



CALPADS Office Manager Training Manual

Green Dot Public Schools

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About CALPADS

Put simply, CALPADS is yet another product of No Child Left Behind.

In order to comply with federal accountability requirements (and thus, receive funding), California must be able to track student enrollment history achievement data over time. The previous reporting system did not permit this.

How does CALPADS affect me?

As always, it's a money issue. The state has been very clear that failure to comply with the CALPADS reporting standards will result in "zero enrollment counts" – meaning that Green Dot will receive no money. Period.

Accordingly, we are doing our best to meet the CALPADS standards in the upcoming academic year.

Why is it called CALPADS?

If you care about this sort of thing, CALPADS is, of course, an acronym:

California **L**ongitudinal **P**upil **A**chievement **D**ata **S**ystem

You may now forget that piece of information for the rest of your life.

New Student Enrollment

You should only create a new enrollment for a student if that student is not transferring from another Green Dot school.

If the student was previously enrolled at another Green Dot school, please visit <http://www.animopd.org> and access the online tutorial for **“Transferring in a Green Dot Student.”**

Step 1: On the start page, click on “Enroll New Student” under the “Other Options” heading.

Search Students



[View Field List](#) [View Function List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
K 1 2 3 4 5 6 7 8 9 10 11 12 M F All

Other Options

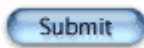
[Stored Searches](#) [Stored Selections](#) [Enroll New Student](#)

Step 2: Fill in the fields seen in the graphic to the right.

Two quick words:

1. **DO NOT** enter a student number, as PowerSchool will automatically generate a student number later.
2. Please be as accurate as possible when filling out this information. Blank or inaccurate fields create major problems for other PowerSchool users and departments.

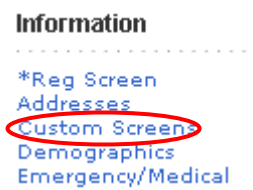
| Student Information | |
|---------------------------------|---|
| Student's Name (Last, First MI) | <input type="text"/> , <input type="text"/> |
| DOB | <input type="text"/> |
| Student number | <input type="text"/> (If this field is left blank, a student number will be generated.) |
| Social Security Number | <input type="text"/> |
| Phone Number | <input type="text"/> |
| Enrollment date | <input type="text" value="7/30/2009"/> |
| Full-Time Equivalency | <input type="text" value=""/> |
| Grade Level | <input type="text" value="9"/> |
| Entry Code | <input type="text" value=""/> |

Step 3: Click the “Submit” button. 

Step 4: A list of students currently in PowerSchool may pop up. If the student you are enrolling is on the list, **DO NOT CLICK ENROLL AT THE BOTTOM OF THE SCREEN.**

Doing so will create a duplicate enrollment in PowerSchool. Instead, click on the name of the student in the list. This will bring up the reenrollment screen. Fill out information as in Step 3 above and submit.

Step 5: Click on “Custom Screens” under the “Information” heading in the left navigation bar.

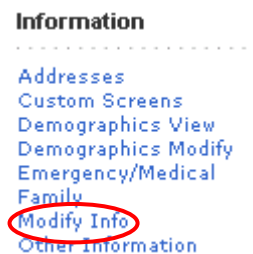


Step 6: Click on “01 Student App - General.”

| Student App - General | |
|--|---|
| 1. Student Information | |
| CSIS ID Number | <input type="text"/> |
| Previous ID Number | <input type="text"/> (LA Unified ID) |
| Name (Last, First Middle) | <input type="text"/> |
| Nickname | <input type="text"/> |
| Residential Address | <input type="text"/> |
| Mailing Addressee | <input type="text"/> |
| Mailing Address | <input type="text"/> |
| Alt Mailing Addressee (optional) | <input type="text"/> |
| Alt Mailing Address (optional) | <input type="text"/> |
| Home Phone | <input type="text"/> (***-***-****) |
| Gender | Choose... ▾ |
| School Entry Date & Grade Level | <input type="text"/> Choose... ▾ (mm/dd/yyyy) |
| District Entry Date & Grade Level | <input type="text"/> Choose... ▾ (mm/dd/yyyy) |
| Social Security Number | <input type="text"/> (***-**-****) |
| Birthdate | <input type="text"/> (mm/dd/yyyy) Age: 16 years 10 months and 21 days |
| Birthplace: City | <input type="text"/> |
| Birthplace: State/Province | Select State ▾ |
| Birthplace: Country | United States of America ▾ |
| (SNO) U.S. Entrydate | <input type="text"/> (mm/dd/yyyy) |
| Primary Ethnicity | <input type="text"/> ▾ |
| Name of Person Student Resides With (First Last) | <input type="text"/> Choose... ▾ |
| Person's Email | <input type="text"/> |
| Person's Phone | <input type="text"/> (***-***-****) |
| Single Parent Household | <input type="checkbox"/> (Checked = YES, Unchecked = NO) |
| Parent Education Level | Choose... ▾ |
| If School Bus, which stop? | Choose... ▾ |
| If "Other," Please Specify | <input type="text"/> |

Step 7: Fill out the appropriate information for the paper Student Application Packet and click the “Submit” button.

Step 8: Click on “Modify Info” under “Information” in the left navigation bar.



Step 9: Click “Auto-assign IDs & passwords” for this student on the bottom of the page.

 [Auto-assign IDs & passwords for this student](#)

Accessing CALPADS Screens

Although various data throughout PowerSchool are used in CALPADS, this training manual focuses on the new CALPADS-specific screens and processes.

To access the CALPADS screens, search or browse students on the start page.

Then, select the appropriate student by clicking on his/her name.

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
K 1 2 3 4 5 6 7 8 9 10 11 12 M F All Current Selection (789)

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.
Matches: (472)

| |
|---|
| (ROB) (17042) (06/01/93) (10) Babalola, Bukky |
| (LEA) (12922) (01/16/91) (12) Baca, Jennifer |
| (LLCA1) (17635) (01/25/93) (11) Baca, Susana |
| (LEASB) (27164) (06/26/95) (8) Bacelis, Jessica Guadalupe |
| (LEASB) (27165) (09/01/95) (8) Bacio, Pedro |
| (AW2SB) (28537) (02/05/95) (8) Bacon, Mikela Latrele |
| (ING) (16411) (08/07/93) (10) Badillo, Eloisa |
| (BUNSB) (27953) (10/12/95) (8) Badillo, Michelle |
| (LEASS) (21150) (04/20/94) (9) Badoy, Andrew |
| (ING) (14414) (09/14/92) (11) Baez, Erik |
| (LK1SB) (28970) (12/17/94) (8) Baez, Luis Alfredo |
| (AAPSS) (19768) (04/25/91) (12) Baez, Ramiro Jesus |
| (ROBSB) (28316) (04/10/95) (8) Baeza, Luis A. |
| (JUS) (26364) (07/27/93) (10) Baeza, Steysi Irais |
| (LK2) (22963) (08/25/94) (9) Bahena Carrillo, Yesenia |

Select a function for this group of students

Next, in the left navigation bar, click on “State/ Province – CA” under the “Information” heading. This is where all the CALPADS-specific screens are housed.

Information

- Addresses
- Custom Screens
- Demographics View
- Demographics Modify
- Emergency/Medical
- Family
- Modify Info
- Other Information
- Parents/Guardian
- Photo
- State/Province - CA
- Transportation

Finally, under the “CALPADS Reporting Information” heading, you’ll see a number of links.

During this training, we’ll be working extensively with the top four:

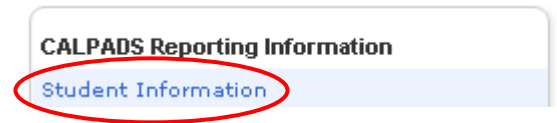
1. Student Information
2. Race/Ethnicity
3. Guardian Information
4. English Learners & Immigrant Information

CALPADS Reporting Information

- Student Information
- Race/Ethnicity
- Guardian Information
- English Learners and Immigrant Information
- Program Eligibility
- Lunch Program Eligibility
- Concurrent (Non-Primary) Enrollments
- UC/CSU Information

Student Information

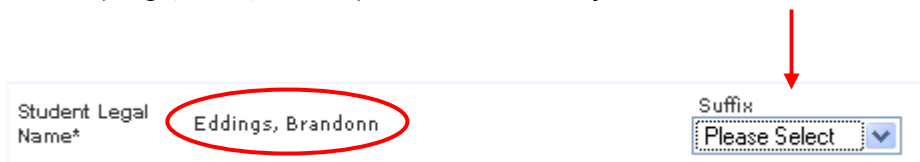
The “Student Information” link provides access to the majority of fields you’ll need to complete for CALPADS reporting.



Fields #1-2: Student Legal Name & Suffix

If the student has been enrolled correctly, his/her legal name should appear next the “Student Legal Name” field. This field is not editable via this screen, but chances are, you won’t need to.

To the right is the “Suffix” field. If this field is applicable, please select the appropriate suffix (e.g., “Jr.,” “IV”) from the drop-down menu.

A screenshot of a form showing two fields. The first field is labeled 'Student Legal Name*' and contains the text 'Eddings, Brandonn', which is circled in red. The second field is labeled 'Suffix' and is a drop-down menu with the text 'Please Select' and a downward arrow icon. A red arrow points from the text above to the Suffix field.

Fields #3-7: Date of Birth, Gender, Birth City, Birth State, Birth Country

From there, scroll down until you see “Date of Birth.”

This marks the beginning of **five fields** that you’ll need to verify or fill out.

A screenshot of a form showing five fields. The first field is 'Date of Birth*' with the value '2/5/1991' and a format indicator 'Format: mm/dd/yyyy'. The second field is 'Gender*' with a dropdown menu showing '(M) Male'. The third field is 'Birth City' with the value 'Long Beach'. The fourth field is 'Birth State/Province' with a dropdown menu showing '(US-CA) California'. The fifth field is 'Birth Country*' with a dropdown menu showing '(US) UNITED STATES'.

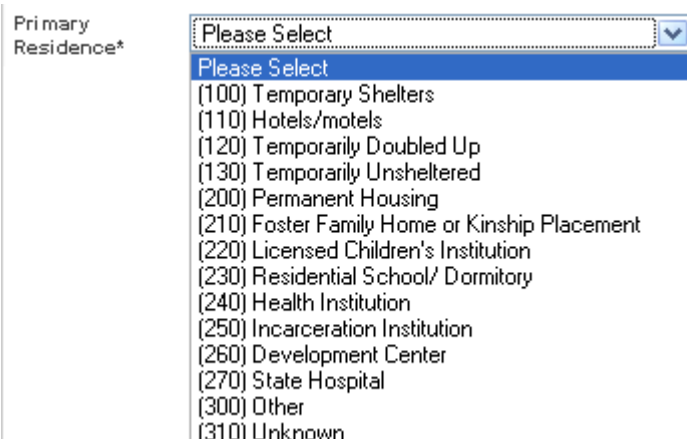
If a student has been enrolled correctly and all information was available when the enrollment was created, you’ll merely need to verify that these fields are filled out.

In many cases, however, you will need to complete “Birth City,” “Birth State/Province,” and “Birth Country.”

Fields #8: Primary Residence

Next, scroll down until you see “Primary Residence.” Select the student’s primary residence from the drop-down menu.

If this information is unknown, you may select “310 – Unknown,” but do not use this code as a default setting. The more information we can compile, the more it benefits Green Dot.



Primary Residence*

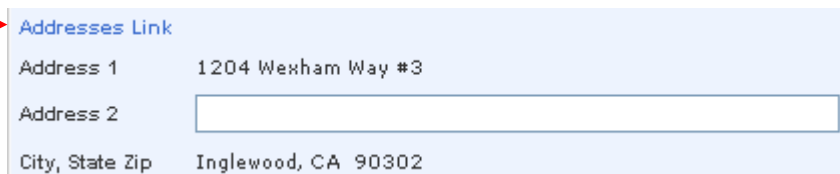
Please Select

- (100) Temporary Shelters
- (110) Hotels/motels
- (120) Temporarily Doubled Up
- (130) Temporarily Unsheltered
- (200) Permanent Housing
- (210) Foster Family Home or Kinship Placement
- (220) Licensed Children's Institution
- (230) Residential School/ Dormitory
- (240) Health Institution
- (250) Incarceration Institution
- (260) Development Center
- (270) State Hospital
- (300) Other
- (310) Unknown

Fields #9-12: Address, City, State, Zip

Below “Primary Residence” are the fields for the student’s address. Again, If a student has been enrolled correctly and all information was available when the enrollment was created, you’ll merely need to verify that these fields are filled out.

If you need to make any changes to the address fields, click the “Addresses Link.”



[Addresses Link](#)

Address 1 1204 Wexham Way #3

Address 2

City, State Zip Inglewood, CA 90302

When you’ve verified and updated these 12 fields, scroll to the bottom of the screen and click the “Submit” button.

 Submit

Fields #13-17: Exit Date, Exit Code, Entry Date, Completion Status, & Receiver School

After you've completed Fields #1-12 and submitted your changes, return to the "Student Information" page, and scroll down until you see "Transfer Info Link." Click that link and continue to the next screen.

| | | |
|------------------------------------|-------------------------------|--------------------------------|
| Transfer Info Link | School Entry date: * 0/0/0 | School Entry Grade Level: 0 |
|------------------------------------|-------------------------------|--------------------------------|

There you'll see the student's current and previous enrollments. Click the current enrollment and continue to the next screen.

| Current Enrollment | | | | | | |
|--------------------|------------------|-------|---------------|-----------------|------------------|--|
| Entry Date / Code | Exit Date / Code | Grade | Entry Comment | Exit Comment | School | |
| 8/25/2008 | 6/18/2009 | 9 | | (Auto-Transfer) | Animo Venice CHS | |

If the student is leaving your school, you'll need to enter an exit date and select the appropriate exit code.

| | |
|-----------|---|
| Exit Date | 6/30/2009 |
| Exit Code | <ul style="list-style-type: none">160 (Transfer to their Home School, or unknown exit (write: "school, reason" in transfer comment))164 (Transfer to public school in CA but NOT their home school)161 (Transfer to non-Green Dot Charter School)163 (Transfer to another Green Dot school)470 (No Show: pre-enrolled or left before October 1st)420 (No Show: in same school prior year)165 (Expulsion - (Remember to receive transcript request from new school, if applicable))180 (Transfer to private CA school)200 (Moved out of state)240 (Moved out of country)260 (Enroll in an adult ed program)370 (Enroll in a continuation school, credit recovery program, or military)410 (Left for Medical Reasons)130 (Death)100 (Graduated, HS Diploma)360 (Completed Grade 12 (but not a graduate))104 (Completed Grade 12 (but failed CAHSEE))400 (Other (Count as Dropout))106 (Special Ed - Grad, CAHSEE mods & waiver) |

Again, these fields **are not to be completed** for students who are expected to return the following school year.

Next, scroll down until you see “School Entry Date.” This field represents the student’s first day at the school – not just the first day of school for that particular year.

School Entry Date*

For example, an 11th grader’s entry date will be the first day of school when he/she was in 9th grade – provided, of course, that he/she has been at the same Green Dot school the entire time.

Next, if a student has completed the academic program he/she is in, you will need to select a school completion status. Select the appropriate status from the drop-down menu, as seen below.

School Completion Status

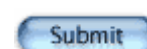
- Please Select
- (100) Graduated, standard HS diploma
- (104) Completed all local and state graduation requirements, failed CAHSEE
- (120) Special Education certificate of completion
- (250) Adult Ed High School Diploma
- (320) Completed GED (and no standard HS diploma).
- (330) Passed CHSPE (and no standard HS diploma)
- (360) Completed grade 12 without completing graduation requirements, not grad
- (480) Promoted (matriculated)

Finally, when a student has been expelled, enter his/her “expected receiver school of attendance.” This is a 7-digit code specific to each school.

Expected Receiver School of Attendance

If you don’t know a school’s code, please visit <http://www.cde.ca.gov/re/sd/> and conduct a search.

When you’ve verified and updated these 5 fields, scroll to the bottom of the screen and click the “Submit” button.



Ethnicity & Race

One of the more significant changes stemming from CALPADS is ethnicity & race. These changes are federally mandated, so regardless of our personal feelings, we need to administer this reporting process to the best of our ability.

You can access the ethnicity & race section of CALPADS in PowerSchool via the “Race/Ethnicity” link, as seen below.

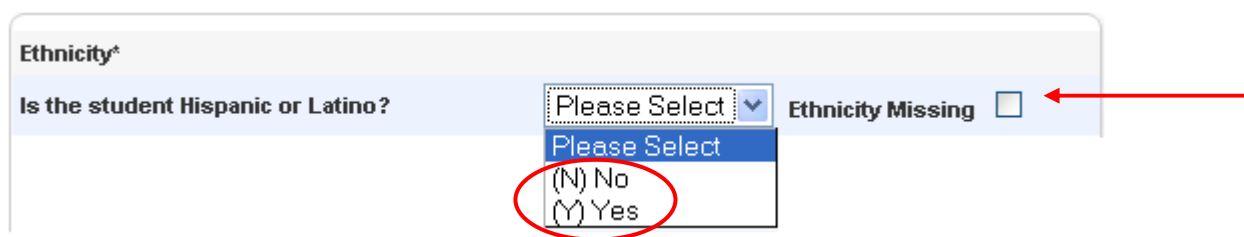


A Two-Part Question

To determine a student’s ethnicity & race, you’ll need to ask a two-part question.

The first part deals with ethnicity:

“Are you Hispanic or Latino?”

A screenshot of a form titled "Ethnicity*". The question is "Is the student Hispanic or Latino?". There is a dropdown menu with "Please Select" selected, and a red circle around the "Yes" option. To the right is an "Ethnicity Missing" checkbox, which is also circled in red with an arrow pointing to it from the right.

If the student self-identifies as Hispanic or Latino, select “Yes”; if the student does not identify as Hispanic or Latino, select “No.”

If, for some reason, self-identification is not possible, check the “Ethnicity Missing” box. However, this box should be used sparingly and **should not** be seen as equivalent to “Decline to State.”

The second part of the question is a bit confusing, and requires your specialization in order to obtain the most accurate answer.

In regard to race, you should ask:

“What is your race?”

Race (a maximum of 5 races will be reported)* Race Missing

| | | |
|--|------------------------------------|---|
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Guamanian | <input type="checkbox"/> Other Asian |
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Other Pacific Islander |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Hmong | <input type="checkbox"/> Samoan |
| <input type="checkbox"/> Cambodian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Tahitian |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Korean | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Laotian | <input type="checkbox"/> White |

Respondents can select **up to five** of the races listed, as seen above.

Notice, however, that “Hispanic” and “Latino” are not listed. The reason for this is that the federal government considers “Hispanic” and “Latino” to be ethnicities – not races. Thus, you’ll need to help students & parents (who will likely be confused) properly identify their race(s).

The following table offers a brief synopsis of how the more confusing terms are defined by the federal government:

| | |
|--|--|
| American Indian or Alaskan Native | A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. |
| Black or African American | A person having origins in any of the black racial groups of Africa. |
| Native Hawaiian or Other Pacific Islander | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| White | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |

Given those definitions, most Hispanic/Latino students will need to choose “**American Indian or Alaskan Native**” or “**White**” (or both), which is likely to confuse them.

Again, the key lies in the federal definitions – specifically the origin of the racial groups – and that should dictate the answer.

If, for some reason, self-identification is not possible, click the “Race Missing” box. Like the “Ethnicity Missing” box, however, this box should be used sparingly and **should not** be seen as equivalent to “Decline to State.”

Race (a maximum of 5 races will be reported)*

Race Missing



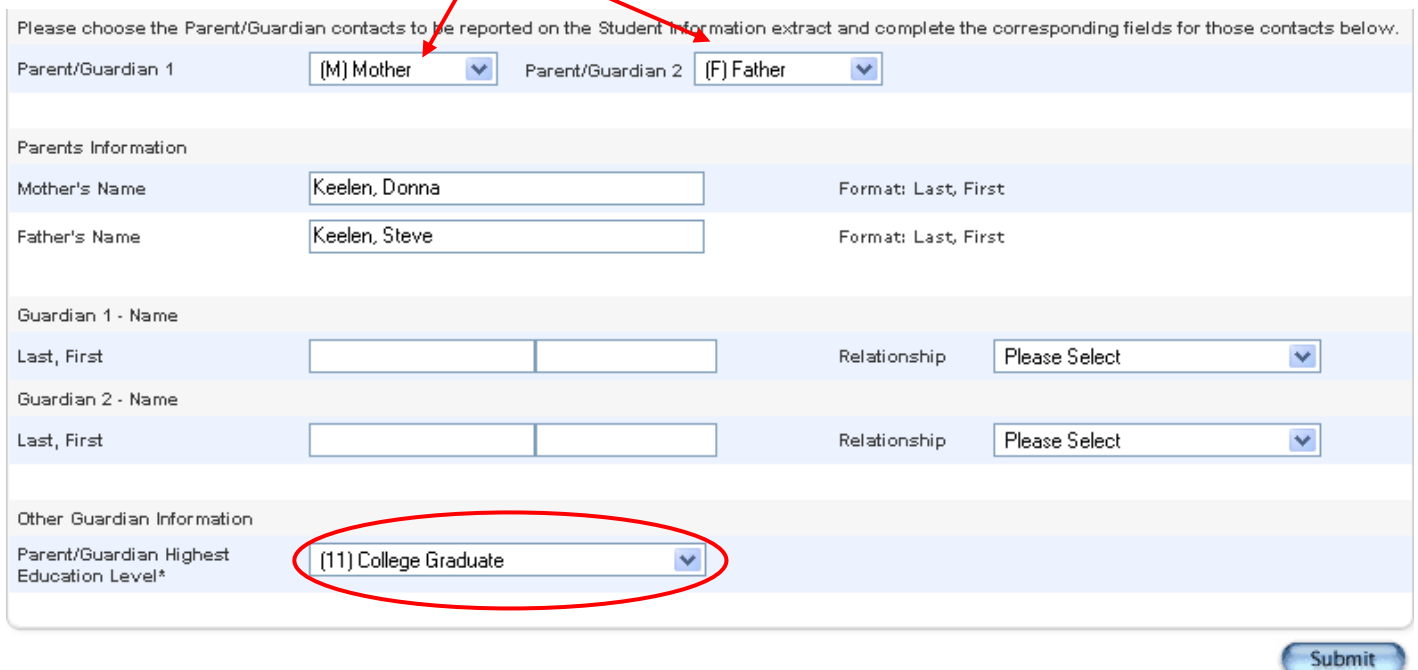
Guardian Information

Another important piece of CALPADS reporting is guardian information. Fields for CALPADS include guardian first name, guardian last name, and highest education level.



When you access this screen, chances are that some type of information about the student's parent(s)/guardian(s), will already be filled in. In the example below, for instance, the mother's name and the father's name is present.

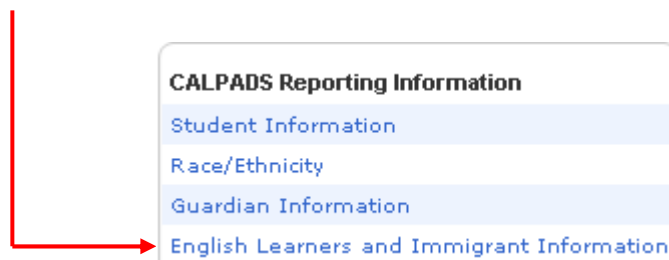
Based on which fields are completed, choose the appropriate descriptors in the drop-down menus at the top of the screen.

A screenshot of the "CALPADS Reporting Information" form. At the top, it says "Please choose the Parent/Guardian contacts to be reported on the Student Information extract and complete the corresponding fields for those contacts below." Below this are two dropdown menus for "Parent/Guardian 1" (set to "(M) Mother") and "Parent/Guardian 2" (set to "(F) Father"). The form is divided into sections: "Parents Information" with fields for "Mother's Name" (Keelen, Donna) and "Father's Name" (Keelen, Steve), both with "Format: Last, First" labels; "Guardian 1 - Name" and "Guardian 2 - Name" sections, each with "Last, First" input fields and "Relationship" dropdown menus set to "Please Select"; and "Other Guardian Information" with a "Parent/Guardian Highest Education Level*" dropdown menu set to "(11) College Graduate", which is circled in red. A "Submit" button is at the bottom right.

Then, please be sure to mark the highest educational level of the parent(s)/guardian(s). Although "Decline to State" is an option, please use it sparingly, as this field is very important for reporting & funding purposes.

English Learners & Immigrant Information

The last piece of CALPADS reporting you'll need to know is housed under the "English Learners and Immigrant Information" link.



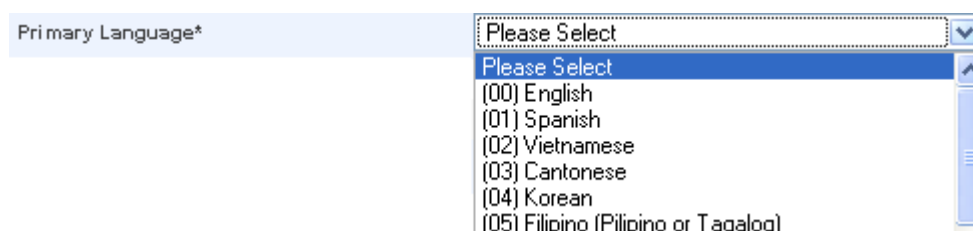
Here you'll enter CALPADS information about the student's primary language, ELA status & ELA start date, initial enrollment, and consecutive enrollment.

Field #1: Primary Language

The first field you'll need to fill out is "Primary Language." To determine a student's primary language, you'll need to have the parent/guardian answer four questions, as noted on the Home Language Survey:

1. Which language did your child learn when he/she first began to talk?
2. Which language does your child most frequently speak at home?
3. Which language do you most frequently use when speaking with your child?
4. Which language is most often spoken by adults in the home?

The result of these four questions should be selected in the drop-down menu, as seen below.



Determining primary language can be confusing, so let's walk through a couple of examples:

Example 1:

1. Which language did your child learn when he/she first began to talk?
2. Which language does your child most frequently speak at home?
3. Which language do you most frequently use when speaking with your child?
4. Which language is most often spoken by adults in the home?

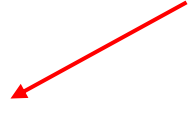
English

English

English

Spanish

If any language other than English is listed, you must choose that language as the primary language.



Example 2:

1. Which language did your child learn when he/she first began to talk?
2. Which language does your child most frequently speak at home?
3. Which language do you most frequently use when speaking with your child?
4. Which language is most often spoken by adults in the home?

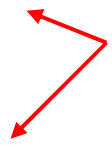
English

English

Spanish

Tagalog

Here we have three languages listed. Since you cannot choose English, choose between the remaining two languages.



Fields #2-3: Current ELA Status & Current ELA Status Start Date

Next, you'll need to enter the student's current English Language Acquisition Status. Again, choose from the drop-down menu below.

| | |
|--------------------|--|
| Current ELA Status | <input type="text" value="Please Select"/> |
| | <ul style="list-style-type: none">Please Select(EL) English Learner(EO) English Only(IFEP) Initial Fluent English Proficient(RFEP) Reclassified Fluent English Proficient(TBD) To Be Determined |

Then, enter the day that the student's ELA status became effective.

| | |
|-------------------------------|--|
| Current ELA Status Start Date | <input type="text" value="3/15/2008"/> |
|-------------------------------|--|

Note: Only complete these fields if you have official documentation from the student's prior school of attendance. These fields are tied directly to funding, and we can't afford mistakes.

Fields #4-5: Initial U.S. School Enrollment Date & Consecutive Enrollment

The final CALPADS fields you'll need to enter deal with the student's initial enrollment date in the United States and his/her years of consecutive enrollment.

| | |
|---|---------------------------------------|
| Initial US School Enrollment Date | <input type="text" value="08/10/03"/> |
| Enrolled in US School less than Three Consecutive Years | <input checked="" type="checkbox"/> |

Enter the enrollment date and, if applicable, check the box.

When you've verified and updated these 5 fields, scroll to the bottom of the screen and click the "Submit" button.



Odds & Ends

In conjunction with the CALPADS initiative, Knowledge Management encourages you to dedicate yourself to keeping your data updated and clean.

KM will be conducting monthly data audits – and not just for Office Managers – to ensure that all CALPADS fields are being completed as expected.

If you need assistance in this process, please contact:

Kevin Keelen

Director of Knowledge Management

kevin.keelen@greendot.org

(213) 393-5897

Michael Garner

Knowledge Management Analyst

mgarner@greendot.org

(310) 869-7175