



## How to Submit Data to Cal-PASS Plus – K12 Institutions

Submitting data to Cal-PASS Plus is simple. You are basically submitting “Student,” “Course,” and “Award” files from your institution. These can be easily downloaded from the CA Department of Education’s CALPADS website (which are called ODS Extracts) and then uploaded to Cal-PASS Plus.

1. Collect the following requested files for your district for the relevant academic year(s)
  - SENR – Student Enrollment
  - SINF – Student Information
  - SPRG – Student Programs
  - SELA – Student English Language Acquisition
  - CRSC – Course Completion
  - SCSC – Student Course Completion
  - SCTE – Student CTE
  - SDIS – Student Discipline File
  - CAASPP- Student Test Results

Here is a [helpful link](#) for guidance on extracting CALPADS ODS Extracts.

2. Login to <https://www.calpassplus.org/User/Login> and enter your username and password.

To create a new login, complete a Login Request Form: <https://www.calpassplus.org/Join>

3. From the Cal-PASS Plus home screen, click on “Upload Data” button in the blue bar at the top of the screen. Please follow all instructions outlined on the website. You can refer to the instructions video or explore the FAQ section for additional support.

Please contact [help@calpassplus.org](mailto:help@calpassplus.org) to confirm successful file processing or for any questions.



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