

School Pathways SIS
SSID Enrollment

CALPADS Training 2

- Oct. 5th-CALPADS is online for SSID Enrollment/Requests
- Oct. 7th-CENSUS Day, CALPADS ready to accept Fall 1 Data (Student enrollment, demographic and program information)
- Oct.7th thru Dec.11th -Schools submit and correct Fall 1 Data
- Nov.30th -CALPADS ready to accept Fall 2 Data (Course data, staff demographic, staff assignment)
- Nov. 30th thru Jan.29th -Schools submit and correct Fall 2 Data
- Dec. 11th Certification **deadline for Fall 1 Data**
- Dec. 12th thru Jan. 15th-Amendment period for Fall 1 Data
- Jan. 29th -Certification **deadline for Fall 2 Data**
- Jan. 30th thru Feb.26th – Amendment period for Fall 2 Data

Latest CALPADS Timeline

CALPADS Data Collection Periods, Windows, and Required File Formats

| File | Fall | | Spring | End of Year | | | |
|-------------------------------|---|--|---|---|---------------------------|-------------------------|-------------|
| | 1 – Annual Enrollment Update/ Title III Eligible Immigrants | 2 – Course Enrollment/ Staff Assignment/ EL Services | 1 – English Language Acquisition/ Title III Eligible Immigrants | 1 – Course Completion/ Career Technical Education | 2 – Program Participation | 3 – Discipline/ Truancy | 4 – Waivers |
| SSID/Enrollment | R ⁽¹⁾ | U | U | U | U | U | U |
| Student Information | R ⁽²⁾ | U | R | U | U | U | U |
| Student Program | R ⁽³⁾ | U | U | U | R | | |
| Student Health ⁽⁴⁾ | | | | | | | |
| Course Section | | R | | R | | | |
| Student Course Section | | R | | R | | | |
| Staff Demographics | | R | | U | | | |
| Staff Assignments | | R | | | | | |
| Student Waivers | | | | | | | R |
| Student Discipline | | | | | | R | |

R = Required submission for the specified data collection.

U = Updated data submitted if data in CALPADS are not current.

Submission Requirements

- What is SSID enrollment?
- How do I create an SSID enrollment extract from SPSIS?
- How do I load an extract from CALPADS into SPSIS?
- When can I start submitting and loading SSID enrollment extracts?
- What should be done now to prepare for the next training (Fall 1)?

Q & A

School

Site Home | Administration | Learning Center | My Pages | Staff Info | Parents - Students | Help | Logout

| | | |
|-----------------|------------------------------------|--|
| | IEW Attendance >> | |
| Contact | Report Writer >> | School Pathways SIS |
| School P | Reports >> | |
| PO Box 1 | Student Info >> | Welcome to the School Pathways SIS. |
| Portola, | Staff Info >> | visit www.schoolpathways.com for more information about our products and services. |
| Voice 86 | Parent Info >> | |
| | State Reporting >> | CSIS Gateway >> |
| | Test Module >> | CALPADS >> Home |
| | Transcripts >> | CBEDS >> SSID Enrollment |
| | Website Management >> | CREDO >> Ongoing SSID Update |
| | Settings >> | School Directory Fall |
| | Archives >> | Spring |
| | | EOY |

From the Administration menu,
go into State Reporting->CALPADS->SSID Enrollment

Creating the Extract

CALPADS Extracts - SSID Enrollment

Home | SSID Enrollment | Ongoing SSID Update | Fall | Spring | End Of Year

Status

There are 34 students without an SSID who are either currently enrolled or will be enrolled within 6 months.
34 students have not yet been included in an SSID Enrollment Extract.

Help

[What is an SSID Enrollment Extract?](#)

Extracts

 [Click here to create a new SSID Enrollment Extract](#)

[Click here to load an SSID Record Extract from CALPADS](#)

| # | Date Created | Student Count | Created By | Download | Actions |
|------------------------|--------------|---------------|------------|----------|---------|
| No extracts to display | | | | | |

Options

- There are currently no options available to set

- The main SSID enrollment screen shows you a status count of students who do not have an SSID in SPSIS.

Creating the Extract

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|------------------------|--------------|---------------|------------|----------|---------|
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Options

- There are currently no options available to set

Click the link “Click here to create a new SSID Enrollment Extract”

Creating the Extract

CALPADS Extracts - SSID Enrollment

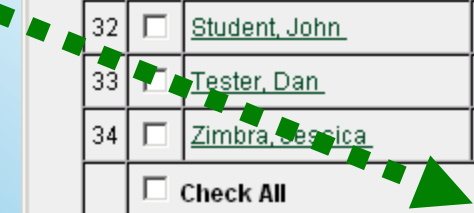
Home | SSID Enrollment | Ongoing SSID Update | Fall | Spring | End Of Year

Create New SSID Enrollment Extract

Select all the students you wish to include in the SSID Enrollment Extract and click Save.

| # | Sel | Name | Local ID |
|---|-------------------------------------|-------------------------------------|----------|
| 1 | <input checked="" type="checkbox"/> | Adams, Jon | 58341 |
| 2 | <input checked="" type="checkbox"/> | Carson, Jan | 46190 |
| 3 | <input checked="" type="checkbox"/> | Constant, Karen | 56296 |
| 4 | <input type="checkbox"/> | Dempsey, Dianna | 45127 |
| 5 | <input type="checkbox"/> | Doe, Sandra | 64920 |
| 6 | <input checked="" type="checkbox"/> | Franklin, George W. | 49080 |
| 7 | <input checked="" type="checkbox"/> | Gordon, Lightfoot | 57886 |
| 8 | <input checked="" type="checkbox"/> | Herkless, Annie | 44181 |
| 9 | <input type="checkbox"/> | Heston, David | 46041 |

| | | | |
|--------|--------------------------|--------------------------------------|-------|
| 26 | <input type="checkbox"/> | Samuels, Jonathon J. | 66697 |
| 27 | <input type="checkbox"/> | Samuels-Brown, James | 58364 |
| 28 | <input type="checkbox"/> | Scoffield, Jeffrey | 68088 |
| 29 | <input type="checkbox"/> | Smith, Josie | 76481 |
| 30 | <input type="checkbox"/> | Stamp, Deborah | 68143 |
| 31 | <input type="checkbox"/> | Stanley, Mary | 57639 |
| 32 | <input type="checkbox"/> | Student, John | 46577 |
| 33 | <input type="checkbox"/> | Tester, Dan | 55092 |
| 34 | <input type="checkbox"/> | Zimbra, Jessica | 75119 |
| | | <input type="checkbox"/> Check All | |
| Cancel | | Save | |



Check the students you want to request SSIDs for and click Save at the bottom of the page.

Creating the Extract

CALPADS Extracts - SSID Enrollment

Home | SSID Enrollment | Ongoing SSID Update | Fall | Spring | End Of Year

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There are 34 students without an SSID who are either currently enrolled or will be enrolled within 6 months.
6 are already in an SSID Enrollment Extract.
28 students have not yet been included in an SSID Enrollment Extract.

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[Click here to load an SSID Record Extract from CALPADS](#)

| # | Date Created | Student Count | Created By | Download | Actions |
|------|--------------|---------------|--------------------------------|--|----------------------|
| 2060 | 10/01/2009 | 6 | Benedict.Foias | SENR SINF SPRG | Edit |

Options

- There are currently no options available to set

The new extract appears in the main SSID enrollment screen which includes the students selected. There are three related files

Download the Extract

CALPADS Extracts - SSID Enrollment

Home | SSID Enrollment | Ongoing SSID Update | Fall | Spring | End Of Year

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|------|--------------|---------------|--------------------------------|--|----------------------|
| 2060 | 10/01/2009 | 6 | Benedict.Fojas | SENR SINF SPRG | Edit |

Options

- There are currently no options available to set

Download the SENR file and submit to CALPADS first. Follow the instructions provided in trainings or manuals from the CDE.*

*You may be prompted with an error report listing students and any information which needs to be corrected in their records before downloading the file.

Download the Extract

CALPADS Extracts - SSID Enrollment

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[Click here to load an SSID Record Extract from CALPADS](#)

| # | Date Created | Student Count | Created By | Download | Actions |
|------|--------------|---------------|--------------------------------|--|----------------------|
| 2060 | 10/01/2009 | 6 | Benedict Foias | SPNR SINF SPRG | Edit |

Options

- There are currently no options available to set

Once you have confirmed matches in CALPADS and downloaded the posted SSID extract. Click the link, "Click here to load an SSID Record Extract..."

Loading the CALPADS SSID Extract

▶ [CALPADS Extracts - SSID Enrollment](#)

CALPADS Extracts - SSID Enrollment

Home | SSID Enrollment | **Ongoing SSID Update** | Fall | Spring | End Of Year

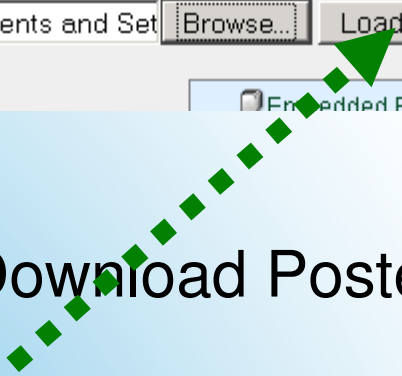
Load Record Extract from CALPADS

Browse and select the file downloaded from CALPADS and then click 'Load File'

Cancel

C:\Documents and Set

Embedded Files

Browse for the file you downloaded using the “Download Posted” functionality from CALPADS and click Load File 

Loading the CALPADS SSID Extract

▶ CALPADS Extracts - SSID Enrollment

CALPADS Extracts - SSID Enrollment

Home | SSID Enrollment | **Ongoing SSID Update** | Fall | Spring | End Of Year

Check which students to update in SPSIS using the SSID from the CALPADS extract and click Update [...click for more info...](#)

| Record from CALPADS Extract | | | | Matching record in SPSIS | | |
|-----------------------------|--|----------|-------------------------|---|----------|-------------------------|
| Sel | Student Name (Last, First, Middle Initial) | Local ID | State Student ID (SSID) | Student Name (Last, First Middle Initial) | Local ID | State Student ID (SSID) |
| <input type="checkbox"/> | Adams, Jon, | 58341 | 4085596170 | Adams, Jon, | 58341 | |
| <input type="checkbox"/> | Hildenbrand, Amanda, | 14418 | 2404784112 | Local ID not found in SPSIS | | |
| <input type="checkbox"/> | Dempsey, Dianna, | 45127 | 4087601550 | Dempsey, Dianna, | 45127 | |
| <input type="checkbox"/> | Gordon, Lightfoot, | 57886 | 7085591346 | Gordon, Lightfoot, | 57886 | |
| <input type="checkbox"/> | Jackson, Paula, | 72423 | 8546571342 | Jackson, Paula, | 72423 | |
| <input type="checkbox"/> | Jasper, Mary, | 74418 | 8085593248 | Jasper, Mary, | 74418 | |
| <input type="checkbox"/> | Brown, Steve, | 29998 | 3141592653 | Brown, Steve, | 29998 | 9685743320 |
| <input type="checkbox"/> | Baker, Joyce, | 32113 | 8695849584 | Baker, Joyce, | 32113 | 8695849584 |

Select All

Cancel

Update selected records

The left column shows records from the CALPADS extract.
 The right column shows matching student records in SPSIS.
 Discrepancies will be highlighted by a grey or yellow background

Loading the CALPADS SSID Extract

▶ CALPADS Extracts - SSID Enrollment

CALPADS Extracts - SSID Enrollment

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Check which students to update in SPSIS using the SSID from the CALPADS extract and click Update [...click for more info...](#)

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| Sel | Student Name (Last, First, Middle Initial) | Local ID | State Student ID (SSID) | Student Name (Last, First Middle Initial) | Local ID | State Student ID (SSID) |
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Select All

Cancel

Update selected records

Grey indicates a local id was included that has no match in SPSIS and so cannot be used to update any records as a precaution.
 Yellow signifies that the student already has a *different* SSID in SPSIS.

Loading the CALPADS SSID Extract

▶ CALPADS Extracts - SSID Enrollment

CALPADS Extracts - SSID Enrollment

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Check which students to update in SPSIS using the SSID from the CALPADS extract and click Update [...click for more info...](#)

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|-------------------------------------|--|----------|-------------------------|---|----------|-------------------------|
| Sel | Student Name (Last, First, Middle Initial) | Local ID | State Student ID (SSID) | Student Name (Last, First Middle Initial) | Local ID | State Student ID (SSID) |
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| <input checked="" type="checkbox"/> | Baker, Joyce, | 32113 | 8695849584 | Baker, Joyce, | 32113 | 8695849584 |

Select All

Cancel

Update selected records

Embedded Files

Select all records where you want the SSID in the CALPADS extract to be used in SPSIS, and click Update Selected records to complete the load.

Loading the CALPADS SSID Extract

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CALPADS best practices states that after sending an SSID enrollment (SENR), it should be followed up by an update of student demographic information (SINF) and program (SPRG). Download these files and upload them to CALPADS following instructions provided in trainings or manuals from the CDE.

Completing the enrollment