



California Community Colleges

K-12 Strong Workforce Program Required Data Upload

Webinar

Presented by the California Community Colleges Chancellor's
Office and Cal-PASS Plus

October 21, 2021



Welcome!

Ioanna Iatridis

Dean, Workforce and Economic Development
California Community Colleges Chancellor's Office

Agenda

- Welcome
- Today's presenters
- Why are K12 SWP grantees required to submit data?
- Who is required to submit the data?
- Instructions for submitting data
- Common upload issues/solutions
- Additional resources



Today's Presenters



Ioanna Iatridis
California Community
Colleges Chancellor's Office



Alex Barrios
Cal-PASS Plus
Educational Results
Partnership



Kashae Knox
Cal-PASS Plus
Educational Results
Partnership



Why are K12 SWP grantees required to submit data?

Measuring K12 SWP grant funding impact on student outcomes

- As a K12 SWP grant recipient, LEAs are required to submit all available data files for each funding round in which the LEA was awarded funds.
 - File types and name will be covered in subsequent slides
- These data files, submitted to Cal-PASS Plus, are the building blocks for developing a K12 SWP Dashboard that will show us how those awarded funds are making progress towards outcomes established in legislation.
- The K12 SWP Dashboard will allow us to be responsive to the legislature and to support LEAs in achieving intended outcomes.
- These data help us track student progress through the K12 system and into the Community College system and beyond.



Who is required to submit the data?

Every entity that receives K12 SWP grant funding
has a *responsibility* to ensure required data is uploaded.

Organizations that maintain CALPADS data must:

Establish or have an MOU with Cal-PASS Plus.

Submit required K12 SWP data files for all years that grant funding is received.

Organizations that do not maintain CALPADS data still have a responsibility to:

Notify your assigned K-14 Technical Assistance Provider (TAP) of the districts that will be uploading student data on their behalf.

Ensure those districts upload required data into Cal-PASS Plus for all years of grant funding received.

What ROC/Ps must do:

- Notify your K-14 Technical Assistance Provider (TAP) of **ALL** districts that will be reporting CALPADS data on behalf of the ROC/P.
- Notify these districts of the MOU and data upload requirement.
- Ensure these districts upload all required data to Cal-PASS Plus before the November 1st deadline.



When is the deadline to submit the data?

Data must be submitted to Cal-PASS Plus by November 1, 2021.

Note: Failure to submit ALL required data by the deadline could result in the loss of eligibility for future K12 SWP grant funding.



Prepare to submit data to Cal-PASS Plus.

If help is needed after today's presentation, Cal-PASS Plus will assist you...

- **Watch our step-by-step Cal-PASS Plus upload instructional video**
- **Book a 30-minute appointment to get one on one assistance**
- **Contact the help desk with questions**

Grantees should follow these six steps

1. Determine responsibility to submit data

2. Check your organization's Cal-PASS Plus MOU status

3. Identify which years of data need to be submitted

4. Check what data your organization has already submitted

5. Download CALPADS ODS Extracts from CDE website

6. Upload CALPADS ODS Extracts to Cal-PASS Plus



Step 1

Determine if your organization has data to submit to Cal-PASS Plus.

Every entity that receives a K12 SWP grant
has a responsibility to ensure data is uploaded.

Your organization is required to upload data to Cal-PASS Plus if it meets this criteria:

Receives K12 SWP grant funding to support a CTE program.



Maintains CALPADS student records for the
K12 SWP grant-funded program.

Organizations that do not maintain CALPADS records still have a responsibility to:

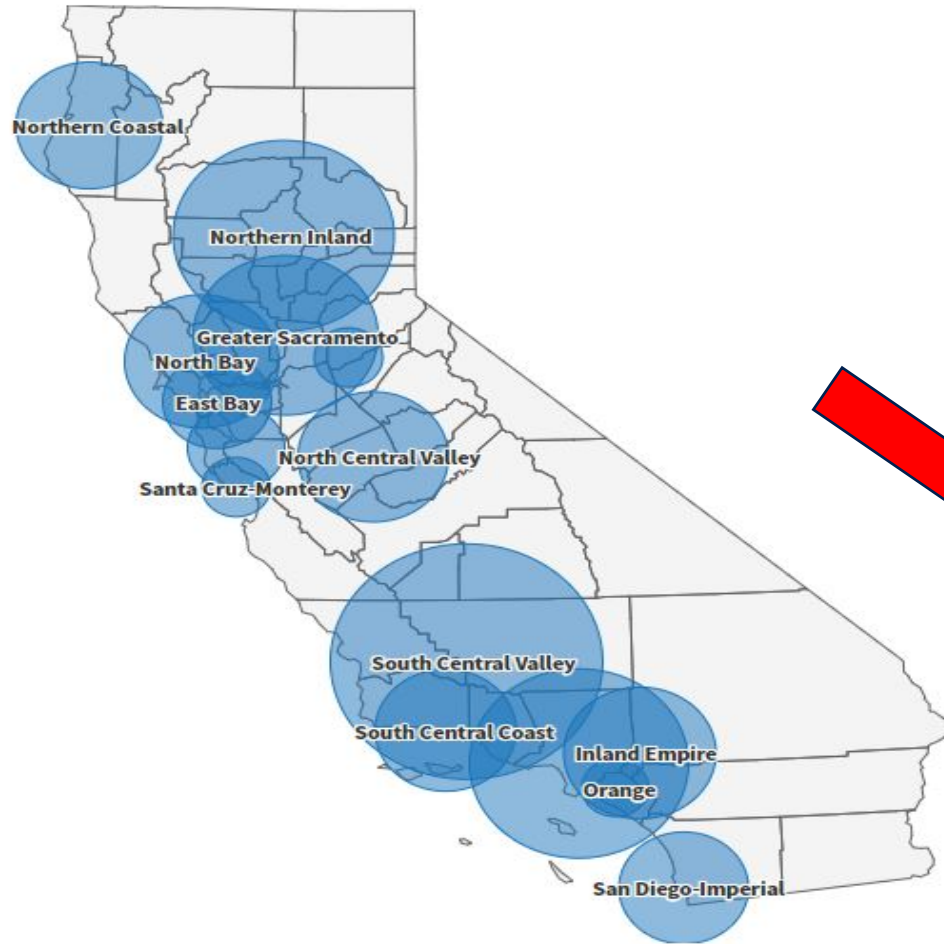
- Notify the district(s) maintaining the CALPADS student records of their requirement to submit data to Cal-PASS Plus.
- Share with those entities that non-compliance could result in loss of future K12 SWP funding.
- Notify the K-14 Technical Assistance Provider (TAP) of which districts will be uploading data on behalf of the collaborative or fiscal agent, and who is the contact person.
- Ensure that district(s) uploads the required data to Cal-PASS Plus by checking in and asking, sharing resources that can assist.



Step 2

**Check your organization's
Cal-PASS Plus MOU status.**

Visit: calpassplus.org



1500+ Institutional Members

Data sharing agreements give members access to the data system to help understand and improve student performance and success across the educational pipeline. [See which K-12 districts, community colleges, and universities are members, have uploaded data, and currently hold MOU's.](#)

JOIN TODAY

Find MOU status on Cal-PASS Plus Member List

Cal-PASS Plus - Members

+

← → ↻

calpassplus.org/calpass/join/members.aspx

☆

☰

Cal-PASS Plus

Member List

The member list shows the row counts for files successfully uploaded to the Cal-PASS Plus database separated by year and file content. The member list does not display the distinct number of student/courses/awards.

Select Region

Select a Region

▼

Or

Select District

▼

Refresh

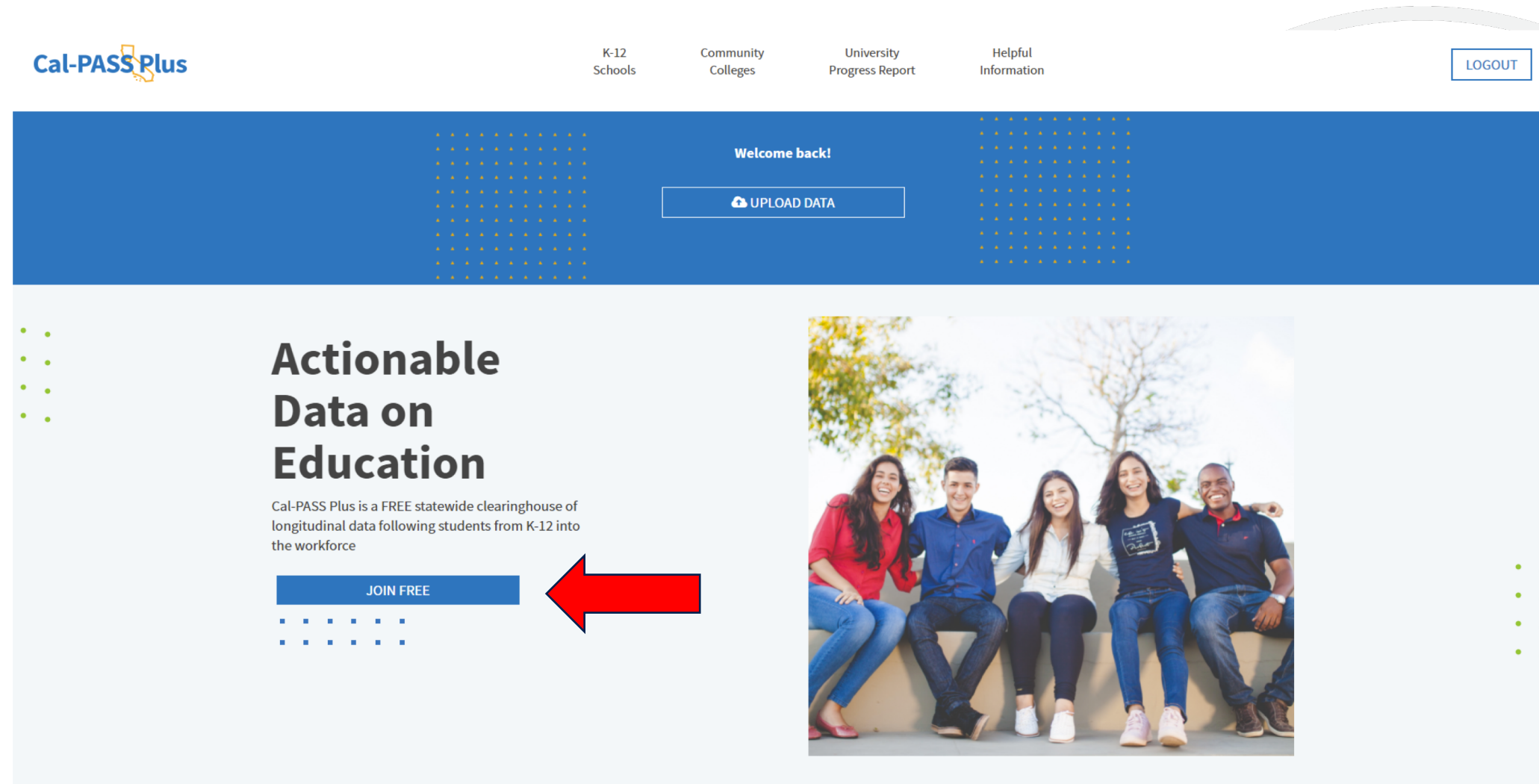
☒ Show only districts with data

K-12

Community College

University

Join free on the Cal-PASS Plus homepage



The screenshot shows the Cal-PASS Plus homepage. At the top left is the Cal-PASS Plus logo. To its right are four navigation links: K-12 Schools, Community Colleges, University Progress Report, and Helpful Information. In the top right corner is a LOGOUT button. Below the navigation bar is a blue banner with a grid of yellow dots on the left and right sides. In the center of the banner, it says "Welcome back!" and there is a button labeled "UPLOAD DATA" with a cloud icon. Below the banner, on the left, is the heading "Actionable Data on Education" followed by a paragraph: "Cal-PASS Plus is a FREE statewide clearinghouse of longitudinal data following students from K-12 into the workforce". Below this text is a blue button labeled "JOIN FREE". A large red arrow points from the "JOIN FREE" button towards the right. To the right of the text is a photograph of five diverse young adults sitting on a concrete ledge outdoors. The page is decorated with green dots on the left and right margins.

Cal-PASS Plus

K-12 Schools Community Colleges University Progress Report Helpful Information

LOGOUT


Welcome back!

UPLOAD DATA

Actionable Data on Education

Cal-PASS Plus is a FREE statewide clearinghouse of longitudinal data following students from K-12 into the workforce

JOIN FREE



A Cal-PASS Plus MOU can be submitted online or printed out, signed and sent through the mail.



Ready to Join? Here's How:

To join Cal-PASS Plus, you will need to **complete a Memorandum of Understanding (MOU) for your institution and have it signed by an authorized signer.** Authorized signers are typically leadership in the member institution, such as Superintendents, Deans, Chancellors, Vice Chancellors, etc. The MOU will not be approved if it is not signed by an authorized signer.

E-SIGN AND SUBMIT THE MOU

DOWNLOAD A HARD COPY OF THE MOU

***NOTE:** For the e-sign MOU, authorized signers will receive an email to validate their email address. **The authorized signer's email address needs to be validated before the MOU can be approved.**

Hard Copy MOUs can be mailed to:

*Educational Results Partnership
Cal-PASS Plus Project Director
428 J Street, Suite 320
Sacramento, CA 95814*

Questions? Contact:

*Cal-PASS Plus Outreach Team
Email: help@calpassplus.org*



Step 3

Identify which years of data need to be submitted.

The requirement is to submit data for years that K12 SWP funding was awarded.

Awardee Round	Must report data for the following school years
Round 1	2018-19, 2019-20, 2020-21
Round 2	2019-20, 2020-21
Round 3	2020-21



Step 4

Check what data your organization has already submitted to Cal-PASS Plus.

Contact the Cal-PASS Plus help desk to find out what data has already been received.

Contact	Send a message asking for
Cal-PASS Plus Help Desk: help@calpassplus.org	Summary of Cal-PASS Plus K12 SWP data file counts for each year your organization is required to report.

Send email to help@calpassplus.org:

Subject Line: K12 SWP Required Data Inquiry for Maple Leaf Unified

Dear Cal-PASS Plus: Please send a summary of K12 SWP required data files you have received for Maple Leaf Unified for school years 2018-19, 19-20 and 20-21.

You will receive a response like this:

DistrictName	AcYear_A	CRSC	SCSC	SCTE	SELA	SENR	SINF	SPRG
Maple Leaf Unified	1819	2932	121639	1303	2910	22122	12280	15887
Maple Leaf Unified	1920	2777	121950	1598	2151	21619	13284	16346
Maple Leaf Unified	2021	0	0	0	0	0	0	0



Step 5

Getting organized to submit data to Cal-PASS Plus.

K12 SWP Required CALPADS Files



California Community Colleges

- CRSC – Course Completion
- SCSC – Student Course Completion
- SCTE – Student Career Technical Education
- SELA – Student English Language Acquisition
- SENR – Student Enrollment
- SINF – Student Information
- SPRG – Student Programs

Download the CALPADS files you need by following instructions at the following link:

<https://documentation.calpads.org/Extracts/ODSExtract/>

ODS Extract

- ODS Extracts User Roles
- File Type Extracts
- Record Layout
- File Format
- File Transmission
- Request and Download Process

ODS Extract

An LEA may request an extract of the current data contained in the ODS for each record type submitted to CALPADS. The CALPADS ODS Extract file may be used to compare and identify differences between the CALPADS data and the data in the local student information system.

The screenshot shows the CALPADS Extracts interface. On the left is a sidebar with navigation links: Home, Online Maintenance, Upload / View Submissions, Certification Status, Reports, Extracts (highlighted), Admin, and Help. Below the sidebar is a 'Quick Search' section with input fields for Student ID and Staff ID. The main content area is titled 'Extracts' and contains a 'Request CALPADS Files' section. This section has a tabbed interface with 'Submitted Extracts' selected. A dropdown menu is open, showing a list of extract types: Student Absence ODS Download, Student Career Technical Education ODS Download, Student Course Section Completion ODS Download, Student Course Section Enrollment ODS Download, Student English Language Acquisition Status ODS Download, Student Incident ODS Download, Student Incident Report ODS Download, Student Information ODS Download, Student Offense ODS Download, Student Program ODS Download, and Student Services ODS Download. The interface also includes a search bar and a table of submitted extracts.



Step 6

**Upload CALPADS ODS Extract
to Cal-PASS Plus.**

www.calpassplus.org

Create a Cal-PASS Plus login if you don't have one

The screenshot shows the Cal-PASS Plus website. At the top, the logo "Cal-PASS Plus" is on the left, and navigation links for "K-12 Schools", "Community Colleges", "University Progress Report", and "Helpful Information" are in the center. A "LOGOUT" button is on the right. Below the navigation bar is a blue banner with a grid of yellow dots on the left and right, and a central area containing the text "Welcome back!" and a button labeled "UPLOAD DATA" with a cloud icon. Below the banner, the main content area has a light gray background. On the left, there is a vertical column of green dots. The main text reads "Actionable Data on Education" in a large, bold font. Below this, a smaller line of text states: "Cal-PASS Plus is a FREE statewide clearinghouse of longitudinal data following students from K-12 into the workforce". Underneath this text is a blue button labeled "JOIN FREE" and a row of blue dots. A large red arrow points from the "JOIN FREE" button towards the right. To the right of the text is a photograph of five diverse young adults (three women and two men) sitting on a concrete ledge outdoors, smiling at the camera. On the far right of the main content area, there is a vertical column of green dots.

User must have a login to upload data

Ready to Join? Here's How:

To join Cal-PASS Plus, you will need to **complete a Memorandum of Understanding (MOU) for your institution and have it signed by an authorized signer**. Authorized signers are typically leadership in the member institution, such as Superintendents, Deans, Chancellors, Vice Chancellors, etc. The MOU will not be approved if it is not signed by an authorized signer.

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*Cal-PASS Plus Outreach Team
Email: help@calpassplus.org*

Affiliated with a Member Institution? Request a Login here:

To request a new login, fill out the form below, and click the button to submit. In order to be approved to receive a login, your email address must match a domain of a member institution.

New Login Request Form

First Name

Last Name

Job Title

Member Institution

Email

Phone ex: 000-000-0000

Special Requests

Welcome back!

📁 UPLOAD DATA

Actionable Data on Education

Cal-PASS Plus is a FREE statewide clearinghouse of longitudinal data following students from K-12 into the workforce

JOIN FREE

Click Here



How to navigate the data upload page

Instructions:

1. Select a File Purpose
 2. Click the "Choose files" button and select the files from your computer that you would like to upload.
 3. In the File Description box, please provide a brief description of the files you are uploading
 4. Click the blue "CLICK TO SUBMIT" button after files have loaded and wait for a confirmation message on the page.
 5. If your files are submitted successfully, you'll receive a confirmation email.
- If you did not receive an email, contact the [Cal-PASS Plus Helpdesk](#).

Questions?

See the [FAQs](#) at the bottom of this page or [view the FAQs in PDF](#).

How to Upload

[K12 Data Submission Documentation](#)

Resources

File Purpose:

Select purpose ▼

File Description:

e.g. SENR 2021

Choose files

● Ready to Submit ● Loading in Progress ● Issue with File

CLICK TO SUBMIT

*Data isn't submitted until you click this button.

Upload taking too long or files too large? Try compressing in a zip folder for a faster, more efficient upload. If you experience errors, please click [here](#) to report.

File Purpose:
Select: CALPADS

File Description:
Type: SENR 2021 or
2021 SENR (Name of
ODS File)

Submit:
Click Submit to process

Confirmation of uploaded files

Instructions:

1. Select a File Purpose
 2. Click the "Choose files" button and select the files from your computer that you would like to upload.
 3. In the File Description box, please provide a brief description of the files you are uploading
 4. Click the blue "CLICK TO SUBMIT" button after files have loaded and wait for a confirmation message on the page.
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How to Upload

[K12 Data Submission Documentation](#)

Thank you for uploading your file(s)! You should receive a confirmation email shortly. Please [click here](#) if you'd like to make another upload.



Need help?

**Most common upload issues
and solutions.**

Common Cal-PASS Plus data upload issues/solutions

Issues

Failed submission

Incorrect Format

No Data in File

Solutions

1. Make sure the file is saved as a .txt file.
2. Make sure to check to see that your file has data before submission.
3. Make sure your file is labeled correctly. SENR 2021 or 2021 SENR (please do not add additional characters).
4. Check the size of your file. If your file is over 30 MB, please zip them in a compressed file or split it into multiple files (10,000KB) and re-submit.

Where to find
additional
resources and
seek help

Resources Page:

www.calpassplus.org/calpass/help

Contact Help Desk:

help@calpassplus.org

Phone: (916) 498-8980

Hours: Monday through Friday, 9am to 5pm

Step by Step Instructional Video:

<https://launchboard-resources.wested.org/resources/103>

Book Appointment for Upload Help

<https://bit.ly/3BMSfnX>

Questions?



California Community Colleges

Thank you!

www.cccco.edu