

To: Local Educational Agency Representatives
From: California Department of Education – CALPADS Team
Date: January 24, 2018
Subject: **CALPADS Update FLASH #134**

FALL 1 SUBMISSION DEADLINE

The final Fall 1 amendment window closes on January 26, 2018. It is important for local educational agencies (LEAs) to certify the Fall 1 submission on or before January 26, 2018 in order to report their official enrollment, Unduplicated Pupil Count, graduate and dropouts, and English Language Acquisition status. LEAs will NOT be able to amend these data once the amendment window closes.

UPDATED GUIDANCE (PREVIOUSLY PROVIDED IN FLASH #132) REGARDING APPROPRIATE USE OF N470 EXIT CODE

Assembly Bill 2815 specifies that it is the duty of the attendance supervisor to promote a culture of attendance and to establish a system that accurately tracks pupil attendance in order to ensure that pupils with attendance problems are identified *as early as possible* to provide applicable support services and interventions. Currently, students who are expected to return to the same school the next school year, but who do not show up, may not receive support services and interventions if they are not identified.

If they have not done so already, LEAs should put in place processes to follow up on “no shows” at the beginning of the school year to determine what has happened to those students—whether they transferred to another LEA, moved out of the state or country, or appear to have dropped out. Similarly, unified school districts and high school districts in collaboration with their feeder elementary districts should seek to identify missing matriculated students that are expected to show up but do not.

In FLASH #132, LEAs were provided the guidance to no longer use N470 – *NoShow* to exit pre-enrolled students who were expected to matriculate to their school but never show up. The guidance has been modified for pre-enrolled students who are matriculating into the school for the first time. Under the modified guidance for these students, **schools should continue to exit the student with an N470 – NoShow.** Since students exited with an N470 actually did not attend the school in that year, they will not be included in the school’s four year graduation cohort.

When should a student be exited with E400 – *OtherOrUnknown*?

Compulsory attendance laws apply to all students ages six up until (and not including) age 18. Therefore, LEAs should always refer truants to a local or county School Attendance Review Board (SARB) or fully investigate the whereabouts of students who appear to have dropped out before disenrolling those students. The definitions for exit codes E140 – *NoKnownEnrollTruant* and E400 – *OtherOrUnknown* are being modified to clearly reflect current law. E140 should always be used for students ages six up until (and not including) age 18 who are truant or who appear to have dropped out; E400 should only be used for students who are 18 years of age or older, as these students are no longer subject to compulsory attendance laws, or for students exiting juvenile hall who fail to return to the comprehensive school.

CHANGES TO CALPADS FIELD AND CODE DEFINITIONS TO SUPPORT GUIDANCE

The following definitional changes to CALPADS fields and codes are effective now and will be reflected in the next publication of the relevant documents.

Name	Current Definition	New Definition
Field 1.25: Enrollment Start Date	The first date that a student attended a particular school for a period of enrollment. This should be the first day of the enrollment period that the student generated average daily attendance for the school. For pre-enrolled students, this is the very first day that the student is expected to attend.	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.
Field 1.26: Enrollment Exit Date	The last date that a student attended a specific enrollment period. This should be the last day that the student generated average daily attendance for the school for that enrollment period. If the student never generated average daily attendance at the school (a no-show), then the exit date is one day before or equal to the Enrollment Start Date.	The last date that a student attended within a specific enrollment period. This should be the last day that the student generated average daily attendance for the school for that enrollment period, unless the student is an <i>habitual truant</i> . For an habitual truant, the exit date should be: <ul style="list-style-type: none"> • the date the student was referred to the local or county School Attendance Review

Name	Current Definition	New Definition
		<p>Board (SARB); or,</p> <ul style="list-style-type: none"> • if the student cannot be located, the date a full investigation as to the whereabouts of the student was completed. <p>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.</p>
<p>Code: Student Exit Category E140 - NoKnownEnrollTruant</p>	<p>Student withdrew from/left school, and the local educational agency is certifying that after taking the following truancy intervention steps, there is no evidence the student is in an academic program toward a diploma or its equivalent:1) When a pupil between the ages of 6 and 18 (inclusive) accumulates three absences of more than 30 minutes each without a valid excuse in one school year, the school district shall notify the pupil's parent or guardian by the notice required in Education Code Section 48260.5.2) After continued absences without a valid excuse following the notice, an appropriate district officer or employee shall make a conscientious effort to hold at least one conference with the parent or guardian and pupil as required in Education Code Section 48262.3) If it appears upon investigation that any parent, guardian, or other person having control or charge of the child is violating any of the provisions of California's compulsory education law, then the case should be referred to a school</p>	<p>The student, age six up until age 18, is truant as defined by <i>Education Code</i> Section 48260 (a), and: (1) has been referred to a local or county School Attendance Review Board (SARB) by the local educational agency (LEA) after the LEA has taken all statutory truancy intervention steps; or (2) cannot be located by the LEA after the LEA has completed a full investigation as to the whereabouts of the student.</p>

Name	Current Definition	New Definition
	attendance review board (SARB) pursuant to Education Code Section 48291.	
Code: Student Exit Category E400 - OtherOrUnknown	The student withdrew from/left school for reasons that cannot be determined or for reasons other than those described in the Student Exit Category codes. Do NOT use this code for students who were referred to truancy intervention, as outlined in E140 (NoKnownEnrollTruant)	The student is 18 years old or older and has been absent from school for reasons that cannot be determined or for reasons other than those described in the Student Exit Category codes. Do NOT use the Exit Code E400 for students who are ages 6 up until age 18.
Code: Student Exit Category N470 – No Show	The student’s enrollment was exited because the student was pre-enrolled in a school but did not show up as expected to attend the school. This exit represents a nullification of the pre-enrollment.	The student’s enrollment was exited because the student, who has no prior enrollments in the school, was pre-enrolled but did not show up as expected to attend the school. This exit represents a nullification of the pre-enrollment and should only be used for a student’s: (1) first enrollment in CALPADS (e.g. kindergarten students or transfer students from a private school or a school outside of California; or (2) first time enrollment in a school as a result of matriculation from another school.

CALPADS currently does not enforce the resolution of E155 no-shows, nor does it validate the use of the N470, E140, or E400 exit codes. The California Department of Education (CDE) will analyze the data to determine how best to enhance CALPADS to support programmatic goals, including the addition of new validations. In the meantime, LEAs are strongly encouraged to consider ways to use their own data, as well as CALPADS, to identify habitually truant students and potential dropouts at the earliest time possible in order to get these students back in school.

IMPORTANT NEW 2017–18 END-OF-YEAR CERTIFICATION VALIDATION RULE

LEAs will be required to exit all 2017–18 enrollments in CALPADS in order to certify End-of-Year (EOY) 3 in 2017–18.

UPDATES ON CAREER TECHNICAL EDUCATION DATA IN CALPADS

E-2 Reporting for 2016–17 CTE Concentrators and Completers

Normally, E-2 reporting in the Perkins Grant Management System (PGMS) opens January 1 with a reporting deadline of March 15. However, due to the migration of the collection of the E-1 data for K–12 programs into CALPADS, this reporting window is being adjusted. We have a tentative plan for the PGMS system to open for E-2 reporting on **March 1, 2018**, with a reporting deadline of **May 30, 2018**. **Only local educational agencies (LEAs) that are funded by the Perkins Program will be required to report E-2 data at this time.**

Transitioning E-2 Reporting and Adult CTE Program Data Collection to CALPADS

Due to competing projects and priorities the transition of the following data collections are being adjusted as follows:

- Migration of the E-2 data collection into CALPADS is now scheduled for 2019–20. Therefore, the first time LEAs will report their E-2 data in CALPADS will be in the Spring/End-of-Year of 2020 for 2018–19 graduates. Once this transition is made, all LEAs that have reported concentrators and completers will be required to report postsecondary follow-up data, including LEAs that were NOT funded by the Perkins Program.
- Collection of E-1 and E-2 data for **adult Career Technical Education (CTE) programs** into CALPADS is scheduled for End-of-Year 2018–19 (May 2019).

Should you have any questions regarding CTE E-2 reporting, please contact Michelle McIntosh in the CDE Career and College Transition Division via phone at 916-327-6367 or via e-mail at MMcIntosh@cde.ca.gov.