

## Upload Instructions for K-12 Foster Youth Data

Partnership for Achieving Student Success

## **Requested data**

The Foster Youth 9-14 Transitions Dashboard on Cal-PASS Plus provides important information for practitioners to be able to understand their foster youth students' academic performance in high school as well as how those students transition into post-secondary education. In order to be able to use this valuable dashboard and have access to these metrics, your district can upload the Calpads 5.7 Foster Youth Reports to Cal-PASS Plus.

The Calpads 5.7 Foster Youth Report is a "point-in-time" report that displays the K-12 students who are currently identified by the CDSS Foster Youth Data Matching Process as being in foster care. In addition to currently enrolled students, the report also includes students whose most recent enrollment included an E155 exit.

We recommend uploading these 5.7 reports monthly to Cal-PASS Plus. Frequently submitting reports will result in viewing the most comprehensive picture of your district's foster youth experiences on the dashboard.

## **Upload Instructions**

Here's how to ensure your district information is displayed on the Foster Youth 9-14 Transitions Dashboard:

**Step 1: Download** your district's 5.7 Report from the "Reports" section of CALPADS. Please remember that these are "point-in-time" reports, so you can download updated reports from CALPADS each week.

**Step 2: Upload** your 5.7 Reports to Cal-PASS Plus on the File Submission Page. Go to the File Submission Page on Cal-PASS Plus. Select "High School Foster Youth Cohort" as your File Purpose in the drop-down menu. Select the "Choose Files" button, and then find the 5.7 Reports on your device. Once the files have loaded on the Page, click the Blue Button to complete your submission.

**Step 3: Maximize** the Foster Youth 9-14 Transitions Dashboard after the data are successfully processed by viewing your district's data!

If you have any questions about this process, please submit a Helpdesk Ticket to help@calpassplus.org.