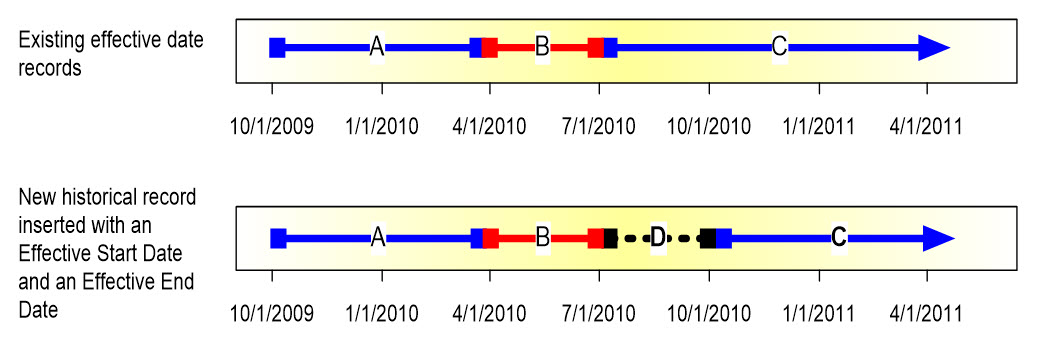
**Address Line 1:** 577 Faculty Dr.

**NOTE:** This example transaction replaced the two existing historical record data sets (C and D) with different information. The Effective Date processing file types can permanently delete historical information if the Effective Start Date is submitted which “overwrites” the historical information. The flexibility of this transaction type enables longitudinal tracking of information changes as well as updating specific historical data.

**Scenario 3 - Insert historical change (1)**

The existing record with data set C in the ODS has an effective start date of 7/2/10 and no effective end date. The LEA submits a new record with the same effective start date of 7/2/10 and an effective end date of 10/1/10. The new record containing data set D is a historical update submission with an effective end date less than the effective end date (no effective end date - open) of the existing record containing data set C. Upon posting, CALPADS creates a record in the ODS with the effective start and end dates of the new record (data set D) and changes the effective start date of the existing record (data set C) to one day after the effective end date of the new record as depicted in Figure 1-3 below.

Figure 1‑2: Scenario 3



**Sample Data Set “D” record submission**

**Transaction Type Code**: <Blank>

**Effective Start Date:** 7/2/2010

**Effective End Date:** 10/1/2010

**Reporting LEA:** 1111111

**School of Attendance:** 2222222

**Academic Year ID:** 2010-2011

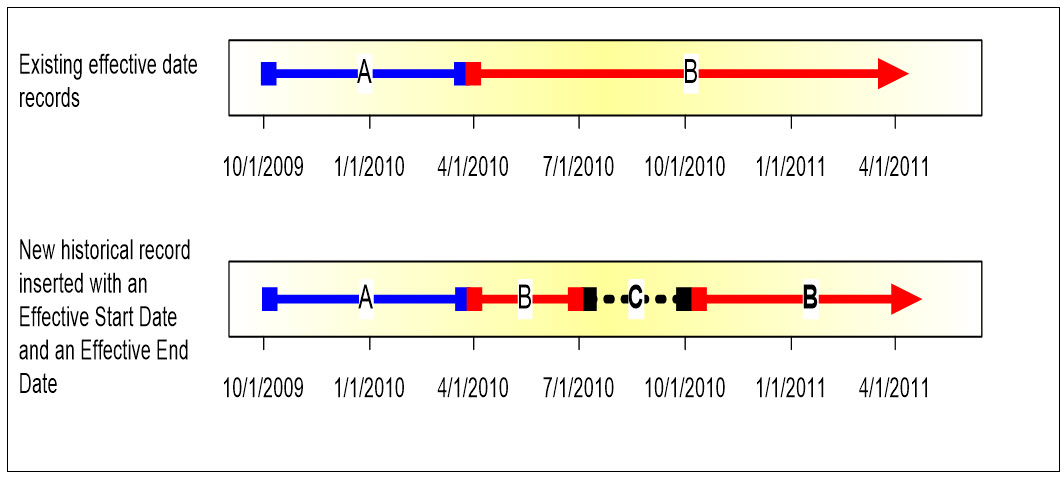
**SSID:** AAAAAAAAAA

**Address Line 1:** 777 Faculty Dr.

**Scenario 4 - Insert historical change (2)**

A historical data submission is inserted between the effective start date and effective end date of the existing record containing data set B. This existing record has an effective start date of 4/1/2010 no effective end date (open). The record containing data set C is submitted with an effective start date of 7/2/2010 and an effective end date of 10/1/2010. CALPADS updates the end date of the existing record to one day prior to the effective start date of the new record submission. CALPADS inserts a record containing data set C in the ODS with the effective start and end dates of the new record submission. In addition, CALPADS creates a third record in the ODS with an effective start date of 10/2/2010 one day after the new record's effective end date. CALPADS duplicates the original record containing data set B and assigns an effective end date to be the same as the original existing record containing data set B. In this case, this record has no effective end date. There are now two records in the ODS containing data sets B and a new record containing data set C. Scenario 4 is depicted in Figure 1-4.

Figure 1‑3: Scenario 4



**Sample Data Set “C” record submission**

**Transaction Type Code**: <Blank>

**Effective Start Date:** 7/1/2010

**Effective End Date:** 10/1/2010

**Reporting LEA:** 1111111

**School of Attendance:** 2222222

**Academic Year ID:** 2010-2011

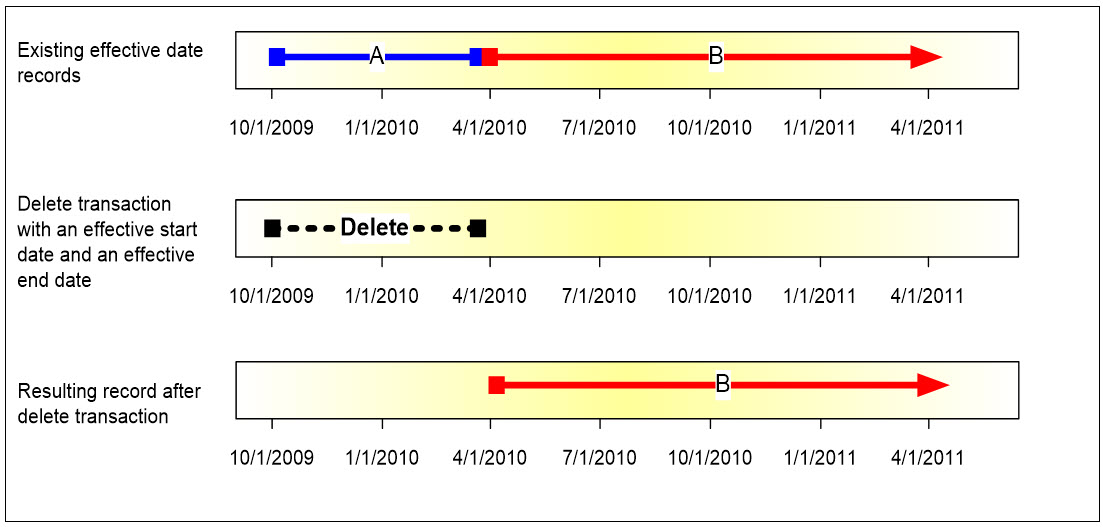
**SSID:** AAAAAAAAAA

**Address Line 1:** 777 Faculty Dr.

**Scenario 5 - Delete specific historical records**

The user submits a delete transaction with an effective start date of 10/1/2009 and an effective end date of 4/1/2010. CALPADS deletes the single record matching the effective start date and effective end date (record data set A). Record data set B remains. Scenario 5 is depicted in Figure 1-5 below.

Figure 1‑4: Scenario 5



**Transaction Type Code**: D

**Effective Start Date:** 10/1/2009

**Effective End Date:** 4/1/2010

**Reporting LEA:** 1111111

**School of Attendance:** 2222222

**Academic Year ID:** 2009-2010

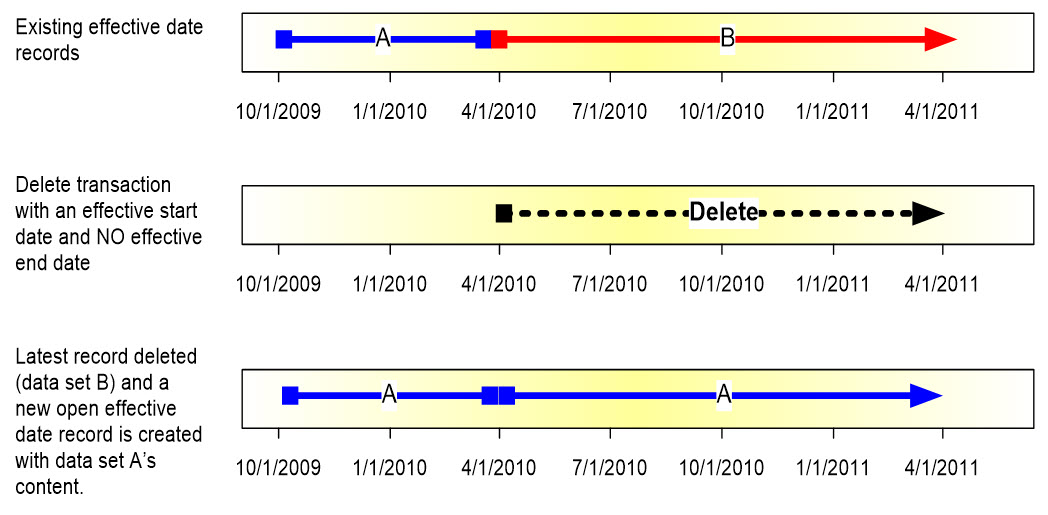
**SSID:** AAAAAAAAAA

**Address Line 1:** 123 Main St. or <Blank>

**Scenario 6 - Delete the most current record**

The user submits a delete transaction record with an effective start date which matches the existing ODS record and no effective end date also matching the existing ODS record. This transaction will delete the most current record in the ODS. In this example, the user submits a delete transaction with an effective start date of 4/1/2010 and no effective end date. CALPADS deletes the record containing data set B and updates latest remaining effective date record (data set A) by “clearing” the effective end date. Scenario 6 is depicted in Figure 1-6 below.

Figure 1‑5: Scenario 6



**Transaction Type Code**: D

**Effective Start Date:** 4/1/2010

**Effective End Date:** <Blank>

**Reporting LEA:** 1111111

**School of Attendance:** 2222222

**Academic Year ID:** 2009-2010

**SSID:** AAAAAAAAAA

**Address Line 1:** 123 Main St. or <Blank>

##### Replacement Processing

Replacement processing is used for Staff Assignment, Course Section, Student Course Section, Student Career Technical Education, Student Absence Summary, Postsecondary Status, Student Incident, Student Incident Result, Student Offense and Student Services file format submissions. There are two valid transaction types:

* **Replace** –This isthe default transaction type. This transaction type requires an empty string, which in a comma separate values file is represented by two comas (,,) with nothing in between, or “ “ (space), or “R” (Replace). The system uses the operational key in each record submitted to locate records in the ODS. If a record or records with the same operational key are found in the ODS, then the record or records are deleted and the records in the submission file are added to the ODS. If no record or records with the same operational key are found then a warning message is generated and file processing continues. If a record does not exist, then a new record is added to the ODS.
* **Delete** -This transaction type requires a “D” (Delete) be submitted in the transaction type code field. Records with this transaction are processed one at a time. The system uses the operational key of each record. If the operational key is found in the ODS, then the record or records are deleted. If it is not found, no error is generated and file processing continues.

Replacement processing is used for those record types where LEAs typically work with all of the data for a given school and period as one data set. When using these transactions all of the existing data in the ODS for a specific school and period (e.g., School Year or School Year and Term) are replaced with new data provided.

###### Replacement Processing Scenarios

The following two scenarios provide examples of how each of the replacement transaction types will be processed in CALPADS.

**Scenario 1 – Replace in Student Course Section Enrollment (SCSE)**

In this scenario a user wants to replace the existing Student Course Section records for School 222222 in LEA 1111111 for Academic Year ‘2008-2009’ for the FY term.

1. Within CALPADS the following Course Section information records exists:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academic Year ID | Academic Term Code | Reporting LEA | School of Course Delivery (must match School of Attendance in SENR) | CRS-State Course Code |
| 2008-2009 | FY | 1111111 | 2222222 | 2100 |
| 2008-2009 | FY | 1111111 | 2222222 | 2507 |
| 2008-2009 | Q1 | 1111111 | 3333333 | 2600 |
| 2008-2009 | Q1 | 1111111 | 3333333 | 2875 |
| 2008-2009 | FY | 1111111 | 3333333 | 5578 |
| 2008-2009 | FY | 1111111 | 3333333 | 6098 |

1. School 2222222 determines that Student Course Section information in CALPADS is incorrect. The School/LEA submits the correct records with the following information:

The user submits a set of records with the following fields:

**Transaction Type Code**: <Blank>

**Reporting LEA:** 1111111

**School of Attendance:** 2222222

**Academic Year ID:** 2008-2009

**Term:** FY

The system will then delete all of the Student Course section data for Academic Year 2008-2009, School 2222222, and Term FY and then insert the new data provided.

The table contains the following records after processing:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academic Year ID | Academic Term Code | Reporting LEA | School of Course Delivery (must match School of Attendance in SENR) | CRS-State Course Code |
| 2008-2009 | FY | 1111111 | 2222222 | 5570 |
| 2008-2009 | FY | 1111111 | 2222222 | 4613 |
| 2008-2009 | FY | 1111111 | 2222222 | 2507 |
| 2008-2009 | Q1 | 1111111 | 3333333 | 2600 |
| 2008-2009 | Q1 | 1111111 | 3333333 | 2875 |
| 2008-2009 | FY | 1111111 | 3333333 | 5578 |
| 2008-2009 | FY | 1111111 | 3333333 | 6098 |

**Scenario 2 – Delete in Student Course Section Enrollment (SCSE)**

In this scenario a user wants to delete the existing Student Course Section records for School 222222 in LEA 1111111 for Academic Year ‘2008-2009’ and Term FY.

1. Within CALPADS the following Course Section information records exist:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academic Year ID | Academic Term Code | Reporting LEA | School of Course Delivery (must match School of Attendance in SENR) | CRS-State Course Code |
| 2008-2009 | FY | 1111111 | 2222222 | 2100 |
| 2008-2009 | FY | 1111111 | 2222222 | 2507 |
| 2008-2009 | Q1 | 1111111 | 3333333 | 2600 |
| 2008-2009 | Q1 | 1111111 | 3333333 | 2875 |
| 2008-2009 | FY | 1111111 | 3333333 | 5578 |
| 2008-2009 | FY | 1111111 | 3333333 | 6098 |

1. School 2222222 determines that the course section information in CALPADS is incorrect and wants to delete the records from CALPADS instead of replacing the records. The School/LEA submits the correct records with the following information:

The user submits a set of records with the following fields:

**Transaction Type Code:** D

**Reporting LEA:** 1111111

**School of Attendance:** 2222222

**Academic Year ID:** 2008-2009

**Term:** FY

The system will then delete all of the Student Course section data for School 2222222, Academic Year 2008-2009 and Term FY.

The table contains the following records after processing:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academic Year ID | Academic Term Code | Reporting LEA | School of Course Delivery (must match School of Attendance in SENR) | CRS-State Course Code |
| 2008-2009 | Q1 | 1111111 | 3333333 | 2600 |
| 2008-2009 | Q1 | 1111111 | 3333333 | 2875 |
| 2008-2009 | FY | 1111111 | 3333333 | 5578 |
| 2008-2009 | FY | 1111111 | 3333333 | 6098 |

**NOTE: This example is not likely to occur frequently.**

Please note in both scenarios referential integrity is still enforced. In this particular example, if new courses sections were being introduced into the system, then the user would need to also submit the Student Course Section Records.

**Scenario 3 – Replace in Student Absence Summary (STAS)**

1. In this scenario a user wants to replace the existing Student Absence Summary records for School 3333333 in LEA 1111111 for SSID 1212121212 for Academic Year ‘2016-2017’.

Within CALPADS the following Student Absence Summary records exists:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Year ID | Reporting LEA | School of Attendance | SSID | Student Absence Summary Data Collection Exemption Indicator | Hourly Attendance School Type Indicator | Expected Attendance Days | Days Attended |
| 2016-2017 | 1111111 | 3333333 | 1111111111 | Y | n/a | n/a | n/a |
| 2016-2017 | 1111111 | 3333333 | 3333333333 | n/a | Y | 150 | 147 |
| 2016-2017 | 1111111 | 3333333 | 4444444444 | n/a | n/a | 150 | 130 |
| 2016-2017 | 1111111 | 4444444 | 1212121212 | n/a | n/a | 301 | 300 |
| 2016-2017 | 1111111 | 4444444 | 1313131313 | Y | n/a | n/a | n/a |

1. School 4444444 determines that the Student Absence Summary information in CALPADS is incorrect. The School/LEA submits the correct records with the following information:

The user submits a set of records with the following fields:

**Transaction Type Code**: <Blank>

**Reporting LEA:** 1111111

**School of Attendance:** 4444444

**Academic Year ID:** 2016-2017

**SSID:** 1212121212

The system will then delete all of the Student Absence data for Academic Year 2016-2017, School 4444444, SSID 1212121212 and then insert the new data provided.

CALPADS contains the following records after processing:):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Year ID | Reporting LEA | School of Attendance | SSID | Student Absence Summary Data Collection Exemption Indicator | Hourly Attendance School Type Indicator | Expected Attendance Days | Days Attended |
| 2016-2017 | 1111111 | 3333333 | 1111111111 | Y | n/a | n/a | n/a |
| 2016-2017 | 1111111 | 3333333 | 3333333333 | n/a | Y | 150 | 147 |
| 2016-2017 | 1111111 | 3333333 | 4444444444 | n/a | n/a | 150 | 130 |
| 2016-2017 | 1111111 | 4444444 | 1212121212 | n/a | n/a | 150 | 145 |
| 2016-2017 | 1111111 | 4444444 | 1313131313 | n/a | n/a | n/a | n/a |

**Scenario 4 – Delete in Student Absence Summary (STAS)**

1. In this scenario a user wants to delete the existing Student Absence Summary records for School 4444444 in LEA 1111111 for Academic Year ‘2016-2017’.

Within CALPADS the following Student Absence Summary records exists:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Year ID | Reporting LEA | School of Attendance | SSID | Student Absence Summary Data Collection Exemption Indicator | Hourly Attendance School Type Indicator | Expected Attendance Days | Days Attended |
| 2016-2017 | 1111111 | 3333333 | 1111111111 | Y | n/a | n/a | n/a |
| 2016-2017 | 1111111 | 3333333 | 3333333333 | n/a | Y | 150 | 147 |
| 2016-2017 | 1111111 | 3333333 | 4444444444 | n/a | n/a | 150 | 130 |
| 2016-2017 | 1111111 | 4444444 | 1212121212 | n/a | n/a | 301 | 300 |
| 2016-2017 | 1111111 | 4444444 | 1313131313 | Y | n/a | n/a | n/a |

1. School 4444444 determines that the Student Absence Summary information in CALPADS is incorrect for SSID 1212121212 and wants to delete the records from CALPADS instead of replacing the records. The School/LEA submits the corrected record with the following information:

The user submits a set of records with the following fields:

**Transaction Type Code:** D

**Reporting LEA:** 1111111

**School of Attendance:** 4444444

**Academic Year ID:** 2016-2017

**SSID:** 1212121212

The system will then delete the Student Absence Summary data for School 4444444, SSID 1212121212 and Academic Year 2016-2017. CALPADS contains the following records after processing:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Year ID | Reporting LEA | School of Attendance | SSID | Student Absence Summary Data Collection Exemption Indicator | Hourly Attendance School Type Indicator | Expected Attendance Days | Days Attended |
| 2016-2017 | 1111111 | 3333333 | 1111111111 | Y | n/a | n/a | n/a |
| 2016-2017 | 1111111 | 3333333 | 3333333333 | n/a | Y | 150 | 147 |
| 2016-2017 | 1111111 | 3333333 | 4444444444 | n/a | n/a | 150 | 130 |
| 2016-2017 | 1111111 | 4444444 | 1313131313 | Y | n/a | n/a | n/a |

**Scenario 5 – Replace in Student Services (SSRV)**

1. In this scenario a user wants to replace the existing Student Services records for School 3333333 in LEA 1111111 for SSID 1111111111 for Academic Year ‘2019-2020’.

Within CALPADS the following Student Service records exists:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Year ID | SSID | Reporting LEA | School of Attendance | Reporting SELPA | District of Special Education Accountability | Student Special Education Meeting or Amendment Identifier | Special Education Service Code | Special Education Service Provider Code |
| 2019-2020 | 1111111111 | 1111111 | 3333333 | 5555 | 6666666 | 10121451895 | 230 | 100 |
| 2019-2020 | 1111111111 | 1111111 | 3333333 | 5555 | 6666666 | 10121451895 | 240 | 100 |
| 2019-2020 | 1111111111 | 1111111 | 3333333 | 5555 | 6666666 | 10121451895 | 250 | 100 |

1. School 3333333 determines that the Student Service information in CALPADS is incorrect. The School/LEA submits the correct records with the following information:

The user submits a set of records with the following fields:

**Transaction Type Code**: <Blank>

**Reporting LEA:** 1111111

**Reporting SELPA:** 5555

**SSID:** 1111111111

**Academic Year ID:** 2019-2020

**Student Special Education Meeting or Amendment Identifier:** 10121451895

The system will then delete all of the data for Academic Year 2019-2020, and then inserts the new data provided. CALPADS contains the following records after processing:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Year ID | SSID | Reporting LEA | School of Attendance | Reporting SELPA | District of Special Education Accountability | Student Special Education Meeting or Amendment Identifier | Special Education Service Code | Special Education Service Provider Code |
| 2019-2020 | 1111111111 | 1111111 | 3333333 | 5555 | 6666666 | 10121451895 | 445 | 100 |

#### SSID Enrollment Management

The CALPADS environment provides for the assignment and maintenance of statewide SSID enrollment information. The SSID assignment and maintenance process is an ongoing data submission process used to establish CALPADS enrollment records in the CALPADS ODS. CALPADS enrollment records must be established (SSID assigned to an LEA’s student record) prior to submitting data for any of the student data submission windows described in this document. The SSID Enrollment file format supports the assignment of new or existing SSIDs in CALPADS. In addition, the SSID Enrollment file format supports the maintenance of the SSID enrollment records in CALPADS.

LEAs are responsible for assigning and maintaining student SSID enrollment and exit information in CALPADS. LEAs must submit ongoing SSID enrollment updates to maintain up-to-date student information in the CALPADS ODS. All California public LEAs must submit up-to-date enrollment and exit information to CALPADS to account for all students, reduce the number of SSID anomalies, and ensure high-quality data. The SSID Enrollment file format defined in this document is used for all student enrollment and grade level changes. This includes new student enrollments (e.g., acquiring a SSID), changes to student enrollment (e.g., enrollment status change), exiting a student from the LEA, and changing the grade of a student during an academic year. In addition to the student enrollment information, the LEA will utilize the Student Information file format to update student demographic information and address related information. The Student Information should be updated as needed (i.e., when information changes in the local system) to reflect the current student demographic and status information in the CALPADS ODS. These file formats are described in further detail later in this document.

To maintain the accuracy and integrity of student information, it is recommended that LEAs verify the accuracy of the student address information in the Student Information record at least once during each academic year for each student who was enrolled in the LEA with a primary enrollment status prior to certifying a submission. If this information has changed since the last submission, then the Student Information record should be submitted in the Fall 1 submission.

The CDE has developed a document that provides definitions, guidelines, and associated business rules for the ongoing SSID enrollment data submission process. The CALPADS SSID and Enrollment Procedures are available on the CALPADS Web site under System Documentation at <http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp>.

#### Data Submissions

CALPADS is designed to encourage LEAs to submit data throughout the academic year to provide up-to-date information in the ODS. Keeping information up-to-date in the CALPADS ODS enables all LEAs to have access to current information on students transferring to their district. In addition, at specific times during the academic year, CALPADS will harvest data from the ODS to support state and federal reporting needs, for accountability measures, and Smarter Balanced test registration.

The file formats identified in this document support the CALPADS data collection process, which includes ongoing data submissions at any point in time as well as the submission of data at designated points during the school year to certify State Reporting snapshots.

##### Ongoing

As previously stated, LEAs are encouraged to submit data throughout the academic year to provide up-to-date information in the ODS. The ongoing SSID Enrollment update is critical to facilitating the accuracy of the SSID assignments across the state. The ongoing maintenance of SSID Enrollment:

* Captures and records student movement between California schools at any given time throughout the school year, and
* Enables LEAs to make corrections and updates to a student's enrollment history, current enrollment status, and program participation.

In addition to the SSID Enrollment, the Student Information file format information should be submitted following the assignment of a new SSID Enrollment submission and then only as needed to update the CALPADS ODS with any relevant student information changes. All other data may be submitted on a periodic basis to provide updated information to the CALPADS ODS.

##### Certification Submissions

The California Department of Education (CDE) has identified the following CALPADS data collections to support state and federal reporting needs for the fall, and at the end of the academic year:

* Fall 1 - Annual Enrollment Update/Title III Eligible Immigrants/English Language Acquisition Status/Special Education Program
* Fall 2 – Course Enrollment/Staff Assignments/English Learner (EL) Services/Postsecondary
* End of Year 1 - Course Completion/Career Technical Education (CTE)
* End of Year 2 *-* Program Participation
* End of Year 3 *–* Behavioral Incidents/Absenteeism/Cumulative Enrollment
* End of Year 4 – Special Education Program/Services/Postsecondary

CALPADS sets the timeframe for each data collection to ensure that the data are consistent across all LEAs. The timeframe establishes the start date and end date for the window of time that data are collected from the ODS (i.e., Submission Window) as well as the window of time that amendments can be made to the collected data (i.e., Amendment Window).

Data are collected using the file formats defined in this document to support the specified data collections throughout the year.

Each submission window requires the LEA submission of one or more of the file formats specified in this document.

Table 1-2 below identifies the file formats required for submission during each snapshot collection window.

Table 1-2: CALPADS Data Collection Periods, Windows, and Required File Formats

**Table Value Legend:**

R=Required submission for the specified data collection

U=Updated data submitted if data in CALPADS is not current

**Table Footnote Legend:**

(1) Include all SSID enrollment records for students actively enrolled as of Fall Census Day, the first Wednesday of October that have not previously been reported

Include all SSID enrollment records for students (including any Graduates, Dropouts, and withdrawals) that have not been previously reported

(2) Include all Student Information records for the current academic year with an effective start date between July 1 and Fall Census day for students actively enrolled and receiving instruction/services as of Fall Census Day, the first Wednesday of October.

(3) Student eligibility for Title I Part C Migrant, Gifted and Talented Education, Homeless Program, and student participation in Special Education must be up to date for the Fall 1 submission. If there are no changes to student eligibility for or participation in these programs, no updates need be provided. Eligibility for National School Lunch Program, however, must be submitted each year.

(4) This file is required when obtaining a new SSID, but in all other cases should only be submitted when the data within the file have changed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| File | Fall 1-Annual Enrollment Update/ Title III Eligible Immigrants/ ELA Status/Special Education Program | Fall 2-Course Enrollment/ Staff Assignment/ EL Services/Postsecondary | EOY 1- Course Completion/ Career Technical Education | EOY 2 -Program Participation | EOY 3- Behavioral Incidents/Absenteeism/Cumulative Enrollment | EOY 4 – Special Education Program/Services/Postsecondary |
| SSID/Enrollment | R(1) | U | U | U | U | U |
| Student Information | U(2) | U | U | U | U | U |
| Student Program | R(3) | U | U | R | U | n/a |
| Course Section | n/a | R | R | n/a | n/a | n/a |
| Student Course Section | n/a | R | R | n/a | n/a | n/a |
| Staff Demographics | n/a | R | U | n/a | n/a | n/a |
| Staff Assignments | n/a | R | n/a | n/a | n/a | n/a |
| Student Discipline | n/a | n/a | n/a | n/a | R | n/a |
| Student Career Technical Education | n/a | n/a | R | n/a | n/a | n/a |
| Student English Language Acquisition | U(4) | n/a | n/a | n/a | n/a | n/a |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| File | Fall 1-Annual Enrollment Update/ Title III Eligible Immigrants/ ELA Status/Special Education Program | Fall 2-Course Enrollment/ Staff Assignment/ EL Services/Postsecondary | EOY 1- Course Completion/ Career Technical Education | EOY 2 -Program Participation | EOY 3- Behavioral Incidents/Absenteeism/Cumulative Enrollment | EOY 4 – Special Education Program/Services/Postsecondary |
| Student Absence Summary | n/a | n/a | n/a | n/a | R | n/a |
| Postsecondary Status | n/a | R | n/a | n/a | n/a | R |
| Student Incident | n/a | n/a | n/a | n/a | R | n/a |
| Student Incident Result | n/a | n/a | n/a | n/a | R | n/a |
| Student Offense | n/a | n/a | n/a | n/a | R | n/a |
| Work-based Learning | n/a | n/a | R | n/a | n/a | n/a |
| Students with Disabilities | R | n/a | n/a | n/a | n/a | R |
| Special Education Plan | R | n/a | n/a | n/a | n/a | R |
| Special Education Meetings | R | n/a | n/a | n/a | n/a | R |
| Special Education Services | R | n/a | n/a | n/a | n/a | R |

### Certification Submission Requirements

This section contains the following topics:

2.1. Fall 1 – Annual Enrollment Update/Title III Eligible Immigrants/English Language Acquisition Status/Special Education Program 68

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CALPADS is designed to encourage Local Educational Agencies (LEAs) to submit data throughout the academic year to provide up-to-date information in the Operational Data Store (ODS). In addition, at specific times during the academic year, CALPADS will harvest data from the ODS to support state and federal reporting needs.

CALPADS will set the timeframe for each data collection to ensure that the data is consistent across all LEAs. The timeframe will establish the start date and end date for the window of time that data are collected from the ODS (i.e., Submission Window) as well as the window of time that amendments can be made to the collected data (i.e., Amendment Window).

The data collected will be a snapshot of the data in the ODS. Once validated by CALPADS and certified by each LEA, the snapshot will be frozen along with derived data as a historical point of reference that can be used for analysis.

The purpose of this section is to describe the purpose and data selection logic for each state reporting data collection and submission.

The following define the population of students from which each collection selects:

* All TK-12 students who have been assigned a Statewide Student Identifier (SSID), including any infants, toddlers, preschool, and adult education students
* Students with traditional enrollment under a traditional district structure
* Students with non-traditional types of enrollment, reported under the Educational Service Institution’s (ESI) school codes to identify their school of enrollment:
  + Students receiving their core instruction in a district program not located at a school with an assigned school code:
    - Reporting Rule – A district level school should have a school code. The district should request a new school code for a district level school. These students are then reported using the new school code.
* Students receiving their core instruction under the supervision of a County Office School or State Special School regardless of the physical location of the classroom:
  + Reporting Rule - The County Office or State Special School is responsible for using their assigned school codes for reporting these students.
* Students receiving their core instruction at a district school with a school code, under the supervision of the district, brought together for educational needs (language instruction, special education, independent study, etc.):
  + Reporting Rule - Students whose class environment is at a school site are reported under the school's code.
* Students with disabilities placed in a non-public non-sectarian school (NPS):
  + Reporting Rule - NPS students are reported by their district of special education accountability. The LEA code of the reporting agency is used with a School code of 0000001.
* Students with disabilities placed in a private school group:
  + Reporting Rule – private school students are reported by their district of special education accountability. The LEA code of the reporting agency is used with a School code of 0000002.
* Students who are in independent study courses including those who are also referred to as "home schooled" students
  + Reporting Rule – The school code of the school responsible for instruction is used to reports these students.

Table 2-1 below provides a list of the school categories in California and indicates whether the school is expected to participate in each of the CALPADS data submissions. The abbreviations represent the data type requirements for each submission, as indicated below:

* Fall 1 – Annual Enrollment Update/Title III Eligible Immigrants/English Language Acquisition Status/Special Education Program:
  + Enrollment (Enrol)
  + Programs for Student Subgroups of Title I Part C Migrant Eligible, Special Education Eligible, Free and Reduced Price Meal Eligible, and Gifted and Talented Eligible, Homeless Program Eligible (Pgm)
  + Title III Eligible Immigrant (Imm)
  + English Language Acquisition Status (ELAS)
  + Students with Disabilities (SWDS)
  + Special Education Services (SSRV)
* Fall 2 – Course Enrollment / Staff Assignments / English Learner Services/Postsecondary:
  + Course Enrollment (CRSE)
  + English Learner Services (EL)
  + Staff Demographics and Staff Assignments (Staff)
  + Postsecondary Status (PSTS)
* End of Year 1: Course Completion / Career Technical Education
  + Course Completion (CRSC)
  + Staff Demographics (STAFF)
  + Student Career Technical Education (CTE)
  + Work-Based Learning (WBLR)
* End of Year 2: Program Participation
  + Program Participants (PGM)
* End of Year 3: Behavioral Incidents/Absenteeism/Cumulative Enrollment
  + Absence Summary (STAS)
  + Cumulative Enrollment (Cuml Enrol)
  + Behavioral Incidents (SINC)
* End of Year 4: Special Education Program/Services/Postsecondary (first collection of these data is 2019-2020).
  + Students with Disabilities (SWDS)
  + Special Education Services (SERV)
  + Postsecondary Status (PSTS)

Table 2-1: Expected School Types for Each Data Submission

**Table Value Legend:**

Y = Required: Schools are expected to submit data and will receive validation errors if data are not submitted.  
N = No: Schools should NOT submit data.

P = Permitted: Schools are permitted, but not expected to submit data, but if SSIDs are obtained for students enrolled within those schools, then the data required to maintain those SSIDs must be submitted, and will receive validation errors if data are not submitted. Additionally, for “P” schools, certification validations will only be processed if data is submitted.

**Table Footnote Legend:**

(1) Students completing courses in grades 7-12 only.

(2) Records for students enrolled at Nonpublic Nonsectarian Certified Schools (NPS) or Private School Group should be submitted using school code 0000001 for NPS or school code 0000002 for Private School Group in the School of Attendance field (1.05) and NOT the individual NPS or Private School Group school codes. NOTE: For NPS only, the actual NPS school code is submitted in the School of Attendance NPS field (1.06).

(3) Open and recently closed schools are included.

(4) ROC/Ps will not submit data directly to CALPADS. CALPADS will collect data on student ROC/P course enrollment and completion through the student's primary school course enrollment and completion submission.

(5) Home and Hospital schools are assigned a distinct county-district-school code and are not the same as a district-level operated Home and Hospital Program.

(6) Updated SINF data for Infant (includes Toddlers) and Prekindergarten in EOY 2 are only required for purposes of certifying report 5.4 -Homeless Students Enrolled - Unduplicated Count by School.

(7) Grade Level Codes Ungraded Secondary (US) and Ungraded Elementary (UE) will be retired as of 6/30/18, but available for transactional purposes prior to AY 2018-2019.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Participants | Fall 1 (3) Enrol | Fall 1 (3) Pgm | Fall 1 (3) Imm | Fall 1 (3) EL | Fall 1 (3) SPED | Fall 2 Crs | Fall 2 Staff | Fall 2 EL Serv | Fall 2 PSTS | EOY 1 Crs | EOY 1 Staff | EOY 1 CTE | EOY 1 WBLR | EOY 2 Pgm | EOY 3 SINC | EOY 3 STAS | EOY 3 Cuml Enrol | EOY 4 SPED | EOY 4 PSTS |
| **School Type** | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a |
| Traditional (non-educational options schools) | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| District Level Programs (Independent Study and Home Hospital Programs) | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| County Community | Y | Y | Y | Y | Y | Y | Y | Y | Y | P | P | Y | Y | Y | Y | Y | Y | Y | Y |
| District Community Day | Y | Y | Y | Y | Y | Y | Y | Y | Y | P | P | Y | Y | Y | Y | Y | Y | Y | Y |
| Youth Authority Schools (currently called Division of Juvenile Justice) | Y | Y | Y | Y | Y | Y | Y | Y | Y | P | P | Y | Y | Y | Y | Y | Y | Y | Y |
| Juvenile Court Schools | Y | Y | Y | Y | Y | Y | Y | Y | Y | P | P | Y | Y | Y | Y | Y | Y | Y | Y |
| Continuation High Schools | Y | Y | Y | Y | Y | Y | Y | Y | Y | P | P | Y | Y | Y | Y | Y | Y | Y | Y |
| Opportunity | Y | Y | Y | Y | Y | Y | Y | Y | Y | P | P | Y | Y | Y | Y | Y | Y | Y | Y |
| Alternative Schools of Choice | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| State Special Schools | Y | Y | Y | P | Y | Y | Y | P | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Home and Hospital Schools(5) | Y | Y | Y | Y | Y | Y | Y | Y | Y | P | P | Y | Y | Y | Y | Y | Y | Y | Y |
| Department of Development Services | P | N | N | N | P | N | N | N | N | N | N | N | N | N | N | N | N | P | N |
| Department of State Hospitals | P | N | N | N | P | N | N | N | N | N | N | N | N | N | N | N | N | P | N |
| Special Education Consortium | Y | Y | Y | Y | Y | Y | Y | Y | Y(1) | P | P | Y(1) | Y(1) | Y | Y | Y | Y | Y | Y(1) |
| Special Education | Y | Y | Y | Y | Y | Y | Y | Y | Y(1) | P | P | Y(1) | Y(1) | Y | Y | Y | Y | Y | Y(1) |
| Non-Public School Group (0000001) (2) | P | P | P | N | Y | N | N | N | N | N | N | P | P | P | Y | P | P | Y | N |
| Private School Group (0000002) (2) | P | P | N | N | P | N | N | N | N | N | N | N | N | N | P | P | P | P | N |
| ROP/ROC(4) | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| **School Grade Levels Served** | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a |
| Infants – IN (Includes Toddlers) | P | P | P | N | Y | N | N | N | N | N | N | N | N | Y(6) | Y | N | P | Y | N |
| Prekindergarten - PS | P | P | P | N | Y | N | N | N | N | N | N | N | N | Y(6) | Y | N | P | Y | N |
| Transitional Kindergarten - TK | Y | Y | Y | Y | Y | Y | Y | Y | N | N | N | N | N | Y | Y | Y | Y | Y | N |
| Kindergarten - KN | Y | Y | Y | Y | Y | Y | Y | Y | N | N | N | N | N | Y | Y | Y | Y | Y | N |
| First Grade - 01 | Y | Y | Y | Y | Y | Y | Y | Y | N | N | N | N | N | Y | Y | Y | Y | Y | N |
| Second Grade – 02 | Y | Y | Y | Y | Y | Y | Y | Y | N | N | N | N | N | Y | Y | Y | Y | Y | N |
| Third Grade – 03 | Y | Y | Y | Y | Y | Y | Y | Y | N | N | N | N | N | Y | Y | Y | Y | Y | N |
| Fourth Grade – 04 | Y | Y | Y | Y | Y | Y | Y | Y | N | N | N | N | N | Y | Y | Y | Y | Y | N |
| Fifth Grade – 05 | Y | Y | Y | Y | Y | Y | Y | Y | N | N | N | N | N | Y | Y | Y | Y | Y | N |
| Sixth Grade – 06 | Y | Y | Y | Y | Y | Y | Y | Y | N | N | N | N | N | Y | Y | Y | Y | Y | N |
| Seventh Grade – 07 | Y | Y | Y | Y | Y | Y | Y | Y | N | P | P | N | N | Y | Y | Y | Y | Y | N |
| Eighth Grade – 08 | Y | Y | Y | Y | Y | Y | Y | Y | N | P | P | N | N | Y | Y | Y | Y | Y | N |
| Ninth Grade – 09 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Tenth Grade – 10 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Eleventh Grade – 11 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Twelfth Grade – 12 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Ungraded Elementary – UE (7) | Y | Y | Y | Y | Y | Y | Y | Y | N | N | N | N | N | Y | Y | Y | Y | Y | N |
| Ungraded Secondary – US (7) | Y | Y | Y | Y | Y | Y | Y | Y | P | P | P | N | N | Y | Y | Y | Y | Y | P |
| Adult – AD | P | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |

#### Fall 1 – Annual Enrollment Update/Title III Eligible Immigrants/English Language Acquisition Status/Special Education Program

##### Description

The Fall 1 - Annual Enrollment Update/Title III Eligible Immigrants/English Language Acquisition Status/Special Education Program Data Submission has these important functions:

* Provide an LEA enrollment count that includes every student whose school enrollment is active on Fall Census Day (i.e., first Wednesday in October) in the current academic year
* Provide an LEA enrollment count for specific subgroups represented in the statewide enrollment count, including students who are Title III Eligible Immigrants, Gifted and Talented Education Program eligible, Free or Reduced Price Meal Program eligible, Title I Part C Migrant eligible, Special Education Program eligible, Limited English Proficient, Socio-economically Disadvantaged, and participating in a Transitional Kindergarten program (retired starting AY 23-24).
* Provide an LEA count of students identified as “disadvantaged” for purposes of calculating supplemental and concentration grants for the Local Control Funding Formula (LCFF).
* Provide an LEA count of students exited as dropouts from the prior academic year
* Provide up-to-date LEA enrollment data for the current academic year (positive enrollment submission) in order to produce a more accurate Dropout Count through the identification of students exited as Dropouts who have re-enrolled and students exited as transfers who have not enrolled
* Confirm the completeness of ODS data by checking the current enrollment status of each student who was active during the period since the Fall Census Day in the prior academic year
* Capture student movement between California schools (i.e., each time a student exits or enters a school)
* Provide the opportunity for LEAs to make corrections to a student's enrollment history, current enrollment status, program participation status, and demographic data
* English Language Acquisition Status (ELAS) Count: Formerly part of the Language Census (R30) collection, Fall 1 collects the status of California public school students in grades TK-12 whose primary language is not English as of the Fall Census Day (see CALPADS User Manual Glossary: *Census Day)*. The following data are collected:
  + Number of *English Learner* (EL) students, *Fluent English Proficient (FEP)* students, initially Fluent English Proficient (IFEP) students, and Reclassified Fluent English Proficient (RFEP) students by grade and primary language other than English, as determined by the Home Language Survey required by the California Code of Regulations. [See CALPADS User Manual Glossary: *English Learner,* *Fluent English Proficient (FEP*)]
  + Number of *English Learner* (EL) students reclassified FEP (i.e. RFEP) since the previous Census (See CALPADS User Manual Glossary: *Reclassified Fluent English Proficient Count*). Note that beginning 2021-2022, the collection of this data will only be from the End of Year (EOY) 3 submission
  + These data provide critical information to LEAs and government organizations to guide their funding, research, program planning, and policy decisions. Information collected is designed primarily for use by CDE to produce state and federal reports. The data are also used to compute funding for the LCFF supplemental and concentration grants and Title III Limited English Proficient (LEP) grants. Additional uses of the data include projections of future EL enrollments and teachers that provide instructional services to ELs. Data may also serve local needs, such as class load analyses, program design, and to determine school staffing needs
* Provide student special education program information for children and students with disabilities from ages 0 to 22. The education plan type counts and related information for students with disabilities for federal Individuals with Disabilities Education Act (IDEA) reporting.

##### Student to be Included

Fall 1 includes students enrolled on the current academic year Fall Census Day as well as students who exited during the Reporting Period (i.e., the first day of the current year Dropout Reporting Cycle through the current year’s Fall Census Day). (See the CALPADS User Manual Glossary for a definition of *Dropout* *Reporting Cycle*.)

An example LEA extract for the Fall 1 data submission would contain all students with an open enrollment at any time during the Report Period for whom data have not already been updated in the ODS to reflect student status as of Fall Census Day for the current academic year. (See the CALPADS User Manual Glossary for a definition of *Open Enrollment*.)

Following are specifics about students to be included:

* All students enrolled as of Fall Census Day, the first Wednesday in October
* Dropouts
* Students with disabilities receiving (or have received) special education or related services according to their Individual Family Service Plan (IFSP), Individualized Education Program (IEP), or Individual Service Plan (ISP) or have been referred for services and parental consent has been signed but have not yet had a meeting to determine eligibility for services
* Students who were reported to CALPADS on or after the prior year Fall Census Day, but who are not enrolled in the school as of Census Day, including No Shows (See CALPADS User Manual Glossary Section for No Show)
* Students with an English Language Acquisition Status of EL, IFEP, RFEP, or TBD who are enrolled on *Fall* *Census Day* (See CALPADS User Manual Glossary: *English Language Acquisition Status Count*)
* Students reclassified from EL to RFEP at any time during the Report Period. Note that beginning 2021-2022, the collection of this data will only be from the End of Year (EOY) 3 submission [See CALPADS User Manual Glossary: *Reclassified Fluent English Proficient (RFEP) Count*]
* Students who are “disadvantaged” per the Local Control Funding Formula (LCFF). This group of students includes:
  + Students eligible for free or reduced-price meals by way of one of the following methods:
    - National School Lunch Program (NSLP) application or alternative determination of eligibility for the NSLP (Provision 2 and 3 schools)
    - categorically eligible (homeless, migrant, foster)
  + Local or state-level direct certification foster students
  + English Learners

The extracts would contain information recorded in the local Student Information System (SIS) and Special Education Data System (SEDS) on Census Day.

##### Title III Eligible Immigrants to be Included

Under Title III of Every Student Succeeds Act (ESSA), all local educational agencies (LEAs) participating in Title III in California are required to submit an annual count of eligible immigrant students by country of origin. Based on the total number of eligible immigrant students enrolled in California, the CDE receives a formula grant from the U.S. Department of Education and is authorized to allocate formula sub-grants to LEAs that experience a significant growth in their eligible immigrant student populations.

Eligible immigrant students are defined as pupils ages 3-21 who are foreign-born (born outside of the United States and Puerto Rico) and have been enrolled in school in the United States for three full school years or less, including students who enrolled more than three calendar years prior to the census date but, due to documented enrollment gaps, have not accumulated three full school years of enrollment. (See CALPADS User Manual Glossary: *Title III Eligible Immigrant*)

The count of Title III Eligible Immigrants occurs in the fall. For the Fall 1 count, included are only foreign-born pupils who, as of Census Day have been enrolled for less than 36 cumulative months since their initial enrollment date in a United States school.

##### Schools to be Included

The schools to be included in the submission are listed in Table 2-1.

A recently closed school (i.e., school that closed within the Report Period) is required to submit data for students included in the Fall 1 submission.

Note that *recently closed schools* are expected to submit ELs who were reclassified as FEP (i.e., RFEPs) since the prior year’s Census Day, while enrolled in that school and beginning 2021-2022, the collection of this data will only be from the End of Year (EOY) 3 submission. (See CALPADS User Manual Glossary: *Recently Closed School*)

#### Fall 2 – Course Enrollment/Staff Assignments/English Learner Services/Postsecondary

##### Description

The Fall 2 Course Enrollment/Staff Assignments/EL Services/Postsecondary Data Submission has these important functions:

* Provide LEA class enrollment counts that include every student actively enrolled in the class on Census Day in the current academic year
* Identify the number of staff in the following job classifications: Teacher, Administrator, Pupil Services, Non-certificated Administrator Charter School Non-certificated Teacher, and Itinerant or Pull-out/Push-In Teacher with a Statewide Educator Identifier (SEID)
* Report the count of ELs and instructional services provided for them (if any) and the count of teachers providing those services
* Report career technical education (CTE) completers six months after exiting secondary education

Fall 2 does not rely on Fall 1 certified data for student enrollments. However, because the Report Date (census day) is the same, the Fall 2 submission includes data associated with the same set of students reported for Fall 1.

##### Students to be Included

Fall 2 includes students with primary, secondary, or short-term enrollments who are active on the current academic year Census Day in the following grade levels: KN, 01-12 as well as students who exited secondary education in the prior academic year that were identified as career technical education completers and students who participated in the CA Partnership Academic Program.

##### Course Section Data to be Included

Fall 2 includes only course sections that are occurring on Census Day; or, for school tracks that are not in session on Census Day, the Fall 2 submission includes the course sections that begin no later than 30 calendar days after Census Day. The students enrolled in the school on Census Day who are enrolled in these post-Census Day track course sections are submitted. Courses taken between tracks (i.e., inter-session) are not included. Note: Since CALPADS does not contain information on the timeframe in which course sections are offered at a school, it is essential that only the course sections described in Section 2.2.2 are included in the LEAs data to CALPADS for the Fall 2 submission.

Each course section record is uniquely identified by the following Course Section data elements:

* Academic Year ID
* School of Course Delivery
* Academic Term Code
* CRS-Local Course ID
* Course Section ID
* SEID

The Course Section ID is generated by the LEA and should be unique by Academic Year, School of Course Delivery, and Academic Term Code.

Following are general descriptions about the course sections to be included.

* Elementary Schools:
* Self-contained course sections are included for those students who have a multi-subject course, identified by state course code 1000.
* Course sections representing Pull-out/itinerant instruction are required when offered by the school, but a corresponding student course section record is not required.
* Middle Schools:
* Departmentalized course sections (including those using a “core strategy” – 2 subjects taught in a 2 period block) are to be included and identified by the appropriate state course code for each subject. Generally, multiple departmentalized classes are reported for each student. The following course or course sections should not be reported: lunch, free period.
* Self-contained course sections are included for those students who have a multi-subject course, identified by state course code 1000. These students may also be included in one or more departmentalized course sections.
* Course sections representing Pull-out/itinerant instruction are required when offered by the school, but a corresponding student course section record is not required.
* Secondary Schools:
* Departmentalized course sections are included and identified by the appropriate state course code. Generally, multiple departmentalized course sections are reported for each student. The following course or course sections should not be reported: lunch, free period.
* Course sections representing Pull-out/itinerant instruction are required when offered by the school, but a corresponding student course section record is not required.

Each course section submitted requires two types of information; course section and student course section, with the exception of Pull-out/itinerant instruction noted above. The combination of these provides information on the following:

* Course Offering - Content, CTE Tech Prep, UC/CSU Approval, etc.
* Course Delivery - Non-standard instructional level, education services for EL, language of instruction, instructional strategy, etc.
* Course Enrollment - The number of students to whom specific courses are being delivered.
* Teacher Assigned - The unique Statewide Educator Identifier ID (SEID) of the teacher, which enables the identification of the background and qualifications of the teacher. However, the following reporting exceptions exist where a valid SEID may not be available. Therefore, a SEID of “9999999999” should only be submitted in the following conditions:
* Charter School teacher teaching non-core classes as defined by the charter
* Course Section taught by a teacher that is not an employee of the LEA (i.e. ROC/P teacher, College Professor, COE Special Education teacher, Distance Learning teacher, or private contractor)
* SEID not yet provided by CCTC
* Number of Unique Classes - The total number of unique Class IDs. Class IDs allow multiple course sections to be counted as one class for class size analysis and enrollment reporting (See the CALPADS User Manual Glossary Section for a definition of Class)

##### Staff Data to be Included

Staff data are collected on job classifications, non-classroom based/support assignments, degree, employment status, total years of service and years of service in the reporting LEA, as well as other general demographic information about staff employed by California public school districts. For the Fall 2 submission, this information is collected on staff who are employed as of *Census Day.* For school tracks that are not in session on *Census Day*, staff data are collected on teachers who are employed within 30 calendar days after *Census Day* and are teaching courses being delivered within 30 calendar days after *Census Day*. Staff information is collected on certificated staff in the following job classifications: Administrators, Pupil Services, Teachers, and Itinerant or Pull-out/Push-In Teachers. This information is also collected on non-certificated staff, who have a SEID, in the following job classifications: Non-certificated Administrator and Charter School Non-certificated Teacher (See CALPADS User Manual Glossary: *Administrator, Pupil Services, Teacher*).

##### Schools to be Included

The schools included in the Fall 2 snapshot are listed in Table 2-1.

#### End of Year 1 – Course Completion/Career Technical Education

##### Description

The End of Year (EOY) 1 – Course Completion / Career Technical Education Data Submission has these important functions:

* Provide LEA course section completer counts by State Course Code for courses completed at any time during the current academic year
* Provide counts of CTE participants, and completers for Perkins reporting
* Provide counts of student completion of specific work-based learning programs

##### Student Data to be Included

EOY 1 includes all students primarily or secondarily enrolled at any time during the current academic year who completed a course (CALPADS User Manual Glossary: *Course Section Completion*) while in grades 7-12 as well students in grades 9-12 who completed specific work-based learning programs. An example of content for an LEA extract for submission for a Reporting Year would be an extract containing all students with an open enrollment at any time during the Reporting Year for whom data on courses completed in grades 7-12 has not already been updated in the ODS for the current academic year. (See the CALPADS User Manual Glossary: *Open Enrollment*)

##### Course Data to be Included

Any departmentalized course completed (courses for which a student attempted to receive credit, even if the student received zero credits) while the student was in grades 7-12 is included. Following are specifics about course sections to be included from all schools specified in Table with grades 7 through 12:

* Departmentalized course sections are included and identified by the appropriate state course code. Each course section within a school is represented by the Local Course ID, Course Section ID, and Academic Term ID. Generally, multiple departmentalized course sections are reported for each student. The following types of course sections should not be reported: lunch, free period, student aide, study hall.

Data can be submitted to CALPADS whenever courses are completed (e.g. fall course completion data in January) or all data can be submitted at the end of the Academic Year. An extract could contain course information recorded in the local SIS for the most recently completed academic term or for all academic terms at the end of the year.

Courses are to be submitted for the Reporting Year in which the student was credited with completing the course at the school. Each completed course section submitted requires two types of information: course section and student course section. The combination of these provides information on the following:

* Course Offering - Content, CTE Tech Prep, UC/CSU Approval, etc.
* Course Section Delivery - Non-standard instructional level, instructional strategy, etc.
* Course Completers - Number of students who completed the course
* Teacher Assigned - The required unique SEID of the teacher that enables the identification of the background and qualifications of the teacher. However, the following reporting exceptions exist where a valid SEID may not be available. Therefore, a SEID of “9999999999” should only be submitted in the following conditions:
  + Charter School teacher teaching non-core classes as defined by the charter
  + Course Section taught by a teacher that is not an employee of the LEA (i.e. ROC/P teacher, College Professor, COE Special Education teacher, Distance Learning teacher, or private contractor)
  + SEID not yet provided by CCTC

##### Staff Data to be Included

LEAs should ensure that the Staff Demographic records for staff whose SEIDs are included in the Course Section Completion records have been updated in CALPADS. The system will validate that there is a valid SDEM record for any SEID submitted in the CRSC file.

##### Career Technical Education Data to be Included

Students who are CTE participants, including those participants who have completed a CTE Pathway during the Reporting Year, are included in the Student Career Technical Education (SCTE) file. If a student has completed more than one Pathway during the Reporting Year, a record is included for each completed Pathway.

CTE participants are not included in the SCTE file, as the data collected for course sections and student course sections includes the information needed to identify them.

##### Schools to be Included

The schools included in the submission are listed in Table 2-1.

Note that recently closed schools (i.e., schools that closed during the data submission Report Period) are expected to submit data for courses completed prior to the school’s closing.

#### End of Year 2 – Program Participation

##### Description

The End of Year (EOY) 2 – Program Participation Data Submission has these important functions:

* Provide LEA program participation counts used in LEA application for specified categorical funds
* Provide program participation counts used to report activities of a school supported by specified funds received
* Meet annual federal requirements specified under Every Student Succeeds Act (ESSA)

This EOY 2 data submission counts students who have participated in specific Education Programs at any time during the Academic Year. The programs included are; Opportunity Program, California Partnership Academy, Pregnant or Parenting Programs, (e.g., California School-Age Families Education [Cal-SAFE]), Title I, Part A, Improving Basic Programs Operated by Local Educational Agencies ESSA, Title I, Part D, Subpart 2 Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk, 504 Accommodation Plan, Armed Forces Family Member, Transitional Kindergarten (retired starting AY 23-24), and Tribal Foster Youth.

##### Student Data to be Included

All students enrolled at any time during the Report Period (i.e., academic year) are to be included.

##### Schools to be Included

The schools included in the submission are listed in Table 2-1.

#### End of Year 3 – Behavioral Incidents/Absenteeism/Cumulative Enrollment

##### Description

The End of Year (EOY) 3 – Behavioral Incidents/Absenteeism/Cumulative Enrollment Data Submission has these important functions:

* Provide student expulsion and suspension information to satisfy Every Student Succeeds Act (ESSA) requirements related to "persistently dangerous" schools and the Uniform Management Information Reporting System (UMIRS)
* To determine persistently dangerous schools
* Provide student suspension and expulsion counts and related information for students with disabilities for federal Individuals with Disabilities Education Act (IDEA) reporting.
* Provide chronic absenteeism rates to satisfy federal requirements under Every Student Succeeds Act (ESSA) and to calculate a statewide performance indicator as required by the Local Control Funding Formula (LCFF) statute.
* Provide an LEA count of homeless students enrolled over the course of the academic year
* Provide the number of English Learner (EL) students reclassified FEP (i.e. RFEP) during the academic year (See CALPADS User Manual Glossary: Reclassified Fluent English Proficient Count)
* Provide an LEA count of student who graduated from LEA schools during the academic year, as well as other school completers (see the CALPADS User Manual Glossary for a definition of Graduates and Completers)

##### Student Data to be Included

* For Behavioral Incident data:
  + All TK-12 students without disabilities who were suspended (in school or out of school for at least one entire school day) or expelled, due to the commission of a *student offense* (per Education Code Sections 48900 & 48915) or occurrences of restraint or seclusion (per Education Code Sections 49005–49006.4) at any time during the Report Period
  + All students with disabilities (including infant, toddlers, and pre-kindergarten) who were involved in an incident that resulted in either a student offense (per Education Code 48900 or 48915) or occurrences of restraint or seclusion (per Education Code Sections 49005–49006.4) at any time during the Report Period
  + All TK-12 students who committed a *student offense* (per Education Code Sections 48900 & 48915) at any time during the Report Period
  + All students with disabilities (including infants, toddlers, and pre-kindergarten) who committed a *student offense (*per Education Code Sections 48900 & 48915) at any time during the Report Period
* For Student Absence Summary and Reclassified Fluent English Proficient data:
  + All students with primary or short-term enrollments (Enrollment Status 10, 30) enrolled in KN, 1-12.
* For Cumulative Enrollment data:
  + All students enrolled with primary, secondary, or short-term enrollments (Enrollment Status 10, 20, 30) in grades KN, 1-12.
* For Graduate/Completer data:
  + All students with primary or short-term enrollments (Enrollment status 10, 30) who have graduated and completed in grades 07 – 12 during the academic year. (See the CALPADS User Manual Glossary for a definition of *Completer Enrollment Reporting Cycle*)

##### Schools to be Included

The schools included in the submission are listed in Table 2-1.

#### End of Year 4 –Special Education Program/Services/Postsecondary

##### Description

The End of Year (EOY) 4 – Special Education Program/Services/Postsecondary (first collection of these data is 2019-2020) Data Submission has these important functions:

* Provide a count of students with disabilities by Education Plan Type and Primary Disability Category of the academic year.
* Provide a count of students with disabilities within each Primary Disability Category by Federal Setting during the prior academic year.
* Provide a count of students with disabilities within each Primary Disability Category receiving special education or related services according to their IFSP, IEP, or ISP.
* Provide a count of students regarding employment and educational status after completing secondary education in the prior academic year for students with disabilities.

##### Student Data to be Included

EOY 4 includes students with disabilities ages 0-22 who, from July 1 – June 30 of the reporting year who:

* Received special education or related services according to their IFSP, IEP, or ISP
* Been referred for services but have not yet had a meeting to determine eligibility for services
* Had a meeting to determine eligibility for services, but have been determined to be ineligible
* Had a meeting to determine eligibility for services, but have been determined to be eligible but who are not receiving services (e.g. parent refusal of free and appropriate public education (FAPE)
* Had an initial evaluation, plan review, or reevaluation

EOY 4 also includes student employment and educational status after completing secondary education in the prior academic year for students with disabilities.

##### Schools to be Included

The schools included in the submission are listed in Table 2-1.

### CALPADS File Formats

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#### SSID Enrollment File Format

##### Submission Details

This file format is used to assign an SSID to a student as well as manage enrollments. It is used for periodic enrollment updates and grade level changes. At the end of each academic year, LEAs are required to exit all students:

* **Students that are expected to return to the same school the following Academic Year:** These students should be exited with an exit code of E155 (YrEndGradeLevelExit) or E156 (Gd12ContinuedEd). The Enrollment Exit Date should represent either the last day of school (if the student was present up until the last day of school) or the last day that the student attended in the school year (if the student was absent on the last day of school). LEAs are required to reenroll these students for the next academic year with a start date of the first day of school, or the first day that the student generated a full day of average daily attendance in the Academic Year.
* **Students that are not expected to return to the same school the following Academic Year:** LEAs should NOT use E155 or E156 to exit these students. The appropriate exit code (e.g., T160 [TransCAPubSchl]) and Enrollment Exit Date should be populated.

If a new SSID is created through the SSID Enrollment process, a partial demographic record will be created in CALPADS for the new SSID. LEAs should subsequently submit the Student Information record to complete the demographic record. If an existing SSID is located for the student, the demographics will not be updated in CALPADS. Updates to the following student demographic information must be made through the Student Information record:

* Student Legal First Name
* Student Legal Middle Name
* Student Legal Last Name
* Student Legal Name Suffix Code
* Student Alias First Name
* Student Alias Middle Name
* Student Alias Last Name
* Student Birth Date
* Student Gender Code
* Student Birth City
* Student Birth State Province Code
* Student Birth Country Code

This format uses the Transaction processing method. The record type code SENR (Student SSID Enrollment) must be included in the Record Type field of each record. This record type should be submitted on an ongoing basis throughout the year as students enroll and exit schools and districts. (See draft CALPADS Enrollment Procedures posted on the CDE website)

This record type is required to be submitted during the following snapshot collection window:

* Fall 1 *–* Annual Enrollment Update/Title III Eligible Immigrants/English Language Acquisition Status/Special Education Program

This record type is optional during the following submission windows providing the LEA enrollment information is up to date in CALPADS for the specific submission window:

* Fall 2 *–* Course Enrollment/Staff Assignments/EL Services/Postsecondary
* End of Year 1 *–* Course Completion/Career Technical Education (CTE)
* End of Year 2 *–* Program Participation
* End of Year 3 *–* Behavioral Incidents/Absenteeism /Cumulative Enrollment
* End of Year 4 – Special Education Program/Services/Postsecondary

##### Selection Criteria

* Fall 1 Only
  + Include all SSID enrollment records for students actively enrolled and receiving instruction/services as of Fall Census Day, the first Wednesday of October that have not been previously reported.
  + Include all SSID enrollment updates (including any Graduates, Dropouts, and withdrawals) that have not been previously reported.
  + Note: At the end of every Academic Year, LEAs are required to exit all students. In the Fall 1 submission, LEAs must submit enrollments with an Enrollment Start Date reflecting the first day the student attended school in the Academic Year (generally the first day of school) to affirm students actively enrolled and receiving instruction/services as of Fall Census Day.
  + Note: Primary, Secondary, Short term, and Receiving specialized services only enrollment types should be submitted where applicable.
* Ongoing Enrollment Submissions (All submissions except Fall 1):
  + Include all SSID Enrollment updates (entrances, exits, and changes) for students that have not been previously reported.

##### Operational Key

The following fields identify the operational key of the SSID Enrollment record:

* School of Attendance
* SSID
* Enrollment Start Date

##### Primary Key

The following fields identify the primary key (fields that make a record unique) of the SSID Enrollment record:

* School of Attendance
* SSID
* Enrollment Start Date

##### Relationship to Other Record Types

This record may be submitted independently of other record types. If an LEA creates an SSID or is initially enrolling a student, the submission of this record type should be followed up with a submission of the Student Information and Student Program record types to CALPADS.

##### References

The following references are available for use in the creation of this record:

* CALPADS SSID and Enrollment Procedures.

##### Record Layout

Table 3-1: SSID Enrollment File Format

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field No. | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ational Key |
| 1.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | n/a | Must equal SENR | Y | n/a |
| 1.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.1 for more details on the Transaction Processing method. | Must equal an empty string, or “ “, or “A”, or “D”, or “R” | N | n/a |
| 1.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any CALPADS file format. This field will flow through CALPADS and be provided back to the LEA to help facilitate locating the original record in their local SIS environment. | n/a | n/a | n/a | N | n/a |
| 1.04 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Pupil Achievement Data System (CALPADS). | n/a | The 7-digit County District (CD) code must be submitted if the entity is a district or county office.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the Reporting LEA and the School of Attendance. | Must equal institution identifier of submitter User ID | Y | n/a |
| 1.05 | School of Attendance | CS | 7 | A unique identifier for the school in which the student is enrolled. | n/a | 1) The 7-digit School (S) code must be submitted.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the School of Attendance and the Reporting LEA.  2) If student attends an NPS school, the School of Attendance is identified as 0000001. The NPS School is identified in the element "School of Attendance NPS" | 1. Must be a valid code in CDS and have an active CALPADS reporting relationship with the Reporting LEA   Else  If School of Attendance NPS is populated; Then School of Attendance must equal 0000001   1. If student is enrolled in an SBE charter school, the School of Attendance code cannot equal the county-district code of the SBE charter. | Y | X |
| 1.06 | School of Attendance NPS | CS | 7 | A unique identifier (school code) for the certified non-public non-sectarian school the student attends. | n/a | The 7-digit School (S) code must be submitted.  If a student with disabilities is enrolled at a non-public non-sectarian school that is not certified by the California Department of Education, use "9999999" in this field. This code is generic for "non-certified, non-sectarian non-public school." | Must be a valid NPS code in CDS | If School of Attendance = 0000001 Then Y; Else N | n/a |
| 1.07 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). | n/a | 1) Format: CCYY-CCYY (ex. 2008-2009)  2) Indicates the school year associated with the file. | n/a | Y | n/a |
| 1.08 | SSID | CS | 10 | The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school throughout their association within the California educational system. | n/a | SSID Format/Validations:   1. Has to be numeric 2. Must have 10 digits 3. First digit cannot be zero 4. The 'Check Digit' = the sum of the first (3 digits + the sum of the following 3 digits + the sum of the following 3 digits) divided by 9 (i.e. CID=1234567890, so 123 + 456 + 789 = 1368. So 1368/9 = 152, remainder = 0. The remainder matches the last digit) 5. If the last digit, and the digit previous to the last, are equal to the remainder, then the last digit has to be 9. Otherwise, the last digit must match the remainder | Must be a valid CALPADS SSID | If Transaction Type Code = D or R Then Y; Else N | X |
| 1.09 | Local Student ID | CS | 15 | A unique identifier assigned to the student by a local educational agency. This may not necessarily be the same as the identifier assigned to the student at the school level. | n/a | n/a | If Record Type is SENR and there is more than 1 record with the same local id, then the SSID fields for both (or all) cannot be blank. | Y | n/a |
| 1.10 | Student Legal First Name | CS | 30 | The Student Legal First Name of the student. The Student Legal First Name is the first name of the person which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed | Y | n/a |
| 1.11 | Student Legal Middle Name | CS | 30 | The Student Legal Middle Name of the student. Student Legal Middle Name is the second name of a person which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed | N | n/a |
| 1.12 | Student Legal Last Name | CS | 50 | The Student Legal Last Name of the student. The Student Legal Last Name is the name borne in common by members of a person’s family, or the last name recognized as the formal and consistent last name given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed | Y | n/a |
| 1.13 | Student Legal Name Suffix Code | CS | 3 | A coded value representing the Student Legal Name Suffix of the student. The Student Legal Name Suffix is the affixation to the person's last name such as Junior, II or III, which constitutes part of the name and is used to differentiate the person from a family member with the same name as the person. | See Code Set Name Suffix | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | n/a | N | n/a |
| 1.14 | Student Alias First Name | CS | 30 | An alternative first name to the Student Legal First Name. | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | 1) Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed;  2) If Student Alias Last Name is populated; Then Student Alias First Name must be populated | N | n/a |
| 1.15 | Student Alias Middle Name | CS | 30 | An alternative middle name to the Student Legal Middle Name. | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed | N | n/a |
| 1.16 | Student Alias Last Name | CS | 50 | An alternative last/surname to the Student Legal Last Name. | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | 1) Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed;  2) If Student Alias First Name is populated; Then Student Alias Last Name must be populated | N | n/a |
| 1.17 | Student Birth Date | DT | 8 | The month, day, and year on which a person was born based on the Gregorian Calendar. | n/a | 1. Format: CCYYMMDD, e.g. 20081025; 2. Updates to this field must be made through the Student Information file; 3. Field is included for validation and to assist with the identification of the student | 1) If Grade Level Code is equal to Adult (AD) Then Student age should be greater than or equal to 16 and less than 80;  Else, Student Age should be greater than 0 and less than or equal to 22  2) If Grade Level Code is equal to Kindergarten (KN) then Student age should be between 4 and 7 years (inclusive).  3) If Student Exit Category equals E230 and School Completion Status Code equals 320; then Student Age must be greater than or equal to 16 on the Exit Date  4) Student should be at least 18 years old to exit to Adult Ed  5) Student should be at least 16 to exit due to passing the California High School Proficiency Examination (CHSPE). | Y | n/a |
| 1.18 | Student Gender Code | CS | 1 | A coded value representing the person's gender. Gender is a person's actual sex or perceived sex and includes a person's perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth. | See Code Set Gender | n/a | n/a | Y | n/a |
| 1.19 | Student Birth City | CS | 30 | The formal name of the city or town in which a person was born. | n/a | n/a | Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed | N | n/a |
| 1.20 | Student Birth State Province Code | CS | 6 | The State/Province where an individual was born. A State/Province is the territory occupied by one of the constituent administrative districts of a nation. | See Code Set State/Province | n/a | Student Birth Country Code and Student Birth State Province Code must be a valid combination as defined in the CALPADS Valid Code Combinations document | N | n/a |
| 1.21 | Student Birth Country Code | CS | 2 | A coded value representing the Country an individual was born in. A Country is the territory occupied by a nation. | See Code Set Country International Standards Organization | If unknown, enter US | Student Birth Country Code and Student Birth State Province Code must be a valid combination as defined in the CALPADS Valid Code Combinations document | If Enrollment Status = 10 (Primary), 20 (Secondary), or 30 (Short-term) then Y; Else N | n/a |
| 1.22 | Enrollment Start Date | DT | 8 | The first date that a student was expected to attend a particular school for a period of enrollment.  Note: If a concurrent enrollment anomaly (CCE) is generated using the date the student was expected to attend, then it is appropriate to use the first day the student generated ADA as the Enrollment Start Date. | n/a | Format: CCYYMMDD, e.g. 20081025 | 1) Must be greater than Student Birth Date  2) Must be less than or equal to current date plus six months  3) Must not overlap an existing open or closed enrollment in the ODS  4) Student must not have a subsequent enrollment record following an enrollment record with a Student School Completion Status Code equal to 100, 106, or 108 within the LEA (excludes enrollment status = 50 (non-ADA) | Y | X |
| 1.23 | Enrollment Status Code | CS | 2 | A coded value representing the Enrollment Status. An Enrollment Status is the state of a student’s enrollment (student’s name appears on a register, roll, or list) at a particular educational service institution. | See Code Set Enrollment Status | n/a | 1. If Enrollment Status = 20 (secondary) Student Exit Reason Code is not null then Student Exit Reason Code must = E170 (NonPrimaryEnrlExit) 2. If Grade Level Code = AD (Adult), Enrollment Status cannot = 50 (non-ADA) 3. If student has a non-ADA Enrollment Status Code (50), Student Exit Reason must be null, E170 (NonPrimaryEnrlExit), N470 (No Show), or E150 (Mid-year update) 4. If Enrollment Status Code equal to 50 (Non-ADA Enrollment Status) AND Student Grade Level Code = KN, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12   Then  Student must be enrolled in Private School-00000002   1. If student Grade Level Code = IN, TD   Then  Enrollment Status must be equal to Non-ADA Enrollment= 50 | Y | n/a |
| 1.24 | Grade Level Code | CS | 2 | A coded level representing a Grade Level. A Grade Level is an educational or service level, denoted by an ordinal number, such as the “3rd Grade” or the “12th Grade”; however, Grade Level can also include infant, toddler, preschool, and adult. Note: there are different reference sets for Highest Education Level and Age. | See Code Set Grade Level | n/a | 1. If Grade Level Code = TK (Transitional Kindergarten) then student age should be at least 4 years as of September 1 in current AY; 2. If Grade Level Code = KN (Kindergarten) then Student age should be between 4 and 7 years (inclusive); 3. If a Grade Level Code = AD (Adult) then the School of Attendance must be an Adult Education Center. If Grade Level Code = IN, PS, TK-12 then the School of Attendance must be a Pre-K thru 12 school. | Y | n/a |
| 1.25 | Enrollment Exit Date | DT | 8 | The last date that a student was expected to attend within a specific enrollment period. This should be the last day that the student was expected to attend the school for that enrollment period, unless the student is a *habitual truant*. For a habitual truant, the exit date should be:   * The date the student was referred to the local or county School Attendance Review Board (SARB); or, * If the student cannot be located, the date a full investigation as to the whereabouts of the student was completed. For a student who was enrolled in the prior year, was pre-enrolled for the current year, and who does not show up at the beginning of the school year as expected, the exit date may be within the first few days of school as the school attempts to determine the student’s whereabouts. | n/a | 1) Format: CCYYMMDD, e.g. 20081025  2) For students who fail to show up at a school in an academic year (“no shows” (Student Exit Reason Code = N470), this is the same date as the student’s Enrollment Start Date, or the day prior.  3) For students who are expected to return to the same school in the following academic year (Student Exit Reason Code = E155) or E156, the exit date is the student’s last day of attendance prior to the summer or intersession break. | 1) If Student Exit Reason Code is populated  Then Enrollment Exit Date must be populated;  2) If Student Exit Reason Code = N470 (NoShow) THEN Enrollment Exit Date must be equal to or one day prior to the Enrollment Start Date  ELSE Must be greater than or equal to Enrollment Start Date;  3) If Student School Completion Status Code is equal to 108  THEN Enrollment Exit Date must NOT be within the academic year of 2007-2008 or 2008-2009  4) Enrollment Exit Date Must be less than or equal to current date plus 30 days  5) If Student Exit Category equals E230 and School Completion Status Code equals 320; then Student Age must be greater than or equal to 16 on the Exit Date | N | n/a |
| 1.26 | Student Exit Reason Code | CS | 4 | A coded value representing the Student Exit Category. A Student Exit Category is the category or conditions under which a student left a school in the California public educational system. | See Code Set Student Exit Category | LEA may submit the CALPADS Student Exit Category Codes or the legacy SRRTS Exit Codes (For academic Year 2008-09 exits only) to CALPADS. | 1) If Enrollment Exit Date is populated Then Student Exit Reason Code must be populated;  2) Student Exit Reason Code and Grade Level Code combination must be a valid combination as defined in the CALPADS Valid Code Combinations document;  3) Student Exit Reason Code and Student School Completion Status Code must be a valid combination as defined in the CALPADS Valid Code Combinations document;  4) If Exit Code equals E150, then Enrollment Start Date (at same school) cannot be greater than 1 day after Enrollment Exit Date;  5) If Exit Code equals E155 or E156, then Enrollment Exit Date must be between March 31st and August 15  6) If Student Exit Reason Code = E170, then Enrollment Status must = 20 (secondary) or 50 (non-ADA) | N | n/a |
| 1.27 | Student School Completion Status | CS | 3 | A coded value representing a School Completion Status. School Completion Status is defined as a student's state of completion of an academic program at a particular educational service institution. | See Code Set School Completion Status | If a legacy code is provided in the Student Exit Reason Code data element, the Student School Completion Status must be blank. | 1) Student Exit Reason Code and Student School Completion Status Code must be a valid combination as defined in the CALPADS Valid Code Combinations document  2) If Student School Completion Status Code is equal to 108 THEN Enrollment Exit Date must NOT be within the academic year of 2007-2008 or 2008-2009  3) If Student Exit Category equals E230 and School Completion Status Code equals 320; then Student Age must be greater than or equal to 16 on the Exit Date  4) Student should be at least 18 years old to exit to Adult Ed  5) Student should be at least 16 to exit or enrolled in 10th, 11th, or 12th grade due to passing the California High School Proficiency Exam (CHSPE)  6) Student School Completion Status and Grade Level must be a valid combination as defined in the CALPADS Valid Code Combinations document | If Student Exit Reason Code = E230 (CompleterExit) Then Y; Else N | n/a |
| 1.28 | Expected Receiver School of Attendance | CS | 7 | A unique identifier (school code) assigned to the California public school, regional occupational center or program (ROC/P), or nonpublic nonsectarian certified (NPS) school where a student was expected to attend after leaving another California public school. | n/a | n/a | The 7-digit school (S) code for a California public school, regional occupational center or program (ROC/P), or nonpublic nonsectarian certified (NPS) school must be submitted. Do NOT submit a 7-digit school code for a PRIVATE school | N | n/a |
| 1.29 | Student Met all UC CSU Requirements Indicator | CS | 1 | An indication of whether or not a local educational agency has determined that a student met all of the admission requirements for admission to a University of California or California State University college. A “Y” would indicate that the student has met all requirements; an “N” would indicate that the student has not. | n/a | This is only required for Graduates. | If Student Met all UC CSU Requirements Indicator is populated then Student School Completion Status must be equal 100, 106, or 108 | If Student School Completion Status = 100 (Graduated), 106 (Grad, CAHSEE Waiver), or 108 (Grad, CAHSEE Exempt)  Then Y; Else N | n/a |
| 1.30 | Student School Transfer Code | CS | 1 | A coded value representing a Student School Transfer Code. A Student School Transfer Code is a category describing the type of student transfer that occurred between two districts, districts and county offices of education, or schools within a district (intradistrict). | See Code Set Student School Transfer Category | Report all interdistrict or intradistrict transfers for only those meeting the definition of any of the Student School Transfer Codes in the CALPADS Code Set. For detailed information regarding the types of inter or intra district transfer, refer to the CALPADS Data Guide. | n/a | 1. If Reporting LEA = County Office of Education and school is not a charter or juvenile court school   OR  If school is a charter school AND Education Options Type = OPP, COMM, or SPEC;   1. OR Student School Transfer Code must be populated if student has an enrollment status of primary or short-term and if Reporting LEA is a District of Choice AND the student's most recent prior enrollment is in a California public school in a different district Then Y; Else N | n/a |
| 1.31 | District of Geographic Residence Code | CS | 7 | A unique identifier (county-district code) for the district where the student's parents or guardians reside within the district's attendance boundaries. | n/a | The 7-digit County District (CD) code must be submitted. | District of Geographic Residence must be populated with a valid 7-digit County District (CD) code representing an active, open district that is not a charter school or county office of education in the academic year specified. | If Student School Transfer Code not null  Then Y; Else N | n/a |
| 1.32 | Student Golden State Seal Merit Diploma Indicator | CS | 1 | An indication of whether or not, in accordance with *Education Code Section 51454*, a high school student has earned the Golden State Seal Merit Diploma by having (a) completed of all requirements for a high school diploma, and (b) demonstrated mastery of the curriculum in at least six subject matter areas, four of which shall be mathematics, English language arts, science, and United States history, with the remaining two subject matter areas selected by the student. A “Y” indicates the student has earned the Golden State Seal Merit Diploma, an “N” indicates the student has not earned the Golden State Seal Merit Diploma. | n/a | n/a | If Student Golden State Seal Merit Diploma Indicator = “Y”  Then Student must be a high school graduate (Student School Completion Status must = 100) | N | n/a |
| 1.33 | Student Seal of Biliteracy Indicator | CS | 1 | An indication of whether or not, in accordance with Education Code Section 51460(a), a graduating high school student has attained a high level of proficiency in one or more languages (including American Sign Language), in addition to English and has earned the State Seal of Biliteracy. A “Y” indicates the student has earned the State Seal of Biliteracy, an “N” indicates the student has not earned the State Seal of Biliteracy. | n/a | n/a | If Student Seal of Biliteracy Indicator = “Y”  Then Student must be a high school graduate (Student School Completion Status must = 100) | N | n/a |
| 1.34 | Adult Age Students with Disabilities in Transition Status | CS | 1 | An indication of whether or not a student with disabilities who is at least 17 years old has:  1) completed 12th grade in their initial cohort year; and  2) is re-enrolling in the subsequent year and participating in a program to assist in the student's transition from school to adult life, including education and training, employment and independent living; and  3) is no longer taking any coursework towards a standard high school diploma.  . | n/a | 1. This indicator should not be populated with a “Y” until after the student’s initial cohort graduation year. 2. A “Y” indicates that the student is participating in a program to assist with the transition from school to adult life, an “N” indicates that the student is not participating in a program to assist with the transition from school to adult life; and blank allowed for all other conditions. 3. This field should represent weather or not a student is participating in the program within the academic year. | 1. If Adult Age Students with Disabilities in Transition Status = “Y” Then Student must have an overlapping Active Plan (See Glossary: Active Plan) SPED record at the same Reporting LEA where Education Plan Type Code = 100 (IEP) AND Student age on Enrollment Start Date must be greater than or equal to 17 AND Grade Level must equal 12 2. If a SENR record is submitted where Adult Age Students with Disabilities in Transition Status = Y and Grade = 12, then there must be a SENR record for a previous academic year where Grade = 12 and Adult Age Students with Disabilities in Transition Status = N or blank | If Student has an overlapping Active Plan (See Glossary: Active Plan) SPED record at the same Reporting LEA where Education Plan Type Code = 100 (IEP) AND  Student age on Enrollment Start Date is greater than or equal to 17  AND  Grade Level = equal 12, then Y, else N | n/a |
| 1.35 | Graduation Exemption Indicator | CS | 1 | An indication of whether a graduating high school student was exempted from local graduation requirements but has completed all state graduation requirements for a standard high school diploma. A “Y” would indicate the student was exempted; an “N” would indicate the student was not exempted from local graduation requirements. | Y/N | Population of indicator is only applicable starting AY 2023-24 and beyond. | 1. If Graduation Exemption Indicator is populated then Student School Completion Status must be equal 100 (Graduated) 2. Graduation Exemption Indicator should not be populated if Enrollment Exit Date is before 7/1/2023 | If Student School Completion Status = 100 (Graduated), Then Y;  Else N | N/A |

#### Student Information File Format

##### Submission Details

This file format is used to submit information about a student that is relatively static and not likely to change over time. It should be submitted when a student is assigned a new SSID. This file should only be submitted if there are any changes to data within the file.

This format uses the Effective Date processing method. The record type code SINF (Student Information) must be included in the Record Type field of each record unless a specific historical correction or update to Student Information is required. Refer to Section 3.2.2 for information on the record type required for a specific historical correction or update. The Student Information record is only required to be submitted if there are any changes to the data within the file.

##### Selection Criteria

* All Submissions:
  + Include all Student Information updates for students that have not been previously reported, or whose demographic data reflect changes since the last Census Day.

##### Selected Field Updates

Beginning Academic Year 2014-15, the following SINF record sub-types were retired and many of the elements in them were relocated to other files:

* SIDM
* SIGR
* SIEL
* SIST

Beginning Academic Year 2021-2022, the SINF record sub-type SIAD (Student Address) was retired.

For historical corrections or updates to Student Information data, this file format can be submitted to affect changes to a select group of student information data without changing the other student information data.

##### Operational Key

The following fields identify the operational key of the Student Information record:

* Effective Start Date
* SSID

##### Primary Key

The following fields identify the primary key (fields that make a record unique) of the Student Information Record:

* Effective Start Date
* SSID

##### Relationship to Other Record Types

This record may be submitted independently of other record types. However, an enrollment for the Reporting LEA must exist for the SSID being reported that includes the effective date for the record. If an LEA creates an SSID or is initially enrolling a student, the submission of this record type should be followed up with a submission of the Student Program record type to CALPADS.

##### References

The following references are available for use in the creation of this record:

* None

##### Record Layout

Table 3-2: Student Information Record Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field No. | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ation-al Key |
| 2.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | n/a | Must equal SINF | Y | n/a |
| 2.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.2 for more details on the Effective Date Processing method. | Must equal an empty string, or “ “, or “A”, or “D” | N | n/a |
| 2.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any CALPADS file format. This field will flow through CALPADS and be provided back to the LEA to help facilitate locating the original record in their local SIS environment. | n/a | n/a | n/a | N | n/a |
| 2.04 | Effective Start Date | DT | 8 | The month, day, and year on which the data within the record became effective. Date CALPADS will consider data is effective/current. | n/a | Format: CCYYMMDD, e.g. 20081025 | 1) Student must be enrolled in the school during the effective range specified;  2) Must be within Academic Year specified  3) Must not be more than 6 months greater than current date. | Y | n/a |
| 2.05 | Effective End Date | DT | 8 | The month, day, and year on which the data within the record stops being effective. | n/a | This field is not required and a date submitted in this field will neither be stored or validated. CALPADS will derive the Effective End Date one day before the Effective Start Date of a subsequent record (if no subsequent record exists, effective end date will be blank). | n/a | N | n/a |
| 2.06 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Pupil Achievement Data System (CALPADS). | n/a | The 7-digit County District (CD) code must be submitted if the entity is a district or county office.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the Reporting LEA and the School of Attendance. | Must equal institution identifier of submitter User ID | Y | n/a |
| 2.07 | School of Attendance | CS | 7 | A unique identifier for the school in which the student is enrolled. | n/a | The 7-digit School (S) code must be submitted.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the School of Attendance and the Reporting LEA. | Must be a valid code in CDS and have an active CALPADS reporting relationship with the Reporting LEA | N | n/a |
| 2.08 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). | n/a | 1) Format: CCYY-CCYY (ex. 2008-2009)  2) Indicates the school year associated with the file. | n/a | Y | n/a |
| 2.09 | SSID | CS | 10 | The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school throughout their association within the California educational system. | n/a | n/a | Must be a valid CALPADS SSID | Y | X |
| 2.10 | Local Student ID | CS | 15 | A unique identifier assigned to the student by a local educational agency. This may not necessarily be the same as the identifier assigned to the student at the school level. | n/a | 1) Updates to this field must be made through the SSID Enrollment file;  2) Field is included to assist with the identification of the student | n/a | Y | n/a |
| 2.11 | Student Legal First Name | CS | 30 | The Student Legal First Name of the student. The Student Legal First Name is the first name of the person which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | n/a | 1) Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed  2) Student Gender Code and Student Date of Birth Year must equal existing ODS Student Gender Code and Student Date of Birth Year  Or  Student Legal First Name and Student Legal Last Name must equal existing ODS Student Legal First Name and Student Legal Last Name | Y | n/a |
| 2.12 | Student Legal Middle Name | CS | 30 | The Student Legal Middle Name of the student. Student Legal Middle Name is the second name of a person which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | n/a | May only include Alphabetic letters, numbers, periods, hyphens and apostrophes | N | n/a |
| 2.13 | Student Legal Last Name | CS | 50 | The Student Legal Last Name of the student. The Student Legal Last Name is the name born in common by members of a person’s family, or the last name recognized as the formal and consistent last name given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | n/a | 1) Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed  2) Student Gender Code and Student Date of Birth Year must equal existing ODS Student Gender Code and Student Date of Birth Year  Or  Student Legal First Name and Student Legal Last Name must equal existing ODS Student Legal First Name and Student Legal Last Name | Y | n/a |
| 2.14 | Student Legal Name Suffix Code | CS | 3 | A coded value representing the Student Legal Name Suffix of the student. The Student Legal Name Suffix is the affixation to the person's last name such as Junior, II or III, which constitutes part of the name and is used to differentiate the person from a family member with the same name as the person. | See Code Set Name Suffix | n/a | n/a | N | n/a |
| 2.15 | Student Alias First Name | CS | 30 | An alternative first name to the Student Legal First Name. | n/a | n/a | 1) Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed;  2) If Student Alias Last Name is populatedThen Student Alias First Name must be populated | N | n/a |
| 2.16 | Student Alias Middle Name | CS | 30 | An alternative middle name to the Student Legal Middle Name. | n/a | n/a | Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed | N | n/a |
| 2.17 | Student Alias Last Name | CS | 50 | An alternative last/surname to the Student Legal Last Name. | n/a | n/a | 1) Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed;  2) If Student Alias First Name is populated Then Student Alias Last Name must be populated | N | n/a |
| 2.18 | Student Birth Date | DT | 8 | The month, day, and year on which a person was born based on the Gregorian Calendar. | n/a | Format: CCYYMMDD, e.g. 20081025 | 1) If Grade Level Code is equal to Adult (AD) then Student age must be greater than or equal to 16 and less than 80;  Else, Student age must be greater than 0 and less than or equal to 22.  2) If Grade Level Code is equal to Kindergarten (KN) and student is not eligible or participating in a Special Education Program then Student age should be greater than or equal to 4 and less than or equal to 7.  3) Student Gender Code and Student Date of Birth Year must equal existing ODS Student Gender Code and Student Date of Birth Year or Student Legal First Name and Student Legal Last Name must equal existing ODS Student Legal First Name and Student Legal Last Name.  4) If Grade Level Code is equal to Transitional Kindergarten (TK), then student age should be at least 4 years as of September 1 in current AY. | Y | n/a |
| 2.19 | Student Gender Code | CS | 1 | A coded value representing the person's gender. Gender is a person's actual sex or perceived sex and includes a person's perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth. | See Code Set Gender | n/a | Student Gender Code and Student Date of Birth Year must equal existing ODS Student Gender Code and Student Date of Birth Year  Or  Student Legal First Name and Student Legal Last Name must equal existing ODS Student Legal First Name and Student Legal Last Name | Y | n/a |
| 2.20 | Student Birth City | CS | 30 | The formal name of the city or town in which a person was born. | n/a | n/a | Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed | N | n/a |
| 2.21 | Student Birth State Province Code | CS | 6 | The State/Province where an individual was born. A State/Province is the territory occupied by one of the constituent administrative districts of a nation. | See Code Set State/ Province | n/a | Student Birth Country Code and Student Birth State Province Code must be a valid combination as defined in the CALPADS Valid Code Combinations document | N | n/a |
| 2.22 | Student Birth Country Code | CS | 2 | A coded value representing the Country an individual was born in. A Country is the territory occupied by a nation. | See Code Set Country International Standards Organization | n/a | Student Birth Country Code and Student Birth State Province Code must be a valid combination as defined in the CALPADS Valid Code Combinations document | If Enrollment Status = 10, 20, or 30,  Then Y;  Else N | n/a |
| 2.23 | Student Hispanic Ethnicity Indicator | CS | 1 | An indication of whether or not a Student identifies him or herself as having an ethnicity (how a person identifies him/herself in the context of: heritage, culture (i.e., religion, language, customs, music, etc.), lineage, or country of birth of the person or the person's ancestors; and is not nationality or race) of Hispanic. A “Y” would indicate that a Student has identified him or herself as having an ethnicity of Hispanic. An “N” would indicate that he or she does not. | n/a | n/a | If Student Ethnicity Missing Indicator is equal to Y Then Student Hispanic Ethnicity Indicator must be blank | If Student Ethnicity Missing Indicator is null or N Then Y; Else N | n/a |
| 2.24 | Student Ethnicity Missing Indicator | CS | 1 | An indication in the data submission to CALPADS of whether or not the student's reported Ethnicity indicator has intentionally been left blank. A "Y" would indicate that the student's reported ethnicity indicator has intentionally been left blank; an "N" would indicate that it has not. | n/a | n/a | If Student Hispanic Ethnicity Indicator is populated Then Student Ethnicity Missing Indicator must be equal to N or blank | If Student Hispanic Ethnicity Indicator is null Then Y; Else N | n/a |
| 2.25 | Student Race 1 Code | CS | 3 | A coded value representing a person's Race Category. A Race Category is a biological descendancy often, but not always, reflected in physical traits that distinguish it clearly from other races. | See Code Set Race Category | n/a | If Student Race Missing Indicator is equal to Y Then all of the Student Race Codes must be blank | If Student Race Missing Indicator is null Then Y; Else N | n/a |
| 2.26 | Student Race 2 Code | CS | 3 | A coded value representing a person's Race Category. A Race Category is a biological descendancy often, but not always, reflected in physical traits that distinguish it clearly from other races. | See Code Set Race Category | n/a | If Student Race Missing Indicator is equal to Y Then all of the Student Race Codes must be blank | N | n/a |
| 2.27 | Student Race 3 Code | CS | 3 | A coded value representing a person's Race Category. A Race Category is a biological descendancy often, but not always, reflected in physical traits that distinguish it clearly from other races. | See Code Set Race Category | n/a | If Student Race Missing Indicator is equal to Y  Then all of the Student Race Codes must be blank | N | n/a |
| 2.28 | Student Race 4 Code | CS | 3 | A coded value representing a person's Race Category. A Race Category is a biological descendancy often, but not always, reflected in physical traits that distinguish it clearly from other races. | See Code Set Race Category | n/a | If Student Race Missing Indicator is equal to Y Then all of the Student Race Codes must be blank | N | n/a |
| 2.29 | Student Race 5 Code | CS | 3 | A coded value representing a person's Race Category. A Race Category is a biological descendancy often, but not always, reflected in physical traits that distinguish it clearly from other races. | See Code Set Race Category | n/a | If Student Race Missing Indicator is equal to Y Then all of the Student Race Codes must be blank | N | n/a |
| 2.30 | Student Race Missing Indicator | CS | 1 | An indication in the data submission to CALPADS of whether or not the student's reported Race Code fields have intentionally been left blank. A "Y" would indicate that the student's reported Race Code fields have intentionally been left blank; an "N" would indicate that they were not. | n/a | n/a | If one or more of the Student Race Codes are populated, Then Student Race Missing Indicator must be equal to N or blank | If all of the Student Race Codes are null, Then Y; Else N | n/a |
| 2.31 | Residential Address Line 1 | CS | 60 | The address where an individual either receives mail or resides. This line of the address consists of any of the following components (as outlined in the United States Postal Service Postal Addressing Standards): Primary Number, Predirectional, Street Name, Street Suffix, Postdirectional, Secondary Unit Name, Secondary Unit Number, Post Office Box (in lieu of and not in addition to above listed categories). | N/A | 1) A complete student address consists of Address Line 1, Address City Name, State/Province Code, and Address Zip Code. 2) Although this field is not required, LEAs must populate the field using the MAILING ADDRESS if they do not fill in the Mailing Address fields and would like the address on student score reports for the English Language Proficiency Assessment for California (ELPAC) or the California Assessment of Student Performance and Progress (CAASPP) to facilitate mailing score reports to parents. To ensure the student mailing address is on the results of the INITIAL ELPAC, LEAs should submit a Student Information (SINF) when first submitting a student’s enrollment in CALPADS.  3) A complete student address consists of Residential Address Line 1, Address Line 2, Address City Name, State/Province Code, and Address Zip Code. If student’s residence is an institution of incarceration and the student’s mailing address is unknown, then use the address of the institution, if the address is known, use the student’s residential ~~mailing~~ address. 4) The address does not have to be in all caps 5 While the address is no longer required for the Direct Certification match, providing the address will help ensure students are accurately matched during the statewide Direct Certification process | Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed | If Residential Address Line 2 (DE 2.32, Residential Address City Name (DE 2.33), Residential Address State Province Code (DE 2.34), OR Residential Address Zip (DE 2.35) is populated Then Y; Else N | N/A |
| 2.32 | Residential Address Line 2 | CS | 60 | A supplemental line of an individual's address where he or she either receives mail or resides. This line of the address typically consists of any components that will not fit on the Address Line 1 (usually components such as Secondary Unit Name and Number). This line may also contain non-standard components as necessary (e.g., “attention: John Smith”.) An address may require more than one supplementary line, depending on the necessary components. For instance, a supplementary line may be necessary for a personal mailbox. | N/A | The address does not have to be in all caps | 1. If Residential Address Line 2 is populated Then Residential Address Line 1, Residential Address City Name, Residential Address State Province Code, and Residential Address Zip must be populated; 2. Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed | N | N/A |
| 2.33 | Residential Address City Name | CS | 30 | The formal name of the city or town where mail is sent or received. This is a component of the standardized last line of an address (as outlined in the United States Postal Service Postal Addressing Standards). | N/A | The address does not have to be in all caps | Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed | If Residential Address Line 1 (DE 2.31), Residential Address Line 2(DE 2.32), Residential Address State Province Code (DE 2.34), OR Residential Address Zip (DE 2.35) is populated Then Y; Else N | N/A |
| 2.34 | Residential Address State Province Code | CS | 6 | A coded value representing the abbreviation for a State/Province in an address. A State/Province is the territory occupied by one of the constituent administrative districts of a nation. | See Code Set State/Province | N/A | N/A | If Residential Address Line 1 (DE 2.31), Address Line 2 (DE 2.32), Address State Province Code (DE 2.34), or Address Zip (DE 2.35) is populated Then Y; Else N | N/A |
| 2.35 | Residential Address Zip Code | CS | 10 | The ZIP code used for the location where mail is sent or received, inclusive of the four-digit ZIP code extension. This is a coding system used by the United States Postal Service to group addresses. This is a component of the standard last line of an address. | N/A | 1) Only 5 digit zip code is required  2) The address does not have to be in all caps | Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed | If Residential Address Line 1 (DE 2.31), Residential Address Line 2 (DE 2.32) Residential Address City Name (DE 2.33),  OR Residential Address State Province Code (DE 2.34) is populated Then Y;  Else N | N/A |
| 2.36 | Student Initial US School Enrollment Date K-12 | DT | 8 | The date of a student's first enrollment in a transitional kindergarten through twelfth grade public or private school (including any home schooling in grades TK-12) in the United States of America and Puerto Rico. This does NOT include United States territories. | n/a | 1. Format: CCYYMMDD, e.g. 20081025 2. For Fall 1 certification, if Student Grade Level Code = TK-12 and English Language Acquisition = EL, this field must be populated. | If Student Initial US School Enrollment Date K-12 is populated, then student age as of that date must be at least 3 years, 10 months. | N | n/a |
| 2.37 | Enrolled in US School less than Three Cumulative Years Indicator | CS | 1 | An indication of whether or not a student has been enrolled in a US school for less than three cumulative years. A "Y" would indicate that a student has been enrolled for less than three years; an "N" would indicate that the student has not. | n/a | n/a | n/a | If Student Birth Country Code Not Equal To United States (US), Puerto Rico (PR), Unknown (UU), or blank  AND  Age 3-21 (inclusive)  Then Y;  Else N | n/a |
| 2.38 | Parent Guardian 1 Highest Education Level Code | CS | 2 | A coded value representing the Highest Educational Level. The Highest Educational Level is the highest level of education completed by an individual, including equivalency certificates. The reference set item values are ranked in order, from lowest to highest education level. Note: there are separate reference sets for Grade Level and Degree Type. | See Code Set Highest Education Level | n/a | n/a | If Enrollment Status = 10 (Primary), 20 (Secondary), or 30 (Short-term),  Then Y;  Else N | n/a |
| 2.39 | Guardian 1 First Name | CS | 30 | The first name of the first Parent/Guardian contact listed for a student. This may or may not be the Parent/Guardian's legal name. | n/a | If SIS captures both first and last together, submit both in Guardian 1 Last Name field | 1) May only include Alphabetic letters, numbers, periods, hyphens and apostrophes  2) If Guardian 1 Last Name is populated then Guardian 1 First Name must be populated | N | n/a |
| 2.40 | Guardian 1 Last Name | CS | 50 | The last name of the first Parent/Guardian contact listed for a student. This may or may not be the Parent/Guardian's legal name. | n/a | n/a | 1) May only include Alphabetic letters, numbers, periods, hyphens and apostrophes  2) If Guardian 1 First Name is populated then Guardian 1 Last Name must be populated | N | n/a |
| 2.41 | Guardian 2 First Name | CS | 30 | The first name of the second Parent/Guardian contact listed for a student. This may or may not be the Parent/Guardian's legal name. | n/a | If SIS captures both first and last together, submit both in Guardian 2 Last Name field | 1) May only include Alphabetic letters, numbers, periods, hyphens and apostrophes  2) If Guardian 2 First Name or Guardian 2 Last Name is populated, then Guardian 1 First Name and Guardian 1 Last Name must be populated  3) If Guardian 2 Last Name is populated then Guardian 2 First Name must be populated | N | n/a |
| 2.42 | Guardian 2 Last Name | CS | 50 | The last name of the second Parent/Guardian contact listed for a student. This may or may not be the Parent/Guardian's legal name. | n/a | n/a | 1) May only include Alphabetic letters, numbers, periods, hyphens and apostrophes  2) If Guardian 2 First Name or Guardian 2 Last Name is populated, then Guardian 1 First Name and Guardian 1 Last Name must be populated  3) If Guardian 2 First Name is populated then Guardian 2 Last Name must be populated | N | n/a |
| 2.43 | Student Preferred First Name | CS | 30 | The first name (i.e., given name) that may be chosen to be used instead of legal first name. | n/a | n/a | 1. May only include Alphabetic letters, numbers, periods, hyphens and apostrophes 2. If Student Preferred Last Name is populated then Student Preferred First Name must be populated | N | n/a |
| 2.44 | Student Preferred Last Name | CS | 50 | The last name (i.e., given name) that may be chosen to be used instead of legal last name. | n/a | n/a | 1. May only include Alphabetic letters, numbers, periods, hyphens and apostrophes 2. If Student Preferred First Name is populated then Student Preferred Last Name must be populated | N | n/a |
| 2.45 | Mailing Address Line 1 | CS | 60 | The address where an individual receives mail if different than the Address Line 1 (DE 2.31). This line of the address consists of any of the following components (as outlined in the United States Postal Service Postal Addressing Standards): Primary Number, Predirectional, Street Name, Street Suffix, Postdirectional, Secondary Unit Name, Secondary Unit Number, Post Office Box (in lieu of and not in addition to above listed categories). | N/A | 1) A complete student mailing address consists of Mailing Address Line 1, Mailing Address City Name, Mailing State/Province Code, and Mailing Address Zip Code.  2) The Mailing Address fields do not need to be populated if it does not differ from the Residential Address fields. 3) If these fields are populated, the Mailing Address field will be used on student score reports for the English Language Proficiency Assessment for California (ELPAC) or the California Assessment of Student Performance and Progress (CAASPP) to facilitate mailing score reports to parents. To ensure the student mailing address is on the results of the INITIAL ELPAC, LEAs should submit a Student Information (SINF) when first submitting a student’s enrollment in CALPADS.  4) The address does not have to be in all caps 5) While the address is no longer required for the Direct Certification match, providing the MAILING ADDRESS will help ensure students are accurately matched during the statewide Direct Certification process. | N/A | If Mailing Address City Name (DE 2.47), Mailing Address State Province Code (DE 2.48), or Mailing Address Zip (DE 2.49) is populated Then Y; Else N | N/A |
| 2.46 | Mailing Address Line 2 | CS | 60 | A supplemental line of an individual's address where mail is received. This line of the address typically consists of any components that will not fit on the Mailing Address Line 1 (usually components such as Secondary Unit Name and Number). This line may also contain non-standard components as necessary (e.g., “attention: John Smith”.) An address may require more than one supplementary line, depending on the necessary components. For instance, a supplementary line may be necessary for a personal mailbox. | N/A | The address does not have to be in all caps | If Mailing Address Line 2 is populated Then Mailing Address Line 1, Mailing Address City Name, Mailing Address State Province Code, and Mailing Address Zip must be populated | N | N/A |
| 2.47 | Mailing Address City Name | CS | 30 | The formal name of the city or town where mail is sent or received. This is a component of the standardized last line of an address (as outlined in the United States Postal Service Postal Addressing Standards). | N/A | The address does not have to be in all caps | N/A | If Mailing Address Line 1 (DE 2.45),Mailing Address City Name (DE 2.47), or Mailing Address Zip (DE 2.49) is populated Then Y; Else N | N/A |
| 2.48 | Mailing Address State Province Code | CS | 6 | A coded value representing the abbreviation for a State/Province in a mailing address. A State/Province is the territory occupied by one of the constituent administrative districts of a nation. | See Code Set State/Province | N/A | N/A | If Mailing Address Line 1 (DE 2.45), Mailing Address City Name (DE 2.47), Mailing Address State Province Code (DE 2.48), or Mailing Address Zip (DE 2.49) is populated Then Y; Else N | N/A |
| 2.49 | Mailing Address Zip Code | CS | 10 | The ZIP code used for the location where mail is received, inclusive of the four-digit ZIP code extension. This is a coding system used by the United States Postal Service to group addresses. This is a component of the standard last line of an address. | N/A | 1) Only 5 digit zip code is required  2) The address does not have to be in all caps | N/A | If Mailing Address Line 1 (DE 2.45), Mailing Address City Name (DE 2.47), or Mailing Address State Province Code (DE 2.48) is populated Then Y; Else N | N/A |
| 2.50 | Parent Guardian 2 Highest Education Level Code | CS | 2 | A coded value representing the Highest Educational Level of Parent/Guardian 2. The Highest Educational Level is the highest level of education completed by an individual, including equivalency certificates. The reference set item values are ranked in order, from lowest to highest education level. Note: there are separate reference sets for Grade Level and Degree Type. | See Code Set Highest Education Level | N/A | N/A | If Guardian 2 First Name or Last Name is populated,  Then Y,  Else N | N/A |

#### Student Program File Format

##### Submission Details

This file format is used to submit program information about a student. Program eligibility or participation data is submitted depending on the specific program and time of the collection.

This format uses the Transaction processing method. The record type code SPRG (Student Program) must be included in the Record Type field of each record. This record type is required to be submitted during the following snapshot collection windows:

* Fall 1 - Annual Enrollment Update/Title III Eligible Immigrants/English Language Acquisition Status/Special Education Program
* End of Year 2 *-* Program Participation

This record type is optional during the following snapshot collection windows, provided that the LEA student program information is up to date in CALPADS for the specific snapshot collection window:

* Fall 2 - Course Enrollment/Staff Assignments/EL Services
* End of Year 1 - Course Completion/Career Technical Education (CTE)
* End of Year 3 - Behavioral Incidents/Absenteeism/Cumulative Enrollment

##### Selection Criteria

* Fall 1 Certification
  + Include all Student Program updates for students enrolled at any time during the current academic year that have not been previously reported for the following programs:
    - Special Education Program Eligible
    - Title I Part C Migrant Eligible
    - Gifted and Talented Education Program Eligible
    - Free or Reduced Price Meal Program Eligible
    - Transitional Kindergarten Participation (retired starting AY 23-24)
    - Homeless Program Eligible
    - Armed Forces Family Member Eligible
  + Note: Only Free and Reduced Price Meal Eligible program is required to be submitted each year
* End of Year 2 Certification
  + Include all Student Program updates for students enrolled at any time during the current academic year that have not been previously reported for the following programs:
    - Opportunity Program Participation
    - California Partnership Academy Participation
    - Pregnant or Parenting Program (e.g., Cal-SAFE) Participation
    - Title I, Part A, Improving Basic Programs Operated by Local Educational Agencies ESSA Participation
    - Title I, Part D, Subpart 2 Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk Participation
    - 504 Accommodation Plan Participation or Eligibility
    - Transitional Kindergarten Participation (retired starting AY 23-24)
    - Homeless Program Eligibility
    - Armed Forces Family Member Eligibility
  + Notes:
  + Beginning in the 2014-2015 academic year, when a student exits a school and is expected to attend another school (exit code is not E150 (MidYrGradeLvlExit) or E155 (YrEndGradeLvlExit) and in 2021-2022 academic year for E156 (GD12continuedEd), CALPADS will automatically populate the Education Program Membership End Date with the same date as the Enrollment Exit Date for programs a student is PARTICIPATING in. Specifically:
    - Opportunity Program Participation
    - California Partnership Academy Participation
    - Pregnant or Parenting Program (e.g., Cal-SAFE) Participation
    - Title I, Part A, Improving Basic Programs Operated by Local Educational Agencies ESSA Participation
    - Title I, Part D, Subpart 2 Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk Participation
    - 504 Accommodation Plan Participation
  + Programs for which ELIGIBILITY records are submitted do not require an Education Program Membership End Date at the end of the academic year with the exception of the Free or Reduced Price Meal Programs. Per federal requirement, an LEA cannot retain NSLP eligibility data for more than one year, due to privacy reasons, and the LEA must thus re-determine NSLP program eligibility annually.
  + For Free or Reduced Price Meal ELIGIBLITY programs, beginning in the 2014-2015 academic year, when a student exits a school with any exit code other than E150 (MidYrGradeLvlExit), CALPADS will automatically populate the Education Program Membership End Date with the same date as the Enrollment Exit Date.
  + Title I, Part A, Improving Basic Programs Operated by Local Educational Agencies ESSA program data must be submitted to CALPADS each year in order to capture the services.

##### Operational Key

The following fields identify the operational key of the Student Program record:

* School of Attendance
* SSID
* Education Program Code
* Education Program Membership Start Date
* Education Service Academic Year
* Education Service Code

##### Primary Key

The following fields identify the primary key (fields that make a record unique) of the Student Program Record:

* School of Attendance
* SSID
* Education Program Code
* Education Program Membership Start Date
* Education Service Academic Year
* Education Service Code

##### Relationship to Other Record Types

This record may be submitted independently of other record types. However, an enrollment record for the student must exist for the same School of Attendance. In addition, the following rules apply based on the Education Program Membership Code (e.g., “participating” or “eligible”) that is required for each Education Program:

* If Education Program Membership Code = 1 (“Eligible”) then the Education Program Membership Start Date does not have to fall within the range of the student’s enrollment record at that school.
* If Education Program Membership Code = 3 (“Participating”), then the Education Program Membership Start Date must be within the range of the student’s enrollment start date and enrollment end date at that school.

If an LEA creates an SSID or is initially enrolling a student, the submission of this record type should be followed up with a submission of the Student Information record type to CALPADS.

##### References

The following references are available for use in the creation of this record:

* None

##### Record Layout

Table 3-3: Student Program Record Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field No. | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ation-al Key |
| 3.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | n/a | Must equal SPRG | Y | n/a |
| 3.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.1 for more details on the Transaction Processing method. | Must equal an empty string, or “ “, or “A”, or “D”, or “R” | N | n/a |
| 3.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any CALPADS file format. This field will flow through CALPADS and be provided back to the LEA to help facilitate locating the original record in their local SIS environment. | n/a | n/a | n/a | N | n/a |
| 3.04 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Pupil Achievement Data System (CALPADS). | n/a | The 7-digit County District (CD) code must be submitted if the entity is a district or county office.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the Reporting LEA and the School of Attendance. | Must equal institution identifier of submitter User ID | Y | n/a |
| 3.05 | School of Attendance | CS | 7 | A unique identifier for the school in which the student is enrolled. | n/a | 1) The 7-digit School (S) code must be submitted.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the School of Attendance and the Reporting LEA.  2) If student attends an NPS school, the School of Attendance is identified as 0000001. The NPS School is identified in the element "School of Attendance NPS" | 1) Must be a valid code in CDS and have an active CALPADS reporting relationship with the Reporting LEA  2) The Reporting LEA and the School of Attendance must match the enrollment record.  3) If a student is receiving Title I Part A Neglected Services (Education Program Code 174), then the student must be in a non-Title I Part A school (targeted or schoolwide). | Y | X |
| 3.06 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). | n/a | 1) Format: CCYY-CCYY (ex. 2008-2009)  2) Indicates the school year associated with the file. | n/a | N | n/a |
| 3.07 | SSID | CS | 10 | The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school throughout their association within the California educational system. | n/a | n/a | Must be a valid CALPADS SSID | Y | X |
| 3.08 | Local Student ID | CS | 15 | A unique identifier assigned to the student by a local educational agency. This may not necessarily be the same as the identifier assigned to the student at the school level. | n/a | 1) Updates to this field must be made through the SSID Enrollment file;  2) Field is included to assist with the identification of the student | n/a | Y | n/a |
| 3.09 | Student Legal First Name | CS | 30 | The Student Legal First Name of the student. The Student Legal First Name is the first name of the person which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | n/a | Y | n/a |
| 3.10 | Student Legal Last Name | CS | 50 | The Student Legal Last Name of the student. The Student Legal Last Name is the name borne in common by members of a person’s family, or the last name recognized as the formal and consistent last name given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | n/a | Y | n/a |
| 3.11 | Student Birth Date | DT | 8 | The month, day, and year on which a person was born based on the Gregorian Calendar. | n/a | 1) Format: CCYYMMDD, e.g. 20081025;  2) Updates to this field must be made through the Student Information file;  3) Field is included for validation and to assist with the identification of the student | n/a | Y | n/a |
| 3.12 | Student Gender Code | CS | 1 | A coded value representing the person's gender. Gender is a person's actual sex or perceived sex and includes a person's perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth. | See Code Set Gender | 1) Updates to this field must be made through the Student Information file;  2) Field is included for validation and to assist with the identification of the student | n/a | Y | n/a |
| 3.13 | Education Program Code | CS | 3 | A coded value for an Education Program. An Education Program represents a set of interdependent or interrelated activities and procedures designed to accomplish a predetermined goal/objective or set of goals/objectives. Due to the vast nature of Education Programs, the focus is on the Education Programs that are administered by the California Department of Education and with legal data reporting requirements and/or funding allocation purpose, or in some cases, Education Programs that are run locally with no specific source of state or federal funding. An Education Program has one or more of the following characteristics: 1) Authorized by either the Federal or State Legislature; 2) Funded with specific Federal and/or State allocated funding sources; 3) Serve a specific population or used for a specific purpose as stated in the laws or regulations; 4) Is a locally funded and operated program that serves a specific population of students of interest to the California Department of Education and other state or federal agencies. | See Code Set Education Program | For additional validations on Education Program Code, please see the CALPADS Error List | 1) If California Partnership Academy ID is populated, then Education Program Code must equal 113 (California Partnership Academy)  2) If Migrant Student ID is populated, then Education Program Code must equal 135 (Migrant)  3) Schools receiving Title I Schoolwide funding for the Reporting Academic Year should not submit Title I Targeted Program records (Education Program Code = 122) for the Reporting Academic Year. Participation in Title I Schoolwide programs is derived from the school's cumulative primary enrollment count.  4) If a student has an open Free Meal Program (181) record, then the same student cannot have an open Reduced-Price Meal Program (182) record  5) For the 2014–15 school year and each school year thereafter: between 09/02 and 06/30 of the reporting year (inclusive). If a student is receiving Title I Part A Neglected Services, then the student must be in a non-Title I Part A school (targeted or schoolwide).  6) If submitting an Education Program Code for Language Instruction Programs of 300, 303, 305, or 307 then student's most recent overlapping ELAS Code in the ODS must equal EL | Y | X |
| 3.14 | Education Program Membership Code | CS | 1 | A coded value representing a Membership Category. Membership Category is a category describing the prescribed levels of inclusion for an Education Program. For example, eligible or participating. | See Code Set Membership Category | This field is not required and any values submitted in this field will neither be stored nor validated. CALPADS will now default programs to specific membership categories based on CALPADS Valid Code Combinations Document, Education Program – Membership Category worksheet. | n/a | N | n/a |
| 3.15 | Education Program Membership Start Date | DT | 8 | The first day that a Student Education Program Membership Category became effective. Student Education Program Membership Category is a specific Education Program Membership Category for a specific Student at particular school. | n/a | Format: CCYYMMDD, e.g. 20081025  1) When reporting ELIGIBILITY, provide the very first date that the student was identified as eligible (except in programs that require eligibility renewal annual such as the Free and Reduced Price Meal Program - this would be the first date each year that the student was identified as eligible).  2) See special instructions in the CALPADS Data Guide for what date to use when submitting a special education program record to change a student's Primary Disability Code (Field 3.21). | 1. Must be greater than or equal to Student Birth Date 2. If Education Program Membership Code equals 3 (Participating) then student must be enrolled in the School of Attendance in this record during the Education Program Membership Date Range specified. 3. Must be less than or equal to current date plus six months 4. Only one record may exist with the same SSID, School of Attendance, Education Program Code, and Education Program Membership Start Date unless Education Program Code = 122 (Title I Part A Basic Targeted) 5. If Education Program Code = 122 (Title I Part A Basic Targeted, only one record may exist in the file with the same SSID, School of Attendance, Education Program Code, Education Program Membership Start Date, Education Service Academic Year, and Education Service Code 6. If Transaction type code = R then submitted Program Membership Start Date must be within the current academic year | Y | X |
| 3.16 | Education Program Membership End Date | DT | 8 | The last day that a Student Education Program Membership Category was effective. Student Education Program Membership Category is a specific Education Program Membership Category for a specific Student at particular school. | n/a | Format: CCYYMMDD, e.g. 20081025  SPRG records with an Education Membership Code of “Participating” and Free (181) or Reduced-Price (182) Meal Program records with an Education Program Membership Code of “Eligible” will automatically be populated with an Education Program Membership End Date reflecting the Enrollment Exit Date when a student is exited and is not expected to return to the same school. | 1. Must be greater than or equal to Education Program Membership Start Date 2. Must be greater than or equal to Student Birth Date 3. Must be within the same Academic Year as the Education Program Academic Year | N | n/a |
| 3.17 | Education Service Academic Year | CS | 9 | The Academic Year in which an Education Service was received for a particular student. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). | n/a | 1) Format: CCYY-CCYY (ex. 2008-2009)  2) Indicates the school year associated with the file. | n/a | If Education Program Code = 122 (Title 1 Part A Basic Targeted) Then Y;  Else N | X |
| 3.18 | Education Service Code | CS | 2 | A coded value representing an Education Service. An Education Service is specific service or services that are performed within an Education Service Category. Every Education Program provides one or more services to students. Each of these services falls within an Education Service Category. | See Code Set Education Service Title I Part A Basic | n/a | 1. If Education Program Code does not equal 122 (Title 1 Part A Basic Targeted) Then Education Service Code must be null | If Education Program Code = 122 (Title 1 Part A Basic Targeted) Then Y; Else N | X |
| 3.19 | California Partnership Academy ID | CS | 5 | A state level unique identifier assigned to a specific California Partnership Academy within a school that a student is assigned to. For instance, a student may be assigned to a Health Academy. | n/a | n/a | Must be a valid identifier on the CDE California Partnership Academy list, found at <http://www.cde.ca.gov/ci/gs/hs/documents/cpadirectory.xls> | If Education Program Code = 113 (California Partnership Academy) Then Y; Else N | n/a |
| 3.20 | Migrant Student ID | CS | 11 | A unique identifier assigned to each participant in the Migrant Education Program by the California Department of Education. | n/a | This is the state Migrant Student Directory (MSD) number as assigned in the Migrant Student Information Network (MSIN) data system. This is NOT the identifier used in the COE Star system, which is alphanumeric. | The Migrant Student ID must be exactly 11 characters with the first two characters beginning with "06" | If Education Program Code = 135 (Migrant) Then Y; Else N | n/a |
| 3.21 | Filler | CS | 3 | Field no longer used. Fill with blank. | n/a | n/a | n/a | n/a | n/a |
| 3.22 | Filler | CS | 7 | Field no longer used. Fill with blank. | n/a | n/a | n/a | n/a | n/a |
| 3.23 | Homeless Dwelling Type Code | CS | 3 | A coded value representing a Dwelling Type. Dwelling Type is the type of dwelling or structure that a homeless individual resides in. | See Code Set Homeless Dwelling Type | n/a | n/a | If Education Program = 191 (Homeless Program) Then Y; Else N | n/a |
| 3.24 | Unaccompanied Youth Indicator | CS | 1 | An indication of whether or not a student who has been identified as homeless is not in the direct care of their parent or guardian. | n/a | n/a | n/a | If Education Program Code = 191 (Homeless Program)  Then Y; Else N | n/a |
| 3.25 | Filler | CS | 10 | Field no longer used. Fill with blank. | n/a | n/a | n/a | N | n/a |
| 3.26 | Filler | CS | 10 | Field no longer used. Fill with blank. | n/a | n/a | n/a | N | n/a |

#### Student Discipline File Format (removed)

##### Submission Details

This file format has been removed from the CALPADS file format inventory. The final collection of these data was EOY 3 2018-2019.

#### Student Health File Format (removed)

##### Submission Details

This file format has been removed from the CALPADS file format inventory.

#### Student Waivers File Format (removed)

##### Submission Details

This file format has been removed from the CALPADS file format inventory. The final collection of these data was EOY 4 2014-2015.

#### Staff Demographics File Format

##### Submission Details

This file format is used to submit demographic data about a staff member. The LEA staff data must include employees actively employed at any time during the current academic year to meet the CALPADS data collection requirements. The staff data submission includes updating the staff record information of actively employed staff as well as departing staff.

This format uses the Effective Date processing method. The record type code SDEM (Staff Demographics) must be included in the Record Type field of each record. This record type is required to be submitted during the following snapshot collection windows:

* + Fall 2 - Course Enrollment/Staff Assignments/EL Services

This record type is optional during the following snapshot collection windows providing the LEA staff demographic information is up to date in CALPADS for the specific snapshot collection window:

* End of Year 1 - Course Completion/Career Technical Education (CTE)

##### Selection Criteria

* All Submissions (note that all submissions use same selection criteria)
  + Include all Staff Demographic updates for staff members with at least one of the following staff designations: Teacher, Administrator, Pupil Services, Itinerant or Pull-Out/Push-In Teacher, Non-certificated Administrators who have a SEID, Charter School Non-certificated Teachers who have a SEID and who have been actively employed during the reporting period, and have not been previously reported or updated in CALPADS during the current academic year.

##### Operational Key

The following fields identify the operational key of the Staff Demographics record:

* Reporting LEA
* SEID

##### Primary Key

The following fields identify the operational key of the Staff Demographics record:

* Effective Start Date
* Reporting LEA
* SEID

##### Relationship to Other Record Types

This record may be submitted independently of other record types. However, a Staff Demographics record must be submitted for a teacher submitted in a Course Section record.

##### References

The following references are available for use in the creation of this record:

* None

##### Record Layout

Table 3-7: Staff Demographics Record Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field No. | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Opera-tional Key |
| 7.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | n/a | Must equal SDEM | Y | n/a |
| 7.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.2 for more details on the Effective Date Processing method. | Must equal an empty string, or “ “, or “A”, or “D” | N | n/a |
| 7.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any CALPADS file format. This field will flow through CALPADS and be provided back to the LEA to help facilitate locating the original record in their local SIS environment. | n/a | n/a | n/a | N | n/a |
| 7.04 | Effective Start Date | DT | 8 | The month, day, and year on which the data within the record became effective. Date CALPADS will consider data is effective/current. | n/a | Format: CCYYMMDD, e.g. 20081025 | 1. Must be within Academic Year specified 2. Must not be more than 6 months greater than current date. | Y | n/a |
| 7.05 | Effective End Date | DT | 8 | The month, day, and year on which the data within the record stops being effective. | n/a | This field is not required and a date submitted in this field will neither be stored or validated. CALPADS will derive the Effective End Date one day before the Effective Start Date of a subsequent record (if no subsequent record exists, effective end date will be blank). | n/a | N | n/a |
| 7.06 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Pupil Achievement Data System (CALPADS). | n/a | The 7-digit County District (CD) code must be submitted if the entity is a district or county office. | Must equal institution identifier of submitter User ID | Y | X |
| 7.07 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). | n/a | 1) Format: CCYY-CCYY (ex. 2008-2009)  2) Indicates the school year associated with the file. | n/a | Y | n/a |
| 7.08 | SEID | CS | 10 | A unique identifier assigned to each Educator in the California public education system by the California Commission on Teacher Credentialing. This identifier is known as the Statewide Educator Identifier (SEID). | n/a | n/a | Must be a valid SEID in the CCTC file | Y | X |
| 7.09 | Local Staff ID | CS | 10 | A unique identifier assigned to a Staff member by the local educational agency. This may or may not be the same as the identifier assigned to a staff member at the school level. | n/a | n/a | n/a | Y | n/a |
| 7.10 | Staff Legal First Name | CS | 30 | The Staff Legal First Name of a Staff member. The Staff Legal First Name is the first name of the person which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | n/a | 1) Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed;  2) (Staff Gender Code and Staff Date of Birth Year) should equal existing (ODS Staff Gender Code and Staff Date of Birth Year)  Or  (Staff Legal First Name and Staff Legal Last Name) should equal existing (ODS Staff Legal First Name and Staff Legal Last Name) | Y | n/a |
| 7.11 | Staff Legal Middle Name | CS | 30 | The Staff Legal Middle Name of a Staff member. The Staff Legal Middle Name is the second name of a person which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | n/a | Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed | N | n/a |
| 7.12 | Staff Legal Last Name | CS | 50 | The Staff Legal Last Name of a Staff member. The Staff Legal Last Name is the name borne in common by members of a person’s family, or the last name recognized as the formal and consistent last name given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | n/a | 1) Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed;  2) (Staff Gender Code and Staff Date of Birth Year) should equal existing (ODS Staff Gender Code and Staff Date of Birth Year)  Or  (Staff Legal First Name and Staff Legal Last Name) should equal existing (ODS Staff Legal First Name and Staff Legal Last Name) | Y | n/a |
| 7.13 | Staff Alias First Name | CS | 30 | An alternative first name to the Staff Legal First Name. | n/a | n/a | 1) May only include Alphabetic letters, numbers, periods, hyphens and apostrophes;  2) If Staff Alias Last Name is populated Then Staff Alias First Name must be populated | N | n/a |
| 7.14 | Staff Alias Middle Name | CS | 30 | An alternative first name to the Staff Legal Middle Name. | n/a | n/a | Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed | N | n/a |
| 7.15 | Staff Alias Last Name | CS | 50 | An alternative first name to the Staff Legal Last Name. | n/a | n/a | 1) Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed;  2) If Staff Alias First Name is populated Then Staff Alias Last Name must be populated | N | n/a |
| 7.16 | Staff Birth Date | DT | 8 | The month, day, and year on which a person was born based on the Gregorian Calendar. | n/a | Format: CCYYMMDD | 1) Staff age must be greater than or equal to 18 and less than 95  2) (Staff Gender Code and Staff Date of Birth Year) should equal existing (ODS Staff Gender Code and Staff Date of Birth Year)  Or  (Staff Legal First Name and Staff Legal Last Name) should equal existing (ODS Staff Legal First Name and Staff Legal Last Name) | Y | n/a |
| 7.17 | Staff Gender Code | CS | 1 | A coded value representing the person's gender. Gender is a person's actual sex or perceived sex and includes a person's perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth. | See Code Set Gender | n/a | (Staff Gender Code and Staff Date of Birth Year) should equal existing (ODS Staff Gender Code and Staff Date of Birth Year)  Or  (Staff Legal First Name and Staff Legal Last Name) should equal existing (ODS Staff Legal First Name and Staff Legal Last Name) | Y | n/a |
| 7.18 | Staff Hispanic Ethnicity Indicator | CS | 1 | An indication of whether or not a Staff member identifies him or herself as having an ethnicity (how a person identifies him/herself in the context of: heritage, culture (i.e., religion, language, customs, music, etc.), lineage, or country of birth of the person or the person's ancestors; and is not nationality or race; and is not nationality) of Hispanic. A “Y” would indicate that a Staff member has identified him or herself as having an ethnicity of Hispanic. An “N” would indicate that he or she does not. | n/a | n/a | If Staff Ethnicity Missing Indicator is equal to Y Then Staff Hispanic Ethnicity Indicator must be blank | If Staff Ethnicity Missing Indicator is null or equal to N Then Y; Else N | n/a |
| 7.19 | Staff Ethnicity Missing Indicator | CS | 1 | An indication of whether or not the staff's Ethnicity has intentionally been left blank. A "Y" would indicate that the staff's ethnicity has intentionally been left blank; an "N" would indicate that it has not. | n/a | n/a | If Staff Hispanic Ethnicity Indicator is populated Then Staff Ethnicity Missing Indicator must be equal to N or blank | If Staff Hispanic Ethnicity Indicator is null Then Y; Else N | n/a |
| 7.20 | Staff Race 1 Code | CS | 3 | A coded value representing a person's race category. | See Code Set Race Category | n/a | If Staff Race Missing Indicator is equal to Y Then all of the Staff Race Codes must be blank | If Staff Race Missing Indicator is null Then Y; Else N | n/a |
| 7.21 | Staff Race 2 Code | CS | 3 | A coded value representing a person's race category. | See Code Set Race Category | n/a | If Staff Race Missing Indicator is equal to Y Then all of the Staff Race Codes must be blank | N | n/a |
| 7.22 | Staff Race 3 Code | CS | 3 | A coded value representing a person's race category. | See Code Set Race Category | n/a | If Staff Race Missing Indicator is equal to Y Then all of the Staff Race Codes must be blank | N | n/a |
| 7.23 | Staff Race 4 Code | CS | 3 | A coded value representing a person's race category. | See Code Set Race Category | n/a | If Staff Race Missing Indicator is equal to Y Then all of the Staff Race Codes must be blank | N | n/a |
| 7.24 | Staff Race 5 Code | CS | 3 | A coded value representing a person's race category. | See Code Set Race Category | n/a | If Staff Race Missing Indicator is equal to Y Then all of the Staff Race Codes must be blank | N | n/a |
| 7.25 | Staff Race Missing Indicator | CS | 1 | An indication of whether or not the staff's Race Category has intentionally been left blank. A "Y" would indicate that the staff's Race Category has intentionally been left blank; an "N" would indicate that it has not. | n/a | n/a | If one or more of the Staff Race Codes are populated  Then  Staff Race Missing Indicator must be equal to N or blank | If all of the Staff Race Codes are null  Then Y; Else N | n/a |
| 7.26 | Staff Highest Degree Code | CS | 1 | The highest Degree an individual has earned. A Degree is any type of degree or honorary degree or title of any designation, mark, appellation, series of letters or words such as, but not limited to, associate, bachelor, master, doctor, or fellow which signifies, purports, or is generally taken to signify satisfactory completion of the requirements of an academic, educational, technological, or professional program of study beyond the secondary school level or is an honorary title conferred for recognition of some meritorious achievement. | See Code Set Degree | n/a | n/a | Y | n/a |
| 7.27 | Staff Employment Status Code | CS | 1 | A coded value representing an Employment Status Category. Employment Status Category describes the state of a Teacher's employment. | See Code Set Employment Status Category | This data element is applicable to teachers only. Although the system will accept values for Administrators and Pupil Service employees, the data are not applicable to those classifications. | n/a | If Educational Service Job Classification Code = 12 (Teacher), 26 (Non-Certificated Charter School Teacher), or 27 (Itinerant/Pull-Out/Push-in Teacher) Then Y; Else N | n/a |
| 7.28 | Staff Employment Start Date | DT | 8 | The first date that a Staff member was employed with an Educational Service Institution. | n/a | Format: CCYYMMDD, e.g. 20081025  CALPADS collects staff data for "staff members" (See CALPADS User Manual Glossary) who work in certificated positions. For the purposes of CALPADS, the Staff Employment Start Date is the "first date" that staff member was employed in an LEA, even if that employment began in a classified position (a position that does not require a credential). | 1) Should be greater than Staff Birth Date plus 18  2) Must be less than or equal to current date plus six months | Y | n/a |
| 7.29 | Staff Employment End Date | DT | 8 | The last date that a Staff member was employed with an Educational Service Institution. | n/a | Format: CCYYMMDD, e.g. 20081025 | Must be greater than or equal to Staff Employment Start Date | N | n/a |
| 7.30 | Staff Service Years LEA | NU | 2 | A count of the years a "staff member" (see CALPADS User Manual Glossary) has been  providing educational service for any schools within a particular local educational agency. | n/a | For the purposes of CALPADS, the Staff Service Years LEA is a count of the total years of service in the LEA in a certificated position. If this is the first year of service, enter “1”. Count one year of service as working any part of the year in a certificated position. Include the years of substitute teaching if the position was a long-term substitute. | 1) Must be less than or equal to Staff Service Years Total  2) Must be less than or equal to Staff age minus 17  3) Must be equal to or greater than 1 | Y | n/a |
| 7.31 | Staff Service Years Total | NU | 2 | A count of the cumulative number of years a "staff member" (See CALPADS User Manual Glossary) has been providing educational services in any Educational Institution. | n/a | For the purposes of CALPADS, the Staff Service Years Total is a count of the total years of service in the any LEA in a certificated position. If this is the first year of service, enter “1”. Count one year of service as working any part of the year in a certificated position. Include the years of substitute teaching if the position was a long-term substitute. | 1) Should be less than or equal to Staff age minus 17  2) Must be equal to or greater than 1 | Y | n/a |

#### Staff Assignment File Format

##### Submission Details

This file format is used to submit assignment data about a staff member. Only active employees should be included in the submission.

This format uses the full Replacement by School of Assignment and Academic Year processing method. The record type code SASS (Staff Assignment) must be included in the Record Type field of each record. Multiple records should be submitted if a staff member has more than one job classification. The Non-Classroom Based or Support Assignments should be submitted by each respective Job Classification.

This record type is required to be submitted during the following snapshot collection windows:

* Fall 2 - Course Enrollment/Staff Assignments/EL Services

##### Selection Criteria

* Fall 2 Only
  + Include all Staff Assignment updates for staff members with at least one of the following staff designations: Teacher, Administrator, Pupil Services, Itinerant or Pull-Out/Push-In Teacher, Non-certificated Administrators who have a SEID, Charter School Non-certificated Teachers who have a SEID and who have been actively employed on Fall Census Day and, for school tracks that are not in session on Census Day, include staff members actively employed within 30 calendar days after Census Day. For additional information on teacher selection criteria and when to report substitute teachers, refer to the CALPADS Data Guide.
* End of Year 1 Only
* Staff Assignment updates are not required

##### Operational Key

The following fields identify the operational key of the Staff Assignment record:

* Academic Year ID
* School of Assignment

##### Primary Key

The following fields identify the primary key (fields that make a record unique) of the Staff Assignment record:

* School of Assignment
* Academic Year ID
* SEID
* Staff Job Classification Code

##### Relationship to Other Record Types

This record may be submitted independently of other record types. However, a Staff Demographics record for the Reporting LEA must exist for the staff member on the Staff Assignment record.

##### References

The following references are available for use in the creation of this record:

* None

##### Record Layout

Table 3-8: Staff Assignment Record Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field No. | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ational Key |
| 8.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | n/a | Must equal SASS | Y | n/a |
| 8.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.3 for more details on the Replacement Processing method. | Must equal an empty string, or “ “, or “D”, or “R” | N | n/a |
| 8.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any CALPADS file format. This field will flow through CALPADS and be provided back to the LEA to help facilitate locating the original record in their local SIS environment. | n/a | n/a | n/a | N | n/a |
| 8.04 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Pupil Achievement Data System (CALPADS). | n/a | The 7-digit County District (CD) code must be submitted if the entity is a district or county office.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the Reporting LEA and the School of Assignment. | 1) Must equal institution identifier of submitter User ID  2) In order to use Superintendent-level assignment codes 0100 (Superintendent) or 0102 (Deputy or Associate Superintendent), a staff person must be associated with the district or county office. | Y | n/a |
| 8.05 | School of Assignment | CS | 7 | A unique identifier for the school where an Educator is assigned. | n/a | 1) The 7-digit School (S) code must be submitted.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the School of Assignment and the Reporting LEA.  2) If the staff is assigned at the District level (the reporting LEA), the reporting LEA code must be submitted for both the School of Assignment and the Reporting LEA. | 1) Must be a valid code in CDS and have an active CALPADS reporting relationship with the Reporting LEA  2) If Staff Job Classification Code = 26 Then School of Assignment must be a charter school (CDS)  3) School of Assignment must not be an NPS school or a Private School Group  4) Only one Staff Assignment (SASS) record may exist in the file with the same Academic Year ID, SEID, School of Assignment, and Job Classification Code  5) In order to use Superintendent-level assignment codes 0100 (Superintendent) or 0102 (Deputy or Associate Superintendent), a staff person must be associated with the district or county office. | Y | X |
| 8.06 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). | n/a | 1) Format: CCYY-CCYY (ex. 2008-2009)  2) Indicates the school year associated with the file. | Only one Staff Assignment (SASS) record may exist in the file with the same Academic Year ID, SEID, School of Assignment, and Job Classification Code | Y | X |
| 8.07 | SEID | CS | 10 | A unique identifier assigned to each Educator in the California public education system by the California Commission on Teacher Credentialing. This identifier is known as the Statewide Educator Identifier (SEID). | n/a | n/a | 1) Must be a valid SEID in the CCTC file  AND  SEID must have an SDEM record in the ODS for the Reporting LEA  2) Only one Staff Assignment (SASS) record may exist in the file with the same Academic Year ID, SEID, School of Assignment, and Job Classification Code  3) SEID submitted in Course Section Enrollment (CRSE/CRSC) Record should have an associated Staff Assignment (SASS) Record | Y | n/a |
| 8.08 | Local Staff ID | CS | 10 | A unique identifier assigned to a Staff member by the local educational agency. This may or may not be the same as the identifier assigned to a staff member at the school level. | n/a | n/a | n/a | Y | n/a |
| 8.09 | Staff Legal First Name | CS | 30 | The Staff Legal First Name of a Staff member. The Staff Legal First Name is the first name of the person which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | n/a | n/a | Y | n/a |
| 8.10 | Staff Legal Last Name | CS | 50 | The Staff Legal Last Name of a Staff member. The Staff Legal Last Name is the name borne in common by members of a person’s family, or the last name recognized as the formal and consistent last name given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | n/a | n/a | Y | n/a |
| 8.11 | Staff Birth Date | DT | 10 | The month, day, and year on which a person was born based on the Gregorian Calendar. | n/a | n/a | n/a | Y | n/a |
| 8.12 | Staff Gender Code | CS | 1 | A coded value representing the person's gender. Gender is a person's actual sex or perceived sex and includes a person's perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth. | See Code Set Gender | n/a | n/a | Y | n/a |
| 8.13 | Staff Job Classification Code | CS | 2 | A coded value representing the Educational Service Job Classification. An Educational Service Job Classification is the classification of a specific occupation of an individual, such as teacher, administrator, and pupil services. | See Code Set Educational Service Job Classification | Classified codes will not be collected in CALPADS This only applies to certificated staff and non-certificated staff with SEIDs. | 1) Staff Job Classification Code and Non Classroom Based Job Assignment Code must be a valid combination as defined in the CALPADS Valid Code Combinations document.  2) Only one Staff Assignment (SASS) record may exist in the file with the same Academic Year ID, SEID, School of Assignment, and Job Classification Code.  3) SEID cannot have simultaneous records with Job Classifications of 10 (Administrator) and 25 (Non-certificated Administrator)  4) SEID cannot have simultaneous records with Job Classifications of 12 (Teacher) and 26 (Charter School Non-certificated Teacher) | Y | n/a |
| 8.14 | Staff Job Classification FTE Percentage | NU | 5 | The percentage of time spent on each job classification in relation to a full-time position (100%). | n/a | 1) Format XXX.X  Example: 50% should be submitted as 50 or 50.0  2) Submit FTE by tenths of a percentage | Staff Job Classification FTE Percentage for an employee not leave must be Greater Than 1 or employee on leave (Nonclassroom Based or Support Assignment = 6018) must be 0. | Y | n/a |
| 8.15 | Non Classroom Based Job Assignment Code 1 | CS | 4 | A coded value representing the Support/Non-Classroom Based Job Assignment. Support/Non-Classroom Based Job Assignment is defined as Job assignments that have been designated as support service assignments or that are not based in the classroom. | See Code Set Non Classroom Based or Support Assignment | 1) Required for all non-teach Job Classification  2) Note: Job Class 12, 26, and 27 (Teachers) may also have approved Non-Classroom Based Job Assignments. | 1) If Staff Job Classification Code = 10, 11, or 25, then one or more of the Non Classroom Based Job Assignment Codes must be populated.  2) Staff Job Classification Code and Non Classroom Based Job Assignment Code must be a valid combination as defined in the CALPADS Valid Code Combinations document.  3) If any Non Classroom Based or Support Assignment is "Employee on Leave" (6018), then all other Non Classroom Based or Support Assignment fields must be blank.  4) In order to use Superintendent-level assignment codes 0100 (Superintendent) or 0102 (Deputy or Associate Superintendent), a staff person must be associated with the district or county office. | If Staff Job Classification Code = 10, 11, or 25  Then Y;  Else N | n/a |
| 8.16 | Non Classroom Based Job Assignment Code 2 | CS | 4 | A coded value representing the Support/Non-Classroom Based Job Assignment. Support/Non-Classroom Based Job Assignment is defined as Job assignments that have been designated as support service assignments or that are not based in the classroom. | See Code Set Non Classroom Based or Support Assignment | n/a | 1) If Staff Job Classification Code = 10, 11, or 25, then one or more of the Non Classroom Based Job Assignment Codes must be populated.  2) Staff Job Classification Code and Non Classroom Based Job Assignment Code must be a valid combination as defined in the CALPADS Valid Code Combinations document.  3) If any Non Classroom Based or Support Assignment is "Employee on Leave" (6018), then all other Non Classroom Based or Support Assignment fields must be blank.  4) In order to use Superintendent-level assignment codes 0100 (Superintendent) or 0102 (Deputy or Associate Superintendent), a staff person must be associated with the district or county office. | N | n/a |
| 8.17 | Non Classroom Based Job Assignment Code 3 | CS | 4 | A coded value representing the Support/Non-Classroom Based Job Assignment. Support/Non-Classroom Based Job Assignment is defined as Job assignments that have been designated as support service assignments or that are not based in the classroom. | See Code Set Non Classroom Based or Support Assignment | n/a | 1) If Staff Job Classification Code = 10, 11, or 2, then one or more of the Non Classroom Based Job Assignment Codes must be populated  2) Staff Job Classification Code and Non Classroom Based Job Assignment Code must be a valid combination as defined in the CALPADS Valid Code Combinations document  3) If any Non Classroom Based or Support Assignment is "Employee on Leave" (6018), then all other Non Classroom Based or Support Assignment fields must be blank.  4) In order to use Superintendent-level assignment codes 0100 (Superintendent) or 0102 (Deputy or Associate Superintendent), a staff person must be associated with the district or county office. | N | n/a |
| 8.18 | Non Classroom Based Job Assignment Code 4 | CS | 4 | A coded value representing the Support/Non-Classroom Based Job Assignment. Support/Non-Classroom Based Job Assignment is defined as Job assignments that have been designated as support service assignments or that are not based in the classroom. | See Code Set Non Classroom Based or Support Assignment | n/a | 1) If Staff Job Classification Code = 10, 11, or 25, then one or more of the Non Classroom Based Job Assignment Codes must be populated  2) Staff Job Classification Code and Non Classroom Based Job Assignment Code must be a valid combination as defined in the CALPADS Valid Code Combinations document  3) If any Non Classroom Based or Support Assignment is "Employee on Leave" (6018), then all other Non Classroom Based or Support Assignment fields must be blank.  4) In order to use Superintendent-level assignment codes 0100 (Superintendent) or 0102 (Deputy or Associate Superintendent), a staff person must be associated with the district or county office. | N | n/a |
| 8.19 | Non Classroom Based Job Assignment Code 5 | CS | 4 | A coded value representing the Support/Non-Classroom Based Job Assignment. Support/Non-Classroom Based Job Assignment is defined as Job assignments that have been designated as support service assignments or that are not based in the classroom. | See Code Set Non Classroom Based or Support Assignment | n/a | 1) If Staff Job Classification Code = 10, 11, or 25, then one or more of the Non Classroom Based Job Assignment Codes must be populated  2) Staff Job Classification Code and Non Classroom Based Job Assignment Code must be a valid combination as defined in the CALPADS Valid Code Combinations document  3) If any Non Classroom Based or Support Assignment is "Employee on Leave" (6018), then all other Non Classroom Based or Support Assignment fields must be blank.  4) In order to use Superintendent-level assignment codes 0100 (Superintendent) or 0102 (Deputy or Associate Superintendent), a staff person must be associated with the district or county office. | N | n/a |
| 8.20 | Non Classroom Based Job Assignment Code 6 | CS | 4 | A coded value representing the Support/Non-Classroom Based Job Assignment. Support/Non-Classroom Based Job Assignment is defined as Job assignments that have been designated as support service assignments or that are not based in the classroom. | See Code Set Non Classroom Based or Support Assignment | n/a | 1) If Staff Job Classification Code = 10, 11, or 25, then one or more of the Non Classroom Based Job Assignment Codes must be populated  2) Staff Job Classification Code and Non Classroom Based Job Assignment Code must be a valid combination as defined in the CALPADS Valid Code Combinations document  3) If any Non Classroom Based or Support Assignment is "Employee on Leave" (6018), then all other Non Classroom Based or Support Assignment fields must be blank.  4) In order to use Superintendent-level assignment codes 0100 (Superintendent) or 0102 (Deputy or Associate Superintendent), a staff person must be associated with the district or county office. | N | n/a |
| 8.21 | Non Classroom Based Job Assignment Code 7 | CS | 4 | A coded value representing the Support/Non-Classroom Based Job Assignment. Support/Non-Classroom Based Job Assignment is defined as Job assignments that have been designated as support service assignments or that are not based in the classroom. | See Code Set Non Classroom Based or Support Assignment | n/a | 1) If Staff Job Classification Code = 10, 11, or 25, then one or more of the Non Classroom Based Job Assignment Codes must be populated  2) Staff Job Classification Code and Non Classroom Based Job Assignment Code must be a valid combination as defined in the CALPADS Valid Code Combinations document  3) If any Non Classroom Based or Support Assignment is "Employee on Leave" (6018), then all other Non Classroom Based or Support Assignment fields must be blank.  4) In order to use Superintendent-level assignment codes 0100 (Superintendent) or 0102 (Deputy or Associate Superintendent), a staff person must be associated with the district or county office. | N | n/a |

#### Course Section File Format

##### Submission Details

This file format is used to submit course section data. Course enrollment data must be submitted in the fall. Course section information should be included for all course sections occurring on Census Day or for school tracks that are not in session on Census Day, the course enrollment submission includes the course sections that begin no later than 30 calendar days after Census Day.

Course completion data must be submitted at the end of the year. This data must be submitted for grades 7-12 in traditional schools where instruction is departmentalized. Course section information should be included for all course sections students completed during the academic year.

This format uses the Replacement by School of Course Delivery, Academic Year, and Academic Term processing method. During the fall submission, the record type code CRSE (Course Section Enrollment) must be included in the Record Type field of each record. During the end of year submission, the record type code CRSC (Course Section Completion) must be included in the Record Type field of each record.

This format also collects the Course information associated with each Course Section record. The field names prefixed with "CRS" are the Course data fields associated with the Course Section. The information provided in these fields should be repeated when multiple Course Section records are submitted associated with the same CRS-Local Course ID. CALPADS assumes the “CRS” field values will be repeated for all Course Section records with the same CRS-Local Course ID and the system will not report any data differences between records if submitted. CALPADS will accept and create a single instance of the “Course” information based on the last record processed.

NOTE: If the values in the fields marked “CRS” are different for the same CRS-Local Course ID in two or more course section records, it is very likely that unpredictable results in reporting will occur.

Within CALPADS, a Course Section record is uniquely identified by the following Course Section data elements:

* Academic Year ID
* School of Course Delivery
* Academic Term Code
* CRS-Local Course ID
* Course Section ID
* SEID

This record type is required to be submitted during the following snapshot collection windows:

* Fall 2 - Course Enrollment/Staff Assignments/EL Services
* End of Year 1 – Course Completion / Career Technical Education

##### Selection Criteria for Certification

Fall 2 Only

Include all Course Section records occurring on Census Day or for school tracks that are not in session on Census Day, the course submission includes the course sections that begin no later than 30 calendar days after Census Day.

Do not include lunch, free period, student aide, teacher assistant, or study hall course sections.

Note: For Job Sharing or Team Teaching, include one Course Section record for each SEID associated with that Course Section

Note: Do not include records for any additional classes that students are taking at any other school except for classes taken at a Regional Occupation Centers (ROC) or college.

End of Year 1 Only

Include all Course Section records which were offered at the school and which at least one student primarily or secondarily enrolled in grades 7-12 completed (See CALPADS User Manual Glossary: *Course Section Completion*) at some time during the regular academic year.

Note: Do not include summer school; do not include courses that students completed at any other school except for classes taken at a Regional Occupation Centers (ROC) or college.

##### Operational Key

The following fields identify the operational key of the Course Section record:

* School of Course Delivery
* Academic Year ID
* Academic Term Code

##### Primary Key

The following fields identify the primary key (fields that uniquely identify a record) of the Course Section record:

* School of Course Delivery
* Academic Year ID
* Academic Term Code
* CRS-Local Course ID
* Course Section ID
* SEID

##### Relationship to Other Record Types

This record may be submitted independently of other record types. However, a Course Section record must exist for the student enrollment on the Student Course Section record.

##### References

The following references are available for use in the creation of this record:

* None

##### Record Layout

Table 3-9: Course Section Record Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field No. | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ational Key |
| 9.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | 1) CRSE is used for Course Section Enrollment information.  2) CRSC is used for Course Section Completion information. | Must equal CRSE or CRSC | Y | n/a |
| 9.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.3 for more details on the Replacement Processing method. | Must equal an empty string, or “ “, or “D”, or “R” | N | n/a |
| 9.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any CALPADS file format. This field will flow through CALPADS and be provided back to the LEA to help facilitate locating the original record in their local SIS environment. | n/a | n/a | n/a | N | n/a |
| 9.04 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Pupil Achievement Data System (CALPADS). | n/a | The 7-digit County District (CD) code must be submitted if the entity is a district or county office.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the Reporting LEA and the School of Course Delivery. | 1) Must equal institution identifier of submitter User ID | Y | n/a |
| 9.05 | School of Course Delivery | CS | 7 | A unique identifier for the school where the student is taking the course. | n/a | The 7-digit School (S) code must be submitted.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the School of Course Delivery and the Reporting LEA. | 1) Must be a valid code in CDS and have an active CALPADS reporting relationship with the Reporting LEA.  2) The School of Course Delivery must match the School of Attendance in the enrollment record.  3) School of Course Delivery must not be an NPS school or a Private School Group | Y | X |
| 9.06 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). | n/a | 1) Format: CCYY-CCYY (ex. 2008-2009)  2) Indicates the school year associated with the file. | If Record Type = CRSE or CRSC, then Academic Year cannot be in the future. | Y | X |
| 9.07 | CRS-State Course Code | CS | 4 | A coded value representing a state-level Course Group. Course Group State is defined as a state-level coding structure used to group a number of local-level course descriptions by major subject areas (e.g., English/Language Arts, Mathematics, etc.) or to indicate individual-level courses. | See Code Set Course Group State | This data element is associated with the Course.  If the LEA has mapped their local course codes (Local Course ID) to State Course Codes in CALPADS, this field may be left blank. CALPADS will perform the translation. | 1) If CTE Course Section Provider Code is populated then CRS-State Course Code must be populated with a CTE Course Code  2) All records with the same Academic Year, School of Delivery and CRS-Local Course ID must have identical CRS-State Course Codes.  3) If High Quality CTE Course Indicator is populated for a Course and for the corresponding State Course Code that is not in the range of 7000 - 8999.  Reference (Course Group Master Combos, Valid Code Combinations) | Y | n/a |
| 9.08 | CRS-Local Course ID | CS | 10 | A unique identifier assigned to a course by a local educational agency. A Course is the organization of subject matter and related learning experiences provided for the instruction of students. This is usually maintained at the local level in the form of a course catalog. A Course is not the same thing as a Class. | n/a | This data element is associated with the Course. | n/a | Y | n/a |
| 9.09 | CRS-Course Name | CS | 50 | The formal name of a Course as established by the school or LEA. A Course is the organization of subject matter and related learning experiences provided for the instruction of students. This is usually maintained at the local level in the form of a course catalog. A Course is not the same thing as a Class. | n/a | 1) This data element is associated with the Course. 2) This is required for Cal-PASS. | All records with the same Academic Year, School of Delivery and CRS-Local Course ID must have identical CRS-Course Names. | Y | n/a |
| 9.10 | Filler | CS | 4 | Field no longer used. Fill with blank. | n/a | n/a | n/a | n/a | n/a |
| 9.11 | Filler | CS | 1 | Field no longer used. Fill with blank. | n/a | n/a | n/a | n/a | n/a |
| 9.12 | CRS-CTE Postsecondary Articulated Course Indicator | CS | 1 | An indication of whether or not a Career Technical Education course has been designated as a Postsecondary Articulated Course. A Postsecondary Articulated Course is a course within a CTE technical career pathway or program that has been articulated with a postsecondary education institution. Successful completion of an articulated course may result in the student meeting the prerequisite requirements for a higher-level course in this course sequence upon enrollment in a postsecondary institution. | n/a | This data element is associated with the Course.  “Y” indicates that this is a Postsecondary Articulated Course; “N” or blank indicates that it is not. | All records with the same Academic Year, School of Delivery and CRS-Local Course ID must have identical CRS-CTE Postsecondary Articulated Course Indicators. | N | n/a |
| 9.13 | CRS-UC CSU Approved Indicator | CS | 1 | An indication of whether or not the UC/CSU systems have reviewed and approved the content of this course as meeting one or more of the A-G course admission requirements. A "Y" would indicate that the course is UC/CSU-approved, an "N" would indicate that the course is not. | n/a | This data element is associated with the Course. | 1) All records with the same Academic Year, School of Delivery and CRS-Local Course ID must have identical CRS-UC CSU Approved Indicators. | Y | n/a |
| 9.14 | Course Section ID | CS | 10 | A unique identifier for a Course Section assigned by a local educational agency. The Course Section ID should be unique within a Local Course, Academic Term, School, and Academic Year. A Course Section ID represents a unique section of course content being taught by one or more teachers to a specific group of students. | n/a | Example: A unique course section ID would represent Teacher A teaching algebra 1 to a specific group of students on Monday, Wednesday, and Friday in first period. The same teacher delivering Algebra 1 to a different group of students in second period would be represented by a different unique course section ID. | n/a | Y | n/a |
| 9.15 | Academic Term Code | CS | 2 | A coded value representing an Academic Term. An Academic Term is the period of time into which the education institution divides the academic year for the purpose of instruction. | See Code Set Academic Term | n/a | n/a | Y | X |
| 9.16 | SEID | CS | 10 | A unique identifier assigned to each Educator in the California public education system by the California Commission on Teacher Credentialing. This identifier is known as the Statewide Educator Identifier (SEID). | n/a | This should represent the Statewide Educator ID (SEID) of the person providing instruction for the course section, usually the teacher of record. If the teacher of record is not in the classroom on Information Day or out the entire school year, still use the SEID of the teacher of record  SEID equal “9999999999” should only be submitted if the course is a college level course in the following conditions:  • Course Section Instructional Level Code is 23-College Credit Only or 24-Dual Credit  • State Course Code is one of these college-level course codes: 9020, 9082, 9096, 9120, 9154, 9200 ,9227, 9273, 9303, 9358   * SEID not yet provided by CCTC | 1) SEID must be a valid SEID in the CCTC file or SEID equal 9999999999  2) Staff Demographic record should exist for the same SEID in the Course Section Record during upload/input except when the SEID equals 9999999999 | Y | n/a |
| 9.17 | Local Staff ID | CS | 10 | A unique identifier assigned to a Staff member by the local educational agency. This may or may not be the same as the identifier assigned to a staff member at the school level. | n/a | n/a | n/a | Y | n/a |
| 9.18 | Class ID | CS | 20 | A unique identifier for a Class assigned by a local educational agency. The Class ID must be unique within a school by Academic Year. A Class ID represents a unique class in a school for an academic year.  A Class is defined as a specific instance where one or more Course Sections are delivered to one or more students by one or more teachers. In most cases, a Class would represent a specific teacher teaching a specific Course Section to a set of students at a specific time at a specific location. In another scenario, a class could represent one teacher teaching multiple Course Sections to groups of students at the same time in the same location. | n/a | The Class ID should not be used to represent more than one class in a school for an academic year. For example, in an elementary school you would not assign the same Class ID for a 1st grade class and 2nd grade class. | If two or more CRSE records have the same Academic Year ID, School of Course Delivery, Academic Term Code, CRS-Local Course ID, and Course Section ID  AND  If the Class ID in any of those records is not the same | If Record Type Code = CRSE Then Y; Else N  Class ID is not required for CRSC. If Class ID is submitted, the Class ID value will not be stored in CALPADS. | n/a |
| 9.19 | Course Section Instructional Level Code | CS | 2 | A coded value representing the Course Non Standard Instructional Level. A Course Non-Standard Instructional Level is a level at which the content of a specific course is taught that is either above or below a “standard” course instructional level. These levels may be identified by the actual level of instruction, for example, “remedial” or “college-level.” They may also be identified by equating the course content and level of instruction with a state-or nationally-recognized advanced course of study such as International Baccalaureate or Advanced Placement. | See Code Set Course Non Standard Instructional Level | n/a | If Course record where State Course Code <> 7000 - 8999, 9020, 9082, 9096, 9120, 9154, 9200, 9227, 9273, 9303, 9358  and  Course Instructional Level Code = 23 (College Credit Only) or 24 (Dual Credit) | N | n/a |
| 9.20 | Education Service Code | CS | 1 | A coded value representing an Education Service. An Education Service is specific service or services that are performed within an Education Service Category. Every Education Program provides one or more services to students. Each of these services falls within an Education Service Category. | See Code Set Education Service English Learners | 1) For course sections that are taught by more than one teacher, the value in this field should represent all of the services provided in the course section (a combination of the services those teachers provide).  2) If “*No English Learner Services” (5)* is selected, it is recommended that this information be verified before certification.  3) Although this cannot be validated upon input, LEAs should ensure that this field is populated if there are English learners are enrolled in the course.  4) For more information on which teaching credentials and authorizations are required to provide specific English learner services, please reference the following document published by the California Commission on Teacher Credentialing: *Serving English Learners*: <http://www.ctc.ca.gov/credentials/leaflets/cl622.pdf> | If two or more Course Section records have the same Record Type Code, Academic Year ID, School of Course Delivery, Academic Term Code, CRS-Local Course ID, Course Section ID and two or more different SEIDs, then all records must have the same value in the Education Service Code field. | N  If Record Type Code = CRSC, the contents of this field will not be stored in CALPADS | n/a |
| 9.21 | Language of Instruction Code | CS | 3 | The Language in which instruction is provided or received. Language is defined as communication through ruled governed systems of spoken, signed, or written words common to a people of the same community or nation. | See Code Set Language | Starting July 1, 2023, language codes transitioned from 2 characters to 3 characters. It is not required to submit the new 3 character language codes for all existing students. However, after the transition to the 2023−24 school year, the new 3 character language codes must be used. | If Record Type Code = CRSE  AND  If Education Service Code = 1  Then must not equal 00 (English) or 37/sgn (Sign Languages) | If Record Type Code = CRSE AND Education Service Code = 1  Then Y; Else N  If Record Type Code = CRSC, the contents of this field will not be stored in CALPADS | n/a |
| 9.22 | Instructional Strategy Code | CS | 3 | A coded value representing the Instructional Strategy. Instructional Strategy is defined as a method used to deliver curriculum and instruction. | See Code Set Instructional Strategy | n/a | If Instructional Strategy = 700 (Special Education), then all students in the course section must be designated as a Student with Disability. | N | n/a |
| 9.23 | Independent Study Indicator | CS | 1 | An indication of whether or not a course section is taught by way of independent study, which is defined as students working independently, according to a written agreement and under the general supervision of a credentialed teacher. While independent study students follow the district-adopted curriculum and meet the district graduation requirements, independent study offers flexibility to meet individual student needs, interests, and styles of learning. (Education Code sections 51745 et seq.) | n/a | n/a | n/a | Y | n/a |
| 9.24 | Distance Learning Indicator | CS | 1 | An indication of whether or not a course section is an Online Distance Learning Course. Within the “Distance Learning” definition provided in EC Section 51865(a), this field is intended to capture only distance learning courses that include online interaction, instruction, and check-ins between teachers and pupils through the use of a computer. A “Y” would indicate that this is a Distance Learning Online Course, an “N” would indicate that it is not. | n/a | For 2020-21, LEAs should populate this field with a "Y" if instruction in the course section is taught through distance learning full time or part time (portion of a day or week), as of Census Day.  The SEID required for a Distance Learning Course Section is for the classroom monitor. | n/a | Y | n/a |
| 9.25 | Multiple Teacher Code | CS | 1 | A coded value representing the Multiple Teacher Code. A Multiple Teacher Instruction Strategy is a category describing the strategy used when there is more than one Teacher teaching a Class. | See Code Set Multiple Teacher Instruction Strategy Category | n/a | 1) If Record Type Code = CRSE AND If Multiple Teacher Code is populated Then two or more Course Section records with the same Class ID must be submitted with different SEIDs (Exception when SEID = 9999999999)  2) If there are two or more CRSE records with the same Class ID, Course Section ID, and School of Course Delivery, but with different SEIDS, then Multiple Teacher Code should be populated for each record. | N  If Record Type Code = CRSC, the contents of this field will not be stored in CALPADS | n/a |
| 9.26 | Education Program Funding Source Code | CS | 4 | A coded value representing and Education Program that represents a particular source of previous or current funding. For example, if a course section is or was previously funded specifically with funding from the California Partnership Academies Program. | See Code Set Education Program Funding Source | n/a | n/a | N | n/a |
| 9.27 | CTE Course Section Provider Code | CS | 1 | A coded value representing the Career Technical Education Course Provider Category. A Career Technical Education Course Provider Category is a category best describing the entity that is providing a Career Technical Education course. | See Code Set Career Technical Education Funding Provider Category | n/a | n/a | If CTE State Course Code is populated (i.e., 7000-8999) Then Y; Else N | n/a |
| 9.28 | Course Content Area Subcategory Code | CS | 7 | A coded value representing a more detailed subject matter within an area of course content. For example, "piano" is a subcategory of a "Music - Instrumental" course. | Course Content Area Subcategory | n/a | 1) If populated, must be a valid combination per the CrsGrpSt - ContentSubctgy combinations in the CALPADS Valid Code Combinations.  2) If State Course Code <> 9000, 9051, 9080, 9090, 9130-37, 9155, 9156, 9157, 9222, 9223, 9291, 9292, 9293, 9294, 9316, 9381, 9400, 9601, 9610, 9611, 9630, 9689, 9690, 9695, or 9696 then this field must be blank. | If State Course Code = 9000, 9051, 9080, 9090, 9130-37, 9155, 9156, 9157, 9222, 9223, 9291, 9292, 9293, 9294, 9316, 9381, 9400, 9601, 9610, 9611, 9630, 9689, 9690, 9695, or 9696  Then Y,  Else N | n/a |
| 9.29 | CRS – Departmentalized Course Standards Grade Level Range Code | CS | 3 | A coded value representing the range of grade level standards that are covered in the content of a course. | Departmentalized Course Standards Grade Level Range | When populating this field, the value should be based on the standards grade level of the course content and not the grade levels of the students enrolled in the course. | Must be a valid combination in the CrsGrpSt – StndsGrdLvlRange combinations in the CALPADS Valid Code Combinations.  If Course record where State Course Code = 7000 - 8999, 9020, 9082, 9096, 9120, 9154, 9200, 9227, 9273, 9303, 9358  AND  Course Instructional Level Code = 23 (College Credit Only) or 24 (Dual Credit)  Then CRS – Departmentalized Course Standards Grade Level Range Code must not be populated | If State Course Code does not = 1000  And  If Course Instructional Level Code <> 23 (College Credit Only) or 24 (Dual Credit)  Then Y,  Else N | n/a |
| 9.30 | CRS – Content Standards Alignment Code | CS | 1 | A coded value representing the currency of the standards that were used to develop the content of a course. | Content Standards Alignment | n/a | 1) If CRS – Departmentalized Course Standards Grade Level Range Code = NOT – Not Applicable, then CRS – Content Standards Alignment Code must = 3 - Not Content Standards-Aligned or Not Applicable.  2) If CRS – Departmentalized Course Standards Grade Level Range Code is not = NOT – Not Applicable, then CRS – Content Standards Alignment Code cannot = 3 - Not Content Standards-Aligned or Not Applicable. | If Course Section Instructional Level Code <> 23 (College Credit) or 24 (Dual Credit),  Then Y,  Else N | n/a |
| 9.31 | Filler | CS | 1 | Field no longer used. Fill with blank. | N/A | N/A | N/A | N/A | N/A |
| 9.32 | AP/IB Course Code Cross Reference | CS | 1 | The four-digit cross reference to the actual AP or IB State Course Code for AP or IB courses that a local educational agency has mapped to a Career Technical Education (CTE) State Course Code (7000-8999) because that course is part of a CTE pathway. | AP/IB Course Code Cross Reference | Currently, LEAs are forced to choose between either the CTE State Course Code or the AP or IB Course Code. This allows the LEA to use map to the CTE State Course Code in the State Course Code field, while providing the cross-reference to the actual AP or IB course code. | 1) If populated, CRS - State Course Code must equal a CTE State Course Code 7000-8999.  2) If populated, must be equal to an active course identified as an AP or IB course in the AP or IB columns in the Course Group Master Combos in the CALPADS Valid Code Combinations | N | N/A |
| 9.33 | Online Course Instruction Type Code | CS | 1 | A coded value representing the type of online instruction that is being delivered in a course section. | Online Course Instruction Type | Currently, if Field 9.24 - Distance Learning Indicator, is populated with a "Y" then this field must be populated. See 2020–21 guidance provided for codes in the Online Course Instruction Type code set. | If Distance Learning Indicator = N or null, then this field must be blank. | If Distance Learning Indicator = Y,  Then Y,  Else N | n/a |
| 9.34 | Middle School Core Setting Indicator | CS | 1 | An indication of whether or not a course in grades five through eight is being taught as part of a middle school core setting. For example, a two-period block of math and science in grades five through eight could be considered a middle school core setting. Teachers with a multiple subject credential or two single subject authorizations are authorized to teach in a middle school core setting. A Y would indicate that the course is part of a middle school core setting, an N would indicate that the middle school course is not part of a middle school core setting. | n/a | n/a | n/a | If Departmentalized Course Standards Grade Level Range = MID (Middle Grades 5-8), Middle School Core Setting Indicator must = Y or N | n/a |
| 9.35 | Local Assignment Option Code | CS | 2 | A coded value representing the local assignment option approved by the local governing board to authorize a teacher to teach a course without the appropriate credential or authorization. | Local Assignment Option | n/a | n/a | N | n/a |
| 9.36 | High Quality CTE Course Indicator | CS | 1 | Indicates whether the course section and teacher meet the High Quality CTE Course qualifications. | N/A | This data element is associated with the Course Section. | If the CRS-State Course Code associated with the Course Section is not in range of 7000-8999, High Quality CTE Course Indicator must be blank. | If the CRS-State Course Code associated with the Course Section is in range of 7000-8999, High Quality CTE Course Indicator must = Y or N | n/a |

#### Student Course Section File Format

##### Submission Details

This file format is used to submit student course section data. Student course enrollment data must be submitted in the fall. Student course section information should be included for all course sections in which students are enrolled as of Census Day.

Student course completion data must be submitted at the end of the year. Student course section information should be included for all course sections students completed during the academic year and received a grade (See CALPADS User Manual Glossary: *Course Section Completion*).

This format uses the Replacement by School of Course Delivery, Academic Year, and Academic Term processing method. During the fall submission, the record type of SCSE (Student Course Section Enrollment) must be included in the Record Type field of each record. During the end of year submission, the record type code SCSC (Student Course Section Completion) must be included in the Record Type field of each record.

This record type is required to be submitted during the following snapshot collection windows:

* Fall 2 - Course Enrollment/Staff Assignments/EL Services
* End of Year 1 – Course Completion / Career Technical Education

##### Selection Criteria

Fall 2 Only

Include all Student Course Section records for students who have an active primary, secondary, or short-term enrollment as of Fall Census Day, and for school tracks that are not in session on Census Day, include the Student Course Section records for course sections that begin no later than 30 calendar days after Census Day.

Do not include lunch, free period, student aide, teacher assistant, or study hall course sections.

End of Year 1 Only

Include all Student Course Section records for students primarily or secondarily enrolled at any time during the current academic year that completed a course and received a grade.

##### Operational Key

The following fields identify the operational key of the Student Course Section record:

* SSID
* School of Course Delivery
* Academic Year ID
* Academic Term Code
* Marking Period Code (For SCSC ONLY)

##### Primary Key

The following fields identify the primary key (fields that make record unique) of the Student Course Section record:

* School of Course Delivery
* Academic Year ID
* SSID
* Course Section ID
* Academic Term Code
* CRS-Local Course ID
* Marking Period Code (For SCSC Only)

##### Relationship to Other Record Types

This record may be submitted independently of other record types. However, a Course Section record must exist for the student enrollment on the Student Course Section record.

##### References

The following references are available for use in the creation of this record:

* None

##### Record Layout

Table 3-10: Student Course Section Record Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field No. | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ational Key |
| 10.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | 1) SCSE is used for Student Course Section Enrollment information.  2) SCSC is used for Student Course Section Completion information. | Must equal SCSE or SCSC | Y | n/a |
| 10.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.3 for more details on the Replacement Processing method. | Must equal an empty string, or “ “, or “D”, or “R” | N | n/a |
| 10.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any CALPADS file format. This field will flow through CALPADS and be provided back to the LEA to help facilitate locating the original record in their local SIS environment. | n/a | n/a | n/a | N | n/a |
| 10.04 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Pupil Achievement Data System (CALPADS). | n/a | The 7-digit County District (CD) code must be submitted if the entity is a district or county office.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the Reporting LEA and the School of Course Delivery. | Must equal institution identifier of submitter User ID | Y | n/a |
| 10.05 | School of Course Delivery | CS | 7 | A unique identifier for the school where the student is taking the course. | n/a | The 7-digit School (S) code must be submitted.  If the entity is an independently reporting charter school, the (S) code must be submitted for both the School of Course Delivery and the Reporting LEA. | 1) Must be a valid code in CDS and have an active CALPADS reporting relationship with the Reporting LEA  2) The School of Course Delivery must match the School of Attendance in the enrollment record. | Y | X |
| 10.06 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). | n/a | 1) Format: CCYY-CCYY (ex. 2008-2009)  2) Indicates the school year associated with the file. | If Record Type = SCSE or SCSC, then Academic Year cannot be in the future. | Y | X |
| 10.07 | SSID | CS | 10 | The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school throughout their association within the California educational system. | n/a | n/a | Must be a valid CALPADS SSID | Y | n/a |
| 10.08 | Local Student ID | CS | 15 | A unique identifier assigned to the student by a local educational agency. This may not necessarily be the same as the identifier assigned to the student at the school level. | n/a | 1) Updates to this field must be made through the SSID Enrollment file;  2) Field is included to assist with the identification of the student | n/a | Y | n/a |
| 10.09 | Student Legal First Name | CS | 30 | The Student Legal First Name of the student. The Student Legal First Name is the first name of the person which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | n/a | Y | n/a |
| 10.10 | Student Legal Last Name | CS | 50 | The Student Legal Last Name of the student. The Student Legal Last Name is the name borne in common by members of a person’s family, or the last name recognized as the formal and consistent last name given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | n/a | Y | n/a |
| 10.11 | Student Birth Date | DT | 8 | The month, day, and year on which a person was born based on the Gregorian Calendar. | n/a | 1) Format: CCYYMMDD, e.g. 20081025;  2) Updates to this field must be made through the Student Information file;  3) Field is included for validation and to assist with the identification of the student | n/a | Y | n/a |
| 10.12 | Student Gender Code | CS | 1 | A coded value representing the person's gender. Gender is a person's actual sex or perceived sex and includes a person's perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth. | See Code Set Gender | 1) Updates to this field must be made through the Student Information file;  2) Field is included for validation and to assist with the identification of the student | n/a | Y | n/a |
| 10.13 | Local Course ID | CS | 10 | A unique identifier assigned to a course by a local educational agency. | n/a | n/a | n/a | Y | n/a |
| 10.14 | Course Section ID | CS | 10 | A unique identifier for a Course Section assigned by a local educational agency. The Course Section ID must be unique within a school by Academic Year. A Course Section ID represents a unique section of course content being taught by one or more teachers to a specific group of students. | n/a | Example: A unique course section ID would represent Teacher A teaching algebra 1 to a specific group of students on Monday, Wednesday, and Friday in first period. The same teacher delivering Algebra 1 to a different group of students in second period would be represented by a different unique course section ID. | n/a | Y | n/a |
| 10.15 | Academic Term Code | CS | 2 | A coded value representing an Academic Term. An Academic Term is the period of time into which the education institution divides the academic year for the purpose of instruction. | See Code Set Academic Term | n/a | n/a | Y | X |
| 10.16 | Student Credits Attempted | NU | 5 | A count of the credits attempted by a student for a specific Course Section. | n/a | 1) Data are only required for departmentalized courses for students in grades 9-12.  2) This field should be greater than zero for grades 9-12.  3) If any value is submitted in this field for Record Type Code = SCSE, it will neither be stored nor validated. | Student Credits Attempted format must equal one of the following: #  #.# #.## ## ##.# ##.## | If Record Type Code = SCSC And If CRS-State Course Code <> 1000  And If Grade Level Code = 9-12 Then Y; Else N | n/a |
| 10.17 | Student Credits Earned | NU | 5 | A count of the credits earned after a student completes a specific Course Section. | n/a | 1) Data are only required for departmentalized courses for students in grades 9 -12.  2) If any value is submitted in this field for Record Type Code = SCSE, it will neither be stored nor validated. | Student Credits Earned format must equal one of the following:  #  #.# #.## ## ##.# ##.## | If Record Type Code = SCSC  And If CRS-State Course Code <> 1000  And If Grade Level Code is 9-12  Then Y; Else N | n/a |
| 10.18 | Student Course Final Grade | CS | 3 | The final grade a student received after completing a specific Course Section. | n/a | 1) Data are only required for departmentalized courses for students in grades 7-12.  2) If any value is submitted in this field for Record Type Code = SCSE, it will neither be stored nor validated. | n/a | If Record Type Code = SCSC Then Y; Else N | n/a |
| 10.19 | UC/CSU Admission Requirement Code | CS | 2 | A coded value representing University of California or California State University College Admission Course Requirement that a high school course has been determined to meet. This determination is made by the UC/CSU systems. | See Code Set College Admission Requirement | This field should be populated for those departmentalized courses in grade 7-12 that have been approved by UC as meeting a UC/CSU requirement.  Although this is collected on the SCSE and SCSC files, this should represent the UC/CSU Admission Requirement that the course has been approved by UC/CSU to meet. | n/a | N | n/a |
| 10.20 | Marking Period Code | CS | 2 | A coded value representing the name or description of the period within a course session in which a course mark (grade) is given to a student for a particular course. | See Code Set Academic Term | If any value is submitted in this field for Record Type Code = SCSE, it will neither be stored nor validated. | n/a | If Record Type Code = SCSC Then Y; Else N | X SCSC ONLY |
| 10.21 | Carnegie Units Earned | NU | 4 | The Carnegie Unit is granted to a student completing approximately 120 hours of class in one subject over the course of one year. For example, a total of 120 hours in one subject—meeting 4 or 5 times a week for 40 to 60 minutes, for 36 to 40 weeks each year—earns the student one “Carnegie unit” of high school credit. | n/a | If any value is submitted in this field for Record Type Code = SCSE, it will neither be stored nor validated. | 1. Carnegie Units Earned cannot be greater than 2 unit. 2. Carnegie Units Earned must equal one of the following:   #  #.#  #.## | If Record Type Code = SCSC  And If CRS-State Course Code <> 1000  And If Grade Level Code is 9-12  Then Y; Else N | n/a |

#### Student Career Technical Education (CTE) File Format

##### Submission Details

This file format is used to submit career technical education (CTE) information about a student.

This format uses the Replacement processing method by Academic Year and School of Attendance. The record type code SCTE (Student Career Technical Education) must be included in the Record Type field of each record. This record type is required to be submitted during the following snapshot collection windows:

* End of Year 1 – Course Completion

##### Selection Criteria

Include all Student Career Technical Education updates for students enrolled at any time during the academic year. Specifically, include any students who completed a CTE pathway within the academic year.

##### Operational Key

The following fields identify the operational key of the Student Career Technical Education (CTE) record:

* School of Attendance
* Academic Year ID

##### Primary Key

The following fields identify the primary key (fields that make a record unique) of the Student Career Technical Education (CTE) record:

* School of Attendance
* Academic Year ID
* SSID
* CTE Pathway Code

##### Relationship to Other Record Types

This record may be submitted independently of other record types. However, an enrollment record for the School of Attendance during the Academic Year ID must exist for the student.

##### References

The following references are available for use in the creation of this record:

* None

##### Record Layout

Table 3-11: Student CTE Record Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field No. | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ational Key |
| 11.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | n/a | Must equal SCTE | Y | n/a |
| 11.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.3 for more details on the Replacement Processing method. | Must equal an empty string, or “ “, or “D”, or “R | N | n/a |
| 11.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any CALPADS file format. This field will flow through CALPADS and be provided back to the LEA to help facilitate locating the original record in their local SIS environment. | n/a | n/a | n/a | N | n/a |
| 11.04 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Achievement Data System (CALPADS). | n/a | The 7-digit County District (CD) code must be submitted if the entity is a district or county office.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the Reporting LEA and the School of Attendance. | Must equal institution identifier of submitter User ID | Y | n/a |
| 11.05 | School of Attendance | CS | 7 | A unique identifier for the school that delivers a majority of educational instruction and services and is where the student attends. | n/a | The 7-digit School (S) code must be submitted.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the School of Attendance and the Reporting LEA. | Must be a valid code in CDS and have an active CALPADS reporting relationship with the Reporting LEA | Y | X |
| 11.06 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). | n/a | 1) Format: CCYY-CCYY (ex. 2008-2009)  2) Indicates the school year associated with the file. | 1) Student must be enrolled in your school during the Academic Year ID specified.  2) The CTE Pathway Completion Academic Year ID must match the Academic Year ID | Y | X |
| 11.07 | SSID | CS | 10 | The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school throughout their association within the California educational system. | n/a | n/a | 1) Must be a valid CALPADS SSID  2) Two (or more) records with the same SSID (duplicate) must not be submitted with the same CTE Pathway Code | Y | n/a |
| 11.08 | Local Student ID | CS | 15 | A unique identifier assigned to the student by a local educational agency. This may not necessarily be the same as the identifier assigned to the student at the school level. | n/a | 1) Updates to this field must be made through the SSID Enrollment file;  2) Field is included to assist with the identification of the student | n/a | Y | n/a |
| 11.09 | Student Legal First Name | CS | 30 | The Student Legal First Name of the student. The Student Legal First Name is the first name of the person which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | n/a | Y | n/a |
| 11.10 | Student Legal Last Name | CS | 50 | The Student Legal Last Name of the student. The Student Legal Last Name is the name borne in common by members of a person’s family, or the last name recognized as the formal and consistent last name given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | n/a | Y | n/a |
| 11.11 | Student Birth Date | DT | 8 | The month, day, and year on which a person was born based on the Gregorian Calendar. | n/a | 1) Format: CCYYMMDD, e.g. 20081025;  2) Updates to this field must be made through the Student Information file;  3) Field is included for validation and to assist with the identification of the student | n/a | Y | n/a |
| 11.12 | Student Gender Code | CS | 1 | A coded value representing the person's gender. Gender is a person's actual sex or perceived sex and includes a person's perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth. | See Code Set Gender | 1) Updates to this field must be made through the Student Information file;  2) Field is included for validation and to assist with the identification of the student | n/a | Y | n/a |
| 11.13 | CTE Pathway Code | CS | 3 | A coded value representing a Career Technical Education Career Pathway. A Career Technical Education Career Pathway is the second level in a two-tier hierarchy of Career Technical Education Industry Sectors and Career Pathways. This category represents a coherent sequence of rigorous academic and technical courses that allows students to apply academics and develop technical skills in a curricular area. Career pathways prepare students for successful completion of state academic and technical standards and more advanced postsecondary course work related to the career in which they are interested. A pathway must be specified for each CTE Completer. | See Code Set Career Technical Education Pathway | n/a | Two (or more) records with the same SSID (duplicate) must not be submitted with the same CTE Pathway Code | Y | n/a |
| 11.14 | CTE Pathway Completion Academic Year ID | CS | 9 | A unique identifier assigned to the Academic Year in which a Career Technical Education Completer completed a specific Career Technical Education Pathway (passed a locally developed and administered assessment, demonstrating competence in a specific career technical education course sequence.) | n/a | Format: CCYY-CCYY (ex. 2008-2009)  The CTE Pathway Completion Year ID reported should only be reported once, in the academic year in which the student completed the pathway. | The CTE Pathway Completion Academic Year ID, if populated, must match the Academic Year ID | Y | n/a |

#### Student English Language Acquisition

##### Submission Details

This file format is used to submit English Language Acquisition Status (ELAS) information about a student. This file should always be submitted when obtaining a new SSID, but otherwise should only be submitted when the student’s ELAS changes (e.g., a student’s status changes from English Learner (EL) to Reclassified Fluent English Proficient (RFEP) or from To Be Determined (TBD) to EL).

This format uses the transaction processing method by SSID and English Language Acquisition Status State Code. The record type code SELA (Student English Language Acquisition) must be included in the Record Type field of each record.

##### Selection Criteria

Include the students’ most recent English Language Acquisition Status information for:

* Students who have NO ELAS data in the CALPADS ODS; or
* Students whose most recent ELAS reflects a change from the student’s ELAS in the CALPADS ODS.

##### Operational Key

The following fields identify the operational key of the Student English Learner record:

* Reporting LEA
* SSID
* English Language Acquisition Status Code

##### Primary Key

The following fields identify the primary key (fields that make a record unique) of the Student English Learner record:

* Reporting LEA
* SSID
* English Language Acquisition Status Code

##### Relationship to Other Record Types

This record may be submitted independently of other record types. However, an enrollment record for a school within the Reporting LEA during the Academic Year ID must exist for the student.

##### References

The following references are available for use in the creation of this record:

* None

##### Record Layout

Table 3-12: Student English Learner Acquisition Record Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field No. | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ational Key |
| 12.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | n/a | 1. Must equal SELA 2. If Record Type Code = SELA then Student's Grade Level Code cannot equal IN, TD, PS, or AD | Y | n/a |
| 12.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.1 for more details on the Transaction Processing method. | Must equal an empty string, or “ “, or “A”, “D”, or “R” | N | n/a |
| 12.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any CALPADS file format. This field will flow through CALPADS and be provided back to the LEA to help facilitate locating the original record in their local SIS environment. | n/a | n/a | n/a | N | n/a |
| 12.04 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Pupil Achievement Data System (CALPADS). | n/a | The 7-digit County District (CD) code must be submitted if the entity is a district or county office.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the Reporting LEA and the School of Attendance. | Must equal institution identifier of submitter User ID | Y | Y |
| 12.05 | School of Attendance | CS | 7 | A unique identifier for the school in which the student is enrolled. | n/a | 1) The 7-digit School (S) code must be submitted.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the School of Attendance and the Reporting LEA.  2) If student attends an NPS school, the School of Attendance is identified as 0000001. The NPS School is identified in the element "School of Attendance NPS" | 1) Must be a valid code in CDS and have an active CALPADS reporting relationship with the Reporting LEA  2) The Reporting LEA and the School of Attendance must match the enrollment record. | Y | n/a |
| 12.06 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). | n/a | 1) Format: CCYY-CCYY (ex. 2008-2009).  2) Indicates the school year associated with the file. | n/a | Y | n/a |
| 12.07 | SSID | CS | 10 | The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school throughout their association within the California educational system. | n/a | n/a | Must be a valid CALPADS SSID | Y | X |
| 12.08 | Student Legal First Name | CS | 30 | The Student Legal First Name of the student. The Student Legal First Name is the first name of the person which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | n/a | Y | n/a |
| 12.09 | Student Legal Last Name | CS | 50 | The Student Legal Last Name of the student. The Student Legal Last Name is the name borne in common by members of a person’s family, or the last name recognized as the formal and consistent last name given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | n/a | Y | n/a |
| 12.10 | Student Birth Date | DT | 8 | The month, day, and year on which a person was born based on the Gregorian Calendar. | n/a | 1) Format: CCYYMMDD, e.g. 20081025;  2) Updates to this field must be made through the Student Information file;  3) Field is included for validation and to assist with the identification of the student. | n/a | Y | n/a |
| 12.11 | Student Gender Code | CS | 1 | A coded value representing the person's gender. Gender is a person's actual sex or perceived sex and includes a person's perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth. | See Code Set Gender | 1) Updates to this field must be made through the Student Information file;  2) Field is included for validation and to assist with the identification of the student | n/a | Y | n/a |
| 12.12 | Local Student ID | CS | 15 | A unique identifier assigned to the student by a local educational agency. This may not necessarily be the same as the identifier assigned to the student at the school level. | n/a | 1) Updates to this field must be made through the SSID Enrollment file;  2) Field is included to assist with the identification of the student. | n/a | Y | n/a |
| 12.13 | English Language Acquisition Status Code | CS | 4 | A coded value representing an individual’s English Language Acquisition Status as defined by the State of California. English Acquisition Status is a category describing an individual’s English language acquisition status based upon on one or more of the following, as appropriate: The Home Language Survey (HLS), the state’s English language proficiency assessment, and other factors. | See Code Set English Language Acquisition Status State | Beginning July 1, 2020, English Language Acquisition Status Code = EL (English Learner) or IFEP (Initial Fluent English Proficient) may only be added/updated used with Correction Reason Code (SELA UI only) = 1 (Evidence of Non-English Primary Language), 2 (Rotating Score Validation Process Error), or 5 (Evidence for EL or IFEP) and English Language Acquisition Status Start is on or after 07/01/2020. | 1) IF Primary Language Code <> 00 (English) and <> 37 (Sign Language)  THEN  English Language Acquisition Status Code (12.13) must equal EL, RFEP, IFEP, or TBD  2) English Language Acquisition Status Code being submitted must be a valid subsequent English Language Acquisition Status Code as compared to the most recent English Language Acquisition Status Code in the ODS as defined in the CALPADS Valid Code Combinations document. See Current ELAS-Submtd ELAS worksheet.  3) If a student's English Language Acquisition Status (ELAS) Code is being submitted = EL, then the most recent ELAS Code currently stored in the CALPADS ODS cannot equal IFEP or RFEP.  4) If no English Language Acquisition Status (ELAS) Code exists in the ODS for a student, then the ELAS code being submitted must equal TBD, EO, IFEP, or EL.  5) If English Language Acquisition Status Code (12.13) equals EO  THEN  Primary Language Code must equal 00 (English) or 37 (Sign Language)  6) If an English Language Acquisition Status (ELAS) Code exists and not equal to EO in the ODS for a student, then the ELAS code being submitted cannot equal TBD  7) If English Language Acquisition Status Code equals ADEL, student age must be aged 22 years or older and enrolled KN through 12.  8) If English Language Acquisition Status Code equals TBD, student age must be less than 22 years old  9) If submitted SELA record has an ELAS Code = RFEP, the Status Start Date must be greater than 2/1 of the current academic year.  10) If submitted SELA record has an ELAS Code = RFEP, student must have an overlapping SENR record. | If Grade Level Code not = to IN, TD, PS or AD Then Y; Else N | X |
| 12.14 | English Language Acquisition Status Start Date | DT | 8 | The first day that an English Language Acquisition Status State for a specific student became effective. | n/a | Format: CCYYMMDD, e.g. 20081025 | 1) Must be greater than Student Birth Date  2) Must be less than or equal to current system date  3) Must be equal to the English Language Acquisition Status Start Date for the same English Language Acquisition Status Code in the CALPADS ODS.  4) Must not have more than one SELA record with the same ELAS Start Date | Y | n/a |
| 12.15 | Primary Language Code | CS | 3 | The primary language is the language that is identified for TK-12 students at the local level from information gathered from the Home Language Survey and other local processes to determine whether or not the student should be assessed with the California English Language Development Test (CELDT). The primary language, also known as “native language”, should be identified only once during the course of a student's school career and should never change. | See Code Set Language | Starting July 1, 2023, language codes transitioned from 2 characters to 3 characters. It is not required to submit the new 3 character language codes for all existing students. However, after the transition to the 2023−24 school year, the new 3 character language codes must be used. | 1) IF English Language Acquisition Status Code (12.13) equal to EL, RFEP, or IFEP  THEN  Primary Language Code <> 00/eng (English) and <> 37/sgn (Sign Languages)  2) IF English Language Acquisition Status Code (12.13) equals EO  THEN  Primary Language Code must equal 00/eng (English) or 37/sgn (Sign Languages) | Y | n/a |
| 12.16 | Correction Reason Code | CS | 1 | A coded value representing the reason a correction is being made to a student’s English Language Acquisition Status Code. | See English Language Acquisition Status Correction Reason | Data is primarily collected using Online Maintenance; however, data can also be sent via batch processing as of April 18, 2022. NOTE: The CALPADS system will allow the SELA file format to be submitted with or without this data element. | 1) Evidence of Non-English Primary Language Code may only be populated when student has a previous English Language Acquisition Status (ELAS) code equal to EO  2) If a student's ELAS Code and Correction Reason Code are being submitted, then the immediate previous ELAS Code currently stored in the CALPADS ODS must be a valid ELAS in combination with the subsequent ELAS and Correction Reason Code being submitted. Reference (Valid Code Combos, Current ELAS-Submtd ELAS-CorrCode)  3) English Learner (EL) and Initial Fluent English Proficient (IFEP) ELAS Codes must be submitted with a valid Correction Reason Code  4) If no SELA record exists in the system for a student, then the submitted SELA record where ELAS Code = EL or IFEP with a Correction Reason Code is not allowed | N | n/a |

#### Student Absence Summary File Format

##### Submission Details

This file format is used to submit student absence summary information. The LEA is required submit student absence information for all primary and short-term enrollments in their LEA.

This format uses the Replacement processing method. The operational keys are School of Attendance and Academic Year ID and used for batch processing. The primary keys are School of Attendance, Academic Year ID, and SSID and used for online maintenance processing. The record type code STAS (Student Absence Summary) must be included in the Record Type field of each record. This record type is required to be submitted during the following snapshot collection windows:

* End of Year 3 – Behavioral Incidents/Absenteeism/Cumulative Enrollment

##### Selection Criteria

Include Student Absence Summary records for all students in primary or short-term enrollments in grades TK – 12 (all those admitted pursuant to EC Section 48000(c)(3)(B) (i.e. expanded TK), enrolled at any time during the Reporting Year (i.e., Academic Year for which data is being reported).

##### Operational Key

The following fields identify the operational key of the Student Absence Summary record:

* School of Attendance
* Academic Year ID

##### Primary Key

The following fields identify the primary key (fields that make a record unique) of the Student Absence Summary record:

* School of Attendance
* Academic Year ID

##### Relationship to Other Record Types

This record may be submitted independently of other record types. However, an enrollment record for the student must exist for the same School of Attendance

##### References

The following references are available for use in the creation of this record:

* None

##### Record Layout

Table 3-13: Student Absence Summary Record Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field No. | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ational Key |
| 13.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | n/a | Must equal STAS | Y | n/a |
| 13.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.3 for more details on the Replacement Processing method. | Must equal an empty string, or “ “, or “D”, or “R” | N | n/a |
| 13.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any CALPADS file format. This field will flow through CALPADS and be provided back to the LEA to help facilitate locating the original record in their local SIS environment. | n/a | n/a | n/a | N | n/a |
| 13.04 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Achievement Data System (CALPADS). | n/a | The 7-digit County District (CD) code must be submitted if the entity is a district or county office.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the Reporting LEA and the School of Attendance. | Must equal institution identifier of submitter User ID | Y | n/a |
| 13.05 | School of Attendance | CS | 7 | A unique identifier for the school that delivers a majority of educational instruction and services and is where the student attends. | n/a | The 7-digit School (S) code must be submitted.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the School of Attendance and the Reporting LEA. | Must be a valid code in CDS and have an active CALPADS reporting relationship with the Reporting LEA | Y | X |
| 13.06 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). | n/a | 1) Format: CCYY-CCYY (ex. 2008-2009)  2) Indicates the school year associated with the file. | n/a | Y | X |
| 13.07 | SSID | CS | 10 | The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school throughout their association within the California educational system. | n/a | n/a | Must be a valid CALPADS SSID | Y | n/a |
| 13.08 | Local Student ID | CS | 15 | A unique identifier assigned to the student by a local educational agency. This may not necessarily be the same as the identifier assigned to the student at the school level. | n/a | 1) Updates to this field must be made through the SSID Enrollment file;  2) Field is included to assist with the identification of the student | n/a | Y | n/a |
| 13.09 | Filler | CS | 30 | Field no longer used. Fill with blank. | n/a | n/a | n/a | n/a | n/a |
| 13.10 | Filler | CS | 50 | Field no longer used. Fill with blank. | n/a | n/a | n/a | n/a | n/a |
| 13.11 | Filler | DT | 8 | Field no longer used. Fill with blank. | n/a | n/a | n/a | n/a | n/a |
| 13.12 | Filler | CS | 1 | Field no longer used. Fill with blank. | n/a | n/a | n/a | n/a | n/a |
| 13.13 | Student Absence Summary Data Collection Exemption Indicator | CS | 1 | An indicator of whether or not the student is exempt from the CALPADS absence summary data collection because attendance is not collected for that student for any days during the academic year. | Y/N | 1. A "Y" value would indicate that a student is exempt from the STAS data collection; an “N” value or “Null” would indicate that the student is not exempt from the STAS data collection. 2. Refer to the CALPADS Data Guide for acceptable exemption scenarios. 3. If a student is enrolled in an exempt program for less than a majority of school year, report attendance summary data for the days the student was not enrolled in exempt program. | If populated, student should be enrolled in a program or school where attendance is not collected. | N | n/a |
| 13.14 | Hourly Attendance School Type Indicator | CS | 1 | An indicator of whether the student is attending a school for which the calculation for all students is based on hourly attendance (e.g. continuation schools). | Y/N | A "Y" would indicate that a student is attending a school based on hourly attendance; an “N” value or “Null” would indicate that the student is not attending a school based on hourly attendance. | If Student Absence Data Collection Exemption Indicator = Y, then this field must be null. | If Student Absence Summary Data Collection Exemption Indicator = N or null  Then Y; Else N | n/a |
| 13.15 | Expected Attendance Days | NU | 6 | Total number of days the individual student was scheduled to attend during the Academic Year from the student’s Enrollment Start Date to the Enrollment Exit Date. Expected attendance days are the number of days a student was scheduled to attend in person, traditional independent study, and course-based independent study, whether or not he or she was actually in attendance based on the Enrollment Start and End date.  For hourly programs, (e.g. continuation) expected attendance days must include all of the schooldays a student was scheduled to attend in the hourly program. This may be less than five days in a typical five-day week. | n/a | Expected Attendance Days do not include non-school days such as holidays, or days for which school was closed and the district, charter school, or county office was granted an Allowance of Attendance Because of Emergency Conditions (J13A) by the State Superintendent of Public Instruction pursuant to EC 41422.  Expected Attendance Days include any days the student was scheduled to attend but the student was not present in the regular classroom due to an in-school or out-of-school suspension. | 1. Must be > 0 and < 256 2. Format must be a number or a decimal point. For example, the following are acceptable values: #  #.# #.## ## ##.# ##.## ### ###.# ###.## 3. If Student Absence Data Collection Exemption Indicator = Y, then this field must be null. | If Student Absence Summary Data Collection Exemption Indicator = N or null  Then Y; Else N | n/a |
| 13.16 | Days Attended In-Person | NU | 6 | Total number of days the student attended the school in-person. A day attended is defined as any day a student attended for all or part of a school day. | n/a | For Days Attended In-Person do not include days a student is not in the regular classroom for the entire school day due to an in-school suspension because this is collected separately.  Note: LEAs may also choose to take and report attendance based on period-by-period attendance. To convert periods attended into days attended:  Periods Present (attended)  *divided by:*  Total Periods Expected to Attend  *multiplied by:*  Days Expected to Attend | 1. Must be < or = Expected Attendance Days Total 2. Format must be a number or a decimal point. For example, the following are acceptable values:   #  #.# #.## ## ##.# ##.## ### ###.# ###.##   1. If Student Absence Data Collection Exemption Indicator = Y, then this field must be null. | If Student Absence Summary Data Collection Exemption Indicator = N or null  Then Y; Else N | n/a |
| 13.17 | Days Absent Out-of-School Suspension | NU | 6 | Total number of days the student was absent from the regular classroom for the entire school day due to an out-of-school suspension pursuant to EC 48911. This does not apply to students while they are in an independent study program.  Days Absent Out-of-School Suspension is only reported for students attending traditional in-person instruction. | n/a | For 2020–21, absent from the "regular classroom" includes when a student is absent from distance learning due to an out-of-school suspension.  If a student is absent for an entire school day for more than one reason, and one of the reasons was due to an out-of-school suspension, then report the student as absent due to out-of-school suspension. | 1. Must be < or = Expected Attendance Days less Days Attended; may be 0 2. Format must be a number or a decimal point. For example, the following are acceptable values: #  #.# #.## ## ##.# ##.## ### ###.# ###.## 3. If Student Absence Data Collection Exemption Indicator = Y, then this field must be null. | If Student Absence Summary Data Collection Exemption Indicator = N or null  Then Y; Else N | n/a |
| 13.18 | Days in Attendance In-School Suspension | NU | 6 | Total number of days the student was in attendance but absent from the regular classroom for the entire school day due to either an in-school suspension pursuant to EC 48911.1, or a teacher suspension from a classroom pursuant to EC 48910(c) or a combination of both.  Days Attended In-School Suspension is only reported for students attending traditional in-person instruction. | n/a | If student is absent from the regular classroom for an entire school day for more than one reason, including in-school suspension, report the absence due to one of the following reasons in this priority order:  (1) out-of-school suspension; (2) unexcused non-suspension; (3) excused non-suspension. | 1. Must be < or = Days Attended; may be 0 2. Format must be a number or a decimal point. For example, the following are acceptable values: #  #.# #.## ## ##.# ##.## ### ###.# ###.## 3. If Student Absence Data Collection Exemption Indicator = Y, then this field must be null. | If Student Absence Summary Data Collection Exemption Indicator = N or null  Then Y; Else N | n/a |
| 13.19 | Days Absent In-Person Excused Non-Suspension | NU | 6 | Total number of days the student was absent for in-person instruction for the entire school day with a valid excuse, per Education Code sections 48260(c). (This does not include an absence due to an out-of-school or in-school suspension.)  Days Absent Excused Non-Suspension is only reported for students attending traditional in-person instruction. | n/a | If a student is absent for an entire school day for more than one reason, and one of the reasons was excused non-suspension, report the student as absent due to one of the following reasons in this priority order:  (1) out-of-school suspension; (2) unexcused non-suspension; (3) excused non-suspension. | 1. Must be < or = Expected Attendance Days less Days Attended; may be 0 2. Format must be a number or a decimal point. For example, the following are acceptable values: #  #.# #.## ## ##.# ##.## ### ###.# ###.## 3. If Student Absence Data Collection Exemption Indicator = Y, then this field must be null. | If Student Absence Summary Data Collection Exemption Indicator = N or null  Then Y; Else N | n/a |
| 13.20 | Days Absent In-Person Unexcused Non-Suspension | NU | 6 | Total number of days the student was absent from in-person instruction for the entire school day without a valid excuse. (This does not include students who are absent due to an out-of-school suspension or who attended in-school suspension.)  Days Absent Unexcused Non-Suspension is only reported for students attending traditional in-person instruction. | n/a | If a student is absent for an entire school day for more than one reason, and one of the reasons was unexcused non-suspension, report the student as absent due to one of the following reasons in this priority order: (1) out-of-school suspension; (2) unexcused absence non-suspension. | 1. Must be < or = Expected Attendance Days less Days Attended; may be 0 2. Format must be a number or a decimal point. For example, the following are acceptable values: #  #.# #.## ## ##.# ##.## ### ###.# ###.## 3. If Student Absence Data Collection Exemption Indicator = Y, then this field must be null. | If Student Absence Summary Data Collection Exemption Indicator = N or null  Then Y; Else N | n/a |
| 13.21 | Non-ADA Generating Independent Study Days | NU | 6 | Total number of days the student did not satisfy statutory and regulatory requirements necessary to generate a day attendance for either traditional (*Education Code* Section 51747.5) or course-based (*Education Code* Section 51749.5) independent study. | n/a | The sum of Non-ADA Generating Independent Study Days and ADA-Generating Independent Study Days will be the total days a student is participating in independent study (traditional independent study or course-based independent study). | 1. Must be < or = Expected Attendance Days less Days Attended; may be 0 2. Format must be a number or a decimal point. For example, the following are acceptable values: #  #.# #.## ## ##.# ##.## ### ###.# ###.## 3. If Student Absence Data Collection Exemption Indicator = Y, then this field must be null. | If Student Absence Summary Data Collection Exemption Indicator = N or null  Then Y; Else N | n/a |
| 13.22 | ADA-Generating Independent Study Days | NU | 6 | Total number of days the student **satisfied** statutory and regulatory requirements necessary to generate a day of attendance for either traditional (*Education Code* Section 51747.5) or course-based (*Education Code* Section 51749.5) independent study. | n/a | The sum of Non-ADA Generating Independent Study Days and ADA-Generating Independent Study Days will be the total days a student is participating in independent study (traditional independent study or course-based independent study). | 1. Must be < or = Expected Attendance Days less Days Attended; may be 0 2. Format must be a number or a decimal point. For example, the following are acceptable values: #  #.# #.## ## ##.# ##.## ### ###.# ###.## 3. If Student Absence Data Collection Exemption Indicator = Y, then this field must be null. | If Student Absence Summary Data Collection Exemption Indicator = N or null  Then Y; Else N | n/a |
| 13.23 | Period-by-Period Attendance Method Indicator | CS | 1 | An indication of whether or not the student’s attendance is reported using period by period attendance by converting periods of attendance into days of attendance when reporting attendance on the STAS. A “Y” would indicate that student’s attendance is reporting using period by period attendance, an “N” would indicate that it is not. | n/a | n/a | If Student Absence Data Collection Exemption Indicator = Y, then this field must be null. | If Student Absence Summary Data Collection Exemption Indicator = N or null  Then Y; Else N | n/a |

#### Student Special Education Program File Format (removed)

This file format has been removed from the CALPADS file format inventory. The final collection of these data was Fall 1 and EOY 4 2022-2023.

#### Student Services File Format (removed)

This file format has been removed from the CALPADS file format inventory. The final collection of these data was Fall 1 and EOY 4 2022-2023.

#### Student Test Settings File Format (removed)

This file format has been removed from the CALPADS file format inventory.

#### Postsecondary Status File Format

##### Submission Details

This file format is used to submit employment and educational status after completing secondary education in the prior academic year. This information will be collected for students who are:

* Career technical education (CTE) completers, and students participating in the California Partnership Academy Program (CPA) six months after exiting secondary education; and
* Students with disabilities 12 months after exiting secondary education.

Because the postsecondary statuses of these student groups are required to be collected at different times (six and 12 months after exiting secondary education), only specific student groups will be reported in specific CALPADS submissions.

The Postsecondary Status (PSTS) file contains the following information:

* Education Program Participation Type
  + This identifies which type of education program you are submitting the postsecondary information for (e.g., special education or CTE)
  + If a student is both a student with disabilities and a CTE completer, the information must be solicited from this student six months after exiting for the CTE program, and 12 months after exiting for the special education program. Additionally, these two records would be submitted in different submission windows.
* Postsecondary Status
* One record for each postsecondary status provided. The postsecondary statuses for each student (SSID) are grouped by:
* Reporting LEA (District of Service)
* School of Attendance

This file uses the full replacement processing method based on a defined operational key. The record type code PSTS (Postsecondary Status) must be included in the Record Type field of each record.

This record type is required to be submitted and certified during the following submission windows:

* Fall 2 - Course Enrollment/Staff Assignments/English Learner Services/Postsecondary
* End of Year 4 – Special Education Program/Services/Postsecondary

##### Selection Criteria

* Fall 2: Submit only Postsecondary Status (PSTS) records for students who exited secondary education in the prior academic year that were identified as:
  + Career technical education completers
* End of Year 4: Submit only Postsecondary Status (PSTS) records received for students with disabilities with Education Plan Type = 100 (IEP) or 200 (ISP) who exited secondary education in the prior year by:
  + Reporting SELPA
  + Reporting LEA (District of Service)

##### Operational Key

The following fields identify the operational key (set of fields that identify the record or records depending on the type of processing associated with the record type) on the Postsecondary Status (PSTS) record:

* Academic Year ID
* Reporting LEA
* Education Program Participation Type
* SSID
* Postsecondary Status Code

##### Primary Key

The following fields identify the primary key (fields that make a record unique) on the Postsecondary Status (PSTS) record **for students with disabilities only**:

* Reporting LEA
* Reporting SELPA
* SSID
* Education Program Participation Type Code
* Postsecondary Status Code

##### Relationship to Other Record Types

For Education Participation Type = 30 (Special Education), a prior year SPED record with the same SSID and Reporting LEA must exist in the ODS.

For Education Participation Type = 20 (CTE), a prior year SENR record for the SSID and same Reporting LEA must exist in the ODS.

##### References

The following references are available for use in the creation of this record:

* None

##### Record Layout

Table 3-17: Postsecondary Status Record Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field # | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ational Key |
| 17.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | n/a | Must equal PSTS | Y | n/a |
| 17.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.1 of the CFS MSWord version for more details on the Transaction Processing method. | Must equal an empty string, or “ “, or “D”, or “R” | N | n/a |
| 17.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any California Longitudinal Pupil Achievement Data System (CALPADS) file format. | n/a | This field will flow through CALPADS and be provided back to the Local Educational Agency (LEA) to help facilitate locating the original record in their local student information system (SIS) environment. | n/a | N | n/a |
| 17.04 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Pupil Achievement Data System (CALPADS). | n/a | The 7-digit County District (CD) code must be submitted if the entity is a district or county office. | The Reporting LEA of the submitter must equal the Reporting LEA in the record, or the Reporting SELPA of the submitter must have a relationship must have a prior year or active relationship with the Reporting LEA in the record. | Y | X |
| 17.05 | School of Attendance | CS | 7 | A unique identifier for the school that delivers a majority of educational instruction and services and is where the student attends. | n/a | n/a | 1. If School of Attendance NPS is populated Then School of Attendance must equal 0000001 2. If School of Attendance is populated, then school must be a valid code in CDS and have an active CALPADS reporting relationship with the Reporting LEA. | If Education Program Participation Type Code = 10 (CPA) or 20 (CTE) Then Y;  Else N | n/a |
| 17.06 | School of Attendance NPS | CS | 7 | A unique identifier (school code) for the certified non-public non-sectarian school the student attends. | n/a | The 7-digit School (S) code must be submitted. If a special education student is enrolled at a non-public non-sectarian school that is not certified by the California Department of Education, use "9999999" in this field. This code is generic for "non-certified, non-sectarian non-public school." | School of Attendance NPS must be a valid NPS code in CDS. | If School of Attendance = 0000001  Then Y; Else N | n/a |
| 17.07 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year in which the data are being reported. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). | n/a | 1) Format: CCYY-CCYY (ex. 2008-2009)   2) Indicates the school year associated with year in which the data are being reported. For example, the Academic Year ID would be 2019-2020 even though you are reporting postsecondary information for students who exited secondary education in the 2018-2019 school year. | Academic Year ID must be a valid academic school year combination and no more than one year in the future. | Y | X |
| 17.08 | SSID | CS | 10 | The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school throughout their association within the California educational system. | n/a | 1) Updates to this field must be made through the SSID Enrollment file;  2) Field is included to assist with the identification of the student | If SSID does not have a SENR record in the ODS for the Reporting LEA and during the prior Academic Year specified in the PSTS record in staging. | Y | X |
| 17.09 | Local Special Education Student ID | CS | 16 | A unique identifier assigned to a student by a Special Education Local Plan Area (SELPA) or State Operated Program (SOP), the identifier may or may not be the same as the identifier in the local student information system. | n/a | Field is included to assist with the identification of the student. | 1. Field must only contain Alphabetic letters, numbers, periods, hyphens apostrophes, forward slashes, spaces. Alphabetic characters with accents, tildes, or umlauts are allowed; 2. If Education Program Participation Type Code = 10 or 20, then the value must be blank. | If Education Program Participation Type Code = 30 Then Y;  Else N | n/a |
| 17.10 | Reporting SELPA | CS | 4 | A unique identifier assigned by the California Department of Education Special Education Division to each Educational Service Institution serving as a Special Education Local Plan Area (SELPA). | n/a | n/a | 1. If Education Program Participation Type Code = 10 (CPA) or 20 (CTE), then the value must be blank. 2. The Reporting LEA of the submitter must equal the Reporting LEA in the record, or the Reporting SELPA of the submitter must have a relationship must have a prior year or active relationship with the Reporting LEA in the record. 3. SELPA Code must be a valid 4-digit SELPA Code. | If Education Program Participation Type Code = 30 Then Y;  Else N | n/a |
| 17.11 | Education Program Participation Type Code | CS | 2 | A coded value representing the education program that the student last participated in prior to completing grade 12. | See Code Set Education Program Participation Type | 1. Submit only Education Program Participation Type code 10 (California Partnership Academy) or 20 (Career Technical Education) in the Fall 2 submission. 2. Submit only Education Program Participation Type Code 30 (Special Education) in End-of-Year 4. | 1. If Education Program Participation Type Code = 20 (Career Technical Education), then a SENR record for the prior Academic Year with a valid Student School Completion Status (100, 120, 250, 320, 330, 360) must exist. 2. If Education Program Participation Type Code = 30 (SPED), then a SENR record for the prior Academic Year with a valid Student School Completion Status (100, 120, 250, 320, 330, 360 or Student Exit Category (E125, E140, E230, E300, E400, E410, T260, T270, T280, T310, T370, T380) must exist. 3. If Education Program Participation Type Code = 30 (SPED), then the student must have a qualifying SPED record or an SPRG record where Education Program Code equals 144 (Special Education). | Y | X |
| 17.12 | Postsecondary Status Code | CS | 3 | A coded value representing the student's postsecondary status after exiting secondary education. | See Code Set Postsecondary Status | n/a | If Postsecondary Status Code is not equal to 950 or 960, then all other records for the same Education Program Participation Type, SSID, and LEA cannot equal 950 or 960. | Y | X |
| 17.13 | Educational Institution Type | CS | 2 | The type of educational or training institution based on the institution’s tax status: Public, Private Nonprofit, For Profit. | See Code Set Educational Institution Type | n/a | Educational Institution Type may only be populated if Education Program Participation Type Code = 10 or 20. | If Education Program Participation Type Code = 10 or 20 and Postsecondary Status Code is 200, 210, 220, 300, 310, 320, 330, 340, 350, 360, or 370  Then Y;  Else N | n/a |
| 17.14 | Industry Field | CS | 3 | The industry sector that best represents the field in which the respondent is employed, or the field in which the respondent will potentially be employed upon completion of the educational or training program where they are currently enrolled. | See Code Set Career Technical Education Industry Sector | n/a | Industry Field may only be populated if Education Program Participation Type Code = 10 or 20. | If Education Program Participation Type Code = 10 or 20 and Postsecondary Status Code is 910, 920, or 930 Then Y;  Else N | n/a |
| 17.15 | Post-High School Credential | CS | 2 | A post-high school credential includes, an industry-recognized certification provided by a third-party entity, a degree or certificate issued by a postsecondary institution, a license issued by the State of California, or other measure of technical skill attainment that the respondent has received. | See Code Set Post-High School Credential Type | n/a | Post-High School Credential may only be populated if Education Program Participation Type Code = 10 or 20. | N | n/a |

#### Student Incident File Format

##### Submission Details

This file format is used to submit student Incident information. The LEA is required to submit the individual students associated with a single incident. Student Offenses and Student Incident Results are submitted in separate files. The incident file may contain any of the following information:

* For each incident, the LEA will submit one or more Student Incident records which include the SSID(s) of the student(s).
* The identifier assigned for the incident (Incident ID Local) must be unique for the incident within the School of Attendance and Academic Year.

This format uses the Replacement processing method. The operational keys are School of Attendance, Academic Year ID, and Incident ID Local. The record type code SINC (Student Incident) must be included in the Record Type field of each record. This record type is required to be submitted during the following snapshot collection windows:

* End of Year 3 - Behavioral Incidents/Absenteeism/Cumulative Enrollment

##### Selection Criteria

Include Student Incident records for all students enrolled at any time during the Reporting Year (i.e., Academic Year for which data is being reported), in the following categories:

* All TK-12 students who were involved in an incident that resulted in either a student offense (per Education Code 48900 or 48915) or occurrences of restraint or seclusion (per Education Code Sections 49005–49006.4) at any time during the Report Period.
* All students with disabilities (including infant, toddlers, and pre-kindergarten) who were involved in an incident that resulted in either a student offense (per Education Code 48900 or 48915) or occurrences of restraint or seclusion (per Education Code Sections 49005–49006.4) at any time during the Report Period.

##### Operational Key

The following fields identify the operational key of the Student Incident record:

* School of Attendance
* Academic Year ID
* Incident ID Local

##### Primary Key

The following fields identify the primary key (fields that make a record unique) of the Student Incident record:

* School of Attendance
* Academic Year ID
* SSID
* Incident ID Local

##### Relationship to Other Record Types

This record must be followed-up with a submission of a Student Incident Result (SIRS) record. An enrollment record for the Reporting LEA must exist for this student for the time period that the incident occurred. If the incident involved a reportable offense (Education Code 48900 or 48915), a Student Offense (SOFF) record must be submitted.

##### References

The following references are available for use in the creation of this record:

* None

##### 

##### Record Layout

Table 3-18: Student Incident Record Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field # | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ational Key |
| 18.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | n/a | Must equal SINC | Y | n/a |
| 18.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.3 for more details on the Replacement Processing method. | Must equal an empty string, or “ “, or “D”, or “R” | N | n/a |
| 18.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any CALPADS file format. This field will flow through CALPADS and be provided back to the LEA to help facilitate locating the original record in their local SIS environment. | n/a | n/a | n/a | N | n/a |
| 18.04 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Achievement Data System (CALPADS). | n/a | The 7-digit County District (CD) code must be submitted if the entity is a district or county office.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the Reporting LEA and the School of Attendance. | Must equal institution identifier of submitter User ID | Y | n/a |
| 18.05 | School of Attendance | CS | 7 | A unique identifier for the school that delivers a majority of educational instruction and services and is where the student attends. | n/a | The 7-digit School (S) code must be submitted.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the School of Attendance and the Reporting LEA. | Must be a valid code in CDS and have an active CALPADS reporting relationship with the Reporting LEA  Must not equal ‘0000002’ Private Schools Group | Y | X |
| 18.06 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). | n/a | 1) Format: CCYY-CCYY (ex. 2008-2009)  2) Indicates the school year associated with the file. | n/a | Y | X |
| 18.07 | SSID | CS | 10 | The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school throughout their association within the California educational system. | n/a | n/a | Must be a valid CALPADS SSID | Y | n/a |
| 18.08 | Local Student ID | CS | 15 | A unique identifier assigned to the student by a local educational agency. This may not necessarily be the same as the identifier assigned to the student at the school level. | n/a | 1) Updates to this field must be made through the SSID Enrollment file;  2) Field is included to assist with the identification of the student | n/a | Y | n/a |
| 18.09 | Student Legal First Name | CS | 30 | The Student Legal First Name of the student. The Student Legal First Name is the first name of the person which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | May only include Alphabetic letters, numbers, periods, hyphens and apostrophes | Y | n/a |
| 18.10 | Student Legal Last Name | CS | 50 | The Student Legal Last Name of the student. The Student Legal Last Name is the name borne in common by members of a person’s family, or the last name recognized as the formal and consistent last name given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | May only include Alphabetic letters, numbers, periods, hyphens and apostrophes | Y | n/a |
| 18.11 | Student Birth Date | DT | 8 | The month, day, and year on which a person was born based on the Gregorian Calendar. | n/a | 1) Format: CCYYMMDD, e.g. 20081025;  2) Updates to this field must be made through the Student Information file;  3) Field is included for validation and to assist with the identification of the student | n/a | Y | n/a |
| 18.12 | Student Gender Code | CS | 1 | A coded value representing the person's gender. Gender is a person's actual sex or perceived sex and includes a person's perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth. | See Code Set Gender | 1) Updates to this field must be made through the Student Information file;  2) Field is included for validation and to assist with the identification of the student | n/a | Y | n/a |
| 18.13 | Incident ID Local | CS | 20 | A unique identifier for an Incident. | n/a | Identifier must be unique for the incident, within the School of Attendance and Academic Year. | n/a | Y | X |
| 18.14 | Incident Occurrence Date | DT | 8 | The date on which an Incident occurred. | n/a | 1) Format: CCYYMMDD, e.g. 20081025 | 1) Student should be enrolled in your school during the Incident Occurrence Date specified;  2) Incident Occurrence Date must be within Academic Year specified;  3) Incident Occurrence Date must be greater than or equal to first Enrollment Start Date in CALPADS;  4) Must be less than or equal to current date | Y | n/a |
| 18.15 | Statutory Offense Indicator | CS | 1 | An indicator of whether or not the student involved in the incident has at least one reportable offense pursuant to Education Code 48900/48915. | Y/N | If Y, then SOFF and SIRS record(s) must be submitted for the incident and student involved. If N, then only SIRS record(s) must be submitted for the incident. | All records with the same Academic Year, School of Attendance, and Incident ID Local, and SSID must have the same Statutory Offense Indicator | Y | n/a |
| 18.16 | Student Instructional Support Indicator | CS | 1 | An indicator of whether or not a student is receiving instructional support (e.g., homework) from the local educational agency during an Incident Result action. A Y would indicate that the student is receiving instructional support; an N would indicate that the student is not receiving any instructional support (a total cessation of educational services). | n/a | For students with disabilities, instructional support services include providing all services on the student's IEP during the duration of his/her suspension regardless of the number of days. The services may be provided in the home; however, providing homework does not meet the definition of instructional support for students with disabilities. | 1) If Statutory Offense Indicator = N, Then Student Instructional Support must be Blank | N | n/a |
| 18.17 | Removal to Interim Alternative Setting Reason Code | CS | 1 | A coded value representing the reason a student was removed to an interim alternative setting for 45 days or less. | Removal to Alternative Setting Reason | n/a | 1) If Statutory Offense Indicator = N, Then Removal to Interim Alternative Setting Reason Code must be Blank or equal to 3 (No Removal)  2) Field must only be populated for students with disabilities. | N | n/a |

#### Student Incident Result File Format

##### Submission Details

This file format is used to submit student Incident Result information. The LEA is required submit all Incident Results associated with a single incident. The incident information may contain any of the following information:

* For each incident, the LEA will submit one or more Student Incident Results records which include the SSID(s) of the student(s) involved in the incident and the student dispositions.
* The identifier assigned for the incident (Incident ID Local) must be unique for the incident within the School of Attendance and Academic Year.
* All incident results within an Incident for a school must have the same Academic Year, School of Attendance, and Incident ID Local.
* In instances where multiple incident results occur for a student within a single incident, the LEA will submit a separate student Incident Results records for each of the different results for incident, repeating the same Academic Year ID, School of Attendance, SSID, and Incident ID Local, in each record.

This format uses the Replacement processing method. The operational keys are School of Attendance, Academic Year ID, Incident ID Local. The record type code SIRS (Student Disposition) must be included in the Record Type field of each record. This record type is required to be submitted during the following snapshot collection windows:

* End of Year 3 - Behavioral Incidents/Absenteeism/Cumulative Enrollment

##### Selection Criteria

Include Student Incident Result records for all students enrolled at any time during the Reporting Year (i.e., Academic Year for which data is being reported), in the following categories:

* All TK-12 students who were involved in an incident that resulted in either a student offense (per Education Code 48900 or 48915) or occurrences of restraint or seclusion (per Education Code Sections 49005–49006.4) at any time during the Report Period.
* All students with disabilities (including infant, toddlers, and pre-kindergarten) who were involved in an incident that resulted in either a student offense (per Education Code 48900 or 48915) or an occurrence of restraint or seclusion (per Education Code Sections 49005–49006.4) at any time during the Report Period.

##### Operational Key

The following fields identify the operational key of the Student Incident Result record:

* School of Attendance
* Academic Year ID
* Incident Local ID

##### Primary Key

The following fields identify the primary key (fields that make a record unique) of the Student Incident Result record:

* School of Attendance
* Academic Year ID
* SSID
* Incident ID Local
* Incident Result Code

##### Relationship to Other Record Types

This record must be submitted following Student Incident records. An enrollment record for the Reporting LEA must exist for this student for the time period that the incident occurred.

##### References

The following references are available for use in the creation of this record:

* None

##### Record Layout

Table 3-19: Student Incident Result Record Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field # | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ational Key |
| 19.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | n/a | Must equal SIRS | Y | n/a |
| 19.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.3 for more details on the Replacement Processing method. | Must equal an empty string, or “ “, or “D”, or “R” | N | n/a |
| 19.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any CALPADS file format. This field will flow through CALPADS and be provided back to the LEA to help facilitate locating the original record in their local SIS environment. | n/a | n/a | n/a | N | n/a |
| 19.04 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Achievement Data System (CALPADS). | n/a | The 7-digit County District (CD) code must be submitted if the entity is a district or county office.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the Reporting LEA and the School of Attendance. | Must equal institution identifier of submitter User ID | Y | n/a |
| 19.05 | School of Attendance | CS | 7 | A unique identifier for the school that delivers a majority of educational instruction and services and is where the student attends. | n/a | The 7-digit School (S) code must be submitted.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the School of Attendance and the Reporting LEA. | Must be a valid code in CDS and have an active CALPADS reporting relationship with the Reporting LEA | Y | X |
| 19.06 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). | n/a | 1) Format: CCYY-CCYY (ex. 2008-2009)  2) Indicates the school year associated with the file. | n/a | Y | X |
| 19.07 | SSID | CS | 10 | The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school throughout their association within the California educational system. | n/a | n/a | Must be a valid CALPADS SSID | Y | n/a |
| 19.08 | Local Student ID | CS | 15 | A unique identifier assigned to the student by a local educational agency. This may not necessarily be the same as the identifier assigned to the student at the school level. | n/a | 1) Updates to this field must be made through the SSID Enrollment file;  2) Field is included to assist with the identification of the student | n/a | Y | n/a |
| 19.09 | Student Legal First Name | CS | 30 | The Student Legal First Name of the student. The Student Legal First Name is the first name of the person which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | May only include Alphabetic letters, numbers, periods, hyphens and apostrophes | Y | n/a |
| 19.10 | Student Legal Last Name | CS | 50 | The Student Legal Last Name of the student. The Student Legal Last Name is the name borne in common by members of a person’s family, or the last name recognized as the formal and consistent last name given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | May only include Alphabetic letters, numbers, periods, hyphens and apostrophes | Y | n/a |
| 19.11 | Student Birth Date | DT | 8 | The month, day, and year on which a person was born based on the Gregorian Calendar. | n/a | 1) Format: CCYYMMDD, e.g. 20081025;  2) Updates to this field must be made through the Student Information file;  3) Field is included for validation and to assist with the identification of the student | n/a | Y | n/a |
| 19.12 | Student Gender Code | CS | 1 | A coded value representing the person's gender. Gender is a person's actual sex or perceived sex and includes a person's perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth. | See Code Set Gender | 1) Updates to this field must be made through the Student Information file;  2) Field is included for validation and to assist with the identification of the student | n/a | Y | n/a |
| 19.13 | Incident ID Local | CS | 20 | A unique identifier for an Incident. | n/a | Identifier must be unique for the incident, within the School of Attendance and Academic Year. | n/a | Y | X |
| 19.14 | Incident Result Code | CS | 3 | A coded value representing the actions taken against the student for a specific incident. | See Code Set Student Incident Result | n/a | 1) If Incident Result Code = 200 (Expulsion), Then Incident Result Modification Code must be populated.  2) If Incident Result Code = 300 (no suspension or expulsion), then no other SIRS record with same Academic Year ID, School of Attendance, SSID, and Incident ID Local may exist where Incident Result Code = 100 (out-of-school suspension), 110 (in-school suspension, or 200 (expulsion). | Y | n/a |
| 19.15 | Incident Result Authority Code | CS | 2 | A coded value representing the Incident Result Authority. An Incident Result Authority is an agency which authorizes any Incident Result for a student. | See Code Set Incident Result Authority | n/a | n/a | If, on Incident Occurrence Date, Active SPED Plan and Incident Result Code is equal to 100 (Suspension), 110 (In-school Suspension, or 200 (Expulsion)  Then Y; Else N | n/a |
| 19.16 | Incident Result Duration Days | NU | 6 | The length of time, in school days, that an Incident Result for a student for a specific incident lasted. | n/a | n/a | 1) Incident Result Duration Days format must equal one of the following: #  #.# #.## ## ##.# ##.## ### ###.# ###.##  2) If Incident Result Duration Days = 0, Then Incident Result Action Modification Code must = 100 (Enforcement Suspended) or 200 (Shortened)  3) Incident Result Duration may only be populated when Incident Result Code is equal to 100 (suspension), 110 (in-school suspension) or 200 (Expulsion) | If the Incident Result Code is equal to 100 (Suspension) or 110 (In-school Suspension) or 200 (Expulsion)  Then Y;  Else N | n/a |
| 19.17 | Incident Result Modification Code | CS | 3 | A coded value representing the Incident Result Modification. An Incident Result Modification is a code describing a modification made to a disposition, such as shortening the term of the suspension or expulsion. | See Code Set Incident Result Modification | n/a | 1) If Incident Result Duration Days = 0, Then Incident Result Modification Code must = 100 (Enforcement Suspended) or 200 (Shortened) | If Incident Result Code = 200 (Expulsion) Then Y ; Else N | n/a |

#### Student Offense File Format

##### Submission Details

This file format is used to submit student offense information. The LEA is required submit the individual student offenses (per Education Code Sections 48900 & 48915) associated with a single incident. The information may contain any of the following information:

* For each incident that involved a student offense per Education Code Sections 48900 & 48915, the LEA will submit a Student Offense record for any student involved in the incident and their offenses committed per Education Code Sections 48900 and 48915.
* All offenses within an Incident for a school must have the same Academic Year, School of Attendance, and Incident ID.
* For students committing multiple offenses within a single incident, the LEA will submit a separate student offense record for each of the different offenses committed within the single incident, repeating the same Academic Year ID, School of Attendance, SSID, and Incident ID Local, in each record.

This format uses the Replacement processing method. The operational keys are School of Attendance, Academic Year ID, and Incident ID Local. The record type code SOFF (Student Offense) must be included in the Record Type field of each record. This record type is required to be submitted during the following snapshot collection windows:

* End of Year 3 - Behavioral Incidents/Absenteeism/Cumulative Enrollment

##### Selection Criteria

Include Student Offense records for all students enrolled at any time during the Reporting Year (i.e., Academic Year for which data is being reported), in all of the following categories:

* All TK-12 students who committed a *student offense* (per Education Code Sections 48900 & 48915) at any time during the Report Period
* All students with disabilities (including infants, toddlers, and pre-kindergarten) who committed a *student offense (*per Education Code Sections 48900 & 48915) at any time during the Report Period

##### Operational Key

The following fields identify the operational key of the Student Offense record:

* School of Attendance
* Academic Year ID
* Incident ID Local

##### Primary Key

The following fields identify the primary key (fields that make a record unique) of the Student Offense record:

* School of Attendance
* Academic Year ID
* SSID
* Incident ID Local
* Student Offense Code

##### Relationship to Other Record Types

This record must have associated Student Incident Result and Student Incident records.

##### References

The following references are available for use in the creation of this record:

* None

##### Record Layout

Table 3-20: Student Offense Record Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field # | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ational Key |
| 20.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | n/a | Must equal SOFF | Y | n/a |
| 20.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.3 for more details on the Replacement Processing method. | Must equal an empty string, or “ “, or “D”, or “R” | N | n/a |
| 20.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any CALPADS file format. This field will flow through CALPADS and be provided back to the LEA to help facilitate locating the original record in their local SIS environment. | n/a | n/a | n/a | N | n/a |
| 20.04 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Achievement Data System (CALPADS). | n/a | The 7-digit County District (CD) code must be submitted if the entity is a district or county office.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the Reporting LEA and the School of Attendance. | Must equal institution identifier of submitter User ID | Y | n/a |
| 20.05 | School of Attendance | CS | 7 | A unique identifier for the school that delivers a majority of educational instruction and services and is where the student attends. | n/a | The 7-digit School (S) code must be submitted.  If the entity is an independently reporting charter school, the School (S) code must be submitted for both the School of Attendance and the Reporting LEA. | Must be a valid code in CDS and have an active CALPADS reporting relationship with the Reporting LEA | Y | X |
| 20.06 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). | n/a | 1) Format: CCYY-CCYY (ex. 2008-2009)  2) Indicates the school year associated with the file. | n/a | Y | X |
| 20.07 | SSID | CS | 10 | The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school throughout their association within the California educational system. | n/a | n/a | Must be a valid CALPADS SSID | Y | n/a |
| 20.08 | Local Student ID | CS | 15 | A unique identifier assigned to the student by a local educational agency. This may not necessarily be the same as the identifier assigned to the student at the school level. | n/a | 1) Updates to this field must be made through the SSID Enrollment file;  2) Field is included to assist with the identification of the student | n/a | Y | n/a |
| 20.09 | Student Legal First Name | CS | 30 | The Student Legal First Name of the student. The Student Legal First Name is the first name of the person which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | May only include Alphabetic letters, numbers, periods, hyphens and apostrophes | Y | n/a |
| 20.10 | Student Legal Last Name | CS | 50 | The Student Legal Last Name of the student. The Student Legal Last Name is the name borne in common by members of a person’s family, or the last name recognized as the formal and consistent last name given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change). | n/a | 1) Updates to this field must be made through the Student Information file;  2) Field is included to assist with the identification of the student | May only include Alphabetic letters, numbers, periods, hyphens and apostrophes | Y | n/a |
| 20.11 | Student Birth Date | DT | 8 | The month, day, and year on which a person was born based on the Gregorian Calendar. | n/a | 1) Format: CCYYMMDD, e.g. 20081025;  2) Updates to this field must be made through the Student Information file;  3) Field is included for validation and to assist with the identification of the student | n/a | Y | n/a |
| 20.12 | Student Gender Code | CS | 1 | A coded value representing the person's gender. Gender is a person's actual sex or perceived sex and includes a person's perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth. | See Code Set Gender | 1) Updates to this field must be made through the Student Information file;  2) Field is included for validation and to assist with the identification of the student | n/a | Y | n/a |
| 20.13 | Incident ID Local | CS | 20 | A unique identifier for an Incident. | n/a | Identifier must be unique for the incident, within the School of Attendance and Academic Year. | Incident ID Local, Academic Year, and School of Attendance must equal in ODS Student Incident Record (SINC) Incident ID Local, Academic Year, and School of Attendance | Y | X |
| 20.14 | Student Offense Code | CS | 3 | A coded value representing the Student Offense. A Student Offense is a category describing an allegation or reason for which a student was suspended or expelled from school. In rare cases, a Student Offense may not result in a suspension or expulsion. | See Code Set Student Offense | If a student committed multiple offenses within an incident, send a separate record for each offense. | 1) Student Offense Code must be a valid combination with Weapon Category as outlined in the CALPADS Valid Code Combinations Document | Y | n/a |
| 20.15 | Weapon Category Code | CS | 2 | A coded value representing the Weapon Category. A Weapon Category is category describing which type of firearm or other weapon was used in an incident occurring within the jurisdiction of a local educational agency. | See Code Set Weapon Category | This is the weapon (if any) used by the specific student and for the specific offense being reported. | Student Offense Code must be a valid combination with Weapon Category as outlined in the CALPADS Valid Code Combinations Document | If Student Offense Code = '100', '101', '103', '104', or '105' Then Y; Else N | n/a |

#### Work-Based Learning File Format

##### 3.21.1. Submission Details

This file format is used to submit work-based learning completion information about a student. The LEA is required to submit work-based learning completion information in any grades 9-12.

This format uses the Replacement processing method by Academic Year and School of Attendance and is used for batch processing. The primary key is School of Attendance, Academic Year ID, SSID, Work-Based Learning Type Code, Internship ID, and State Course Code - Embedded Work-Based Learning and are used for online maintenance processing. The record type code WBLR (Work-Based Learning) must be included in the Record Type field of each record. This record type is required to be submitted during the following snapshot collection window:

* End of Year 1 – Course Completion

##### 3.21.2. Selection Criteria

Include all Work-Based Learning updates for students in grades 9-12, enrolled at any time during the Reporting Year (e.g., Academic Year for which data is being reported).

##### 3.21.3. Operational Key

The following fields identify the operational key of the Work-Based Learning (WBLR) record:

* School of Attendance
* Academic Year ID

##### 3.21.4. Primary Key

The following fields identify the primary key (fields that make a record unique) of the Student Work-Based Learning (WBLR) record:

* School of Attendance
* Academic Year ID
* SSID
* Work-Based Learning Type Code
* Internship ID
* State Course Code - Embedded Work-Based Learning

##### 3.21.5. Relationship to Other Record Types

This record may be submitted independently of other record types. However, an enrollment record for the School of Attendance during the Academic Year ID must exist for the student.

##### 3.21.6. References

The following references are available for use in the creation of this record:

* None

##### Record Layout

Table 3-21: Work-Based Learning Record Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field # | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ational Key |
| 21.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | n/a | Must equal WBLR | Y | n/a |
| 21.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.1 of the CFS MSWord version for more details on the Transaction Processing method. | Must equal an empty string, or “ “, or “D”, or “R” | N | n/a |
| 21.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any California Longitudinal Pupil Achievement Data System (CALPADS) file format. | n/a | This field will flow through CALPADS and be provided back to the Local Educational Agency (LEA) to help facilitate locating the original record in their local student information system (SIS) environment. | n/a | N | n/a |
| 21.04 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Pupil Achievement Data System (CALPADS). | n/a | The 7-digit County District (CD) code must be submitted if the entity is a district or county office. | Must equal institution identifier of submitter User ID | Y | n/a |
| 21.05 | School of Attendance | CS | 7 | A unique identifier for the school that delivers a majority of educational instruction and services and is where the student attends. | n/a | n/a | 1. If School of Attendance NPS is populated Then School of Attendance must equal 0000001.  2. If School of Attendance is populated, then school must be a valid code in CDS and have an active CALPADS reporting relationship with the Reporting LEA  3. SENR record for SSID, School of Attendance, and Academic Year specified where grade = 9, 10, 11, or 12 in ODS must exist. | Y | X |
| 21.06 | School of Attendance NPS | CS | 7 | A unique identifier (school code) for the certified non-public non-sectarian school the student attends. | n/a | The 7-digit School (S) code must be submitted. If a special education student is enrolled at a non-public non-sectarian school that is not certified by the California Department of Education, use "9999999" in this field. This code is generic for "non-certified, non-sectarian non-public school." | School of Attendance NPS must be a valid NPS code in CDS | If School of Attendance = 0000001  Then Y; Else N | n/a |
| 21.07 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year in which the data are being reported. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). | n/a | 1) Format: CCYY-CCYY (ex. 2008-2009)   2) Indicates the school year associated with year in which the data are being reported. | Academic Year ID must be a valid academic school year combination and no more than one year in the future. | Y | X |
| 21.08 | SSID | CS | 10 | The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school throughout their association within the California educational system. | n/a | 1) Updates to this field must be made through the SSID Enrollment file.  2) Field is included to assist with the identification of the student. | Must be a valid CALPADS SSID. | Y | n/a |
| 21.09 | Work-Based Learning Type Code | CS | 2 | A coded value representing the work-based learning that the student completed during the academic year, in any grades 9 - 12. | See Code Set Work-based Learning Type | 1) Report the work-based learning in the year it was completed.  2) More than one work-based learning activity can be reported for one student for the academic year.  2) Do not include summer internships that occur after the student has graduated.  3) Report summer work-based learning for grades 9-11 of the next school year (e.g., a summer internship would be recorded in the subsequent Academic Year).  4) There are 11 work-based learning type codes. Of the 11, two are currently collected on the SPED, and nine are currently collected as indicators on the SENR. | If Work-Based Learning Type Code = 60 or 65, then a SPED record for same SSID and Reporting LEA where Education Plan Type Code = 100 must exist. | Y | n/a |
| 21.10 | Internship ID | CS | 36 | A unique identifier for an internship work-based learning activity. | n/a | Identifier must be unique for the internship within the School of Attendance and Academic Year. | Internship ID may only be populated if Work-Based Learning Type Code = 10. | If Work-Based Learning Type Code = 10, Then Yes; Else No | n/a |
| 21.11 | Work-Based Learning Hours - External | CS | 3 | The count of hours that the student spent outside of school in a work-based learning activity for types 10, 15, and 20 in the academic year being reported. While the hours are outside of classroom, the work-based learning activity is tied to the Internship, Student-Led Enterprise, or Simulated Work-Based Learning. | N/A | 1) If Work-Based Learning Durations Hours is decimal-based, round to the nearest whole number. For example, if hours equal 90.4, round to 90 or if hours equal 90.5, round to 91.  2) Report what the student completed in the reporting academic year. For example, if a student participates in an internship that spans two academic years, report the number of hours completed in the reporting year, in each year of the internship. | 1. Work-Based Learning Hours - External may only be populated if Work-Based Learning Type Code = 10, 15, or 20. 2. Must equal one of the following:   #  ##  ###  Can equal zero | If Work-Based Learning Type Code = 10, 15, or 20  Then Yes;  Else No | n/a |
| 21.12 | State Course Code - Embedded Work-Based Learning | CS | 4 | The State Course Code that the student completed in which the Student-Led Enterprise or Simulated Work-Based Learning was embedded. | See Code Set Course Group State | 1) The course may or may not be a CTE course. | 1. Must be a valid State Course Code.  2. State Course Code - Embedded Work-Based Based Learning may only be populated if Work-Based Learning Type Code = 10 (Internship), 15 (Student-led Enterprise) or 20 Simulated Work-Based Learning)  3. If Work-Based Learning Type Code = 10 (Internship), then State Course Code - Embedded Work-Based Learning must be populated with a CTE or Work Experience Course (Warning for 2023-2024 only). | If Work-Based Learning Type Code = 15 or 20  Then Yes;  Else No | n/a |
| 21.13 | Internship - Employer Performance Evaluation Code | CS | 1 | A coded value representing the student’s performance in the internship as evaluated by their employment supervisor. | See Code Set Internship Employer Performance Evaluation | n/a | Internship - Employer Performance Evaluation Code may only be populated if Work-Based Learning Type Code = 10. | If Work-Based Learning Type Code = 10  Then Y; Else N | n/a |
| 21.14 | Internship - LEA Sponsored Indicator | CS | 1 | An indication of whether the school, district, or county played a **direct role** in securing the internship for the student. A “Y” would indicate that the school, district, or county played a direct role in securing the internship. An “N” would indicate it did not. | n/a | NOTE: When students obtain their own summer jobs, the school, district, or county has not played a direct role. | Internship - LEA Sponsored Indicator may only be populated if Work-Based Learning Type Code = 10. | If Work-Based Learning Type Code = 10  Then Y; Else N | n/a |
| 21.15 | Internship - Certificated Supervisor Indicator | CS | 1 | An indication of whether the internship was part of a program supervised by a certificated staff member of the school, district, or county. A “Y” would indicate that the internship was part of a program supervised by a certificated staff member of the school, district, or county. An “N” would indicate that it was not. | n/a | Certificated staff should closely monitor student throughout the internship (e.g., regularly visit the work site, elicit feedback from employer on intern’s performance). | Internship - Certificated Supervisor Indicator may only be populated if Work-Based Learning Type Code = 10. | If Work-Based Learning Type Code = 10  Then Y; Else N | n/a |

#### Student with Disabilities Status File Format

##### Submission Details

This file format is used to submit special education program information for children and students with disabilities from ages 0 to 22. The information reported in this file is generally collected locally in electronic individualized education program (IEP) systems and is required for federal reporting for the Individuals with Disabilities Education Act (IDEA).

This format uses the transactional processing method. The record type SWDS (Students with Disabilities Status) must be included in the Record Type field of each record. This record type is required to be submitted and certified during the following snapshot collection windows:

* Fall 1 - Annual Enrollment Update/Title III Eligible Immigrants/English Language Acquisition Status/Special Education Program
* End of Year 4 – Special Education Program/Services/Postsecondary

##### Selection Criteria

* Fall 1 Certification: Submit the Students with Disabilities Status (SWDS) file for all children and students ages 0-22 who, on census day:
  + Have had a change in Special Education Eligibility; or
  + Have had a meeting to determine eligibility for services and were either found eligible or not.
* End of Year 4 Certification: Submit the Special Education Status (SWDS) file for children and students ages 0-22 who, from July 1 – June 30 of the reporting year:
* Have had a change in Special Education Eligibility; or
* Have had a meeting to determine eligibility for services and were either found eligible or not.

##### Operational Key

The following fields identify the operational key (fields that identify the record or records via batch to be processed depending on the type of processing associated with the record type) of the Students with Disabilities Status record:

* Reporting LEA
* SSID
* Reporting SELPA
* Special Education Status Effective Date

##### Primary Key

The following fields identify the primary key (fields that make a record unique) of the Students with Disabilities Status record:

* SSID
* Special Education Status Effective Start Date

##### Relationship to Other Record Types

Students with a SWDS Record indicating they are Eligible and Participating must have a corresponding Meeting Record, Plan record, and Service records.

##### References

The following references are available for use in the creation of this record:

* + No

##### Record Layout

Table 3-22: Students with Disabilities Status Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field # | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ational Key |
| 22.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | N/A | Must equal SWDS | Y | N/A |
| 22.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.1 of the CFS MSWord version for more details on the Transaction Processing method. | 1) The submitted record attempts to delete a record that does not exist in CALPADS 2) The submitted record attempts to replace a record that does not exist in CALPADS | N | N/A |
| 22.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any California Longitudinal Pupil Achievement Data System (CALPADS) file format. | N/A | This field will flow through CALPADS and be provided back to the Local *Educational* Agency (LEA) to help facilitate locating the original record in their local student information system (SIS) environment. | N/A | N | N/A |
| 22.04 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Pupil Achievement Data System (CALPADS). | N/A | The 7-digit County District (CD) code must be submitted if the entity is a district or county office. | 1) Reporting LEA must equal institution identifier of submitter User ID | Y | X |
| 22.05 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). This Academic Year ID is associated with the record Status Effective Start Date. | N/A | 1) Format: CCYY-CCYY (ex. 2023-2024)   2) Indicates the school year associated with Special Education Status Effective Start Date. | 1) Academic Year ID must be a valid academic school year combination and no more than one year in the future 2) Academic Year ID is associated with the record Status Effective Start Date. | N | N/A |
| 22.06 | SSID | CS | 10 | The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school throughout their association within the California educational system. | N/A | Must be a valid CALPADS SSID | 1) SSID must be a valid CALPADS SSID in the ODS  2) Only one record may exist in the file with the same SSID and CA Status Start Date | Y | X |
| 22.07 | Local Student ID | CS | 15 | A unique identifier assigned to the student by a local educational agency. This may not necessarily be the same as the identifier assigned to the student at the school level. This field will flow through CALPADS and be provided back to the Local Educational Agency (LEA) to help facilitate locating the original record in their local student information system (SIS) environment. | N/A | N/A | N/A | N | N/A |
| 22.08 | Local Special Education Student ID | CS | 16 | A unique identifier assigned to a student by a Special Education Local Plan Area (SELPA) or State Operated Program (SOP), the identifier may or may not be the same as the identifier in the local student information system. | N/A | Field is included to assist with the identification of the student | N/A | Y | N/A |
| 22.09 | Reporting SELPA | CS | 4 | A unique identifier assigned by the California Department of Education Special Education Division to each Educational Service Institution serving as a Special Education Local Plan Area. | N/A | These codes uniquely identify each SELPA/SOP and the corresponding administrative unit, following the statewide county district school (CDS) coding system and the special education program and funding structure. This system provides sufficient flexibility to incorporate any future changes in the SELPA structure. | 1) SELPA code must be a valid 4-digit SELPA code  2) SELPA must be a valid Entity Code and have an active reporting relationship with the Reporting LEA | Y | x |
| 22.10 | Special Education Initial Entry Start Date | DT | 8 | The date when the student first entered special education, possibly before entering the California school system. It is also defined as the date when the Individualized Education Program (IEP) Team determined the student eligible for special education services and parental acceptance of the plan. | N/A | Format: CCYYMMDD, e.g. 20081025;   If this date is not known or not available, please use the best approximate date.  Once this date is identified, the date should never change, even if the student moves from one SELPA or district to another or moves between special and regular education programs (exits Special Education and then re-enters). | 1) Must be less than or equal to current date  2) Special Education Initial Entry Date is populated and <> Special Education Initial Entry Date for the same SSID in the ODS  3) Must be less than or equal to Special Education Status Effective Start Date if Special Education Status Code = 1 (Eligible and Participating) | If SPED Status = 1 - Eligible and Participating, then Y, otherwise must be blank. | N/A |
| 22.11 | Special Education Status Effective Start Date | DT | 8 | The date when a student's special education status became effective in California. | N/A | Format: CCYYMMDD, e.g. 20081025;   For students who are being initially evaluated, this would be the date a determination was made.  For students whose status is changing, it would be the date the student's status changed.  For students who are identified as eligible outside of CA and then transfer in, this would be the date the student first entered a CA public school.  For students who were determined eligible in CA, left out of state and were exited from special education out of state, then come back to CA, this would be date the student's exit status was recorded in CA. | 1) Must be less than or equal to current date  2) Must be greater than or equal to Initial Entry Start Date when Special Education Status Code = 1 (Eligible and Participating)   3) Only one SWDS record for student per Plan Effective Start Date is allowed | Y | X |
| 22.12 | Special Education Status Code | CS | 1 | A code value representing the status of a student's eligibility for special education. | See Code Special Education Status Code Set | N/A | 1) Student must not be over the age of 22 and have a Special Education Status = 1 (Eligible and Participating)  2) Special Education Status Code and Non-Participation Code must be a valid combination as defined in the CALPADS Valid Code Combinations document  3) Students must not be enrolled on the Special Education status Effective start date if Special Education Status Code = Eligible and Not Enrolled | Y | N/A |
| 22.13 | Non-Participation Reason Code | CS | 2 | A coded value representing the reason a student who was evaluated and is not participating in special education. | See Code Special Education Non- Participation Reason Code Set | N/A | 1) Must be blank, if Special Education Status Code = 1 (Eligible and Participating)   2) Student cannot be less than 21 years old and have a Non Participating reason code = 23 (Max age) . | If Special Education Status Code <> 1 (Eligible and Participating) Then Y,  Else N | N/A |

#### Special Education Plan File Format

##### Submission Details

This file format is used to submit special education plan information for children and students with disabilities from ages 0 to 22. The information reported in this file is generally collected locally in electronic individualized education program (IEP) systems and is required for federal reporting for the Individuals with Disabilities Education Act (IDEA).

The Special Education Plan Effective Start Date field is a unique identifier for a specific plan for students with disabilities.

This format uses the effective date processing method. The record type PLAN (Special Education Plan) must be included in the Record Type field of each record. Anytime a student's special education plan either changes (including any plan amendments) or is re-affirmed, LEAs would submit a new PLAN record with a new Special Education Plan Effective Start Date.

Additionally, some of the data in this file must be submitted on a more frequent basis for the following purposes:

* Identification of a student as a student with an IEP for statewide assessment purposes, including the student’s primary disability. The frequency could be as often as daily or weekly.
* Annual compliance monitoring – the frequency could be as often as monthly.
* Meeting to determine eligibility for services for a student who has been determined to be ineligible. The frequency could be as often as daily or weekly.
* Meeting to determine eligibility for services for a student who has been determined to be eligible and not receiving services (e.g. parent refusal of free and appropriate public education (FAPE). The frequency could be as often as daily or weekly.

##### Selection Criteria

* Fall 1 Certification: Submit the Special Education Plan (PLAN) file for all children and students ages 0-22 who, on census day:
* Have a Special Education Plan, change in plan or amendment or change in services associated with a plan; or
* Incoming student transfer who is Eligible and Participating in the SPED program
* End of Year 4 Certification: Submit the Special Education Plan File (PLAN) for children and students ages 0-22 who, from July 1 – June 30 of the reporting year:
* Have a Special Education Plan, amendment; or
* Incoming student transfer who is Eligible and Participating in the SPED program

##### Operational Key

The following fields identify the operational key (fields that identify the record or records via batch to be processed depending on the type of processing associated with the record type) of the Special Education Plan record:

* Reporting LEA
* SSID
* Reporting SELPA
* Special Education Plan Effective Start Date

##### Primary Key

The following fields identify the primary key (fields that make a record unique) of the Special Education Plan record:

* Reporting LEA
* SSID
* Special Education Plan Effective Start Date

##### Relationship to Other Record Types

Students with a PLAN Record must have a corresponding and Service record with the same Special Education Plan Effective Start Date.

##### References

The following references are available for use in the creation of this record:

##### Record Layout

Table 3-23: Special Education Plan Record Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field # | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ational Key |
| 23.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | N/A | Must equal PLAN | Y | N/A |
| 23.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.1 of the CFS MSWord version for more details on the Transaction Processing method. | 1) The submitted record attempts to delete a record that does not exist in CALPADS  2) The submitted record attempts to replace a record that does not exist in CALPADS | N | N/A |
| 23.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any California Longitudinal Pupil Achievement Data System (CALPADS) file format. | N/A | This field will flow through CALPADS and be provided back to the Local Educational Agency (LEA) to help facilitate locating the original record in their local student information system (SIS) environment. | N/A | N | N/A |
| 23.04 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Pupil Achievement Data System (CALPADS). | N/A | The 7-digit County District (CD) code must be submitted if the entity is a district or county office. | 1) Reporting LEA must equal institution identifier of submitter User ID | Y | X |
| 23.05 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). This Academic Year ID is associated with the record Plan Effective Start Date. | N/A | 1) Format: CCYY-CCYY (ex. 2023-2024)   2) Indicates the school year associated with the Plan effective start date of the record. | 1) Academic Year ID must be a valid academic school year combination and no more than one year in the future  2) Academic Year ID must be the academic school year associated with the Special Education Plan Effective Start Date | N | N/A |
| 23.06 | SSID | CS | 10 | The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school throughout their association within the California educational system. | N/A | Must be a valid CALPADS SSID | 1) SSID must be a valid CALPADS SSID in the ODS  3) Only one record may exist in the file with the same SSID and Plan Effective Start Date | Y | X |
| 23.07 | Local Student ID | CS | 15 | A unique identifier assigned to the student by a local educational agency. This may not necessarily be the same as the identifier assigned to the student at the school level. This field will flow through CALPADS and be provided back to the Local Educational Agency (LEA) to help facilitate locating the original record in their local student information system (SIS) environment. | N/A | N/A | N/A | N | N/A |
| 23.08 | Local Special Education Student ID | CS | 16 | A unique identifier assigned to a student by a Special Education Local Plan Area (SELPA) or State Operated Program (SOP), the identifier may or may not be the same as the identifier in the local student information system. | N/A | Field is included to assist with the identification of the student | 1) Only one SPED record may exist in the file with the same SSID, Local Special Education System ID, School of Attendance, SELPA Code | Y | N/A |
| 23.09 | Reporting SELPA | CS | 4 | A unique identifier assigned by the California Department of Education Special Education Division to each Educational Service Institution serving as a Special Education Local Plan Area. | N/A | These codes uniquely identify each SELPA/SOP and the corresponding administrative unit, following the statewide county district school (CDS) coding system and the special education program and funding structure. This system provides sufficient flexibility to incorporate any future changes in the SELPA structure. | 1) SELPA code must be a valid 4-digit SELPA code  2) SELPA must be a valid Entity Code and have an active reporting relationship with the Reporting LEA | Y | X |
| 23.10 | District of Special Education Accountability | CS | 7 | A unique identifier (county-district code) for the district or charter school that is responsible for ensuring that special education services are provided for a student participating in special education (students with an Individualized Education Program (IEP), also known as the District of Residence. For example, if a student is transferred to another district for services because their district of geographical residence does not provide those services, the district of geographical residence would be the District of Special Education Accountability, and NOT the district that was providing the services (District of Service). | N/A | The 7-digit County District (CD) or 7-digit charter school code (if the charter school has received CDE-approval to be its own LEA for special education purposes) must be submitted.   See the CALPADS Data Guide for specific information on how to determine the District of Special Education Accountability. | 1) District of Special Education Accountability must be a valid 7-digit County District (CD) code or 7-digit Charter School code | Y | N/A |
| 23.11 | Special Education Plan Type Code | CS | 3 | A coded value representing the type of special education plan by which the student is receiving special education services, Individualized Education Program (IEP), Individual Family Service Plan (IFSP), or an Individual Service Plan (ISP), or other code as appropriate. | See Code Set Education Plan Type | N/A | 1) If Education Plan Type Code = 100 (IEP) or 200 (ISP)Then age should be 2 years, 9mos but less than 23 years   2) If Education Plan Type Code = 150 (Individual Family Service Plan (IFSP)) Then student age must be less than 4 years old as of the Special Education Meeting Date  3) Education Plan Type Code must be the same as the preceding plan when using Special Education Plan Reason Code 4 (Adoption Different Plan Type)  4) Education Plan Type Code cannot = 300, 700, 800, 900 | Y | N/A |
| 23.12 | Special Education Plan Effective Start Date | DT | 8 | The date that a student's special education plan: Individual Family Service Plan (IFSP), Individualized Education Program (IEP), or Individual Service Plan (ISP) became effective. | N/A | Format: CCYYMMDD, e.g. 20231025  Anytime a student's special education plan either changes (including any plan amendments) or is re-affirmed, LEAs would submit a new PLAN record with a new Special Education Plan Effective Start Date. | Only 1 PLAN record for a student per Plan Effective Start Date is allowed | Y | X |
| 23.13 | Reason For Plan Record Code | CS | 1 | A coded value representing the reason a special education plan record was created. | See Code Set Plan Record Reason | N/A | N/A | Y | N/A |
| 23.14 | Primary Residence Code | CS | 3 | A coded value representing the student's Primary Residence Category. A Primary Residence Category is a category describing the location where an individual lives most often, whether or not the location is considered “permanent.” | See Code Set Primary Residence Category | Ensure that the student is correctly identified under appropriate residential category. An incorrect code could result in loss of or reduced funding. | If Primary Residence Code = 140 (Parent or Legal Guardian and/or Homeless) Then Special Education Program Setting Code should not be equal to 301 (Residential Facility) or 402 (Correctional Facility) | Y | N/A |
| 23.15 | Disability 1 Code | CS | 3 | A coded value representing the category of a student's primary disability. A disability means the student has qualified for services under one of the 13 eligibility categories in the IDEA and is in need of special education or related services. | See Code Set Disability Category | N/A | 1) If Disability 1 Code = 281 (Established medical disability (EMD)) Then Student age must be between 2 years, 9 months and 5 years (inclusive) as compared to the Special Education Meeting Date  2) Disability 1 Code cannot = 200 (None) | Y | N/A |
| 23.16 | Disability 1 Degree of Support | CS | 4 | A coded value representing the degree of support needed to support a student's primary disability (Disability 1). | See Code Set Disability Severity | N/A | Disability 1 Degree of Support and Disability 1 Code combination must be a valid combination per the CALPADS Valid Code Combinations document | N | N/A |
| 23.17 | Disability 2 Code | CS | 3 | A coded value representing the category of a student's secondary disability. A disability means the student has qualified for services under one of the 13 eligibility categories in the IDEA and is in need of special education or related services. | See Code Set Disability Category | See special instructions in the CALPADS Data Guide for what date to use when submitting a special education program record to change a student's Disability 2 Code. | 1) If Disability 2 Code = 281 (Established medical disability (EMD)), then Student age must be between 2 years, 9 months and 5 years (inclusive) as compared to the Special Education Meeting Date  2) Disability 2 Code cannot = Disability 1 Code | Y | N/A |
| 23.18 | Disability 2 Degree of Support | CS | 4 | A coded value representing the degree of support needed to support a student's secondary disability (Disability 2). | See Code Set Disability Severity | N/A | Disability 2 Degree of Support and Disability 2 Code combination must be a valid combination per the CALPADS Valid Code Combinations document | N | N/A |
| 23.19 | Infant Regional Center Services Eligibility Indicator | CS | 1 | An indicator of whether or not the student is eligible for regional center services. | Y/N | 1) Age 0-35 months only. 2) A "Y" indicates that the student is eligible for regional center services; "N” indicates that the student is not eligible for regional center services; and blank is allowed for all other conditions where field is not required. | N/A | If Special Education Plan = 150 (IFSP) AND Disability 1 Code = 220, 230, 250, 270, or 300  Then Y; Else N | N/A |
| 23.20 | Special Education Program Setting Code | CS | 3 | A coded value representing the special education program setting in which the student is receiving or has received the majority of special education and related services according to the student's Individual Family Service Plan (IFSP), Individualized Education Program (IEP), or Individual Service Plan (ISP). | See Code Set Special Education Program Setting | N/A | If Special Education Program Setting Code equals 400, 401, 402, 403, or 500, then Student Age must be at least 5 years, but less than 23 years. | Y | N/A |
| 23.21 | Preschool Program Setting Service Location Code | CS | 1 | A coded value representing the location a preschool student with disabilities is receiving a majority of their special education services. | See Code Set Preschool Program Setting Service Location | Ages 3-5 only. | N/A | If student age is 3 through 5 (inclusive) AND Special Education Program Setting Code = 201  Then Y;  Else N | N/A |
| 23.22 | Ten or More Weekly Hours in Setting Indicator | CS | 1 | An indication of whether or not a student with disabilities is enrolled in a regular early childhood program or kindergarten for a minimum of 10 hours per week. | Y/N | 1) Ages 3-5 only; 2) A "Y" indicates that the student is enrolled a minimum of 10 hours per week; "N” indicates that the student is enrolled less than 10 hours per week; and blank is allowed for all other conditions where field is not required. A blank is allowed for all other | N/A | If student age is 3-5 (inclusive) AND Special Education Program Setting Code = 201 Then Y; Else N | N/A |
| 23.23 | General Education Participation Percentage | NU | 3 | A numerical value representing the percentage of time a student with disabilities participates in general education. | N/A | 1) Ages 6-22 only. 2) Format: XXX Example: 50% should be submitted as 50. | 1) Must only contain numerals and no decimals 2) Must be equal to or less than 100. | If Special Education Program Setting Code = 400 or 500  Then Y;  Else N | N/A |
| 23.24 | Special Education Program Type Code | CS | 3 | A coded value representing the environment or location in which the student is receiving or has received the special education instruction and related services according to the student's Individualized Family Service Plan (IFSP). | See Code Set Special Education Program Setting | Required for infants (age 0-35 months) but optional for all other ages. | If Special Education Program Type is populated, then Special Education Plan Type Code must = 150 (IFSP) | If Education Plan Type Code = 150 Then Y;  Else N | N/A |
| 23.25 | IEP Includes Postsecondary Goals Indicator | CS | 1 | An indicator of whether or not the student’s Individualized Education Program (IEP) includes appropriate measurable postsecondary goal or goals that cover education or training, employment, and, as needed, independent living. | Y/N | A postsecondary goal refers to those goals that a child hopes to achieve after exiting high school. A postsecondary goal is not the process of pursuing or moving toward a desired outcome, but the identification of what the desired outcome will be. | 1) If IEP Includes Postsecondary Goals Indicator is populated  Then Special Education Plan Type Code must = 100 (Individualized Education Program (IEP))  2) If IEP Includes Postsecondary Goals Indicator is populated  Then student must be at least 13 years old | If Education Plan Type Code = 100  AND student's age >= 16 years  Then Y;  Else N | N/A |
| 23.26 | Postsecondary Goals Updated Annually Indicator | CS | 1 | An indicator of whether or not the Postsecondary Goals are updated annually. | Y/N | 1) There must be documentation that the postsecondary goals in the IEP are for the current year and have been updated according to the student’s changing strengths, preferences, and interests;  2) A “Y” would indicate yes; “N” would indicate no; and blank is allowed for all other conditions where field is not required; |  |  |  |
|  |  |  |  |  |  | 3) If the postsecondary goals for education or training, employment, and as needed, independent living, are addressed and updated in the student’s current IEP then “Y;”  4) If this is the student’s first IEP that addresses postsecondary goals and transition services because they just turned 16 or will be turning 16 prior to the next IEP, then this is considered an update and could be “Y;”  5) If the postsecondary goals for education or training, employment, and as needed, independent living, are not addressed and updated in the student’s current IEP then “N.” | 1) If Postsecondary Goals Updated Annually Indicator is populated  Then Special Education Plan Type Code must = 100 (Individualized Education Program (IEP))  2) If Postsecondary Goals Updated Annually Indicator is populated  Then student must be at least 13 years old | If Education Plan Type Code = 100  AND student's age >= 16 years  Then Y;  Else N | N/A |
| 23.27 | Postsecondary Goals Age Appropriate Transition Assessment Indicator | CS | 1 | An indicator of whether or not there is evidence that the measurable postsecondary goal(s) were based on an age appropriate transition assessment. | Y/N | 1) Transition assessment is the ongoing process of collecting data on the individual's needs, preferences, and interests as they relate to the demands of current and future work, education, independent living, and social environments. A "Y" would indicate yes and an "N" would indicate no.  2) For each postsecondary goal, if there is evidence that at least one age appropriate transition assessment was used to provide information about the student's needs, strengths, preferences, and interests to aid in the development of the student’s postsecondary goal(s), indicate "Y." | 1) If Postsecondary Goals Age Appropriate Transition Assessment Indicator is populated  Then Special Education Plan Type Code must = 100 (Individualized Education Program (IEP))  2) If Postsecondary Goals Age Appropriate Transition Assessment Indicator is populated  Then student must be at least 13 years old | If Education Plan Type Code = 100  AND student's age >= 16  Then Y;  Else N | N/A |
|  |  |  |  |  |  | 3) For each postsecondary goal, if there is no evidence that age appropriate transition assessment provided information about the student’s needs, strengths, preferences, and interests to aid in the development of the postsecondary goal(s), indicate "N." |  |  |  |
| 23.28 | Transition Services in IEP Indicator | CS | 1 | An indicator of whether or not there are transition services in the Individualized Education Program (IEP) that will reasonably enable the student to meet his or her postsecondary goal(s). | Y/N | 1) A "Y" would indicate yes and an "N" would indicate no.  2) A "Y" would indicate for each postsecondary goal, if there is a type of instruction, related service, community experience, or development of employment and other post-school adult living objectives, and if appropriate, acquisition of independent living skill(s) or provision of a functional vocational evaluation, listed that will assist the student in meeting the postsecondary goal. | 1) If Transition Services in IEP Indicator is populated  Then Special Education Plan Type Code must = 100 (Individualized Education Program (IEP))  2) If Transition Services in IEP Indicator is populated  Then student must be at least 13 years and 9 months old | If Education Plan Type Code = 100  AND student's age >= 16 Years Then Y;  Else N | N/A |
|  |  |  |  |  |  | 3) A "N" would indicator for each postsecondary goal, if there is no type of instruction, related service, community experience, or development of employment and other post-school adult living objectives, and if appropriate, acquisition of independent living skill(s) or provision of a functional vocational evaluation, listed that will assist the student in meeting the postsecondary goal. |  |  |  |
| 23.29 | Supportive Services Indicator | CS | 1 | An indicator of whether or not the transition services include courses of study that will reasonably enable the student to meet his or her postsecondary goal(s). | Y/N | 1) Courses of study are a multi-year description of coursework needed to achieve the student's desired post-school goals, from the student's current to anticipated exit year. A "Y" would indicate yes and an "N" would indicate no. | 1) If Supportive Services Indicator is populated  Then Special Education Plan Type Code must = 100 (Individualized Education Program (IEP))  2) If Supportive Services Indicator is populated  Then student must be at least 13 years old | If Education Plan Type Code = 100  AND student's age >= 16 years Then Y;  Else N | N/A |
|  |  |  |  |  |  | 2) Locate the course of study (instructional program of study) or list of courses of study in the student’s IEP. Do the transition services include courses of study that align with the student’s postsecondary goal(s)?  a) Are the courses of study a multi-year description of coursework from the student’s current year to anticipated exit year? b) Are the courses of study designed to help the student achieve the identified postsecondary goal(s)? If yes to both a) and b) above, indicate "Y." If no to either a) or b) above, indicate "N." |  |  |  |
| 23.30 | Transition Services Goals in IEP Indicator | CS | 1 | An indicator of whether or not there is (are) annual Individualized Education Program (IEP) goal(s) related to the student’s transition service’s needs. | Y/N | 1) Annual goals are statements that describe what a child with a disability can reasonably be expected to accomplish (e.g., master some skill or knowledge [not an activity]) within a twelve month period in the child's special education program. These goals should directly align with the student’s postsecondary goals and transition service’s needs.  2) A "Y" would indicate there is an annual goal or short-term objective, related to the student’s transition services needs for each postsecondary goal.   3) A "N" would indicate, there is no annual goal or short-term objective, related to the student’s transition services needs for each postsecondary goal. | 1) If Transition Services Goals in IEP Indicator is populated  Then Special Education Plan Type Code must = 100 (Individualized Education Program (IEP))  2) If Transition Services Goals in IEP Indicator is populated  Then student must be at least 13 years old | If Education Plan Type Code = 100  AND student's age >= 16 years Then Y;  Else N | N/A |
| 23.31 | Student IEP Participation Indicator | CS | 1 | An indicator of whether or not there is evidence that the student was invited to the Individualized Education Program (IEP) Team meeting where transition services were discussed. It is a document in the IEP or cumulative folder showing that an invitation was extended to the student to attend the IEP meeting where transition services were discussed. | Y/N | 1) A "Y" would indicate yes and an "N" would indicate no.  2) If there is an annual goal or short-term objective, related to the student’s transition services needs for each postsecondary goal, indicate "Y."   3) If there is no annual goal or short-term objective, related to the student’s transition services needs for each postsecondary goal, indicate "N." | 1) If Student IEP Participation Indicator is populated Then Special Education Plan Type Code must = 100 (Individualized Education Program (IEP))  2) If Student IEP Participation Indicator is populated  Then student must be at least 13 years old | If Education Plan Type Code = 100  AND student's age >= 16  Then Y;  Else N | N/A |
| 23.32 | Agency Representative IEP Participation Code | CS | 2 | An indicator of whether or not there is evidence that a representative of any participating agency was invited to the Individualized Education Program (IEP) Team meeting with the prior consent of the parent or student who has reached the age of majority. | See Code Set Agency Representative IEP Participation | 1) A "Y" would indicate yes and a" N" would indicate no. N/A does apply to the student.  2) IDEA 2004 requires that, "to the extent appropriate, with the consent of the parent or a child who has reached the age of majority,…the public agency must invite a representative of any participating agency that is likely to be responsible for providing or paying for transition services" (300.321 [b][3]). | 1) If Agency Representative IEP Participation Code is populated  Then Special Education Plan Type Code must = 100 (Individualized Education Program (IEP))  2) If Agency Representative IEP Participation Code is populated  Then student must be at least 13 years old | If Education Plan Type Code = 100  AND student's age >= 16 years  Then Y;  Else N | N/A |
| 23.33 | Special Transportation Indicator | CS | 1 | An indicator of whether or not the student needs special transportation arrangements to participate in special education services. | Y/N | N/A | N/A | If Education Plan Type Code = 100 Then Y;  Else N | N/A |

#### Special Education Meetings File Format

##### Submission Details

This file format is used to submit special education meeting information for children and students with disabilities from ages 0 to 22. The information reported in this file is generally collected locally in electronic individualized education program (IEP) systems and is required for federal reporting for the Individuals with Disabilities Education Act (IDEA).

The Special Education Plan Effective Start Date field is a unique identifier for a specific plan for students with disabilities.

This format uses the transaction processing method. The record type MEET (Special Education Meetings) must be included in the Record Type field of each record.

##### Selection Criteria

* Fall 1 Certification: Submit the Special Education Meetings (MEET) file for all children and students ages 0-22 who, on census day:
* Have Special Education Initial Evaluations, Plan Reviews, or reevaluations; OR
* Parent consent has been received for an evaluation but the evaluation date is pending.
* End of Year 4 Certification: Submit the Special Education Meetings File (MEET) for children and students ages 0-22 who, from July 1 – June 30 of the reporting year:
* Have Special Education Initial Evaluations, Plan Reviews, or reevaluations; OR
* Parent consent has been received for an evaluation but the evaluation date is pending.

##### Operational Key

The following fields identify the operational key (fields that identify the record or records via batch to be processed depending on the type of processing associated with the record type) of the Special Education Meetings record:

* Reporting LEA
* SSID
* Reporting SELPA
* Special Education Meeting Date
* Pending As of Date

##### Primary Key

The following fields identify the primary key (fields that make a record unique) of the Special Education Meetings record:

* Reporting LEA
* SSID
* Reporting SELPA
* Special Education Meeting Date
* Pending As of Date

##### Relationship to Other Record Types

Students with a Special Education Meeting record must have a corresponding Students with Disabilities status record for the same student.

##### References

The following references are available for use in the creation of this record:

* + No

##### Record Layout

Table 3-24: Special Education Meetings Record Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field # | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ational Key |
| 24.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | N/A | Must equal MEET | Y | N/A |
| 24.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.1 of the CFS MSWord version for more details on the Transaction Processing method. | 1) The submitted record attempts to delete a record that does not exist in CALPADS  2) The submitted record attempts to replace a record that does not exist in CALPADS | N | N/A |
| 24.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any California Longitudinal Pupil Achievement Data System (CALPADS) file format. | N/A | This field will flow through CALPADS and be provided back to the Local Educational Agency (LEA) to help facilitate locating the original record in their local student information system (SIS) environment. | N/A | N | N/A |
| 24.04 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Pupil Achievement Data System (CALPADS). | N/A | The 7-digit County District (CD) code must be submitted if the entity is a district or county office. | 1) Reporting LEA must equal institution identifier of submitter User ID  2) If Charter School is an independently reporting Charter School for SPED reporting, then Reporting LEA and School of Attendance must reflect the same Charter School | Y | X |
| 24.05 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). This Academic Year ID is associated with the record Special Education Meeting Date or Pending Date. | N/A | 1) Format: CCYY-CCYY (ex. 2023-2024)   2) Indicates the school year associated with the Special Education Meeting Date or Pending Date of the record in the file. | 1) Academic Year ID must be a valid academic school year combination and no more than one year in the future  2) Academic Year ID must be the academic school year associated with the Special Education Meeting Date or Pending Date | N | N/A |
| 24.06 | SSID | CS | 10 | The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school throughout their association within the California educational system. | N/A | Must be a valid CALPADS SSID | 1) SSID must be a valid CALPADS SSID in the ODS  2) Only one record may exist in the file with the same SSID and Reporting LEA, and Special Education Meeting Date, Pending As of Date | Y | X |
| 24.07 | Local Student ID | CS | 15 | A unique identifier assigned to the student by a local educational agency. This may not necessarily be the same as the identifier assigned to the student at the school level. This field will flow through CALPADS and be provided back to the Local Educational Agency (LEA) to help facilitate locating the original record in their local student information system (SIS) environment. | N/A | N/A | N/A | N | N/A |
| 24.08 | Local Special Education Student ID | CS | 16 | A unique identifier assigned to a student by a Special Education Local Plan Area (SELPA) or State Operated Program (SOP), the identifier may or may not be the same as the identifier in the local student information system. | N/A | Field is included to assist with the identification of the student | N/A | Y | N/A |
| 24.09 | Reporting SELPA | CS | 4 | A unique identifier assigned by the California Department of Education Special Education Division to each Educational Service Institution serving as a Special Education Local Plan Area. | N/A | These codes uniquely identify each SELPA/SOP and the corresponding administrative unit, following the statewide county district school (CDS) coding system and the special education program and funding structure. This system provides sufficient flexibility to incorporate any future changes in the SELPA structure. | 1) SELPA code must be a valid 4-digit SELPA code  2) SELPA must be a valid Entity Code and have an active reporting relationship with the Reporting LEA | Y | X |
| 24.10 | Special Education Referral Date | DT | 8 | The date a child or student was referred to assess and determine eligibility for special education services. | N/A | Format: CCYYMMDD, e.g. 20231025   Multiple records can be submitted if there are multiple referral dates for the student within an academic year. This field should be completed even if the child was found not eligible for special education services or if they exited from the special education program and returning. If student exits and returns, use most recent referral date For example, during the initial evaluation, the child was found not eligible for special education services. The parent requested another evaluation within the same academic year and this time, the child was found eligible. In this case, the child would have two referral dates; thus, requiring two records within the same academic year. | 1) Special Education Referral Date must a future date  2) Special Education Referral Date must be greater than or equal to Student Birth Date  3) Special Education Referral Date must be less than or equal to the Initial Evaluation Parental Consent Date | If Meeting Activity - Evaluation Type Code = 10 (Initial Part B) or 15 (Initial Part C) Then Y; Else N | N/A |
| 24.11 | Referring Party Code | CS | 2 | A coded value representing the person initiating a child or student's referral for assessment and to determine eligibility for special education services. | See Code Set Referring Party | N/A | N/A | If Special Education Referral Date is populated Then Y; Else N | N/A |
| 24.12 | Initial Evaluation Parental Consent Date | DT | 8 | The date the district/school received parental consent for initial evaluation to determine eligibility for special education services. | N/A | Format: CCYYMMDD, e.g. 20231025  If no parental consent is received, then the record should not be sent to CALPADS. | 1)  Initial Evaluation Parental Consent Date must be greater than or equal to the Special Education Referral Date | If Meeting Activity - Evaluation Type Code = 10 (Initial Part B) or 15 (Initial Part C) Then Y; Else N | N/A |
| 24.13 | Special Education Meeting Date | DT | 8 | The date of the Individualized Family Service Plan (IFSP), Individualized Education Program (IEP), or Individual Service Plan (ISP) team meeting to review the initial evaluation, Annual Education or Service Plan Meeting, or eligibility re-evaluation to determine eligibility for special education services. | N/A | Format: CCYYMMDD, e.g. 20231025  The date captured in this field is used to determine whether or not statutorily required meetings for the student are being held in a timely manner. E.g.; Initial evaluations for Part B must be held within 60 days of parental consent for evaluation; annual plan reviews must be held at least once every 365 days; and re-evaluations for continued eligibility must be held at least once every three years. | 1) Special Education Meeting Date must be greater than or equal to Initial Evaluation Parental Consent Date  2) Special Education Meeting Date must less than or equal to current date  3) Must not be populated if Pending As of Date is populated | If Pending As of Date is null, Then Y; Otherwise must be blank/null | X |
| 24.14 | Pending As Of Date | DT | 8 | The date the IEP, IFSP, or IEP team made an agreement to hold a special education meeting after parental consent has been obtained. The meeting is pending, is now past due, and has not been held as of the date in this field. | N/A | Format: CCYYMMDD, e.g. 20231025 | 1) Must not be populated if Special education meeting date is populated | If Special Education Meeting is null, Then Y; Otherwise must be blank/null | X |
| 24.15 | Meeting Delay Code | CS | 2 | A coded value representing the reason the meeting date exceeds or will exceed the required timeline but should be considered timely. | See Code Set Meeting Delay | If the value in this field is 90 (Late Without Cause), then the meeting was late and should not be considered timely. All other values indicate that the meeting was late but should be considered timely.  A meeting is only considered delayed if:  - The student has not had a meeting within 60 days of the parental consent date.   - A student on an IFSP is over 3 years of age and a Part B Initial evaluation has not taken place by the child's 3rd birthday.   - A student's plan review IEP or ISP meeting has not taken place within one year of the prior meeting.  - A student's subsequent re-evaluation has not taken place within 3 years of the last evaluation.   - A student's FIRST re- evaluation has not taken place within 3 years of the student's Special Education Initial Entry Start Date | 1) Meeting Activity-Evaluation Type Code and Meeting Delay Code must be a valid combination as defined in the CALPADS Valid Code Combinations document  2) Meeting Delay Code must be null or equal to 30, 50, 60, 70, 75, 80, or 90 when Meeting Activity - Plan Review Indicator = Y and Meeting Activity - Evaluation Type Code is null or blank | If Meeting Activity - Evaluation Type Code = 10 (Initial Part B) or 15 (Initial Part C) and Special Education Meeting Date is greater than 60 days from the Initial Evaluation Parental Consent Date Then Y, Else N | N/A |
| 24.16 | Meeting Activity - Evaluation Type Code | CS | 2 | A coded value representing the type of special education evaluation being conducted during a special education meeting - Initial Part B Evaluation, Initial Part C Evaluation, or Re-evaluation of eligibility. | See Code Set Meeting Activity - Evaluation Type | If no evaluation occurred during a meeting, this field should be left blank. | 1) Meeting Activity - Evaluation Type Code and Evaluation Outcome Code must be a valid combination as defined in the CALPADS Valid Code Combinations document  2) Meeting Activity-Evaluation Type Code and Meeting Delay Code must be a valid combination as defined in the CALPADS Valid Code Combinations document | If Meeting Activity-Plan Review Indicator is blank  Then Y,  Else N | N/A |
| 24.17 | Meeting Activity - Plan Review Indicator | CS | 1 | An indicator of whether or not the meeting included a review of an established plan (typically conducted annually). A “Y” would indicate that the meeting included a review of an established plan; an “N” would indicate that the meeting did not include a review of an established plan. | Y/N | This field should only be populated with a "Y" if the meeting would satisfy the statutory requirements for the required review of a student's established special education plan at least once annually. | N/A | If Meeting Activity-Evaluation Type Code is blank,  then Y, Else N | N/A |
| 24.18 | Evaluation Outcome Code | CS | 2 | A coded value representing the outcome of a student's special education eligibility evaluation. | See Code Set Evaluation Outcome | N/A | 1) Evaluation Type Code and Evaluation Outcome Code must be a valid combination as defined in the CALPADS Valid Code Combinations document | If Special Education Meeting Date is populated and Meeting Activity - Evaluation Type Code is populated, Then Y,  Otherwise must be Blank/Null | N/A |
| 24.19 | Parental Involvement Facilitation Code | CS | 2 | A coded value representing the parent's response to the question, "Did the school district facilitate parent involvement as a means of improving services and results for your child?" | See Code Set Parental Involvement | This is collected during the annual Education Plan meetings. The collection method is up to the LEA's discretion (form or verbal). | N/A | If Meeting Activity-Plan Review Indicator = Y or Meeting Activity-Evaluation Type = 10 Then Y; Else N | N/A |

#### Special Education Services File Format

##### Submission Details

This file format is used to submit special education and related services for children and students with disabilities ages 0-22. The Special Education Services (SERV) file contains the following information:

* All services prescribed in a student’s Individualized Education Plan (IEP), Individualized Service Plan (ISP), or Individualized Family Service Plan (IFSP), including any services that are modified or added during an education plan amendment
* Service provider information
* Service location
* Duration and frequency of services

Multiple services can be reported for the same child or student within the same Special Education Meeting or Amendment Identifier. One record should be submitted for each service provided. The services for each student (SSID) are grouped by:

This file uses the full replacement processing method based on a defined operational key. The record type code SERV (Special Education Services) must be included in the Record Type field of each record.

This record type is required to be submitted and certified during the following submission windows:

* Fall 1 - Annual Enrollment Update/Title III Eligible Immigrants/English Language Acquisition Status/Special Education Program
* End of Year 4 – Special Education Program/Services/Postsecondary

Additionally, the data in this file must be harvested on a more frequent basis for the following purposes:

* Annual compliance monitoring – the frequency could be as often as monthly.

##### Selection Criteria

* Fall 1 Certification: Submit the Special Education Services (SERV) file for all children and students ages 0-22 who, on census day:
* Are Eligible and Participating in the SPED program and have Plans effective on Census Day.
* End of Year 4 Certification: Submit the Special Education Meeting File (MEET) for children and students ages 0-22 who, from July 1 – June 30 of the reporting year:
* Are Eligible and Participating in the SPED program and have Plans effective on during the reporting year.

##### Operational Key

The following fields identify the operational key (set of fields that identify the record or records depending on the type of processing associated with the record type) on the Student Services (SSRV) record:

* Reporting LEA
* SSID
* Reporting SELPA
* Plan Effective Start Date

##### Primary Key

The following fields identify the primary key (fields that make a record unique) on the Special Education Services (SERV) record:

* Reporting LEA
* SSID
* Reporting SELPA
* Special Education Service Code
* Special Education Service Provider
* Plan Effective Start Date

##### Relationship to Other Record Types

Students with a SERV Record must have a corresponding Plan record for the same student, reporting LEA and Plan Effective Start Date.

##### References

##### Record Layout

Table 3-25: Special Education Services Record Layout

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field # | Public Name | Field Type | Max Length | Definition | Code Set | Comments | Validation | Required | Oper-ational Key |
| 25.01 | Record Type Code | CS | 4 | A category describing the type of data record being submitted. | See Code Set Record Type CALPADS | N/A | Must equal SERV | Y | N/A |
| 25.02 | Transaction Type Code | CS | 1 | A category describing the action the system should take on the data record being submitted. | See Code Set Transaction Type CALPADS | See section 1.3.1 of the CFS MSWord version for more details on the Transaction Processing method. | Must equal an empty string, or “ “, or “D”, or “R” | N | N/A |
| 25.03 | Local Record ID | CS | 255 | A local use field to provide the system record identifier for a submitted record in any California Longitudinal Pupil Achievement Data System (CALPADS) file format. | N/A | This field will flow through CALPADS and be provided back to the Local Educational Agency (LEA) to help facilitate locating the original record in their local student information system (SIS) environment. | N/A | N | N/A |
| 25.04 | Reporting LEA | CS | 7 | A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal Pupil Achievement Data System (CALPADS). | N/A | The 7-digit County District (CD) code must be submitted if the entity is a district or county office. | 1) The Reporting LEA must match the equivalent field in the SPED file where the Student Special Education Evaluation or Amendment Identifier is the same  2) If Charter School is an independently reporting Charter School for SPED reporting, then Reporting LEA and School of Attendance must reflect the same Charter School | Y | X |
| 25.05 | Nonpublic Agency Identifier (NPA) | CS | 9 | A unique identifier for the nonpublic, nonsectarian agency (NPA) the student attends. This may not necessarily be the school of residence or special education service. | N/A | The format of the NPA identifier is as follows: 1A-CountyCode-3 digit number, e.g., 1A-19-123 | The NPA Identifier must be a valid 9 character identifier as maintained by the Special Education Division's Nonpublic Agency Database. | If Service Provider Code = 400 (NPA) Then Y; Else N | N/A |
| 25.06 | Academic Year ID | CS | 9 | A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California). This Academic Year ID is associated with the record Plan Effective Start Date. | N/A | 1) Format: CCYY-CCYY (ex. 2023-2024)   2) Indicates the school year associated with the Plan Effective Start date of the record. | 1) Academic Year ID must be a valid academic school year combination and no more than one year in the future  2) Academic Year ID must be the academic school year associated with the Special Education Plan Effective Start Date | N | N/A |
| 25.07 | SSID | CS | 10 | The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school throughout their association within the California educational system. | N/A | 1) Updates to this field must be made through the SSID Enrollment file;  2) Field is included to assist with the identification of the student | 1) Must be a Valid SSID | Y | X |
| 25.08 | Local Student ID | CS | 15 | A unique identifier assigned to the student by a local educational agency. This may not necessarily be the same as the identifier assigned to the student at the school level. This field will flow through CALPADS and be provided back to the Local Educational Agency (LEA) to help facilitate locating the original record in their local student information system (SIS) environment. | N/A | N/A | N/A | N | N/A |
| 25.09 | Reporting SELPA | CS | 4 | A unique identifier assigned by the California Department of Education Special Education Division to each Educational Service Institution serving as a Special Education Local Plan Area (SELPA). | N/A | These codes uniquely identify each SELPA/SOP and the corresponding administrative unit, following the statewide county district school (CDS) coding system and the special education program and funding structure. This system provides sufficient flexibility to incorporate any future changes in the SELPA structure. | SELPA Code must equal existing SELPA Code in SPED record when Student Special Education Evaluation  or Amendment Identifier is populated | Y | X |
| 25.10 | District of Special Education Accountability | CS | 7 | The unique identifier for the district that is responsible for ensuring that special education services are provided for a student with an Individualized Education Plan [IEP]) whether or not the services are provided within this district. | N/A | For example, if a student's geographical district of residence was District A, but District A did not provide the special education service the student required, and therefore sent the student to District B to receive the service, District A would still be the District of Special Education Accountability.   The 7-digit County District (CD) or 7-digit charter school code (if the charter school has received CDE-approval to be its own LEA for special education purposes) must be submitted.   See the CALPADS Data Guide for specific information on how to determine the District of Special Education Accountability. | District of Special Education Accountability must be a valid 7-digit County District (CD) code or 7-digit charter school code (if the charter school has received CDE-approval to be its own LEA for special education purposes | Y | N/A |
| 25.11 | Special Education Service Code | CS | 3 | A coded value representing a special education service or related service received by the student, regardless of which agency pays for the service. This may be a service provided by the Special Education Local Plan Area (SELPA) as well as by any other agency such as Mental Health as stated in the Individualized Education Program (IEP) or Individual Family Service Plan (IFSP). | See Code Set Special Education Service | If a service received by the student is not in the list of codes, use a code that represents the service as close as possible.   For students receiving a duplicate service, a separate provider must be entered. Use the most used frequency and duration and supply the location code for the location where the majority of the service is provided.  There is no limit on how many services the student or infant can receive. For students receiving a duplicate service, a separate provider must be entered. If the same provider (e.g. district of service) is providing a duplicate service, use the most used frequency and duration and supply the location code for the location where the majority of the service is provided. | 1) If Special Education Service Code equals 750, 820, 830, 840, 850, 855, 860, or 890, then Student Age must be at least 5 years, but less than 23 year   2) Two or more records for the same student with the same Special Education Service Code and Service Provider Code must not be submitted with the same Plan Effective Start Date | Y | N/A |
| 25.12 | Special Education Service Provider Code | CS | 3 | A coded value representing the provider of the service in the Special Education Service Code field. | See Code Set Special Education Service Provider | N/A | If NPA Identifier is populated, then Special Education Service Provider Code must be 400 (NPA) | Y | N/A |
| 25.13 | Special Education Service Location Code | CS | 3 | A coded value representing the location where the student receives the service entered in the Special Education Service Code field, for each service reported. | See Code Set Special Education Service Location | This information is based on the student's Individual Family Service Plan (IFSP), Individualized Education Program (IEP), or Individualized Service Plan (ISP). | Two or more records for the same student with the same Special Education Service Code, Service Provider Code, and Special Education Service Location must not be submitted with the same Special Education Meeting or Amendment Identifier | Y | N/A |
| 25.14 | Service Frequency Code | CS | 2 | A coded value representing the frequency of receiving the service. | See Code Set Service Frequency | N/A | N/A | If the student age is < 36 months OR If the Service Duration is populated Then Y; Else N | N/A |
| 25.15 | Service Duration | NU | 4 | Number of minutes per session (day/week/month/year), as per the Service Frequency Code field. | N/A | Entry must be a 4-digit character (e.g., 0030). | Service Duration field must greater than or equal to 10 minutes per service session | If the student age is < 36 months OR If Service Frequency Code is not null  Then Y; Else N | N/A |
| 25.16 | Local Special Education Student ID | CS | 16 | A unique identifier assigned to a student by a Special Education Local Plan Area (SELPA) or State Operated Program (SOP), the identifier may or may not be the same as the identifier in the local student information system. | N/A | Field is included to assist with the identification of the student | Field must only contain Alphabetic letters, numbers, periods, hyphens and apostrophes, and forward slashes | Y | N/A |
| 25.17 | Plan Effective Start Date | DT | 8 | The Special Education Plan Effective Start Date that will associate this service to a specific Plan. | N/A | Format: CCYYMMDD, e.g. 20231025 | Only 1 LEA and SELPA associated with Plan Effective Start Date is allowed for a student. | Y | X |

### CALPADS Code Sets

The CFS Code Set document is in Excel format and contains the current code values referenced in the CFS for the coded value data elements. The Code Set document includes the Code Set Name, Coded Value, Name, and Description for each code value in the table.

An LEA must submit a valid CALPADS code for the coded value data element or establish a local code mapping to the CALPADS code set via the local code translation function within CALPADS. If a local code translation is established within CALPADS, an LEA may submit the local code value in the data element and CALPADS will translate the local code value to the mapped state code.

Reference the CALPADS Code Sets Excel spreadsheet file with the same version label as this document (CALPADS File Specification).

#### CALPADS Valid Code Combinations

The CFS requires certain code values be submitted with a valid combination of another code value. The CALPADS Valid Code Combinations document defines the valid combinations between two code sets. Reference the CALPADS Valid Code Combinations Excel spreadsheet file with the same version label as this document (CALPADS File Specification).

### **Character Sets**

CALPADS uses the UTF-8 character set standards. Most fields must comply with UTF-8 character set standards, with the exception of indicator fields (Y/N) and coded fields Valid characters are based on the following UTF-8 character set standards:

<https://cloford.com/resources/charcodes/utf-8_latin.htm>

<https://cloford.com/resources/charcodes/utf-8_latin1_supplement.htm>

Records containing characters outside the UTF-8 character set standards will be identified as an error.

Additionally, certain character string fields must only contain alphabetic letters (A-Z,a-z), numbers(0-9), periods(.), hyphens(-), apostrophes(‘), forward slashes(/), spaces( ). Alphabetic characters with accents, tildes, or umlauts ARE allowed; however, accents, tildes, and umlauts as standalone characters are not allowed. Fields containing characters outside the above-mentioned subset will be identified as an error IVR0009 and is currently limited to Name, Address, and Special Education ID fields.

### Glossary

Please refer to the CALPADS User Manual Glossary (under Help) for terms and definitions.

### Section 7 Appendix A – XML Schemas

The XML schemas for each record type are identified in the sections below. Non-required data elements with no value do need to be included in the data submission.

This section contains the following schemas:

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7.2. Student Information 365

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7.21. Special Education Meeting 384

7.22. Special Education Services 385



#### SSID Enrollment

<?xml version="1.0" encoding="UTF-8"?>

<CALPADSRecords FileType="SENR">

<Record>

<RecordTypeCode>SENR</RecordTypeCode>

<TransactionTypeCode/>

<LocalRecordID>2345</LocalRecordID>

<ReportingLEA>7777777</ReportingLEA>

<SchoolOfAttendance>1234567</SchoolOfAttendance>

<SchoolOfAttendanceNPS/>

<AcademicYearID>2016-2017</AcademicYearID>

<SSID>1234567891</SSID>

<LocalStudentID>384734</LocalStudentID>

<StudentLegalFirstName>Peter</StudentLegalFirstName>

<StudentLegalMiddleName>Jacob</StudentLegalMiddleName>

<StudentLegalLastName>Perrier</StudentLegalLastName>

<StudentLegalNameSuffix>Senior</StudentLegalNameSuffix>

<StudentAliasFirstName/>

<StudentAliasMiddleName/>

<StudentAliasLastName/>

<StudentBirthDate>20030221</StudentBirthDate>

<StudentGenderCode>M</StudentGenderCode>

<StudentBirthCity>Alexandria</StudentBirthCity>

<StudentBirthStateProvinceCode>US-VA</StudentBirthStateProvinceCode>

<StudentBirthCountryCode>US</StudentBirthCountryCode>

<EnrollmentSchoolStartDate>20160902</StudentSchoolStartDate>

<EnrollmentStatusCode>10</EnrollmentStatusCode>

<GradeLevelCode>09</GradeLevelCode>

<EnrollmentSchoolExitDate>20170521</StudentSchoolExitDate>

<StudentExitReasonCode>E410</StudentExitReasonCode>

<StudentSchoolCompletionStatus/>

<ExpectedReceiverSchoolofAttendance/>

<StudentMetAllUCCSURequirementsIndicator/>

<StudentSchoolTransferCode>1</StudentSchoolTransferCode>

<DistrictofGeographicResidence>1937734</DistrictofGeographicResidence>

<Student Golden State Seal Merit Diploma Indicator/>

< Student Seal of Biliteracy Indicator/>

< Adult Age Students with Disabilities in Transition Status/>

</Record>

</CALPADSRecords >

#### Student Information

Note: Record Type may equal SINF or SIAD. The example below shows the scenario for a record type equal to SINF.

<?xml version="1.0" encoding="UTF-8"?>

<CALPADSRecords FileType="SINF">

<Record>

<RecordTypeCode>SINF</RecordTypeCode>

<TransactionTypeCode/>

<LocalRecordID>2345</LocalRecordID>

<EffectiveStartDate>20090101</ EffectiveStartDate>

<EffectiveEndDate/>

<ReportingLEA>7777777</ReportingLEA>

<SchoolOfAttendance>1234567</SchoolOfAttendance>

<AcademicYearID>2016-2017</AcademicYearID>

<SSID>1234567891</SSID>

<LocalStudentID>384734</LocalStudentID>

<StudentLegalFirstName>Peter</StudentLegalFirstName>

<StudentLegalMiddleName>Jacob</StudentLegalMiddleName>

<StudentLegalLastName>Perrier</StudentLegalLastName>

<StudentLegalNameSuffix>Senior</StudentLegalNameSuffix>

<StudentAliasFirstName/>

<StudentAliasMiddleName/>

<StudentAliasLastName/>

<StudentBirthDate>20030221</StudentBirthDate>

<StudentGenderCode>M</StudentGenderCode>

<StudentBirthCity>Alexandria</StudentBirthCity>

<StudentBirthStateProvinceCode>US-VA</StudentBirthStateProvinceCode>

<StudentBirthCountryCode>US</StudentBirthCountryCode>

<StudentHispanicEthnicityIndicator>Y</StudentHispanicEthnicityIndicator>

<StudentEthnicityMissingIndicator/>

<StudentRace1Code>600</StudentRace1Code>

<StudentRace2Code/>

<StudentRace3Code/>

<StudentRace4Code/>

<StudentRace5Code/>

<StudentRaceMissingIndicator/>

<AddressLine1>123 Main Street</sLine1>

<AddressLine2/>

<AddressCityName>Sacramento</AddressCityName>

<AddressStateProvinceCode>US-CA</AddressStateProvinceCode>

<AddressZipCode>12345</AddressZipCode>

<StudentInitialUSSchoolEnrollmentDateK-12/>

<EnrolledinUSSchoollessthanThreeCumulativeYearsIndicator/>

<ParentGuardianHighestEducationLevelCode/>

<Guardian1FirstName/>

<Guardian1LastName/>

<Guardian2FirstName/>

<Guardian2LastName/>

<Preferred First Name/>

<Preferred Last Name/>

<MailingAddressLine1/>

<MailingAddressLine2/>

<MailingAddressCityName/>

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#### Student Program

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<AcademicYearID>2016-2017</AcademicYearID>

<SSID>1234567891</SSID>

<LocalStudentID>384734</LocalStudentID>

<StudentLegalFirstName>Peter</StudentLegalFirstName>

<StudentLegalLastName>Perrier</StudentLegalLastName>

<StudentBirthDate>20030221</StudentBirthDate>

<StudentGenderCode>M</StudentGenderCode>

<EducationProgramCode>144</EducationProgramCode>

<EducationProgramMembershipCode>3</EducationProgramMembershipCode>

<EducationProgramMembershipStartDate>20050920<EducationProgramMembershipStartDate>

<EducationProgramMembershipEndDate/>

<EducationServiceAcademicYear/>

<EducationServiceCode/>

<CaliforniaPartnershipAcademyID/>

<MigrantStudentID/>

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<Filler>

<HomelessDwellingTypeCode>100</HomelessDwellingTypeCode>

<UnaccompaniedYouthIndicator/>

<RunawayYouthIndicator/>

<Filler/>

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#### Staff Demographics

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<EffectiveEndDate/>

<ReportingLEA>7777777</ReportingLEA>

<AcademicYearID>2016-2017</AcademicYearID>

<SEID>1234567891</SEID>

<LocalStaffID>78995</LocalStaffID>

<StaffLegalFirstName>John</StaffLegalFirstName>

<StaffLegalMiddleName/>

<StaffLegalLastName>Smith</StaffLegalLastName>

<StaffAliasFirstName/>

<StaffAliasMiddleName/>

<StaffAliasLastName/>

<StaffBirthDate>19700601</StaffBirthDate>

<StaffGenderCode>M</StaffGenderCode>

<StaffHispanicEthnicityIndicator>N</StaffHispanicEthnicityIndicator>

<StaffEthnicityMissingIndicator/>

<StaffRace1Code>600</StaffRace1Code>

<StaffRace2Code/>

<StaffRace3Code/>

<StaffRace4Code/>

<StaffRace5Code/>

<StaffRaceMissingIndicator/>

<StaffHighestDegreeCode>B</StaffHighestDegreeCode>

<StaffEmploymentStatusCode>2</StaffEmploymentStatusCode>

<StaffEmploymentStartDate>20070801</StaffEmploymentStartDate>

<StaffEmploymentEndDate/>

<StaffServiceYearsLEA>2</StaffServiceYearsLEA>

<StaffServiceYearsTotal>2</StaffServiceYearsTotal>

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#### Staff Assignment

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<SEID>1234567891</SED>

<LocalStaffID>78995</LocalStaffID>

<StaffLegalFirstName>John</StaffLegalFirstName>

<StaffLegalLastName>Smith</StaffLegalLastName>

<StaffBirthDate>19700601</StaffBirthDate>

<StaffGenderCode>M</StaffGenderCode>

<StaffJobClassificationCode>11<StaffJobClassificationCode>

<StaffJobClassificationFTEPercentage>25.0</StaffJobClassificationFTEPercentage>

<NonClassroomBasedJobAssignmentCode1>0224</NonClassroomBasedJobAssignmentCode1/>

<NonClassroomBasedJobAssignmentCode2/>

<NonClassroomBasedJobAssignmentCode3/>

<NonClassroomBasedJobAssignmentCode4/>

<NonClassroomBasedJobAssignmentCode5/>

<NonClassroomBasedJobAssignmentCode6/>

<NonClassroomBasedJobAssignmentCode7/>

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<TransactionTypeCode/>

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<SchoolofAssignment>1234567</SchoolofAssignment>

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<SEID>1234567891</SED>

<LocalStaffID>78995</LocalStaffID>

<StaffLegalFirstName>John</StaffLegalFirstName>

<StaffLegalLastName>Smith</StaffLegalLastName>

<StaffBirthDate>19700601</StaffBirthDate>

<StaffGenderCode>M</StaffGenderCode>

<StaffJobClassificationCode>12<StaffJobClassificationCode>

<StaffJobClassificationFTEPercentage>75.0</StaffJobClassificationFTEPercentage>

<NonClassroomBasedJobAssignmentCode1/>

<NonClassroomBasedJobAssignmentCode2/>

<NonClassroomBasedJobAssignmentCode3/>

<NonClassroomBasedJobAssignmentCode4/>

<NonClassroomBasedJobAssignmentCode5/>

<NonClassroomBasedJobAssignmentCode6/>

<NonClassroomBasedJobAssignmentCode7/>

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#### Course Section

Note: Record Type may equal CRSE or CRSC. The example below shows the scenario for a record type equal to CRSE.

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<SchoolofCourseDelivery>1234567</SchoolofCourseDelivery>

<AcademicYearID>2016-2017</AcademicYearID>

<CRS-StateCourseCode>2111</CRS-StateCourseCode>

<CRS-LocalCourseID>123</CRS-LocalCourseID>

<CRS-CourseName>Journalism</CRS-CourseName>

<Filler/>

<Filler/>

<CRS-CTETechnicalPreparationCourseIndicator/>

<CRS-UCCSUApprovedIndicator>N</CRS-UCCSUApprovedIndicator>

<CourseSectionID>01</CourseSectionID>

<AcademicTermCode>Q1</AcademicTermCode>

<SEID>1234567891</SEID>

<LocalStaffID>78995</LocalStaffID>

<ClassID>1234Journalism1</ClassID>

<CourseSectionInstructionalLevelCode/>

<EducationServiceCode/>

<LanguageofInstructionCode/>

<InstructionalStrategyCode/

<IndependentStudyIndicator>N</IndependentStudyIndicator>

<DistanceLearningIndicator>N</DistanceLearningIndicator>

<MultipleTeacherCode/>

<EducationProgramFundingSourceCode/>XX</EducationProgramFundingSourceCode>

<CTECourseSectionProviderCode/>

<Course Content Area Subcategory Code/>

< CRS – Departmentalized Course Standards Grade Level Range Code/>

<CRS – Content Standards Alignment Code/>

<Filler/>

<AP/IB Course Code Cross Reference/>

<Online Course Instruction Type Code/>

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#### Student Course Section

Note: Record Type may equal SCSE or SCSC. The example below shows the scenario for a record type equal to SCSE.

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<SSID>1234567891</SSID>

<LocalStudentID>384734</LocalStudentID>

<StudentLegalFirstName>Peter</StudentLegalFirstName>

<StudentLegalLastName>Perrier</StudentLegalLastName>

<StudentBirthDate>20030221</StudentBirthDate>

<StudentGenderCode>M</StudentGenderCode>

<LocalCourseID>123</LocalCourseID>

<CourseSectionID>01</CourseSectionID>

<AcademicTermCode>Q1</AcademicTermCode>

<StudentCreditsAttempted/>

<StudentCreditsEarned/>

<StudentCourseFinalGrade/>

<UC/CSUAdmissionRequirementCode/>

<Marking Period Code/>

</Record>

<Record>

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<TransactionTypeCode/>

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<SSID>4321845701</SSID>

<LocalStudentID>264845</LocalStudentID>

<StudentLegalFirstName>Mary</StudentLegalFirstName>

<StudentLegalLastName>Parker</StudentLegalLastName>

<StudentBirthDate>20030305</StudentBirthDate>

<StudentGenderCode>F</StudentGenderCode>

<LocalCourseID>123</LocalCourseID>

<CourseSectionID>01</CourseSectionID>

<AcademicTermCode>Q1</AcademicTermCode>

<StudentCreditsAttempted/>

<StudentCreditsEarned/>

<StudentCourseFinalGrade/>

<UC/CSUAdmissionRequirementCode/>

<Marking Period Code/>

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<SSID>9876543216</SSID>

<LocalStudentID>523981</LocalStudentID>

<StudentLegalFirstName>Jonathan</StudentLegalFirstName>

<StudentLegalLastName>Davis</StudentLegalLastName>

<StudentBirthDate>20031217</StudentBirthDate>

<StudentGenderCode>M</StudentGenderCode>

<LocalCourseID>123</LocalCourseID>

<CourseSectionID>01</CourseSectionID>

<AcademicTermCode>Q1</AcademicTermCode>

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<StudentCreditsEarned/>

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<Marking Period Code/>

<Carnegie Units Earned>

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#### Student Career Technical Education

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<ReportingLEA>7777777</ReportingLEA>

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<SSID>1234567891</SSID>

<LocalStudentID>384734</LocalStudentID>

<StudentLegalFirstName>Peter</StudentLegalFirstName>

<StudentLegalLastName>Perrier</StudentLegalLastName>

<StudentBirthDate>20030221</StudentBirthDate>

<StudentGenderCode>M</StudentGenderCode>

<CTEPathwayCode>100<CTEPathwayCode>

<StudentCTEPathwayCompletionAcademicYearID>2010<StudentCTEPathwayCompletionAcademicYearID>

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#### Student English Language Acquisition

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<AcademicYearID>2016-2017</AcademicYearID>

<SSID>1234567891</SSID>

<StudentLegalFirstName>Peter</StudentLegalFirstName>

<StudentLegalLastName>Perrier</StudentLegalLastName>

<StudentBirthDate>20030221</StudentBirthDate>

<StudentGenderCode>M</StudentGenderCode>

<LocalStudentID>384734</LocalStudentID>

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<EnglishAcquisitionStatusStartDate>20101028</EnglishAcquisitionStatusStartDate>

<PrimaryLanguageCode>01</PrimaryLanguageCode>

<CorrectionReasonCode>

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#### **Student Absence Summary**

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<SSID>1234567891</SSID>

<LocalStudentID>384734</LocalStudentID>

<StudentLegalFirstName>Peter</StudentLegalFirstName>

<StudentLegalLastName>Perrier</StudentLegalLastName>

<StudentBirthDate>20030221</StudentBirthDate>

<StudentGenderCode>M</StudentGenderCode>

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< Expected Attendance Days >150</Expected Attendance Days >

<Days Attended In-Person>100</Days Attended>

< Days Absent Out-of-School Suspension>0</Days Absent Out-of-School Suspension>

< Days in Attendance In-School Suspension>0</Days in Attendance In-School Suspension>

< Days Absent In-Person Excused Non-Suspension>50</Days Absent Excused Non-Suspension>

< Days Absent In-Person Unexcused Non-Suspension >0</Days Absent Unexcused Non-Suspension>

< Non-ADA Generating Independent Study Days>0</Incomplete Independent Study Days>

<ADA-Generating Independent Study Days>5</ADA-Generating Independent Study Days>

< Period-by-Period Attendance Method Indicator >N</Period-by-Period Attendance Method Indicator >

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</CALPADSRecords>

#### Postsecondary Status

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<SchoolOfAttendanceNPS>2891011</SchoolOfAttendanceNPS>

<AcademicYearID>2019-2020</AcademicYearID>

<SSID>2525567891</SSID>

<Local Special Education ID>89898989</Local Special Education ID>

<ReportingSELPA>6758</ReportingSELPA>

<Education Program Participation Type Code>30</Education Program Participation Type Code>

<Postsecondary Status Code>210</Postsecondary Status Code>

<Education Institution Type>10</Education Institution Type>

<Industry Field>BLD</Industry Field>

<Post-High School Credential/>

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</CALPADSRecords>

#### Student Incident

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<AcademicYearID>2019-2020</AcademicYearID>

<SSID>1234567891</SSID>

<LocalStudentID>384734</LocalStudentID>

<StudentLegalFirstName>Heidi</StudentLegalFirstName>

<StudentLegalLastName>Parko</StudentLegalLastName>

<StudentBirthDate>20080221</StudentBirthDate>

<StudentGenderCode>F</StudentGenderCode>

<IncidentIDLocal>77</IncidentIDLocal>

<IncidentOccurrenceDate>200191215</IncidentOccurrenceDate>

<StatutoryOffenseIndicator>N</StatutoryOffenseIndicator>

<StudentInstructionalSupportIndicator/>

<Removal to Interim Alternative Setting Reason Code>1</ Removal to Interim Alternative Setting Reason Code>

</Record>

</CALPADSRecords>

#### Student Incident Results

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<TransactionTypeCode/>

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<ReportingLEA>7777777</ReportingLEA>

<SchoolOfAttendance>1234567</SchoolOfAttendance>

<AcademicYearID>2019-2020</AcademicYearID>

<SSID>1234567891</SSID>

<LocalStudentID>384734</LocalStudentID>

<StudentLegalFirstName>Heidi</StudentLegalFirstName>

<StudentLegalLastName>Parko</StudentLegalLastName>

<StudentBirthDate>20080221</StudentBirthDate>

<StudentGenderCode>F</StudentGenderCode>

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<IncidentResultCode>200</IncidentResultCode>

<Incident Result Authority Code>10</Incident Result Authority Code >

<IncidentResultDurationDays>10</IncidentResultDurationDays>

<IncidentResultModificationCode>300</IncidentResultModificationCode>

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</CALPADSRecords>

#### Student Offense

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<SchoolOfAttendance>1234567</SchoolOfAttendance>

<AcademicYearID>2019-2020</AcademicYearID>

<SSID>1234567891</SSID>

<LocalStudentID>384734</LocalStudentID>

<StudentLegalFirstName>Heidi</StudentLegalFirstName>

<StudentLegalLastName>Parko</StudentLegalLastName>

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<IncidentIDLocal>77</IncidentIDLocal>

<StudentOffenseCode>506</ StudentOffenseCode >

<WeaponCategoryCode/>

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#### Work-Based Learning

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<TransactionTypeCode/>

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<ReportingLEA>7777777</ReportingLEA>

<SchoolOfAttendance>1234567</SchoolOfAttendance>

<School of Attendance NPS>

<AcademicYearID>2020-2021</AcademicYearID>

<SSID>1234567891</SSID>

<WorkBasedLearningTypeCode>10</WorkBasedLearningTypeCode>

<Internship ID>1415156236</Internship ID>>

< Work-Based Learning Hours - External>100</ Work-Based Learning Hours - External>

< StateCourseCodeEmbeddedWorkBasedLearning/>

<InternshipEmployerPerformanceEvaluationCode>1</InternshipEmployerPerformanceEvaluationCode>

<IntershipLEASponsoredIndicator>Y</ IntershipLEASponsoredIndicator>

<InternshipCertificatedSupervisorIndicator>N</InternshipCertificatedSupervisorIndicator>

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#### Students with Disabilities

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<ReportingLEA>7777777</ReportingLEA>

<SchoolOfAttendance>1234567</SchoolOfAttendance>

<AcademicYearID>2023-2024</AcademicYearID>

<SSID>1234567891</SSID>

<LocalStudentID>384734</LocalStudentID>

<LocalSpecialEducationStudentID>384734</ LocalSpecialEducationStudentID>

<ReportingSELPA>1245</ReportingSELPA>

<SpecialEducationInitialEntryStartDate >20230701</SpecialEducationInitialEntryStartDate >

<SpecialEducationStatusEffectiveStartDate >20231001</ SpecialEducationStatusEffectiveStartDate >

<SpecialEducationStatusCode>1</SpecialEducationStatusCode>

< Non-Participation ReasonCode/>

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</CALPADSRecords>

#### Special Education Plan

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<ReportingLEA>7777777</ReportingLEA>

<AcademicYearID>2023-2024</AcademicYearID>

<SSID>1234567891</SSID>

<LocalStudentID>384734</LocalStudentID>

<LocalSpecialEducationStudentID>384734</ LocalSpecialEducationStudentID>

<ReportingSELPA>1245</ReportingSELPA>

< District of Special Education Accountability>234567</ District of Special Education Accountability>  
<SpecialEducationMeetingTypeCode>100</SpecialEducationMeetingType Code>

<SpecialEducationPlanEffectiveStartDate>20231001</SpecialEducationPlanEffectiveStartDate >

<ReasonforPlanRecordCode>1</ReasonforPlanRecordCode

<Primary Residence Code>140</Primary Residence Code>

<Disability 1 Code>320</Disability 1 Code>

<Disability1DegreeofSupport>

<Disability 2 Code>200</Disability 2 Code>

<Disability2DegreeofSupport>

<InfantRegionalCenterServicesEligibilityIndicator/>

<SpecialEducationProgramSettingCode>500</SpecialEducationProgramSettingCode>

<PreschoolProgramSettingServiceLocationCode/>

<TenorMoreWeeklyHoursinSettingIndicator/>

<GeneralEducationParticipationPercentageRangeCode>2</GeneralEducation ParticipationPercentageRangeCode>

<SpecialEducationProgramTypeCode/>

<IEPIncludesPostsecondaryGoalsIndicator/>

<PostsecondaryGoalsUpdatedAnnuallyIndicator/>

<PostsecondaryGoalsAgeAppropriateTransitionAssessmentIndicator/>

<TransitionServicesinIEPIndicator/>

<SupportiveServicesIndicator/>

<TransitionServicesGoalsinIEPIndicator/>

<StudentIEPParticipationIndicator/>

<AgencyRepresentativeIEPParticipationCode/>

<SpecialTransportationIndicator >N</SpecialTransportationIndicator>

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#### Special Education Meeting

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<TransactionTypeCode/>

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<ReportingLEA>7777777</ReportingLEA>

<AcademicYearID>2023-2024</AcademicYearID>

<SSID>1234567891</SSID>

<LocalStudentID>384734</LocalStudentID>

<LocalSpecialEducationStudentID>384734</ LocalSpecialEducationStudentID>

<ReportingSELPA>1245</ReportingSELPA>

<Special EducationReferralDate >2023001</SpecialEducationReferralDate>

<ReferringPartyCode >10</ReferringPartyCode>

<InitialEvaluationParentalConsentDate>20230701<InitialEvaluationParentalConsentDate/>

<SpecialEducationMeetingDate>20230630</SpecialEducationMeetingDate>

<PendingAsofDate/>

<MeetingDelayCode/>

<MeetingActivity-EvaluationTypeCode>10</ MeetingActivity-EvaluationTypeCode >

< MeetingActivity-PlanReviewIndicator />

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<ParentalInvolvementFacilitationCode>10</ ParentalInvolvementFacilitationCode>

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#### Special Education Services

<?xml version="1.0" encoding="UTF-8"?>

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<SchoolOfAttendance>1234567</SchoolOfAttendance>

<Nonpublic Agency Identifier (NPA)/>

<AcademicYearID>2023-2024</AcademicYearID>

<SSID>1234567891</SSID>

<LocalStudentID>43434</LocalStudentID>

<ReportingSELPA>1245</ReportingSELPA>

< DistrictofSpecialEducationAccountability>234567</ DistrictofSpecial Education Accountability>

<SpecialEducationServiceCode>250</SpecialEducationServiceCode>

<SpecialEducationServiceProviderCode>100</SpecialEducationServiceProvider Code>

<SpecialEducationServiceLocationCode>510</SpecialEducationServiceLocationCode>

<ServiceFrequencyCode>10</ServiceFrequencyCode>

<ServiceDuration>60</ServiceDuration>

<LocalSpecialEducationStudent ID/>

<PlanEffectiveStartDate>20231023</ PlanEffectiveStartDate>

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