

# CBEDS/ORA 2020/2021 Overview

- The CBEDS submission is an annual aggregate collection of student and staff data
- It is composed of three forms:
  - the CDIF (County District Information Form) which collects data on classified staff, teacher hires, and work visa applications.
  - The SIF (Student Information Form) which collects data on classified staff, kindergarten program types, work visa applications, and educational calendar, teacher hires.
  - The DOCS (District of Choice Supplemental which collects data on transfer requests and transferred student data.

# Submission Requirements

- The CDIF Form is ONLY completed by districts and county offices of education. **Independently reporting charter schools only report data on the SIF.**
- DOCS - Districts participating in the District of Choice Program must complete the DOCS.
- The SIF Form must be completed by all public schools with the exception of preschools, children's centers, after-school programs, ROC/Ps, and adult schools.

# CBEDS/ORA 2020/2021 Deadlines

- The Online Reporting Application for CBEDS will begin allowing data input on October 7, 2020
- The deadline for submission of CBEDS data is October 30, 2020

# CBEDS-ORA 2020/2021 Changes

- **Changes to the Collection of Multilingual Instructional Program Data**

“With the successful addition of the collection of multilingual instructional program data to the California Pupil Achievement Data System (CALPADS) this last fall, the CDE will be removing the collection of multilingual instructional program data from the CBEDS data collection. This change will impact the School Information Form (SIF).

No other changes are being made to the CBEDS data collection.”

*Changes to the Fall 2020 CBEDS Data Collection Letter (6/2/20)*

# CBEDS-ORA: Accessing the Forms in SpSIS

Admin	Reports	Sites	Teachers	Portal	Help
	Create-A-Report		CAL Grant		School Directory
	Finder		▼ CALPADS		
	Attendance	▶	▼ CBEDS-ORA		
	Barcode	▶	CDIF 2020		CDIF 2020 Compliance
	Crossed Records	▶	SIF 2020		SIF 2020 Compliance
	Enrollment	▶	Prior Year CDIF 2019		Prior Year CDIF 2019 Compliance
	Export	▶	Prior Year SIF 2019		Prior Year SIF 2019 Compliance
	External Bridging	▶	▼ Civil Rights		
	Scheduler	▶	▼ LCFF/LCAP		
	School	▶	▼ Other		

To access the SIF and CDIF Forms and/or compliance reports go to: Reports>>State/Federal>>CBEDS-ORA. Begin by choosing the SIF 2020 Compliance.

# SIF Form Section A: Classified Staff

Admin Reports Sites Teachers Portal Help

SIF Compliance SIF Form

CBEDS - 2020 SIF

The counts under each section below represent school data that is used to in the CBEDS SIF form. Checking all sections and correcting any errors will ensure that an accurate SIF form is generated.

**Classified Staff (Section A)**

Count	Staff (Link to Edit)	SEID	Gender	Ethn	Job Class	Dt Strt Dist	Has Emp Record
1	Adale, Joe (Edit)	State ID	Gender	Eth	Job Class	Dt Strt Dist	Has Emp Rec
2	Alphin, Katherine (Edit)	State ID	Gender	Eth	Job Class	Dt Strt Dist	Has Emp Rec
3	Arant, Joel (Edit)	State ID	Gender	Eth	Job Class	Dt Strt Dist	Has Emp Rec
4	Boyd, Danice (Edit)	State ID	Gender	Eth	Job Class	Dt Strt Dist	Has Emp Rec
5	Brenneman, Kathleen (Edit)	State ID	Gender	Eth	Job Class	Dt Strt Dist	Has Emp Rec

Section A of the SIF should show only staff whose job classification has been marked as paraprofessional, office/clerical, other classified staff positions, or is undefined. It is common for these staff members to not have a SEID. However, all other fields should be populated and highlighted green.

# SIF Form Section A: Classified Staff Full Time Equivalent

- Report the full-time equivalent (FTE) of paraprofessional, office/clerical, and other classified staff positions assigned to a specific school by gender and racial/ethnic designation.
- If a classified staff position is vacant and/or the regular staff member is on leave of absence on Information Day but will return on or prior to October 30, report the regular staff. If the regular classified staff will not return until after October 30, report the substitute instead.
- Do not include:
  - Adult education, ROC/P, or children's center/preschool classified staff.
  - Teachers, administrators, or pupil services certificated staff.
  - Employees of your district who work at another district or county office. The district where the employees are physically working should report the staff even if your district is reimbursed for services.
  - Volunteer aides

Explanation from CBEDS Administrative Manual - October 2020

# SIF Form Section B: Kindergarten Program Types

## Kindergarten Program Types (Section B)

Kindergarten program type	None
Transitional Kindergarten program type	None

Kindergarten-program type offered:	<input type="radio"/> Full <input type="radio"/> Part-day <input type="radio"/> Both full and part-day <input type="radio"/> None
Transitional Kindergarten-program type offered:	<input type="radio"/> Full <input type="radio"/> Part-day <input type="radio"/> Both full and part-day <input type="radio"/> None

Enter the program type for kindergarten and transitional kindergarten (TK) programs the school has in place.



# SIF Form Section C: Work Visa Applications

Work Visa Applications (Section C)	
Number of H-1B work visa applications submitted.	0
Number of H-1B work visa applications granted.	0

Report the number of H-1B work visas applied for on behalf of potential local education agency and school employees, and the number of those applications that were granted. Do not include visa application data from charter schools on the CDIF. Visa data for charter schools are to be reported on the school's SIF.

Number of H-1B work visa applications submitted.

Number of H-1B work visa applications granted.

Save Visas

***This section shall only be completed by charter schools***

Report the number of H-1B work visas applied for on behalf of potential charter school employees and the number of those visa applications that were granted.

*The reporting period for work visa applications is the day after the previous information day through the current information day. -CBEDS*

*Administrative Manual October 2020*

Updated 10/13/20

# SIF Form Section D: Educational Calendar

Educational Calendar (Section D)

Calendar type set:

Edits to the Calendar Section can be made by going to Admin->Settings->Set District Information

Admin	Reports	Learning Centers	Teachers	Portal	Help
<b>Environment/Setting</b>					
School Locale:			--CHOOSE--		
School Type:			--CHOOSE--		
School Level:			--CHOOSE--		
Grade Low:			<input type="text"/>		
Grade High:			<input type="text"/>		
Month/Year Opened:			01/01/1970		
Hours of operation per week:			<input type="text"/>		
Calendar Type:			Traditional		

Report the calendar type that your school operates. **“If your school does not operate a year-round calendar, only select “traditional” in this section. If the school operates both traditional and year-round calendars, select more than one type of calendar: Traditional and single-track, or traditional and multitrack.”** - *CBEDS Administrative Manual October 2020*

# SIE Form Section E: Estimated Number of New Hires

Estimated Number of New Hires (Section E)	
Subject Area	Estimate # of New Hires
Agriculture	Not Entered
Art	Not Entered
Bilingual Education	Not Entered
Business	Not Entered
Dance	Not Entered
English	Not Entered
Foreign Language	Not Entered
Health	Not Entered
Home Economics	Not Entered
Life Science	Not Entered
Mathematics	Not Entered
Music	Not Entered
Physical Education	Not Entered
Physical Science	Not Entered
Reading	Not Entered
Self-contained Classes	Not Entered
Special Education	Not Entered
Social Science/Studies	Not Entered
Theater	Not Entered
Trades and Industrial Arts	Not Entered
Other Specialization	Not Entered

Report the projected or estimated FTE of new or vacated positions the charter school plans to fill in the 2021-22 school year.

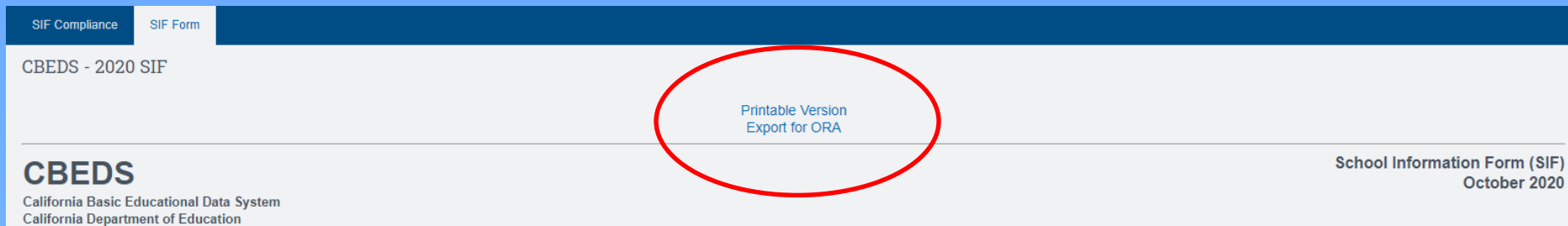
*This section is only to be completed by independently reporting charter schools.*

# SIF FORM

Admin	Reports	Sites	Teachers	Portal	Help
	Create-A-Report		CAL Grant		School Directory
	Finder		▼ CALPADS		
	Attendance	▶	▼ CBEDS-ORA		
	Barcode	▶	CDIF 2020		CDIF 2020 Compliance
	Crossed Records	▶	SIF 2020		SIF 2020 Compliance
	Enrollment	▶	Prior Year CDIF 2019		Prior Year CDIF 2019 Compliance
	Export	▶	Prior Year SIF 2019		Prior Year SIF 2019 Compliance
	External Bridging	▶	▼ Civil Rights		
	Scheduler	▶	▼ LCFF/LCAP		
	School	▶	▼ Other		

To access the SIF Form go to :  
Reports>>State/Federal>>CBEDS-ORA>>SIF 2020.

# Exporting Form for Online Reporting Application



The screenshot shows a web interface for the SIF Form. At the top, there are two tabs: 'SIF Compliance' and 'SIF Form'. Below the tabs, the text 'CBEDS - 2020 SIF' is visible. In the center of the page, there is a link labeled 'Printable Version Export for ORA', which is circled in red. On the left side, the 'CBEDS' logo is displayed, along with the text 'California Basic Educational Data System' and 'California Department of Education'. On the right side, the text 'School Information Form (SIF) October 2020' is shown.

When you are ready to submit your data to the state, click the “Export for ORA” link at the top of the form page. This will generate a .txt file. You will upload this file via the Online Reporting Application.

# CDIF (County/District Information Form)

- County and district offices should complete only one CDIF.
- **Independently Reporting Charter Schools should not complete a CDIF.**

# CDIF - Section A: Full-Time Equivalent of Classified Staff

CDIF Compliance    CDIF Form

CBEDS - 2020 CDIF

The counts under each section below represent school data that is used to in the CBEDS CDIF form. Checking all sections and correcting any errors will ensure that an accurate CDIF form is generated.

**Classified Staff (Section A)**

Count	Staff (Link to Edit)	SEID	Gender	Ethn	Job Class	Dt Strt Dist	Has Emp Record
1	Adale, Joe (Edit)	State ID	Gender	Eth	Job Class	Dt Strt Dist	Has Emp Rec
2	Alphin, Katherine (Edit)	State ID	Gender	Eth	Job Class	Dt Strt Dist	Has Emp Rec
3	Arant, Joel (Edit)	State ID	Gender	Eth	Job Class	Dt Strt Dist	Has Emp Rec

Report the full-time equivalent (FTE) of paraprofessional, office/clerical, and other classified staff positions assigned to the district office or county office of education by gender and racial/ethnic designation.

*Do NOT Report:*

- The sum of the classified staff reported on each school's SIF.
- Adult education, ROC/P, or children's center/preschool classified staff.
- Teachers, administrators, or pupil services certificated staff.
- Employees of your district who work at another district or county office. The district where the employees are physically working should report the staff even if your district is reimbursed for services.
- Volunteer aides

# CDIF - Section B: Estimated Number of Teacher Hires

New Hires (Section B)	
Estimated Number of New Hires	
Subject Area	Estimate # of New Hires
Agriculture	Not Entered
Art	Not Entered
Bilingual Education	Not Entered
Business	Not Entered
Dance	Not Entered
English	Not Entered
Foreign Language	Not Entered
Health	Not Entered
Home Economics	Not Entered
Life Science	Not Entered
Mathematics	Not Entered
Music	Not Entered
Physical Education	Not Entered
Physical Science	Not Entered
Reading	Not Entered
Self-contained Classes	Not Entered
Special Education	Not Entered
Social Science/Studies	Not Entered
Theater	Not Entered
Trades and Industrial Arts	Not Entered
Other Specialization	Not Entered

Report the projected or estimated FTE of new or vacated positions the LEA plans to fill in the 2021-22 school year.

To enter data for the above section simply click on the link that says “Not Entered” and you will be directed to the screen where this data can be input.

**Remember: Independently reporting charter schools are to report their estimated teacher hires on the SIF, so authorizing agencies should not include teacher hires from their independently reporting charter schools on the CDIF.**



# CDIF - Section C: Work Visa Applications

Report the number of H-1B work visas applied for on behalf of potential local education agency and school employees, and the number of those applications that were granted. Do not include visa application data from charter schools on the CDIF. Visa data for charter schools are to be reported on the school's SIF.

Number of H-1B work visa applications submitted.

Number of H-1B work visa applications granted.

Save Visas

Report the number of H-1B work visas applied for on behalf of potential LEA and school employees, and the number of those applications that were granted.

*Visa data for charter schools are to be reported on the charter school's SIF. LEAs **are not** to include visa application data from their charter schools on the CDIF.*

# CDIF FORM

Admin	Reports	Sites	Teachers	Portal	Help
Create-A-Report		CAL Grant			School Directory
Finder		▼ CALPADS			
Attendance	▶	▼ CBEDS-ORA			
Barcode	▶	CDIF 2020			CDIF 2020 Compliance
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Export	▶	Prior Year SIF 2019			Prior Year SIF 2019 Compliance
External Bridging	▶	▼ Civil Rights			
Scheduler	▶	▼ LCFF/LCAP			
School	▶	▼ Other			

To access the CDIF Form go to :  
Admin>>State/Federal>>CBEDS-ORA>>CDIF 2020.

# Exporting Form for Online Reporting Application



The screenshot shows the top navigation bar with 'CDIF Compliance' and 'CDIF Form' tabs. Below the navigation bar, the page title 'CBEDS - 2020 CDIF' is visible. In the center of the page, the text 'Printable Version Export for ORA' is circled in red. At the bottom left, the 'CBEDS' logo and 'California Basic Educational Data System California Department of Education' are displayed. At the bottom right, the text 'County/District Information (CDIF) October 2020' is shown.

When you are ready to submit your data to the state, click the “Export for ORA” link at the top of the form page. This will generate a .txt file. You will upload this file via the Online Reporting Application.

# Additional Key Links and Resources

CBEDS Login Website:

<http://www3.cde.ca.gov/opuscbeds/login.aspx>

CBEDS Training Presentation

<https://www.cde.ca.gov/ds/dc/cb/cbedstrng20video.asp>

CBEDS Administrative Manual

<https://www.cde.ca.gov/ds/dc/cb/documents/admin2020.docx>

CBEDS Frequently Asked Questions

<https://www.cde.ca.gov/ds/dc/cb/faqs.asp>