

CALPADS

October 2018

2018-19 School Year

Preparing for Fall 1 Reporting

- Student Enrollment (SENR)
- Student Information (SINF)
- Student Programs (SPRG)
- Student English Language Acquisition (SELA)

Sub-Groups to Work on:

- Homeless
- Foster
- Migrant
- Free/Reduced Lunch Eligibility (Allowed through October 31st)
- Direct Certification Reports (Allowed through the November Direct Certification for Fall 1)

Certification Deadlines

We appreciate your continued patience as we work through this transition, and we understand the issues and challenges that users are experiencing. We continue to deploy patches to fix system defects on an ongoing basis. Given the transition, the CDE continues to discuss the most appropriate deadlines for the upcoming Fall 1 and Fall 2 submissions. Once we believe the system is more stable, we will announce new deadlines.

CALPADS Submission	Census Day	Primary Data Submitted	Official Submission Window	Certification Deadline	Amendment Window
Fall 1	October 3, 2018	<ul style="list-style-type: none"> • 2018–19 Enrollment Counts • 2017–18 Grads and Drops • English Language Acquisition Status • Immigrant Counts • Free/Reduced Price Meal Eligibility 	October 3, 2018 to November 21, 2018	November 21, 2018	November 22, 2018 to December 7, 2018
Fall 2	October 3, 2018	<ul style="list-style-type: none"> • Student Course Enrollments • Staff Assignments and FTE • English Learner Education Services 	November 27, 2018 to February 1, 2019	February 1, 2019 (Final Deadline)	No Amendment Window

The CALPADS team will continue to address issues as quickly as possible and anticipates that new issues will continue to arise. With the addition of the new “view only” role, more users are accessing the system than in prior years. LEA CALPADS Administrators should delay assigning view-only roles to new users until the system has become more stable. The CALPADS Team will notify LEAs when we feel that the system has become more stable.

Please see the attached sample of CALPADS User Account Agreement

- This is suggested for use when assigning roles in CALPADS

Upcoming Trainings/User Group Meetings

- School Wise User Group Meeting
 - November 8th
 - 1:00 – 3:00
 - Redwood A

- CALPADS Reports for Administrators
 - November 9th
 - 9:00-12:00
 - Redwood A
 -

- Aeries User Group Meeting
 - November 9th
 - 1:00 – 3:00
 - TLC Eagan 4

SAMPLE CALPADS User Account Agreement

The following agreement must be completed and signed by the department supervisor for all new CALPADS Local user accounts. Final approval for CALPADS access is granted by the Director of Information Systems with permissions granting the user limited access to the State Student Information System database.

It is the department supervisor's responsibility to provide the necessary training and/or resources to ensure the new user's thorough understanding of the CALPADS software and its system security protocols.

To view the CALPADS training schedule and sign up for sessions, visit the URL CALPADS Trainings:
<http://www.csis.k12.ca.us/e-learning/calpads-registration>

Additionally, it is the supervisor's responsibility to immediately notify the district CALPADS LEA admin if, and when, the user becomes separated from School District/LEA employment.

The school district reserves the right to revoke access at any time.

- ✓ Complete this form in its entirety and submit to the district CALPADS LEA admin
- ✓ Upon receipt, user agreement will be processed within three business days
 - A separate CALPADS User Agreement is completed by the User and placed in the employee's file
- ✓ Please note that name changes will require a new agreement to be submitted

Legal first name: _____ Legal Last name: _____

District-issued email: _____ **@(Edit Here)**

Department Supervisor (print): _____ Title: _____

Department Supervisor (signature): _____ Date: _____

Director of Information Systems (print): _____

Director of Information Systems (signature): _____ Date: _____

Not Approved

Use the following pages to determine which CALPADS Roles are needed in order to complete work tasks Check the box on the left to indicate needed functionalities.

✓	Possible Roles	LEA	School	Description of Roles Function or Access
	Anomaly Contact	X	X	Provides functionality to identify the anomaly contact for an LEA
	Assessments	X	X	Provides functionality to view assessment screens, reports, and extracts
	Authorizing LEA	X		Provides functionality to view County/Authorizing LEA Reports
				- Available to all LEAs
	County	X		Provides functionality to view County/Authorizing LEA Reports. This role is only available for County Office of Education entities
	CRSE Edit	X	X	Provides functionality to
				- create and manage Course records using the online and batch interface
				- request and retrieve Course Records Extracts
				- request and retrieve Course ODS Extracts
	CRSE View	X	X	Provides functionality to only view Course via Online Maintenance
	Data Collection Certifier	X		Provides functionality to view and manage Certification for all submissions
	Direct Certification	X	X	Provides access to view and to extract Direct Certification results
	EOY1 Reports	X	X	Provides functionality to view designated EOY 1 Reports (per Report Inventory)
	EOY2 Reports	X	X	Provides functionality to view designated EOY 2 Reports (per Report Inventory)
	EOY3 Reports	X	X	Provides functionality to view designated EOY 3 Reports (per Report Inventory)
	Fall1 Reports	X	X	Provides functionality to view designated Fall 1 Reports (per Report Inventory)
	Fall2 Reports	X	X	Provides functionality to view designated Fall 2 Reports (per Report Inventory)
	Foster Youth	X	X	Provides access to view Foster Youth ODS reports
	Free and Reduced-Price Meal EDIT	X	X	Provides functionality to create and manage Free and Reduced Lunch Price Meal data
	Free and Reduced-Price Meal VIEW	X	X	Provides functionality to view Free and Reduced Lunch Price Meal data
	LEA Administrator	X		Provides access to the create new Users and Assign Organization Types and Roles
	Local Code Mapping	X		Provides functionality to create local code mappings
	Maintain Foster	X	X	Provides functionality to the Maintain Local Foster Match Screen
	SASS Edit	X	X	Provides functionality to
				- create and manage Staff Assignment records using the online interface
				- request and retrieve Staff Assignment Rejected Records Extracts
				- request and retrieve Staff Assignment ODS Extract

	SASS View	X	X	Provides functionality to only view Staff Assignment records via Online Maintenance
	SCTE Edit	X	X	Provides functionality to
				- create and manage Student Career Technical records using the online and batch interface
				- request and retrieve Student Career Technical Rejected Records Extracts
				- request and retrieve Student Career Technical ODS Extract
	SCTE View	X	X	Provides functionality to only view Student Career Technical via Online Maintenance
	SDEM Edit	X	X	Provides functionality to
				- create and manage Staff Demographics records using the online and batch interface
				- request and retrieve Staff Demographics Rejected Records Extracts
				- request and retrieve Staff Demographics ODS Extract
	SDEM View	X	X	Provides functionality to only view Student Demographics records via Online Maintenance
	SDIS Edit	X	X	Provides functionality to
				- create and manage Student Discipline records using the online and batch interface
				- request and retrieve Student Discipline Rejected Records Extracts
				- request and retrieve Student Discipline ODS Extract
	SDIS View	X	X	Provides functionality to only view Student Discipline records via Online Maintenance
	SELA Edit	X	X	Provides functionality to
				- create and manage English Language Acquisition records using the online and batch interface
				- request and retrieve English Language Acquisition Rejected Records Extracts
				- request and retrieve English Language Acquisition ODS Extract
	SELA View	X	X	Provides functionality to only view English Language Acquisition records via Online Maintenance
	SENR Edit	X	X	Provides functionality to:
				- create and manage SSID Enrollment records using the online and batch interface
				- review and resolve anomalies (MIDs, ERDs, and CCEs)
				- request and retrieve SSID Extracts
				- request and retrieve SSID Enrollment Rejected Records Extracts
				- request and retrieve Candidate List Extracts
				- request and retrieve Replacement SSIDs Extracts
				- request and retrieve SSID Enrollment ODS Extract
			- request and retrieve Cumulative Enrollment ODS Extract	
	SENR View	X	X	Provides functionality to only view SSID Enrollment records via Online Maintenance
	SINF Edit	X	X	Provides functionality to
				- create and manage Student Information records using the online or batch interface

				- request and retrieve Student Information Rejected Records Extracts
				- request and retrieve Student Information ODS Extract
	SINF View	X	X	Provides functionality to only view Student Information records via Online Maintenance
	SPRG Edit	X	X	Provides functionality to
				- create and manage Student Program records using the online and batch interface
				- request and retrieve Student Program Rejected Records Extracts
				- request and retrieve Student Program ODS Extract
	SPRG View	X	X	Provides functionality to only view Student Program records via Online Maintenance (Some restrictions apply to FRPM data records)
	Staff Search	X	X	Provides functionality to perform search for a Staff and access the Staff Details page
	STAS Edit	X	X	Provides functionality to
				- create and manage Student Absence Summary records using the online and batch interface
				- request and retrieve Student Absence Summary Rejected Records Extracts
				- request and retrieve Student Absence Summary ODS Extract
				- request and retrieve Cumulative Enrollment ODS Extract
	STAS View	X	X	Provides functionality to only view Student Absence Summary records via Online Maintenance
	Student Search	X	X	Provides functionality to perform search for a student and access the Student Details page

Appendix A: CALPADS Rules of Behavior for CALPADS Local Users

Appendix A: CALPADS Rules of Behavior Agreement for CALPADS Local Users I, as a CALPADS Local User, am acknowledging the following information:

1. I know and follow the security and privacy policies at my local education agency that are in place to protect the CALPADS data.
2. I know and follow the security and privacy state and federal laws that are in place to protect the CALPADS data.
3. I have a legitimate and authorized business need to access the data in CALPADS and will use this access only for legitimate and authorized business needs.
4. If I suspect or detect a security or privacy violation, I will contact the CALPADS Service Desk immediately as well as inform my local education agency (CALPADS LEA Admin) in accordance with our policies.
5. If I am assigned one of the following roles: Direct Certification, Foster Youth, Free or Reduced-Price Meals, and Special Education data, which is considered highly sensitive data, I will ensure that this data is handled with utmost privacy and security and every caution will be used in protecting this information from unauthorized access, exposure or distribution.
6. I have read, understand, and will comply with the following notice on the log in screen for CALPADS:
"NOTICE -You are about to access the CALPADS computer system of the State of California Department of Education ("the Department"). This system is intended for authorized users only, in accordance with the Rules of Behavior Agreements for CALPADS Local Users, CALPADS LEA Administrators, and State Users, and applicable state and federal laws. Unauthorized access to or use of this system, or any information therein, is strictly prohibited by Department policy, the Rules of Behavior Agreements for CALPADS Local Users, CALPADS LEA Administrators, and State Users, and applicable state and federal laws. Unauthorized access to this system, and/or unauthorized use of information from this system may result in civil and/or criminal penalties under applicable state and federal laws. By using this system, you are acknowledging and agreeing that all information concerning your access to this system, including but not limited to any information entered, stored or retrieved by you, may be monitored, retrieved, and/or disclosed by authorized personnel, including authorized network administrators and CDE personnel, for any lawful purpose, including but not limited to criminal prosecution."
7. I understand that I am responsible for the security and privacy of my password. I will adhere to the following minimum requirements for a password: It must be at least eight (8) characters in length and must include at least one uppercase letter, at least one lowercase letter, and at least one of the following non-alphanumeric characters: ! ? @ # \$ ^ & * -= _ +.
8. I will comply with the following rules governing user credentials: I will protect my logon credentials at all times, never share my user ID and/or password with anyone, avoid using a feature in my local browser which automatically fills in passwords, and avoid writing my password down. (If I need to write my password down, I will keep this information in a secure area.)

Appendix A: CALPADS Rules of Behavior for CALPADS Local Users

9. I will protect CALPADS information in any form, including information contained on printed reports, data downloaded onto computers and computer media (e.g., diskettes, tapes, compact discs, thumb drives, etc.), user computer monitors, or any other format. Data which is saved to portable storage devices, such as laptops, USB thumb drives, DVD's, and discs will be encrypted.

10. I will log out of CALPADS if I am going to be away from my computer, log out of CALPADS or lock my computer before I leave it unattended, remove CALPADS media information from my desktop when I am away from my desk, store media containing CALPADS information in a locked container during non-business hours, properly cleanse or destroy media containing CALPADS information, and shred paper media and compact discs prior to disposal. I will cleanse diskettes and other magnetic media using appropriate software or a magnetic field with sufficient strength so as to make the information unreadable. I understand that simply deleting files from magnetic media does not remove the information from the media.

11. I am aware of the security issues of snooping, shoulder surfing, social engineering, faxing, virus scanning and patching, phishing, spear phishing breaches from these issues to the best of my ability.

I acknowledge that my CALPADS Local User account will be revoked if any of the above Rules of Behavior are violated.

Print: _____

Title: _____

Signature: _____

Date: _____