California English Language Development Test (CELDT) - The Annual Assessment window closes October 31. The final pick-ups for completed assessments are: October 16-17 and October 30-31. Initial Assessment results from July will arrive at schools next week. Results can also be found in Data Director. Please email: CELDTSupport@scusd.edu for any questions or support.

California High School Exit Exam (CAHSEE) - Results from the October administration should be available by November 22. Student results from the July administration have been mailed and student and summary reports have been sent to schools. Results are also available in Infinite Campus and Data Director. The next administration is November 4 (ELA) and 5 (Math) for 11th and 12th grade students who have not yet passed or taken the CAHSEE. Please email: CAHSEEsupport@scusd.edu for any questions or support.

California Assessment of Student Performance and Progress (CAASPP) – Student results and summary reports from the 2014 CST/CMA Science in grades 5, 8, 10 and CAPA (ELA and Math), grades 2-11 will be delivered to school sites next week. District CST and EAP summary results will be available on the district’s share drive U:ARE/CAASSP/ by the end of October. Please email: CAASPPSupport@scusd.edu for any questions or support.

CALPADS – Instructions for initiating the clean-up and maintenance of student records in Infinite Campus in preparation for the Fall 1 CALPADS submission were sent to principals last week. Please work with your staff to have 2013-14 enrollment records closed out and missing or incomplete demographics from 2014-15 student records resolved by October 17. Principals will receive a snapshot of these data to review, correct remaining errors or anomalies, and/or verify as complete from October 27 through October 31. The original memo and instructions are attached to this newsletter.

Local Control Funding Formula (LCFF) - Students who meet federal income eligibility criteria for the Free and Reduced Price Meal (FRPM) Program are one of the student groups used in the Local Control Funding Formula (LCFF) unduplicated count for the determination of your school’s eligibility for supplemental and concentration grants. In an effort to secure accurate funding levels, alternative income eligibility forms were sent to schools, in a non-base year, that have new student enrollments. Please distribute forms as soon as possible. A designated LCFF mail driver will pick up forms daily through October 17. To facilitate return of forms, the attached excerpt can be used for inclusion in your school newsletter.
Date: October 6, 2014

To: Principals

From: Accountability Office

RE: CALPADS Pre-Certification – Fall 1, 2014-15 Clean Up Procedures

Enclosed are two instructionals for the initial round of clean up for the Fall 1 CALPADS submission:

1. 2013-2014, Enrollment Clean-Up Procedures
   a. Instructions for closing out previous year’s records
2. Missing Demographic Data Clean-Up Procedures
   a. Instructions for completing student enrollment information

To facilitate this process, Ad Hoc filters have been created that contain the records with missing information or errors. Please work with your staff to have records updated by October 17, 2014.

On October 27, 2014, you will receive a snapshot of these data to review, correct remaining errors or anomalies, and/or verify as complete.

Records clean-up will be an iterative process. As errors are returned through the CALPADS submissions process, they will continue to be posted to these filters for resolution until your snapshot is complete. Attached is an updated “Deadlines and Schedule of Activities” for the 2014-15 CALPADS submission process.

If you should have any questions, please contact Robin Martin (robin-martin@scusd.edu) or Joanne Corby (Joanneco@scusd.edu) in ARE at 643-9420.

Encl: 2014-2015 CALPADS Pre-Certification Process and Timelines
   Enrollment Clean-up Procedures

cc: M.Hardin-Young
    D. Huscher
    T. Moua
**2014-2015 CALPADS Pre-Certification Process and Timelines**

**Deadlines and Schedule of Activities for Infinite Campus (IC) Records Clean-up**

There are two components of our CALPADS submission: Fall and End-of-Year (EOY). Use the following table to plan your clean-up, checks, and verifications in preparation for certification. Please note that if these data are entered and maintained accurately in IC throughout the year, clean-up activities should be minimal.

<table>
<thead>
<tr>
<th>Components</th>
<th>Activities</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 1</strong></td>
<td>Principals receive notification and instructions for updating information and correcting errors in IC from ARE.</td>
<td>September 2014</td>
</tr>
<tr>
<td>• Enrollments - EndDate, EndStatus (exits, grads, drops, etc.)</td>
<td>Site/program level staff complete updates IC.</td>
<td>by October 17, 2014</td>
</tr>
<tr>
<td>• Demographics – Census updates (addresses, etc.)</td>
<td>Principals receive snapshots of CALPADS Fall 1 submissions from ARE to review, verify updates, and/or make additional changes.*</td>
<td>October 27 – October 31, 2014</td>
</tr>
<tr>
<td>• Programs – ELL status, FRPL eligibility &amp; participation, Foster, Homeless, Immigrant, etc.</td>
<td><strong>Principals verify and sign-off on Fall 1 snapshots.</strong></td>
<td>November 7, 2014</td>
</tr>
<tr>
<td><strong>Fall 2</strong></td>
<td>Principals receive notification and instructions for updating information and correcting errors in IC from ARE.</td>
<td>January 5, 2015</td>
</tr>
<tr>
<td>• Course enrollments</td>
<td>Site/program level staff complete updates IC.</td>
<td>January 5 – January 16, 2015</td>
</tr>
<tr>
<td>• Teacher assignments</td>
<td>Principals receive snapshots of CALPADS Fall 2 submissions from ARE to review, verify updates, and/or make additional changes.*</td>
<td>January 26 – January 30, 2015</td>
</tr>
<tr>
<td>• EL services (SDAIE, ELD, etc.)</td>
<td><strong>Principals verify and sign-off on Fall 2 snapshots.</strong></td>
<td>February 13, 2015</td>
</tr>
<tr>
<td><strong>EOY</strong></td>
<td>Principals receive notification and instructions for updating information and correcting errors in IC from ARE.</td>
<td>June 19, 2015</td>
</tr>
<tr>
<td>• Course completions</td>
<td>Site/program level staff complete updates IC.</td>
<td>June 19, 2015 – June 30, 2015</td>
</tr>
<tr>
<td>• CTE participation</td>
<td>Principals receive snapshots of CALPADS EOY submissions from ARE to review, verify updates, and/or make additional changes.*</td>
<td>July 1, 2015 - July 10, 2015</td>
</tr>
<tr>
<td>• Program Participation</td>
<td><strong>Principals verify and sign-off on EOY snapshots.</strong></td>
<td>July 10, 2015</td>
</tr>
<tr>
<td>• Student Discipline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• CAHSEE Waivers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Records clean-up may be an iterative process if additional anomalies are found in the snapshot data.

Please contact Robin Martin (robin-martin@scusd.edu) or Joanne Corby (joanneco@scusd.edu) if you have any questions.
Directions:
Follow the steps below to close out your 2013-2014 enrollments. To facilitate this process, AdHoc Filters have been created to identify records that have incomplete End date and/or End Status. **Please close out these records by October 17, 2014.**

CALPADS now requires that all student enrollment records need to be closed out with End date and End Status entries before students can be re-enrolled. Therefore, all enrollment records (matriculating, graduating, transfer, etc.) need to be End dated with an End status as they occur or at the end of each year using the last day of school as the end date.

If you have any questions, please contact Joanne Corby in ARE at 643-9420 or by email: [joanneco@scusd.edu](mailto:joanneco@scusd.edu).

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Log onto Infinite Campus and navigate through the following steps:</td>
<td><img src="image1.png" alt="Instructions" /></td>
</tr>
<tr>
<td>2. Select: “13-14” Year</td>
<td><img src="image2.png" alt="Instructions" /></td>
</tr>
<tr>
<td>3. Confirm: Traditional Calendar (not in Summer School).</td>
<td><img src="image3.png" alt="Instructions" /></td>
</tr>
<tr>
<td>4. Select: “Search” tab</td>
<td><img src="image4.png" alt="Instructions" /></td>
</tr>
<tr>
<td>5. Select: “Student” from the pull down list</td>
<td><img src="image5.png" alt="Instructions" /></td>
</tr>
<tr>
<td>6. Click: “Advanced Search”</td>
<td><img src="image6.png" alt="Instructions" /></td>
</tr>
</tbody>
</table>
7. Open the “Ad Hoc Reporting” Folder by clicking on the “+” sign next to the name.

There will be 3 filters:
- **All Schools run:** 
  “#ExitingStudentsDataCheck_1”
- **High Schools additionally run:** 
  “#ExitingStudentsDataCheck_2”
  “#ExitingStudentsDataCheck_3”

These filters contain the enrollment records where the **End date**, **End status** and/or **Diploma Date** need to be entered for the enrollment record to close out.

You may have error records in some or all the filters. Follow Steps 8 and 12 to check all filters and update records.

8. Select the first filter: “ExitingStudentsDataCheck_1” so it is highlighted.
9. Click on the “Search” button.
10. Student records that need to be completed/closed out are on the left; select one student name at a time.
   • **Note:** You may see “Search Results: 0” this indicates there are NO records within this filter requiring clean up
12. Double click on the 13-14 enrollment record and follow the instructions below for the filter:
Edits required by type of error (Filter)

- **Filter 1:** All Students who currently have either No End Status and/or No End Date
  A. Missing an “End Date” – Fill in the date the student last attended the school.
  B. Missing an “End Status”** – Select the appropriate reason in which student left the school.
  D. Click on the “Save” button

- **Filter 2:** Graduated Students who currently have a Diploma Date, but no End Status and/or No End Date
  A. Missing an “End Date” – Fill in the date the student last attended the school.
  B. Missing an “End Status”* – Select the appropriate graduate end status.
  D. Click on the “Save” button

- **Filter 3:** Grade 12 Students who currently have an End Date and a graduate End Status, but No Diploma Date.
  C1 - C2. Click on the “Graduation” tab (C1) and fill in the “Diploma Date”
  D. Click on the “Save” button

Continue down student list repeating Steps 10-12.

Once the student list is complete continue to the next data check filter starting at Step 6.

*Refer to CALPADS End Status Codes and Descriptions handout.
Missing Demographic Data Clean-Up Procedures for 2014-2015 Fall CALPADS Submission

Directions:
Student records with **one or more** of the following demographic fields are incomplete in Infinite Campus:

1. Gender
2. Birth Date
3. Race/Ethnicity: Hispanic/Latino and/or Race(s) - *When Hispanic/Latino is “No”*
4. Birth Country
5. Date Entered US
6. Date Entered US School
7. Home Primary Language
8. Education Level (for parent)

An AdHoc Filter has been created containing only the records missing **one or more** of the above student demographic information. Please note, as you check the filters, you may have no records listed, which indicates you have no records requiring clean up. **Please update these records by October 17, 2014.**

CALPADS require that **all students have complete demographic records.** Below are instructions to locate the Ad Hoc Filters, followed by instructions for where these fields are located so that records can be updated.

If you have any questions, please contact Joanne Corby in ARE at 643-9420 or by email: joanneco@scusd.edu.

Instructions

<table>
<thead>
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<tbody>
<tr>
<td>1. Log onto Infinite Campus and navigate through the following steps:</td>
</tr>
<tr>
<td>2. Select: “14-15” Year</td>
</tr>
<tr>
<td>3. Confirm: Traditional Calendar (not in Summer School).</td>
</tr>
<tr>
<td>4. Click: “Census” from the Index List</td>
</tr>
<tr>
<td>5. Click: “People” from the sub-heading under “Census”</td>
</tr>
</tbody>
</table>
6. Select: “Student” from the pull down list
7. Click: “Advanced Search”
8. Open the “Ad Hoc Reporting” Folder by clicking on the “+” sign next to the name.

There is a filter called:
“#CALPADS_StudentsMissingDemographicData”
This filter contains the students who are or were enrolled at your site during 2014-15 school year and are missing one or more student demographic information.

Follow Steps 9 - 14 to check for students and update their records.
9. Select: “#CALPADS_StudentsMissingDemographicData” so it is highlighted.
10. Click on the “Search” button.

11. Incomplete student records are listed on the left; select one student name at a time.

   a. Note: You may see “Search Results: 0” this indicates there are NO records within this filter requiring any updates to the student’s demographics.

13. **Enter the one or more** of the following required student demographic information to the student’s demographics record.

A. Gender
B. Birth Date
C. Race/Ethnicity – click on Edit
   a. Hispanic/Latino
      i. Fill in *Is the individual Hispanic/Latino?*
   b. Race(s) - When Hispanic/Latino is “No”
      i. Fill in *Is the individual from one or more of these races?*
D. Birth Country
E. Date Entered US
F. Date Entered US School
G. Home Primary Language
H. Education Level(for parent)

14. Click on the “Save” button

Continue down student list repeating Steps 13 and 14.
Date: October 4, 2014

To: Principals

From: Accountability Office

RE: LCFF Alternate Income Eligibility Forms

Please find enclosed Alternate Income Eligibility Forms. Students who meet federal income eligibility criteria for the Free and Reduced Price Meal (FRPM) Program are included in the Local Control Funding Formula (LCFF) unduplicated count for the determination of your school’s eligibility for supplemental and concentration grants.

Under LCFF, students new to a Provisional 2 (P2) school, which is not in a base year, must submit Alternate Income Eligibility Forms to determine eligibility. To assist with determining eligibility, also included in this memo is a list of students who are:

- New Kindergarteners/Early Kinder (K_EK)
- New to district (NewDist)
- New to a P2 school (NewP2)

Please have all forms returned and complete by October 17, 2014. A designated LCFF mail driver will pick up forms daily through October 17.

If you should have any questions, please contact Robin Martin (robin-martin@scusd.edu) or Brenda Padilla (brenda-padilla@scusd.edu).

Encl: Alternate Meal Eligibility Forms, Student List
Cc (memo only): M.Hardin-Young
D. Huscher
T. Moua
Sample School Newsletter Insert for LCFF Alternate Income Eligibility Forms

You may have received a Local Control Funding Formula (LCFF) Alternate Income Eligibility Form that will help determine our eligibility for additional state funding. The LCFF replaces the previous K–12 finance system with a new funding formula that, in part, allocates monies to school districts based on the demographic profile of the students they serve. Students who meet federal income eligibility criteria for the Free and Reduced Price Meal (FRPM) Program are one of the targeted student groups used to determine our eligibility for supplemental and concentration grants. In an effort to secure accurate funding to support our student population, please return the competed form to the school office, or return with your child, as soon as possible.