



## Submitting CALPADS Data to Cal-PASS Plus

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.

From the **Cal-PASS Plus home screen**, click on the “**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.

Follow the instructions the File Submission Page to upload your files.

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

- SENR – Student Enrollment
- SINP – Student Information (demographics, etc.)
- SPRG – Student Programs
- SELA – Student English Language Acquisition (required for Submission files or ODS Extracts created after 7/1/2014).
- CRSC – Course Completion
- SCSC – Student Course Completion
- SCTE – Student CTE (optional prior to 2012/13)
- SDIS – Student Discipline File
- STAS – Student Absence Summary

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

- CAHSEE (for districts with high schools)
- STAR (collected through 2012/13) or CAASPP (collected from 2013/14 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 (the Legacy K-12 DED). STAR and CAHSEE may still be submitted via the file-drop process.

### QUESTIONS?

If you have any questions about the data submission process, please contact the Helpdesk at [helpdesk@calpassplus.org](mailto:helpdesk@calpassplus.org) or view the **FAQs** on the File Submission Page.

