

## I. Introduction

This document highlights the changes for the 2009-2010 school year state data submission requirements as they relate to School Pathways SIS for full CALPADS compliance. It is designed to help you understand data elements: new to data collection, no longer part of collection, location for required those that are required in the SIS. Please be aware that this document is currently, and in constant revision as news and updates are released.

I. Introduction.....	1
I. Student Data.....	2
Changes – New elements .....	2
Changes – Discontinued required elements .....	2
Notes.....	2
Location of Required Elements for Student Data .....	3
II. Staff Data.....	5
Changes – New elements .....	5
Changes – Discontinued elements.....	5
Location of Required Elements for Staff Data .....	5
III. Course Data.....	7
Changes – New elements .....	7
Changes – Discontinued elements.....	7
Location of Elements .....	7
IV. Conversion Notes .....	8
Student Data .....	8

## I. Student Data

### ***Changes – New elements***

- *Enrollment Status Code* – For convenience, all existing students have been defaulted to an enrollment status code of "Primary enrollment" signifying that the student “is currently attending the educational service institution”
- *Student School Completion Status* – This code is only required for students who have E230 as a student exit category, see table in the Conversion Notes section.
- *Primary Residence Category* – For convenience, all existing students have been defaulted to a primary residence category of "Permanent housing"
- *Enrolled in US School less than Three Cumulative Years Indicator* –
- *Student Initial Ninth Grade Entry Year* – The school year that the student first entered ninth grade. Only applies to students in grades 9-12.\*
- *Student Hispanic Ethnicity Indicator* – CDE guidance states that student registration forms should not include an explicit option to decline identification of ethnicity or race. However, if a student or guardian intentionally leaves these fields blank, these indicators are made available (only on the SIS) to be checked.
- *Student Race Missing Indicator* – See above.
- *English Language Acquisition Status Start Date* – This is the first date that the student's English language acquisition status became effective. Required only if English Language Acquisition Status Code is set to "English Only" or "To Be Determined"

### ***Changes – Discontinued required elements***

- *Student Birth Country Special Circumstance Indicator*
- *Foreign, Schooling In the United States Indicator*

### ***Notes***

- Students who pre-enrolled but did not attend the school should have their enrollment record appear as having: an exit code of N470 (NoShowOther), an exit date equal to or one day prior to the student school start date. Deleting the student from the SIS after an SSID Enrollment has been submitted will cause a concurrent enrollment error.
- *Grade Level*— “AD” was used in CSIS/SRRTS to specify that an adult student participated in a K-12 program. In CALPADS, the use of this code is limited to adults “formally enrolled in an adult education program”

### Location of Required Elements for Student Data

Element	Number	Location in SPSIS	Notes
<i>School of Attendance</i>	1.05	Admin->Settings->Set District Information	
<i>SSID</i>	1.08	Student registration tab, page 1	
<i>Local ID</i>	1.09	Student dashboard	Internally assigned by SPSIS.
<i>Student Legal First Name</i>	1.10	Student registration tab, page 1	
<i>Student Legal Last Name</i>	1.12	Student registration tab, page 1	
<i>Student Birth Date</i>	1.17	Student registration tab, page 1	
<i>Student Gender Code</i>	1.18	Student registration tab, page 1	
<i>Student Birth City</i>	1.19	Student registration tab, page 1	
<i>Student Birth Country Code</i>	1.21	Student registration tab, page 1	
<i>Primary Language Code</i>	1.22	Student registration tab, page 2	
<i>Student Hispanic Ethnicity Indicator</i>	2.24	Student registration tab, page 1	
<i>Student Ethnicity Missing Indicator</i>	2.25	Student registration tab, page 1	Required only if Hispanic Ethnicity Indicator has not been specified
<i>Student Race 1 Code</i>	2.26	Student registration tab, page 1	
<i>Student Race Missing Indicator</i>	2.31	Student registration tab, page 1	Required only if Race 1 Code has not been specified
<i>Primary Residence Category Code</i>	2.33	Student registration tab, page 1	
<i>District of Geographic Residence</i>	2.35	Student registration tab, page 1	
<i>Residential Address Line 1</i>	2.36	Student registration tab, page 1	Address information is required if primary residence category code is not 100(temporary shelter), 110(hotel/motel), 120(temporarily doubled up), 130 (homeless) or 310 (unknown) Not required to be in all CAPS
<i>Residential Address City</i>	2.38	Student registration tab, page 1	
<i>Residential Address State</i>	2.39	Student registration tab, page 1	
<i>Residential Address Zip Code</i>	2.40	Student registration tab, page 1	
<i>English Language Acquisition Status Code</i>	2.41	Student EL Accommodations tab	
<i>English Language Acquisition Start Date</i>	2.42	Student EL Accommodations tab	Required if EL Acquisition is not English Only or TBD
<i>Student Proficient or Advanced for ELA Code</i>	2.43	Student EL Accommodations tab	Required if EL Acquisition code is RFEP
<i>Student Initial US School Enrollment Date</i>	2.45	Student registration tab, page 1	Required if birth country is not in the U.S., Puerto Rico, or Washington, D.C.

**School Pathways** CALPADS Preparation Guide 2009-2010

<i>Enrolled in US School less than Three Years Cumulative Years Indicator</i>	2.46	Student registration tab, page 1	Required if birth country is not in the U.S., Puerto Rico, or Washington, D.C.
<i>Student Initial Ninth Grade Entry Year</i>	2.47	Student registration tab, page 1	Required for all 9 <sup>th</sup> graders and above
<i>Parent Guardian Highest Education Level Code</i>	2.50	Student registration tab, page 2	
<i>Student School Start Date</i>	1.23	Student enrollment tab	
<i>Enrollment Status Code</i>	1.24	Student enrollment tab	
<i>Grade Level Code</i>	1.25	Student enrollment tab	
<i>Student School Exit Date</i>	1.26	Student enrollment tab	Required if student has exited the school
<i>Student Exit Reason Code</i>	1.27	Student enrollment tab	Required if student has exited the school
<i>Student Completion Status</i>	1.28	Student enrollment tab	Required if the Student Exit Reason Code is E230
<i>Interdistrict Transfer Code</i>	2.34	Student enrollment tab	Required only if district of geographic residence is not the same as the school's
<i>Expected Receiver School of Attendance</i>	1.29	Student enrollment tab	Required only if Exit Reason Code is T165, or if school of attendance is Alternative School and Exit Reason Code is T160

## II. Staff Data

### ***Changes – New elements***

There are only two new additions to staff ethnicity reporting which are analogous to those in student ethnicity/race reporting:

- *Staff Ethnicity Missing Indicator*
- *Staff Race Missing Indicator*

If a staff member has intentionally declined to identify their ethnicity or racial category the checkboxes associated with these fields should be checked.

### ***Changes – Discontinued elements***

In an attempt to reduce workload in reporting staff data, the state will now rely on the State Educator Identification Number (SEID) to match credential information (and in the future, the bulk of staff demographic information).

Fields formerly required in CSIS/CBEDS which will no longer being collected through CALPADS reporting include:

- *CCTC Document Number*
- *Credential Authorization Type*
- *Authorized Teaching Areas*
- *Name on Credential*

The ability to store and maintain these credential fields will remain on the SIS.

### ***Location of Required Elements for Staff Data***

Element	Number	Location in SPSIS	Notes
<i>State Educator ID</i>	7.08	Staff Info Tab	
<i>Local Staff ID</i>	7.09	Staff Info Tab	Internally assigned by SPSIS
<i>Staff Legal First Name</i>	7.10	Staff Info Tab	
<i>Staff Legal Last Name</i>	7.12	Staff Info Tab	
<i>Staff Birth Date</i>	7.16	Staff Info Tab	
<i>Staff Gender Code</i>	7.17	Staff Info Tab	
<i>Staff Hispanic Ethnicity Indicator</i>	7.18	Staff Info Tab	
<i>Staff Ethnicity Missing</i>	7.19	N/A	Staff Ethnicity is a required field to save staff

**School Pathways** CALPADS Preparation Guide 2009-2010

<i>Indicator</i>			records in SPSIS
<i>Staff Race 1 Code</i>	7.20	Staff Info Tab	
<i>Staff Race Missing Indicator</i>	7.25	N/A	Staff race is a required field to save staff records in SPSIS
<i>Staff Highest Degree Code</i>	7.26	Staff Info Tab	
<i>Staff Employment Status Code</i>	7.27	Staff Employment Tab	
<i>Staff Employment Start Date</i>	7.28	Staff Employment Tab	
<i>Staff Employment End Date</i>	7.29	Staff Employment Tab	
<i>Staff Service Years LEA</i>	7.30	Staff Info Tab	Calculated from “Date started at this school” Required only for certificated staff
<i>Staff Service Years Total</i>	7.31	Staff Info Tab	Required only for certificated staff
<i>Staff Job Classification Code</i>	8.13	Staff Info Tab	
<i>Staff Job Classification FTE Percentage</i>	8.14	Staff Assignment Tab	
<i>Non Classroom Based Job Assignment Code 1</i>	8.15	Staff Assignment Tab	

### III. Course Data

#### **Changes – New elements**

*Independent Study Indicator*

#### **Changes – Discontinued elements**

#### **Location of Elements**

Element	Number	Location in SPSIS	Notes
<i>Academic Year ID</i>	9.06	Class Basic Info Tab	
<i>CRS-State Course Code</i>	9.07	Class Basic Info Tab	
<i>CRS-Local Course ID</i>	9.08	Class Basic Info Tab	
<i>CRS-Course Name</i>	9.09	Class Basic Info Tab	
<i>CRS-NCLB Core Course Instructional Level Code</i>	9.11	Class Basic Info Tab	
<i>CRS-UC CSU Approved Indicator</i>	9.13	Class Basic Info Tab	
<i>Course Section ID</i>	9.14	Class Basic Info Tab	
<i>Academic Term Code</i>	9.15	Class Basic Info Tab	
<i>State Educator ID</i>	9.16	Class Basic Info Tab	Uses the SEID attached to the Instructor record
<i>Local Staff ID</i>	9.17	Staff Info Tab	
<i>Class ID</i>	9.18	Class dashboard	Internally assigned by SPSIS
<i>Independent Study Indicator</i>	9.23	Class Basic Info Tab	
<i>Distance Learning Indicator</i>	9.24	Class Basic Info Tab	
<i>HQT Competency Code</i>	9.28	Class Basic Info Tab	

## IV. Conversion Notes

The conversion of all CSIS/SRRTS codes to their CALPADS equivalents will be done automatically by SPSIS following the guidelines set by the CDE. The following notes are presented for elements which have significantly changed or important for schools to be aware of.

### ***Student Data***

#### *Student Exit Category and School Completion Status*

The table below lists how the CSIS Exit Withdrawal Reason will be converted by SPSIS to the CALPADS Exit Category and School Completion Status (when applicable)

CSIS Exit Withdrawal Reason	CALPADS Exit Category	School Completion Status	CSIS Exit Withdrawal Reason	CALPADS Exit Category	School Completion Status
100	E230	100	400	E400	N/A
104	E230	104	410	E410	N/A
106	E230	106	420	N420	N/A
108	E230	108	430	Discontinued as of 8/03/09	
120	E230	120	440	E490	N/A
125	E125	N/A	450	E450	N/A
130	E130	N/A	460	T460	N/A
140	E140	N/A			
160	T160	N/A			
165	T165	N/A			
180	T180	N/A			
200	T200	N/A			
240	T240	N/A			
260	T260	N/A			
270	T270	N/A			
280	T280	N/A			
300	E300	N/A			
310	E300	N/A			
320	E230	320			
330	E230	330			
360	E230	360			
370	T370	N/A			

