



## Tips to Prepare for the CALPADS Transition

The current CALPADS schedule calls for CALPADS to be available for local education agency (LEA) use on Monday, August 3, 2009 and the CSIS State Reporting and Records Transfer (SRRTS) to no longer be available for assignment and maintenance of Statewide Student Identifiers (SSIDs) after July 10, 2009. This means you will not be able to obtain new SSIDs between July 11 and August 3. CSIS and CDE strongly recommend you make plans now to prepare for this transition. Doing so will ensure you have a smoother start to the 2009-10 school year. See below for specific steps you can take to begin your preparations.

1. Create a schedule for the CALPADS transition that details all tasks to be completed prior to August 3 and identify the staff responsible for each task. Use this schedule to guide your work and review it regularly to ensure you are on track for CALPADS implementation.
2. Obtain SSIDs for incoming students prior to July 10 if possible, especially for students for whom you will be doing CELDT or CAHSEE Pre-ID early in the 2009-10 school year.
3. Resolve as many of your LEA's anomalies as possible prior to July 10.
4. Complete a Periodic Enrollment Update at the end of the school year and prior to July 10 to exit students who will not be with you next school year and to update records for students whose records are not current or complete. Doing so will allow you to focus on incoming students when CALPADS comes on line.
5. Work with your SIS vendor to obtain updates for CALPADS. Develop an installation schedule for these updates that ensure all staff responsible for assigning SSIDs have access to updated software on or before August 3.
6. Determine who needs to attend training on the changes in your SIS and who will attend the CALPADS trainings. CDE will announce CALPADS training in a future communication. Take steps to ensure staff will be available to attend these trainings and, if necessary, ensure resources are allocated for the SIS vendor training. (The CALPADS trainings will be provided at no cost.). Although resources are tight, these trainings need to be a priority so you are prepared for CALPADS. If possible, attend these trainings in June or July to ensure you are prepared to access and use CALPADS when it is available in August.

7. Attend the CSIS CALPADS File Submission Overview session. SSID-only LEAs may sign up by going to the CSIS Web page at <http://www.csis.k12.ca.us/e-learning/ssid-registration/default.asp> and State Reporting LEAs may sign by at <http://www.csis.k12.ca.us/e-learning/sr-registration/default.asp>. LEAs are encouraged to have their Leadership teams attend this training so that leaders understand what CALPADS will involve.
8. Go to <http://www.csis.k12.ca.us/library/calpads/> and download the Gap Analysis tool appropriate for your LEA (versions are available for State Reporting LEAs, Extended Client Users, and other SSID-only LEAs) and the State Collections Being Transitioned to CALPADS tool.

Use the State Collections Being Transitioned to CALPADS tool to determine which staff members will be impacted by CALPADS. If necessary, create or expand a local data management team to coordinate the preparation and submission of CALPADS data. Your local data management team should include the central office and school site staff responsible for collecting, maintaining, and reporting the data that will be submitted to CALPADS. (The composition of local data management teams will vary, but often include the CSIS Coordinator, the CBEDS Coordinator, program managers, LEA/site administrators, and site staff). Consider having your data management team attend the CSIS CALPADS File Submission Overview session referenced in #6 above so that they better understand the impact of CALPADS on their roles and responsibilities.

9. Have your data management team complete the Gap Analysis tool downloaded from <http://www.csis.k12.ca.us/library/calpads/> and make specific plans to address any identified gaps.
10. Update your local enrollment and human resources forms to comply with the new federal requirements for collecting race and ethnicity information in the mandatory two question format. See <http://www.csis.k12.ca.us/library/calpads/> for additional information and resources.
11. Allocate resources in August to obtain SSIDs through CALPADS for new students. Remember that although CALPADS is being designed to be easy to use, change takes time; staff need to have time to learn the new system and to obtain the required SSIDs early in the school year as SSIDs are needed in the Fall for the CELDT and CAHSEE Pre-ID process, as well as the annual fall submission to report official enrollment counts.
12. Contact CSIS Support at [support@csis.k12.ca.us](mailto:support@csis.k12.ca.us) if you have questions or need assistance in your preparations for CALPADS. We are here to help you make the transition as smooth as possible!