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

1. Prepare Fall 2-related data in the SIS by using the provided compliance report (**Reports > State/Federal > CALPADS > Fall 2 Compliance**)
2. 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
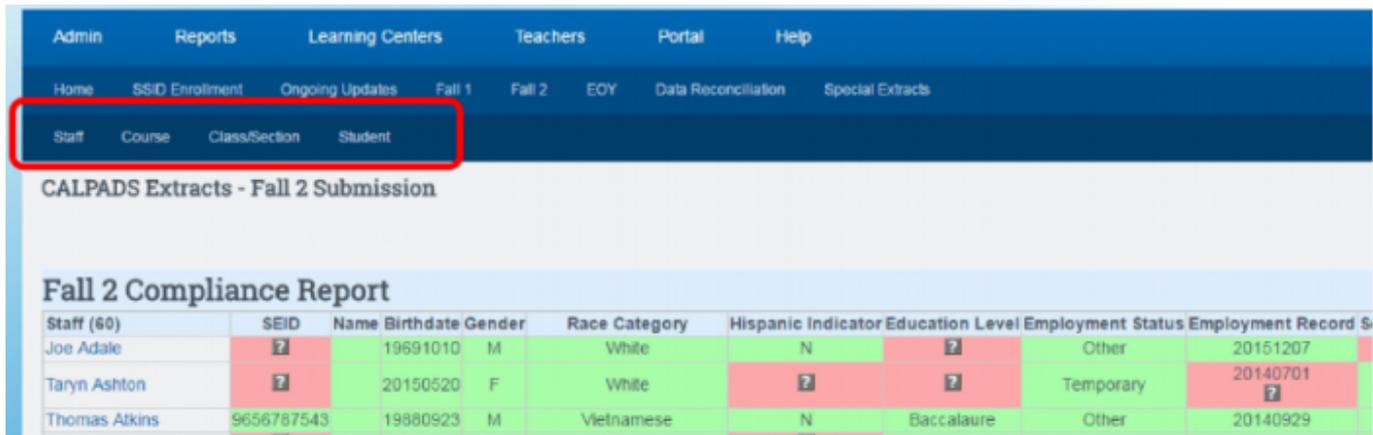10. Let your Account Manager at School Pathways know you are certified.

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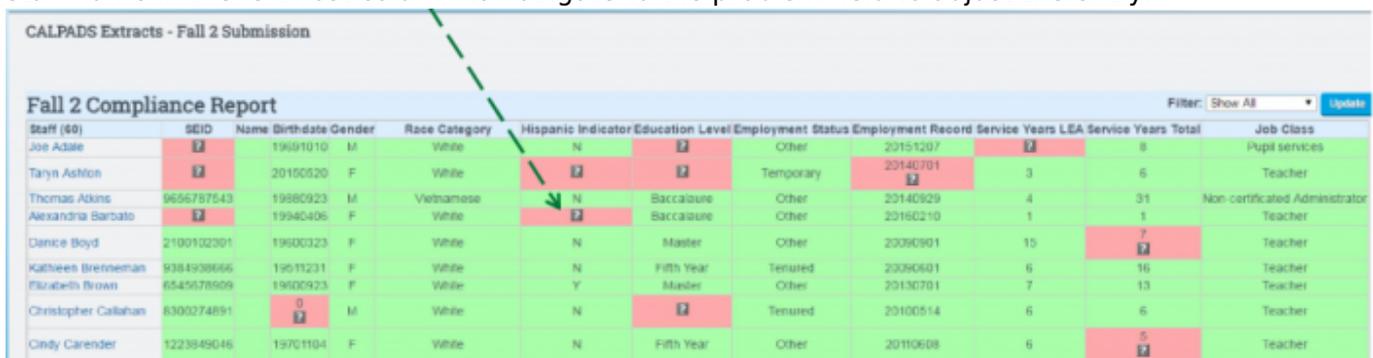
Once the Staff Tab has been cleared of all red fields, advance to the next tab.

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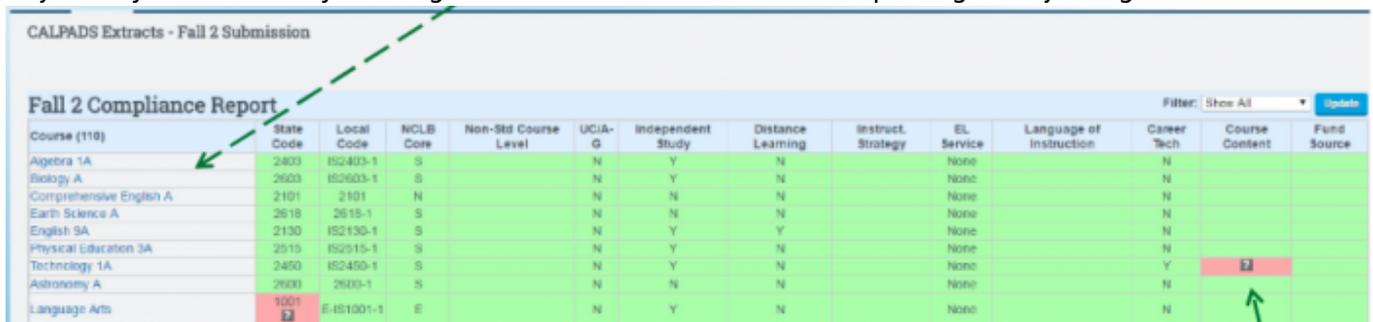
If you see a flag in the **Fund Source** column, this indicates that you have selected an invalid combination of state course code and course fund provider code. Review these fields in your catalog to make sure they are set correctly.

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

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.

Class		Source	Section	Term	Instructor	Multiple Teacher	Enrolled	Matched Course Name		Matched Course Code
Algebra 1A	**1**	PLS	ABAR3B71P	S1	Barbato, A. ?	No	1	Algebra 1A		IS2403-1
Technology 1A		LC	?	S1	, J.	No	1	Technology 1A		2450-1
Algebra Review		LC	1	**3**	ni, C.	No	1	Algebra Review		2402-R1
Keyboarding 2		RW	?	S1	Rodriguez, M. ?	No	1	?	**2**	

1   If the Section number field is RED, make the adjustment in the Learning Center class EDIT page.

2   If a class section has a RED ? under the "Matched Course Name" column this indicates that the class needs to be matched to a course code either in ReportWriter (if its an RW class) or within the LC class set-up page.

3   If the Term field for a LC class is RED you can adjust this under your Learning Center Management page. Option – Define a Course Registration Window.

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.