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admin, calpads, state reporting, fall 2

# **CALPADS: Fall 2 Submission**

Fall 2 is a CALPADS submission that includes data to be used by the CDE to create reports on **student** course enrollments, staff assignments, and English Learner (EL) services.

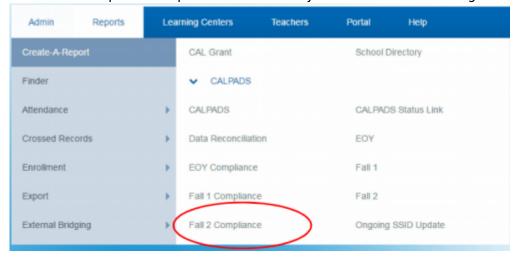
Fall 2 data certified is as-of Census Day. For the 2016/2017 school year, Census Day was 10/5/2016

## Outline of Fall 2

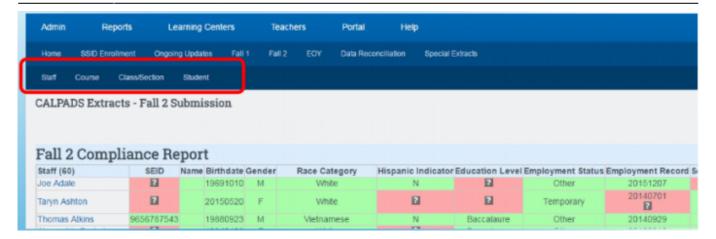
- Prepare Fall 2-related data in the SIS by using the provided compliance report (Reports > State/Federal > CALPADS > Fall 2 Compliance)
- Download Fall 2 data extracts from Fall 2 area of SIS (Reports > State/Federal > CALPADS > Fall 2)
- 3. Upload Fall 2 data from SIS to CALPADS.
- 4. Verify Fall 2 data in CALPADS using certification reports.
- 5. Resolve any anomalies and/or certification errors in CALPADS
- 6. Review all certification reports to verify data is correct
- 7. Certify Level 1
- 8. Share certification reports with key staff for review to ensure accurate reporting.
- 9. Certify Level 2
- 10. Let your Account Manager at School Pathways know you are certified.

## **Fall 2 Compliance Report**

The Fall 2 Compliance Report is used to verify data **before** submitting files to CALPADS.

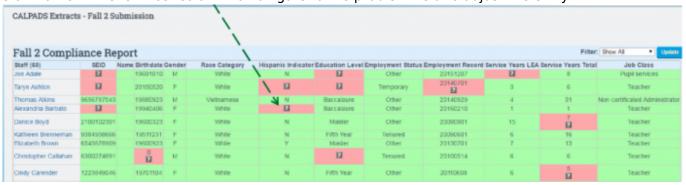


There are **four** tabs included in this report which show different areas which will be reported to CALPADS.



#### **Staff Tab**

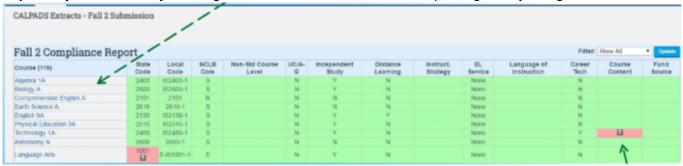
Any field in **RED** indicates either missing data or data that has been flagged as invalid. Click on the staff name in the leftmost column to navigate to the problem field to adjust the entry.



Once the Staff Tab has been cleared of all red fields, advance to the next tab.

#### **Course Tab**

The **Course** tab reflects all active courses from your course catalog along with required data fields. Adjust any **RED** fields by clicking on the title of the course and inputting or adjusting needed data.



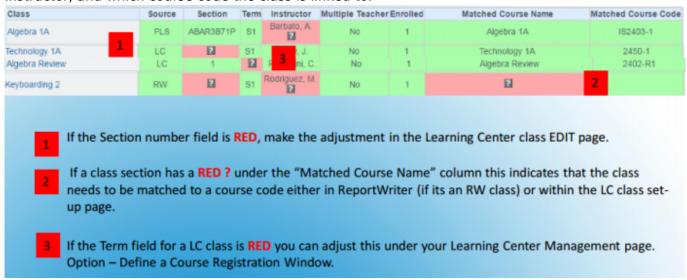
If you see a flag in the **Fund Source** column, this indicates that you have selected an invalid combination of state course code and course fund provider code. Review these fields in your catalog to make sure they are set correctly.

Once the Course Tab has been cleared of all red fields, advance to the next tab.

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### **Class/Section Tab**

The **Class/Section** tab shows all classes taken by students who were enrolled on Census Day. This page indicates the source (ReportWriter/Learning Center), Section Number, Term (Semester 1), Instructor, and which course code the class is linked to.



Once the Class/Section tab has been cleared of all red fields, advance to the next tab.

#### **Student Tab**

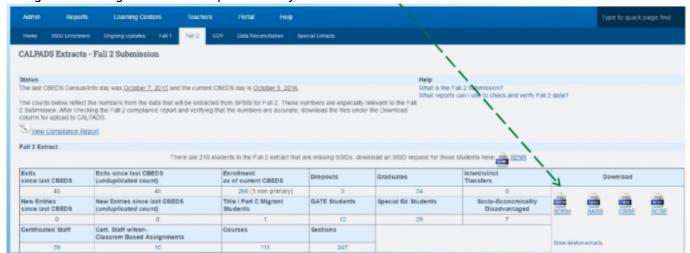
The **Student Tab** shows all students who will be reported along with their class count. If you see a student with **Class Count** marked as a **RED 0**, this means the student was enrolled on Census Day, but the SIS is showing **0** classes for the student.

Fall 2 Compliance Report							
Student (265)	Local ID	State ID	Birthdate	Gender	Gradelevel	Class Count	Classes
Abercrombie, Carly	78924		20070215	F		0	
Abney, John	78698	1014164548	20070220	M	4	5	
Abney, Kristen	78673	8947982374	20060228	F		0	
Abney, Tamara	78567	3338889996	20060214	F		0	
Acosta, Teagan	78774		20000830	M	7	4	
Akuni, Christian	78485	4448881112	20021023	M	8	5	
Alcala, Jessica	78568	2223334441	20060212	F		0	
Atkins, Jordan	78888		20020327	M	9	6	?
Atkins, Samantha	78899		20020212	F	9	6	?

Once all fields on All Four tabs are green, you are ready to start loading Fall 2 files into CALPADS

## **Fall 2 Extract Files**

Navigate to the Fall 2 Home page (**Reports > State/Federal > CALPADS > Fall 2**)
Here, you can download the SDEM, SASS, CRSE, and SCSE extracts and upload them to CALPADS using the training and manuals provided by the CDE.



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