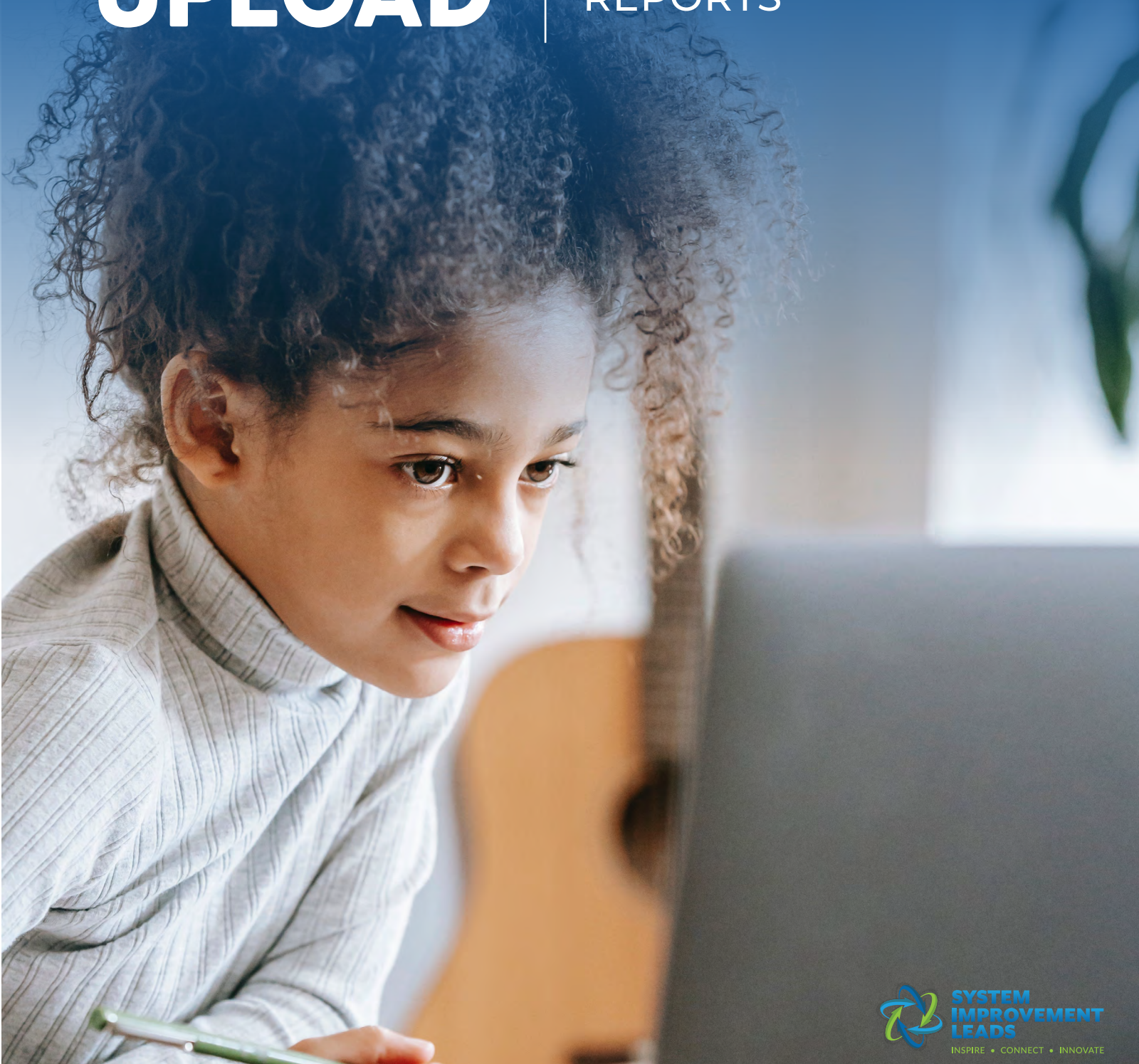


# HOW TO UPLOAD

CALPADS DATA FILES  
FOR SNAPSHOT  
REPORTS

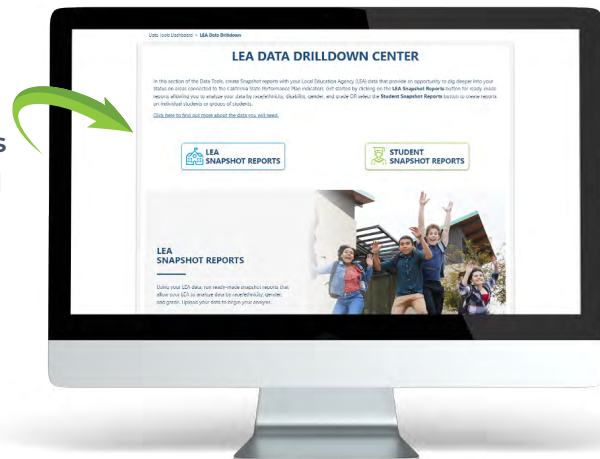


## How to Upload CALPADS Data Files for Snapshot Reports

### LEA Snapshot Reports

The Drilldown Center allows districts to create Snapshot reports with Local Education Agency (LEA) data to dig deeper into your status on areas connected to the California State Performance Plan indicators. Follow the directions below to get started on the LEA Snapshot Reports or Student Snapshot Reports button.

- 1 Click on **LEA Snapshot Reports** and find the Report you intend to create.



- 2 Click on **Get Report** for any of the ready-made snapshot reports available to take note of the CALPADS files (e.g., SENR, SINF) needed for that particular report or reports.

The CALPADS files are comma or caret delimited files from the CALPADS portal or student information system.

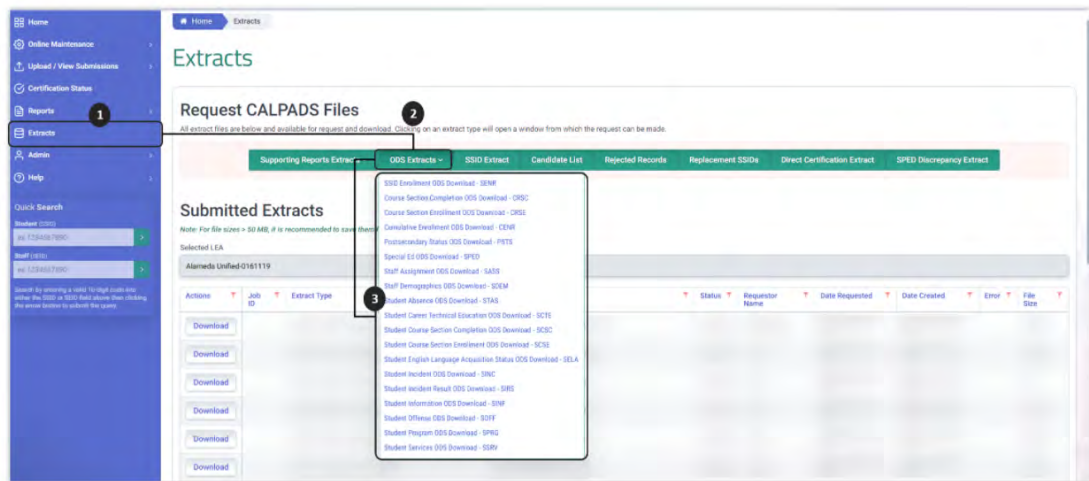
<p><b>DISPROPORTIONALITY</b></p> <p>Disproportionate representation of racial and ethnic groups in special education.</p> <p>Aligns with indicator 9 &amp; 10.</p> <p><a href="#">Get Report</a></p>	<p><b>LEAST RESTRICTIVE ENVIRONMENT</b></p> <p>Students with disabilities (ages 6-22) educated in the Least Restrictive Environment (LRE).</p> <p>Aligns with indicator 5.</p> <p><a href="#">Get Report</a></p>	<p><b>DISCIPLINE RATE</b></p> <p>Discipline rate (suspension and expulsion greater than 10 days) for students with disabilities overall and by race/ethnicity.</p> <p>Aligns with indicator 4.</p> <p><a href="#">Get Report</a></p>
<p><b>POST-SECONDARY TRANSITION GOALS</b></p> <p>Students with disabilities (ages 16+) who have an IEP that includes appropriate, measurable post-secondary goals.</p> <p>Aligns with indicator 13.</p> <p><a href="#">Get Report</a></p>	<p><b>PRESCHOOL LEAST RESTRICTIVE ENVIRONMENT</b></p> <p>Preschool students with disabilities (ages 3-5) educated in the Least Restrictive Environment (LRE).</p> <p>Aligns with indicator 6.</p> <p><a href="#">Get Report</a></p>	<p><b>TIMELY ELIGIBILITY</b></p> <p>Students determined eligible for special education services within 60 days of receiving parental consent.</p> <p>Aligns with indicator 11.</p> <p><a href="#">Get Report</a></p>

- 3 Work with your CALPADS Administrator to obtain the necessary files. See page 6 for the specific data files needed for each report.

## 4

To extract LEA data from CALPADS Operational Data Store (ODS):

1. Sign on to CALPADS ODS
2. Click on Extracts link from the Left Navigation menu
3. Locate and click on the ODS Extracts option from the request CALPADS file buttons
4. Select the appropriate file type from the dropdown menu



For more information visit: [ODS Extract - CALPADS User Manual](#)

Least Restrictive Environment (LRE) - System Improvement Unified - All

### Least Restrictive Environment (LRE)

Use the drop-downs below to select the data for your report

Required files:

Student SSID Enrollment (SENRI):

Student Information (SINF):

Student Special Ed Program (SPED):

Additional report options:

Student English Language Acquisition (SELA):  Add enhanced reporting of ELL Status

Student Program (SPRIG):  Add enhanced reporting of Socio-Economic Status

Include District of Special Education Accountability students only.

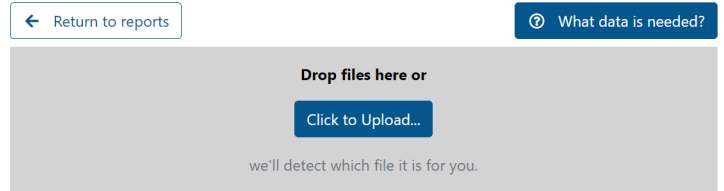
## 5

Upload the files by clicking on the Manage Data button.

Manage data for:

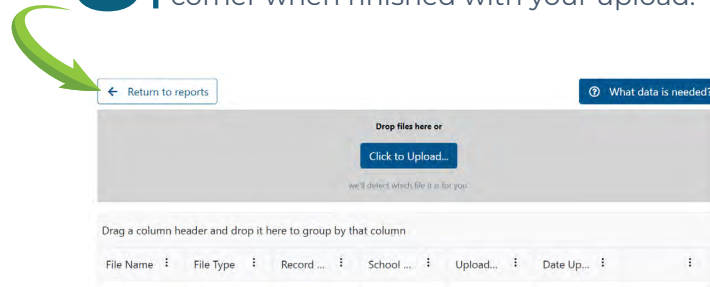
Please select an organization to begin.

**6** | Select **Click to Upload** to upload data files from your computer.



**7** | All files successfully uploaded will be visible.

**8** | Click Return to Reports in the upper left corner when finished with your upload.



**9** | Select the desired report.

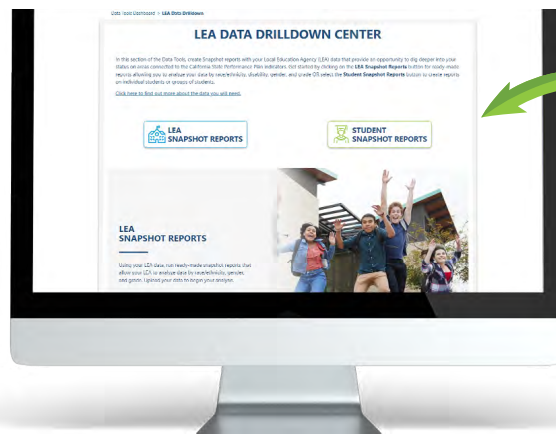
<p><b>DISPROPORTIONALITY</b></p> <p>Disproportionate representation of racial and ethnic groups in special education.</p> <p>Aligns with indicator 9 &amp; 10.</p> <p><a href="#">Get Report</a></p>	<p><b>LEAST RESTRICTIVE ENVIRONMENT</b></p> <p>Students with disabilities (ages 6-22) educated in the Least Restrictive Environment (LRE).</p> <p>Aligns with indicator 5.</p> <p><a href="#">Get Report</a></p>	<p><b>DISCIPLINE RATE</b></p> <p>Discipline rate (suspension and expulsion greater than 10 days) for students with disabilities overall and by race/ethnicity.</p> <p>Aligns with indicator 4.</p> <p><a href="#">Get Report</a></p>
<p><b>POST-SECONDARY TRANSITION GOALS</b></p> <p>Students with disabilities (ages 16+) who have an IEP that includes appropriate, measurable post-secondary goals.</p> <p>Aligns with indicator 13.</p> <p><a href="#">Get Report</a></p>	<p><b>PRESCHOOL LEAST RESTRICTIVE ENVIRONMENT</b></p> <p>Preschool students with disabilities (ages 3-5) educated in the Least Restrictive Environment (LRE).</p> <p>Aligns with indicator 6.</p> <p><a href="#">Get Report</a></p>	<p><b>TIMELY ELIGIBILITY</b></p> <p>Students determined eligible for special education services within 60 days of receiving parental consent.</p> <p>Aligns with indicator 11.</p> <p><a href="#">Get Report</a></p>
<p><b>PARENT INVOLVEMENT</b></p> <p>Parents of students with disabilities who report that schools facilitated parent involvement to improve services and results for their students.</p> <p>Aligns with indicator 8.</p> <p><a href="#">Get Report</a></p>		

**10** Use the drop down menus to indicate which data set you would like to use for the report. Your recently uploaded files should be in this list.

**11** Click Generate Report

## Student Snapshot Reports

**12** Click on **Student Snapshot Reports** and find the Report you intend to create.



## STUDENT DRILLDOWN

Dive into your student data using powerful yet simple filtering options.

Get Report

# 13

Click on **Get Report**.

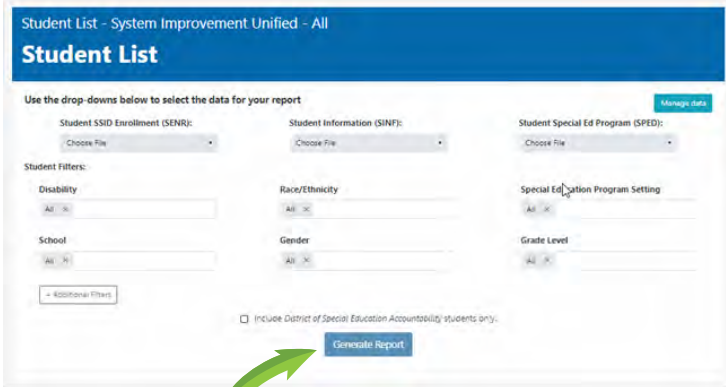
If you have previously uploaded CALPADS data files into the Drilldown Center for LEA Snapshot Reports, the same files can be used for the Student Snapshot Report.

To upload new CALPADS data files, please follow steps 5 through 9 above.

# 14

Use the drop down menus to indicate which data set you would like to use for the report. Your recently uploaded files should be in this list. Additional filters are available for disaggregation as needed.

# 15

 | Click **Generate Report**

The screenshot shows the 'Student List - System Improvement Unified - All' interface. It features a header with the title 'Student List' and a sub-header 'Use the drop-downs below to select the data for your report'. Below this, there are three columns of filters: 'Student SSID Enrollment (SENRE)', 'Student Information (SINF)', and 'Student Special Ed Program (SPED)'. Each column has a 'Choose File' dropdown menu. Under 'Student Filters', there are sections for 'Disability', 'School', 'Race/Ethnicity', 'Gender', 'Special Education Program Setting', and 'Grade Level', each with a dropdown menu set to 'All'. There is also an 'Additional Filters' button. At the bottom, there is a checkbox labeled 'Include District of Special Education Accountability students only' and a 'Generate Report' button. A green arrow points to the 'Generate Report' button.

# 16

The snapshot report will open. Navigate the report using the indexed tabs along the left panel.

# IMPROVEMENT DATA CENTER (IDC): DATA TOOLS

## WHAT DATA IS NEEDED?

All of the reports provided here rely entirely on the CALPADS files your district already produces and sends to the CDE. CALPADS files can be produced from your SIS by you or your IT department or downloaded directly from CALPADS. The file specifications can be found on the [CALPADS System Documentation](#) page and instructions for the CALPADS extract process can be found on the [CALPADS User Manual](#) site.

\*The table below shows which files are needed for each report.

	<b>SSID Enrollment (SENR)</b>	<b>Student Information (SINF)</b>	<b>Special Ed Program (SPED)</b>	<b>Student Programs (SPRG)</b>	<b>English Language Acquisition (SELA)</b>	<b>Student Incident Results (SIRS)</b>
<b>Discipline Rate</b>	X	X	X	X	X	X
<b>Least Restrictive Environment</b>	X	X	X	X	X	
<b>Preschool Least Restrictive Environment</b>	X	X	X	X	X	
<b>Parent Involvement</b>	X	X	X	X	X	
<b>Disproportionality</b>	X	X	X	X	X	
<b>Timely Eligibility</b>	X	X	X	X	X	
<b>Post-Secondary Transition Goals</b>	X	X	X	X	X	

\*Additional files may be needed as new features are added to the Drilldown Center.