Submitting CALPADS Data to Cal-PASS Plus

STEP 1:

Login to https://www.calpassplus.org/User/Login
- To create a new login, fill out the New Login Request Form on the right-hand side of this page: https://www.calpassplus.org/Join.
- If you have forgotten your password, click ''Forgotten Password'' under the blue ''Log On'' button.

STEP 2:

From the Cal-PASS Plus home screen, click on ''Upload Data'' button in the blue bar at the top of the screen. You will be taken to the File Submission page where you can upload your institution's data files.

STEP 3:

Follow the instructions the https://www.calpassplus.org/CalPASS/ClientServices/Submission/FileDrop.aspx to upload your files.

STEP 4:

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 (the Legacy K-12 DED). STAR and CAHSEE may still be submitted via the file-drop process.

Please submit the following CALPADS Submission Files or an ODS Extract of the CALPADS Files:

File Name	Description	Updated Submission Year
SENR	Student Enrollment	
SINF	Student Information (demographics, etc.)	
STAS	Student Absence Summary	

File Name	Description	Updated Submission Year
SPRG	Student Programs	
SELA	Student English Language Acquisition	Required starting 13-14
CRSC	Course Completion	
SCSC	Student Course Completion	
SCTE	Student CTE	Required starting 11-12
STAS	Student Absence Summary	

Recent Updated Files

File Name	Description	Updated Submission Year
SDIS	Student Discipline File	Required before 19-20
SINC	Student Incident	Required starting 19-20
SIRS	Student Incident Results	Required starting 19-20
SOFF	Student Offense	Required starting 19-20

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

File Name	Description	Updated Submission Year
CAHSEE	for districts with high schools	
STAR	collected through 2012/13	
Foster Youth 5.7	K-12 students who are identified by the CDSS Foster Youth Data Matching Process	
CAASPP	collected from 2013/14 forward	

Question?

If you have any questions about the data submission process, please contact the Helpdesk at help@caplpassplus.org or view the FAQS on the File Submission Page

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