How to Submit Data to Cal-PASS Plus

Log into https://www.calpassplus.org/User/Login.aspx

> If you have forgotten your password, click on "forgotten password" under the blue "Log On" button.
>
> If you have never had a Cal-PASS or Cal-PASS Plus user account, you may request an account to the right of the page

Under "**Explore Data and Collaborate**" click on the blue "**Pre K-12 Schools**" Button

a. Click on the "**Upload Data**" button
b. Under the "**File Purpose**" drop-down, select the files you will be submitting. Providing a file description is optional.

Choose your files from your computer location and click on the blue "Submit" button.

> If there are any questions or difficulties with the data upload, contact the Help Desk at help@calpassplus.org

Which Files Do I Drop to Cal-PASS Plus?

Please file-drop the following CALPADS Submission Files or an ODS Extract of the CALPADS Files

Note: If you would prefer, you can drop ALL of you CALPADS files and we can extract what we need.

> SENR - Student Enrollment
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> SINF - Student Information (demographics, etc.)
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> SPRG - Student Programs
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> SELA - Student English Language Acquisition (required for Submission files or ODS extracts created after 7/1/2014)
>
> CRSC - Course Completion
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> SCSC - Student Course Completion
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> SCTE - Student CTE (optional prior to 12-13)
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> SDIS – Student Discipline File
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> STAS – Student Absence Summary

Also, please file-drop the following Test Vendor Files:

> CAHSEE (for districts with high schools)
>
> STAR (collected through 2012-2013) or CAASPP (collected from 2013-2014 forward)

To Submit Data for Years Prior to 2011-12

CALPADS did not collect completion files prior to 2011-12 so all data prior to the 2011- 2012 school year must be submitted via a CALPASS extract. Most major student information system vendors have scripts prepared to generate that file. A Data Element Dictionary for that file format is available on the data submission page. STAR and CAHSEE data may still be submitted via the file drop process.