

ADMINISTRATIVE CIRCULAR NO. 10
Office of the Chief Information and Technology Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 25, 2009

To: Principals, Vice Principals and Enrollment Staff

Subject: DATA CORRECTION FOR CALIFORNIA LONGITUDINAL PUPIL ACHIEVEMENT DATA SYSTEM (CALPADS)

Department and/or Persons Concerned: Principals, Vice Principals, Counselors, All School Staff Members

Due Date: October 2, 2009

Reference: Senate Bill 1453

Action Requested: Print pre-filled Enrollment Form and send home with students for data correction. Enter data into Zangle.

Brief Explanation:

The State and the District are rapidly moving toward the implementation of the California Longitudinal Pupil Achievement Data System (CALPADS) during the 2009-10 school year. CALPADS is a data collection system and database for the K-12 public education system that will track and report students' academic progress through the collection of public school student data over time. The system will include student state-mandated test scores (STAR, CAHSEE, CELDT), school enrollment data, student and staff demographics, secondary course enrollments and marks, student discipline records, program participation, parent/guardian contacts, and other elements.

District staff have been analyzing, monitoring and converting district student data for this implementation. All data for CALPADS will be ultimately extracted from Zangle; therefore, it is imperative that data in Zangle be complete and correct. Currently a great deal of student information in Zangle is incomplete and incorrect. Both for CALPADS reporting and for district use of student data, all required data must be collected and entered correctly into Zangle.

One vital means of collecting important student information is the PK-12 Enrollment Verification Form 2009-10. Because student data for many fields on this form is incomplete or incorrect in Zangle, schools need to distribute these forms to parents to complete.

- Parents of students new to the district must fill out this form when they enroll their student.

- Parents of students returning to the district must be provided a pre-filled form (existing data in Zangle are displayed for each field); with several exceptions, parents need to provide data only for those fields where data are incorrect or missing.

Since it is important to enter complete and accurate data for all these fields into Zangle in a timely manner, the following deadlines have been established:

September 11	Schools distribute pre-filled Enrollment Verification Forms with Parent Letter for returning students to take home to parents.
September 18	Parents return completed Enrollment Verification Forms to schools.
October 2	School staff complete entry of all Enrollment Verification Form data into Zangle.

School staff must realize the importance of entering all the Enrollment Verification Form data into Zangle. It is not sufficient for data collection purposes to have the completed forms in students cumulative files or in any other location. In order for these data to be accessible for CALPADS reporting and available for internal data reporting and data-based decision-making, the data must be entered into Zangle in a timely manner.

To help schools with these efforts, several documents and queries have or will be prepared and made available on the Zangle website or in Zangle. Queries to assist with identifying problems with your school's student data will be announced in an upcoming Zangle Onsite Training and Support Bulletin which is published weekly and sent to all Zangle users.

Directions for entering data from the Enrollment Verification Forms can be found at [http://www.sandi.net/zangle/readandlearn/jobaids/zangle_enrollment_form_directions .pdf](http://www.sandi.net/zangle/readandlearn/jobaids/zangle_enrollment_form_directions.pdf).

Directions for printing pre-filled Enrollment Verification Forms are available in the Enrollment section of the Zangle Job Aids site at <http://www.sandi.net/zangle/readandlearn/jobaids>.

A letter explaining to the parent why the Enrollment Verification Form must be completed is attached to this circular and will be available on the district website at <http://www.sandi.net/enrollment>.

Note that attention should be focused on several types of data.

- First, questions relating to racial/ethnic data have been changed. Racial/ethnic data are now collected via a two part question: the first question (#9) asks whether the student is Hispanic or Latino. The second (#10) asks which race(s) a student belongs to. In all cases, both questions must be answered.
- For many students city, state, and country of birth is missing. CALPADS requires the state or province of birth for students born in the United States, Mexico, and Canada.

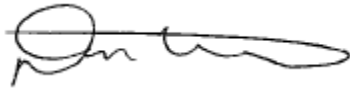
- Student residential status requires more detailed information and needs to be carefully filled out and entered.

Further information on these and other fields can be found under the District's Enrollment website at <http://www.sandi.net/enrollment> under the '**Completing Your Child's Enrollment Form**' section.

Questions about this circular may be directed to Jean Gallenson at 619-725-7479 jgallenson@sandi.net or Toren Allen at 619-260-5438 tallen@sandi.net.

Toren Allen
Director, Applications
Information Technology Support Services

APPROVED:



Darryl LaGace
Chief Information and Technology Officer

SR:da

Attachments: (1)
Parent letter explaining pre-filled form

Distribution: Lists B, D, E, and F



San Diego Unified School District

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Chief Information & Technology Officer
Darryl LaGace

September 11, 2009

Dear Parents:

The State of California is rapidly moving toward the implementation of the California Longitudinal Pupil Achievement Data System (CALPADS) during the 2009-10 school year. CALPADS is a data collection system and database for the K-12 public education system that will track and report students' academic progress through the collection of public school student data.

Attached is a copy of the Enrollment Verification Form (pre-filled) for your student. Due to state reporting requirements, all information must be verified and all incomplete information must be completed.

Please review the pre-filled form and make any corrections to information on the form. In addition, please complete any missing information.

Some areas to review are:

- Student race/ethnicity information must be collected with a two-part question in order to meet new federal and state reporting requirements. Please review questions 9 and 10 of the pre-filled form. These changes to race and ethnicity data collection have been made by the federal government to provide a more accurate picture of the nation's ethnic and racial diversity. Both questions 9 and 10 must be answered in order for the form to be complete.
- City, state and country of birth is missing for many students. CALPADS requires the state or province of birth for students born in the United States, Mexico or Canada.

It is important that the data regarding your student is reported accurately and timely. Please return the pre-printed form to the school by September 18, 2009.

Questions may be directed to the school site staff.

Thank you very much for assisting the school district with this important reporting requirement.

Sincerely,

Darryl LaGace
Chief Information & Technology Officer

Sandra Robles
Manager, Enrollment Options