

**Administrative Manual for CBEDS-OPUS
California Basic Educational Data System
(through the Online Public Update for Schools)**

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A Message from the State Superintendent of Public Instruction

The California Basic Educational Data System (CBEDS) has been an annual collection of basic student and staff data that the California Department of Education (CDE) has collected every year since 1980. Throughout the years, the data have given local educational agencies and government organizations critical information on which to base their funding, research, program planning, and policy decisions. It has also provided the public with important information about California's educational system.

With the advent of the California Longitudinal Pupil Achievement Data System (CALPADS), there are significant changes to the CBEDS data collection. Student aggregate counts and data at the certificated staff level have been transitioned to CALPADS. Although these data will no longer be collected through the CBEDS data collection process, the information will continue to be a part of the CBEDS data files. Beginning this fall, the school-level CBEDS data collected through the Internet-based Online Public Update for Schools (OPUS) application will be referred to as **CBEDS-OPUS**.

Wednesday, October 7, 2009, is Information Day, the day that staff members in your schools are asked to collect their CBEDS and CALPADS annual data. The CBEDS data should be submitted to the CDE no later than **October 30, 2009**.

Thank you for all your hard work in providing this valuable information. I appreciate your continued efforts in support of our students and our schools.



JACK O'CONNELL
State Superintendent of Public Instruction

General Information About CBEDS-OPUS

Contact Information

The California Department of Education (CDE) is responsible for the administration and management of the California Basic Educational Data System (through the Online Public Update for Schools) (CBEDS-OPUS). This function is performed under the direction of the Educational Demographics Office of the Data Management Division.

The CDE collects the data, analyzes the information, and maintains the data. County offices of education, school districts, and independently reporting charter schools are the source of the data. Questions about the **collection, content of CBEDS-OPUS, and general inquiries** should be directed to the **Educational Demographics Office at 916-327-0219.**

To obtain a county-district-school (CDS) code for a new school, contact CDS Administration at 916-327-4014.

Information for CBEDS-OPUS coordinators is available on the CDE CBEDS Instructional Materials Web page at: <http://www.cde.ca.gov/ds/sd/cb/materials.asp>.

Significant Dates – CBEDS-OPUS 2009	
By September 4	CBEDS-OPUS coordinators receive materials.
By September 11	CBEDS-OPUS coordinators train school staff in administrative procedures.
October 7	Information Day
October 16	Schools return materials to district CBEDS-OPUS coordinators.
By October 30	Districts submit data through the Internet.
November 13	The CDE notifies district superintendents if CBEDS-OPUS data are not received by this date.
January 15, 2010	Final date to submit any amendments to the CDE.

What Information Is Collected?

Two separate forms are used to collect the data:

1. The **County/District Information Form (CDIF)** requests information on the following:
 - **Classified staff** - Number of staff members by type, gender, and racial/ethnic designation
 - **Teacher hires** - Estimated number of hires by subject area for 2010-11
 - **High school graduation requirements** - By subject area, the minimum units required for a high school diploma for 2009-10

2. The **School Information Form (SIF)** requests information on the following:
 - **Classified staff** - Number of staff members by type, gender, and racial/ethnic designation
 - **Educational options** - Number of participating students by program type and the total unduplicated count of educational option students.
 - **Technology** - Number of computers used for instruction-related purposes and number of classrooms with access to the Internet
 - **Educational calendar** - Type of calendar on which the school operates
 - **Parental Exception Waiver from English-Language Classrooms** - number of waiver requests and number of waivers granted for English learner (EL) students' enrollment in a bilingual classroom.
 - **Bilingual Paraprofessionals (Aides) Providing Services to English Learners (ELs)** - language and number of bilingual paraprofessionals who provide primary language support to ELs in classrooms where the teacher is providing EL services.

Data on **school enrollment, graduates, dropouts, and certificated staff data** will not be collected through CBEDS-OPUS. Instead, those data will be collected in the fall through CALPADS (California Longitudinal Pupil Achievement Data System). The derived data will continue to be part of the CBEDS data files.

Who Provides Information for CBEDS-OPUS?

Each county/district superintendent has been asked to designate a CBEDS-OPUS coordinator. It is the CBEDS-OPUS coordinator's responsibility, on behalf of the superintendent, to ensure that all data-collection and reporting procedures are followed. The CBEDS-OPUS coordinator should serve as the primary source for clarifying instructions on completing the CBEDS-OPUS forms. Each district is responsible for assisting the CBEDS-OPUS coordinator.

Charter schools may elect to (1) report data independent of its authorizing agency directly to the CDE through CBEDS-OPUS, or (2) have the authorizing agency report the charter school's CBEDS-OPUS data on its behalf. The deadline for charter schools to select their reporting status was June 30, 2009.

On Information Day each county office of education, school district, school, and independently reporting charter school is responsible for ensuring that the CBEDS-OPUS forms appropriate to its level are completed. What follows is an identification of each form and the educational agency responsible for completing it.

How is the Information Collected?

Early in the fall, data-collection information is distributed to the county and district CBEDS-OPUS coordinators.

The CDIF is to be completed by:

- County offices of education
- Local school districts operating elementary and/or secondary schools (Single-school districts should complete both the CDIF and the SIF.)
- The California Education Authority
- State Board of Education (SBE) Schools
- Statewide Benefit Charter (SBC) Schools
- State Special Schools

The SIF is to be completed by:

- All public schools maintained by county offices of education (including juvenile halls and other special schools), except preschools, children's centers, after-school programs, adult schools, and regional occupational centers/programs (ROC/Ps)
- All public schools administered by a school district, except preschools, children's centers, after-school programs, adult schools, and ROC/Ps
- All public schools administered by the California Education Authority

- State Board of Education (SBE) Schools
- Statewide Benefit Charter (SBC) Schools
- State Special Schools
- Charter schools that report their data independent of their authorizing agency directly to CBEDS-OPUS

How Is the Information Used?

Information collected through CBEDS-OPUS and CALPADS are used by the CDE to produce state and federal reports required in whole or in part by *Education Code (EC)* sections 10600–10610 and 58511; by *Government Code* sections 13073 and 13073.5; by *California Code of Regulations*, Title 5, Section 97; by Public Laws 94-142 and 94-482; and by Titles VI and IX of the Civil Rights Act of 1964, as amended.

As noted earlier, enrollment data are no longer collected through CBEDS-OPUS; however, the enrollment data will continue to be a part of the CBEDS files. The enrollment data and CBEDS data are used to compute funding for the following: instructional materials; Title I, Improving the Academic Achievement of the Disadvantaged, Part A—Improving Basic Programs Operated by Local Educational Agencies; Title V, Promoting Informed Parental Choice and Innovative Programs—Part A, Innovative Programs; 21st Century Community Learning Centers Program; 21st Century After School Safety and Enrichment for Teens Program; After School Education and Safety Program; Title IV, 21st Century Schools, Part A, Safe and Drug-Free Schools and Communities; Healthy Start Support Services grants; the California Technology Assistance Project; Title II, Part D, Enhancing Education Through Technology Formula and Competitive Grants; Title II, Part A—Improving Teacher Quality; Middle and High School Supplemental Counseling; Arts and Music Block Grant; Williams County Office of Education Oversight; Oral Health Assessment; Education Technology K–12 Voucher Program; Economic Impact Aid; Peer Assistance Review; School Safety and Violence Prevention; class size reduction (K–3 and grade 9); and federal special education local entitlement grants.

CBEDS-OPUS data are used to identify classified staff counts, areas of teacher needs, high school graduation requirements, technology access, school calendars, and parental exception waivers from English language classrooms.

CBEDS-OPUS data, after review and certification, are made available to educational institutions and the general public through the CDE's Data and Statistics Web page at <http://www.cde.ca.gov/ds/>.

For assistance accessing the data, please contact the Educational Demographics Office at 916-327-0219.

Receipt, Preparation, and Submission Process

Materials Receipt

CBEDS-OPUS coordinators will receive the following materials through the U.S. mail:

- Summary letter on the October 2009 CBEDS-OPUS collection
- List of Expected Schools
- Request for a CDS Code application

SIF/CDIF. County and district offices will report the SIF/CDIF data through the Internet-based **Online Public Update for Schools (OPUS) application**. Blank forms may be printed from this application.

Note: The CBEDS PAIF (Professional Assignment Information Form) data are no longer collected on CBEDS. The data will be collected through CALPADS.

Preparation of Data

CBEDS-OPUS coordinators are responsible for the following:

- 1) Review the **List of Expected Schools** and work with your CDS coordinator to report school closures, school name changes, and grade-span changes.
- 2) Review the CDIF and SIF to determine what data are needed. Some districts have the data available centrally; other districts must collect the data manually from each of the schools in the district.
- 3) If collecting the data manually, you may use the CBEDS-OPUS application to print out a blank CDIF or SIF for each school; or the schools may print the SIF from the Internet.

Submission of Data

- 1) Use the CBEDS-OPUS Internet application to complete the **CDIF and SIF**. Or, if the data are available in an electronic format, the data may be imported into the CDIF or SIF application without data entry. To import, the data must be in the format specified for CBEDS-OPUS, which is available under the Export menu, and on the CBEDS-OPUS Web Application and Resources Web page at <http://www.cde.ca.gov/ds/sd/cb/opuscbeds.asp>.
- 2) Verify that a SIF has been completed for each school in the district, that data are reported for the year-round schools that are off track on Information Day, and that a CDIF has been completed for the district. CBEDS-OPUS coordinators should also check the CDIF and the SIF of each school for completeness and accuracy.

Glossary

Bilingual Paraprofessional

For the purposes of this report, a bilingual paraprofessional is an aide fluent in both English and the primary language of the pupil or pupils of limited English proficiency and provides primary language support. Such paraprofessionals should meet district criteria that ensure they are (1) able to understand, speak, read, and write English and the primary language; and (2) are familiar with the cultural heritage of the ELs.

Classified Employee

A classified employee is defined as an employee of a school district who is employed in a position not requiring certification qualifications. In addition to the paraprofessionals and office/clerical staff, "other classified staff" may include custodians, food service staff, bus drivers, business managers, or staff below the level of assistant, deputy, or associate superintendents who hold positions not requiring credentials. For CBEDS reporting, do not include preschool, adult education, or ROC/P classified employees.

County and district offices may use different time periods to qualify employees as full time. For CBEDS reporting, refer to your county or district's definition of full time to determine whether an individual classified staff member should be reported as full time or part time. If your county or district does not have a definition of full time, report staff members who work 30 hours or more per week as full time and staff members who work fewer than 30 hours per week as part time.

Educational Calendar

Single-Track Year-Round School: Students follow an educational calendar that has frequent and shorter vacation periods. The entire student body occupies the facility for on-track sessions and shares similar vacation schedules during off-track periods.

Multitrack Year-Round School: Students are divided into three to five groups to increase the enrollment capacity of the facility. The three, four, or five tracks rotate throughout the year, following an educational calendar that has frequent and shorter vacation periods. One of the tracks is always on vacation.

60/20: Under this plan the school year is divided into three 60-day (12-week) instructional periods and three 20-day (4-week) vacation periods.

60/15: Under this plan the school year is divided into three 60-day (12-week) instructional periods and four 15-day (3-week) vacation periods.

90/30: Under this plan the school year is divided into two 90-day (18-week) instructional periods and two 30-day (6-week) vacation periods.

45/15: Under this plan the school year is divided into four 45-day (9-week) instructional periods separated by four 15-day (3-week) vacation periods.

Concept 6: The school year is divided into two 80-day (16-week) instructional periods and two 40-day (eight-week) vacation periods. This is a three-track calendar.

Custom Calendar: This year-round educational program, which is not described above, has fewer than eight consecutive weeks of vacation scheduled during the school year.

Educational Options

An "educational option" is a course of study, prescribed by the *EC*, which is **different** from and is an alternative to conventional or regular instruction (see *EC* 51225.3 [b]). The educational options described below are offered at the option of the district or county office of education. Some educational options may be a program within a school, while others may constitute the entire enrollment of a school. In both cases this enrollment should be reported in section D on the SIF.

Students may be engaged concurrently in more than one educational option and should be reported in each educational option in which they participate. The categories within which students in educational options are to be reported in section D are discussed below:

"Alternative Schools and Programs of Choice" means voluntary schools and programs established by local governing boards pursuant to *EC* sections 58500 et seq. to provide different means of attaining the objectives of regular education and meeting different students' interests, needs, and ways of learning. Alternative schools and programs of choice may offer a different instructional strategy, philosophy, structure, or focus. Examples include the following schools and programs: dual immersion language, fundamental or back-to-basics, Montessori, open classroom, and others.

"Magnet" means any school, program, or school within a school designed to attract students from their school of residence. A magnet school/program is established and operates on the basis of a particular curriculum theme and/or a particular instructional mode or structure; it may or may not be intended for achieving racial balance.

"Smaller Learning Communities" are designed to foster a greater sense of school community and belonging among students and staff and to allow for closer and more comprehensive oversight of students' academic and social progress. Smaller learning communities are characterized as having an identified, cohesive group of fewer than 500 students and as being smaller than a comprehensive high school. Students are supervised and educated by a team of teachers in a focused

instructional program for a minimum of 50 percent of the school day and for a minimum of two consecutive school years.

“Thematic Schools and Programs” are those organized by a curricular theme or themes, such as the humanities, the arts, international relations, or health careers.

“Total (unduplicated)” means the total number of students reported in one or more of the alternative schools and programs of choice (*EC* sections 58500–58512). Do not report the student more than once on this line.

Information Day

On this day personnel in schools, districts, and county offices of education are requested to provide information regarding classified staff and accountability indicators.

Other Classified Staff

Other classified staff includes all noncertificated staff members not reported as “paraprofessionals” or “office/clerical staff,” such as managers, custodians, food service staff, bus drivers, noon duty supervisors, and staff below the level of assistant, deputy, or associate superintendent.

Paraprofessional

Paraprofessional includes teaching assistants, teacher aides, pupil service aides, and library aides.

Parental Exception Waiver from English-Language Classrooms

A parental exception waiver from English-language classrooms is a written request from parents or guardians of ELs who petition for enrollment in a bilingual education class or other generally recognized alternative course of study. Pursuant to *EC* sections 310 and 311, districts are required to process parental exception waiver requests.

Racial/Ethnic Designations

The following racial and ethnic designations and definitions are aligned with the new federal standards for collecting and reporting race and ethnicity categories. The racial/ethnic designation that most closely reflects the individual’s recognition in the community should be used for the purposes of this report.

American Indian or Alaska Native, Not of Hispanic Origin: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains cultural identification through tribal affiliation or community recognition.

Asian, Not of Hispanic Origin: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, and Vietnam). On the PAIF, the racial/ethnic designation of Asian is further broken into subcategories.

African American, Not of Hispanic Origin: A non-Hispanic person having origins in any of the black racial groups of Africa.

Filipino, Not of Hispanic Origin: A person having origins in any of the original peoples of the Philippine Islands.

Hispanic or Latino of any race: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

Pacific Islander, Not of Hispanic Origin: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands (excludes the Philippine Islands). On the PAIF, the racial/ethnic designation of Pacific Islander is further broken into subcategories.

White, Not of Hispanic Origin: A non-Hispanic person having origins in any of the original peoples of Europe, North Africa, or the Middle East (e.g., England, Portugal, Egypt, and Iran).

Two or More Races, not Hispanic: This is **not** a designation that should be used for local collection of racial/ethnic data from individuals. This designation should be used to report aggregated data from districts of more than one race or ethnicity.

Instructions for Completing the County/District Information Form

General Instructions

- Complete only one CDIF.
- Report data current as of Information Day unless otherwise directed.
- Make copies for the county office of education and for your records as appropriate.

Special Instructions

- **County Offices.** Report information only for students and staff in programs administered by the county office. Do not aggregate or duplicate district data.
- **District Offices.** Do not aggregate or duplicate information reported on a school report.

Detailed Instructions by Item

A. Number of Classified Staff

Report on lines 1-6, by type, gender, and racial/ethnic designation, the number of paid full-time and part-time classified employees assigned to the district office or county office of education and not to a specific school site. Do not report adult education, ROC/P, or children's center/preschool classified staff. To be considered full time, classified staff members must work a minimum of six hours daily or no fewer than 30 hours per week. Refer to the Glossary for definitions of "racial/ethnic designation," "paraprofessional," and "other classified staff."

Report "paraprofessional," "office/clerical," and "other classified" staff members who work at a specific school site on the SIF.

If the "paraprofessional" or "office/clerical" staff members serve at more than one school, they should be reported only once on the SIF and at the school where they serve the majority of their time.

If the "other classified" staff members serve at more than one school, they should be reported on the CDIF.

Classified staff members who work in more than one job position within the same school district should select one of the positions to report.

Do not report on the CDIF the sum of the classified staff who were reported on the district's SIFs.

- Single-school districts report all classified staff on the SIF.

B. Gifted and Talented Education will be reported through CALPADS.

C. Estimated Number of Teacher Hires

Report the projected or estimated number of teacher hires for the 2010-11 school year to fill new positions or vacated positions. A vacated position occurs if a teacher is expected to retire, resign, transfer, or begin a leave of absence. Do **not** include teachers expected to remain with the district in a new specialization.

Report information about classroom teaching positions and specialist positions, including those funded by local, state, or federal monies. Do not include administrative, guidance, media, library, health service, or noncertificated positions in "other specializations."

D. High School Graduation Requirements (2009-10)

For your district's 2010 graduates, report the minimum number of units required in each subject, the total number of units needed for graduation on line 13, and the number of units in a one-year course on line 14. In addition to the minimum graduation requirements, if your district's graduation requirements include any of the specific mathematics and/or science subjects listed, report those units in the spaces provided.

Elementary districts with charter high schools should leave this section blank.

E. Student Interdistrict Transfer will be reported through CALPADS.

CBEDS-OPUS

California Basic Educational Data
System-Online Public Update for Schools
California Department of Education
Revised (08/11/2009)

County:
District:
CD Code:

County/District Information Form (CDIF)
October 2009

Single School Districts Should: Leave section A blank. Report all classified staff only on the School Information Form (SIF).	Male								Female								Totals (q)
	American Indian or Alaska Native, Not Hispanic	Asian, Not Hispanic	Pacific Islander, Not Hispanic	Filipino, Not Hispanic	Hispanic or Latino of Any Race	African American, Not Hispanic	White, Not Hispanic	Two or More Races, Not Hispanic	American Indian or Alaska Native, Not Hispanic	Asian, Not Hispanic	Pacific Islander, Not Hispanic	Filipino, Not Hispanic	Hispanic or Latina of Any Race	African American, Not Hispanic	White, Not Hispanic	Two or More Races, Not Hispanic	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	

A. Number of Classified Staff Report in whole numbers only classified employees who are assigned to the district office or county office of education.

			(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)
1	Paraprofessionals	Full-time																	
2	Paraprofessionals	Part-time																	
3	Office/Clerical Staff	Full-time																	
4	Office/Clerical Staff	Part-time																	
5	Other Classified Staff	Full-time																	
6	Other Classified Staff	Part-time																	

B. Gifted and Talented Education (GATE) Report the total number of identified GATE students. See Glossary for definition. – Data are no longer collected through CBEDS; now collected through CALPADS

			(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)
7	GATE Students																		

*** Complete Sections C through E on reverse side. ***

Make copies for the county office of education and for your records as appropriate.

County/District Information Form (CDIF) (Continued)

CD Code:

C. Estimated Number of Teacher Hires For classroom teaching and specialist positions only. Report in full-time equivalents (FTEs) to one decimal place. (Do not include administrative, guidance, media, library, health service, or classified positions.)		D. High School Graduation Requirements (2009-10) Minimum units required for a high school diploma. (Report units to one decimal place.)		
Subject Areas		Subject Areas		
(a)		(a)		
Estimated Number of Teacher Hires for 2010-11		Units		
(b)		(b)		
1	Agriculture	1	English	
2	Art	2	Visual and Performing Arts	
3	Bilingual Education	3	Foreign Language	
4	Business	4	Foreign Language or Visual and Performing Arts	
5	Dance	5	Health	
6	English	6	History-Social Science	
7	Foreign Language	7	Mathematics	
8	Health	8	Physical Education	
9	Home Economics	9	Science	
10	Life Science	10	Community Service	
11	Mathematics	11	Electives	
12	Music	12	Other Requirements	
13	Physical Education	13	Total units needed for graduation	
14	Physical Science	14	Units in a One-Year Course – Typically, a one-year course is equivalent to 10 units. For example, if four years and 40 units of English are required for graduation, the number of units in a one-year course would be 10.	
15	Reading			Report the number of units in a one-year course
16	Self-contained Classes			
17	Special Education			
18	Social Science/Studies			
19	Theater			
20	Trades and Industrial Arts	Specific Graduation Requirements for Mathematics and Science		
21	Other Specializations	Complete the following section ONLY if your district's high school graduation requirements for mathematics include any of the subjects listed below or, for science, specify laboratory science.		
E. Student Interdistrict Transfer No longer collected through CBEDS; now collected through CALPADS The districts receiving the interdistrict transfers should report the total number of students who are interdistrict transfers as of Information Day. If none, enter "0."		Mathematics Required for Graduation		
		15	Algebra I or Integrated Mathematics I (college preparatory)	
		16	Geometry or Integrated Mathematics II (college preparatory)	
		17	Algebra II or Integrated Mathematics III (college preparatory)	
		18	Probability and Statistics or Data Analysis	
		Laboratory Science		
		19	Laboratory Science required for graduation	
Name of person completing form (please print)		Certification <i>I hereby certify that the data reported on this form are accurate and complete.</i>		
Telephone ()		Signature of Superintendent (or designee)		
Title (please print)		Date		
Extension				

Instructions for Completing the School Information Form

General Instructions

- Complete only one SIF for a school.
- Report data current as of Information Day.
- Make a copy for the county office of education as appropriate. Retain a copy for school files.
- **County Superintendents:** *Do not report data for students concurrently enrolled in a school district.*
- For definitions of data previously collected through CBEDS and currently collected through the SSID process, refer to the document "Enrollment, Graduate, and Dropout Definitions," available at <http://www.cde.ca.gov/ds/td/lo/ssid.asp>.

Detailed Instructions by Item

A. Number of Classified Staff

Report (in whole numbers) on lines 1-6, by type, gender, and racial/ethnic designation, the number of paid full-time and part-time classified staff as of Information Day. Do not report adult education, ROC/P, or children's center/preschool classified staff. Refer to the Glossary for definitions of "racial/ethnic designations," "paraprofessionals," and "other classified staff." Report classified staff who work at a specific school site on the SIF.

Report the "paraprofessional" or "office/clerical" staff members who serve at more than one school only once on the SIF and at the school where they serve the majority of their time. Classified staff who work in more than one position within the same school district should select one of the positions to report.

If the "other classified" staff serve at more than one school, they should be reported on the CDIF.

- Single School Districts: Report classified staff on the SIF only.

B. Enrollment in Selected High School Courses will be collected through CALPADS.

C. Career Technical Education Enrollment will be collected through CALPADS.

D. Educational Options

Report the number of participating students for each type of educational option and the total unduplicated count. Refer to the Glossary for further instructions.

E. Technology

Computers Used for Instruction-Related Purposes

On line 1 report the number of computers owned or leased by the school that are less than 48 months old and are used for direct instruction, curriculum development, classroom management, preparation of instructional materials, or similar activities. The count should include computers used for instruction-related purposes that may not be located at the school site (e.g., computers loaned to teachers or students for work at home or at other locations). Do not include word processing-only computers. If there are no computers, enter "0." If your school does not provide this count, the answer is assumed to be "0."

Internet Access

On line 2 report the number of classrooms or other instructional settings at the school (such as computer lab, library, or career center) utilizing a high speed (local area network connection speed of 10 megabits or greater) Internet connection capable of streaming instructional content.

Count each classroom, instructional setting, or computer lab only once, even if the classroom is utilizing more than one computer with Internet access. If there are no classrooms utilizing Internet access, please enter "0." If your school does not provide this count, the answer is assumed to be "0."

F. Educational Calendar

Report the type of calendar on which your school operates. Do not report both single-track and multitrack for a single school site. If any part of the school is year-round, select more than one type of calendar: traditional and single-track or traditional and multitrack. In the Glossary, refer to "Educational Calendar" for the definitions.

G. Parental Exception Waiver from English-Language Classrooms

Report the number of waiver requests (new or renewed) and the number granted during October 1, 2008 through October 7, 2009 from parents or guardians of English learner (EL) students who petition for enrollment in a bilingual education class or other generally recognized alternative course of study.

Note: A waiver granted under EC310 and 311 is not the same as a parental request. Parental requests refer to solicitations on the part of parents or guardians to have their child transferred from a structured English immersion setting and placed in an English-language mainstream class and provided with additional and appropriate instructional services as authorized by CCR T5, 11301(b).

Parental Exception Waivers Granted or Denied

On line 1, report the total number of new and renewal parental exception waivers that have either been granted or denied since the last CBEDS Information Day (October 1, 2008), pursuant to EC 310 and 311.

Parental Exception Waivers Granted

On line 2, report the total number of parental waivers from line 1 that have been granted since October 1, 2008.

Note: The number reported in row 2, total parental exception waivers granted, may **not** be greater than the number reported in row 1, total parental exception waivers granted or denied. In row 1 include all waiver activity, new and renewal, including those waiver requests submitted before October 1, 2008, but where a decision that was pending on October 1, 2008, was eventually transacted after October 1, 2008 (granted

or denied). In row 2 include all waivers, new, renewal, and pending, that were granted after October 1, 2008.

H. Bilingual Paraprofessionals Providing Services to ELs

Report the number of bilingual paraprofessionals (aides) who provide services to ELs by language of instruction. **Only report those bilingual paraprofessionals (aides) providing services to ELs** in ELD, language arts, mathematics, science, and/or social studies who are assigned to ELs as of October 7, 2009. Refer to the glossary for a definition of a bilingual paraprofessional.

Language of Instruction

Report the language of instruction provided to ELs by a bilingual paraprofessional (aide). Use only languages listed on the List of Languages below.

Bilingual Paraprofessionals (Aides)

Count each bilingual paraprofessional (aide) only once. Report persons in whole numbers regardless of full-time or part-time status (no fractions or decimals). If an aide works at more than one school, report the person at the school in which he or she spends the majority of time providing EL instructional services. If the aide spends an equal amount of time serving ELs at more than one site, choose only one site and report all of their time at that site. Do not report this aide more than once, do not use decimals to report the time, and do report them under multiple languages.

List of Languages

The following is a list of primary languages and codes used for reporting bilingual paraprofessionals (aides) in section H of the School Information Form (SIF). Languages only on this list may be reported on the SIF. Primary languages not listed below are assigned code 99 (all other non-English languages).

For purposes of this data collection, sign language is not considered a primary language. Do not include it in your report.

Primary Languages and Codes

<u>Code</u>	<u>Language</u>	<u>Code</u>	<u>Language</u>	<u>Code</u>	<u>Language</u>
56	Albanian	22	Hindi	06	Portuguese
11	Arabic	23	Hmong	28	Punjabi
12	Armenian	24	Hungarian	45	Rumanian
42	Assyrian	25	Ilocano	29	Russian
61	Bengali	26	Indonesian	30	Samoan
13	Burmese	27	Italian	52	Serbo-Croatian (Bosnian, Croatian, Serbian)
03	Cantonese	08	Japanese	60	Somali
36	Cebuano (Visayan)	09	Khmer (Cambodian)	01	Spanish
54	Chaldean	50	Khmu	46	Taiwanese
20	Chamorro (Guamanian)	04	Korean	32	Thai
39	Chaozhou (Chiuchow)	51	Kurdish (Kurdi, Kurmanji)	57	Tigrinya
15	Dutch	47	Lahu	53	Toishanese
16	Farsi (Persian)	10	Lao	34	Tongan
05	Filipino (Pilipino or Tagalog)	07	Mandarin (Putonghua)	33	Turkish
17	French	48	Marshallese	38	Ukrainian
18	German	44	Mien (Yao)	35	Urdu
19	Greek	49	Mixteco	02	Vietnamese
43	Gujarati	40	Pashto	99	All other non-English languages
21	Hebrew	41	Polish		

CBEDS-OPUS

California Basic Educational Data System-
Online Public Update for Schools
California Department of Education
Revised (08/11/2009)

County:
District:
School:
CDS Code:

School Information Form (SIF)
October 2009

			Male							Female									
			American Indian or Alaska Native, Not Hispanic	Asian, Not Hispanic	Pacific Islander, Not Hispanic	Filipino, Not Hispanic	Hispanic or Latino of Any Race	African American, Not Hispanic	White, Not Hispanic	Two or More Races, Not Hispanic	American Indian or Alaska Native, Not Hispanic	Asian, Not Hispanic	Pacific Islander, Not Hispanic	Filipino, Not Hispanic	Hispanic or Latina of Any Race	African American, Not Hispanic	White, Not Hispanic	Two or More Races, Not Hispanic	Totals
			(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)
A. Number of Classified Staff Report in whole numbers. (Single-school districts should report classified staff only on this form.)																			
1	Paraprofessionals	Full-time																	
2	Paraprofessionals	Part-time																	
3	Office/Clerical Staff	Full-time																	
4	Office/Clerical Staff	Part-time																	
5	Other Classified Staff	Full-time																	
6	Other Classified Staff	Part-time																	
B. Enrollment in Selected High School Courses (Grades 7-12) - Data are no longer collected through CBEDS; now collected through CALPADS																			
9	Intermediate Algebra/Algebra II																		
10	Other Advanced Math Course																		
11	Chemistry – First Year																		
12	Physics – First Year																		
C. Career Technical Education Enrollment (Grades 9-12) Report each student only once – do not include ROC/P. - Data are no longer collected through CBEDS; now collected through CALPADS																			
13	Number of Students																		

School Information Form (SIF) (Continued)

School:

CDS Code:

D. Educational Options			F. Educational Calendar																										
All schools must complete this section if any type of educational option is offered to their students. Students should be counted in each category that applies. Please refer to the Glossary for definitions of these educational options. The shaded areas will not be collected through CBEDS.			Do not report both single-track and multitrack for a single school site. If any part of the school is year-round, check single-track or multitrack.																										
Types of Educational Options	Number of Participating Students		1 Check the type of calendar on which your school operates.																										
	(a) K-8	(b) 9-12	<input type="checkbox"/> Traditional <input type="checkbox"/> Single-track <input type="checkbox"/> Multitrack																										
1 Alternative Schools and Programs of Choice			2 For single-track or multitrack only, check one of the year-round calendars listed below.																										
2 AVID	Collected through CALPADS		<input type="checkbox"/> 60/20 <input type="checkbox"/> 90/30 <input type="checkbox"/> Concept 6 <input type="checkbox"/> Custom																										
3 California Partnership Academies	Collected through CALPADS		<input type="checkbox"/> 60/15 <input type="checkbox"/> 45/15 <input type="checkbox"/> Modified Concept																										
4 Independent Study (not adult education students)	Collected through CALPADS		G. Parental Exception Waiver from English-Language Classrooms																										
5 International Baccalaureate Programs	Collected through CALPADS		Report the number of waiver requests (new or renewed) and the number granted during October 1, 2008 through October 7, 2009 from parents or guardians of English learner (EL) students who petition for enrollment in a bilingual education class or other generally recognized alternative course of study.																										
6 Magnet Schools or Programs			1	Number requested																									
7 Opportunity	Collected through CALPADS		2	Number granted																									
8 Pregnant/Parenting	Collected through CALPADS		H. Bilingual Paraprofessionals (Aides) Providing Services to ELs																										
9 Smaller Learning Communities			Report the number of bilingual paraprofessionals who provide primary language support to ELs in classrooms where the teacher is providing EL services by language of instruction. Refer to the Administrative Manual for CBEDS-OPUS, page 11, for a listing of languages used for this report.																										
10 Specialized Secondary Program	Not Collected	Not Collected	<table border="1"> <thead> <tr> <th></th> <th>Language of Instruction (a)</th> <th>Number of Bilingual Paraprofessionals (Aides) (b)</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td></tr> </tbody> </table>				Language of Instruction (a)	Number of Bilingual Paraprofessionals (Aides) (b)	1			2			3			4			5			6			7		
	Language of Instruction (a)	Number of Bilingual Paraprofessionals (Aides) (b)																											
1																													
2																													
3																													
4																													
5																													
6																													
7																													
11 Thematic Schools and Programs																													
12 Other	Not Collected	Not Collected																											
13 Total (unduplicated)																													
E. Technology																													
<p>On line 1 report the number of computers owned or leased by the school that are less than 48 months old and are used for direct instruction, curriculum development, classroom management, preparation of instructional materials, or similar activities. If your school does not provide this count, we will assume the answer is "0."</p> <p>On line 2 report the number of classrooms or other instructional settings at the school (such as computer lab, library, or career center) utilizing a high-speed (local area network connection speed of 10 megabits or greater) Internet connection capable of streaming instructional content. If your school does not provide this count, we will assume the answer is "0."</p>																													
1	How many computers does the school have that are used for instruction-related purposes? If none, enter "0."																												
2	How many classrooms have access to the Internet through at least one computer? If none, enter "0." (Must be less than or equal to answer from question number 1, above.)																												
Contact and Certification																													
Name of person completing form (please print)		Telephone ()		Certification <i>I hereby certify that the data reported on this form are accurate and complete.</i>																									
Title (please print)		Extension		Signature of Principal (or designee)																									
				Date																									