HOW TO UPLOAD

HOW TO UPLOAD CALPADS DATA FILES FOR THE IDC LEA DRILLDOWN CENTER

SYSTEM IMPROVEMENT LEADS

How to Upload CALPADS Data Files for the IDC LEA Drilldown Center

The Drilldown Center allows districts to create both LEA Snapshot Reports and Student List Reports with Local Education Agency (LEA) data to dig deeper into your status on areas connected to the California State Performance Plan indicators. Follow the directions below to get started on your reports.
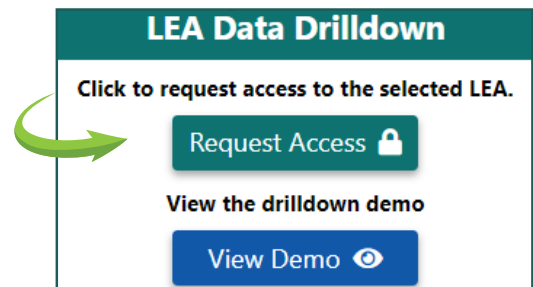
Please note, creating either Student Snapshot Reports or Student List Reports can only be created by districts and/or Charter Schools.
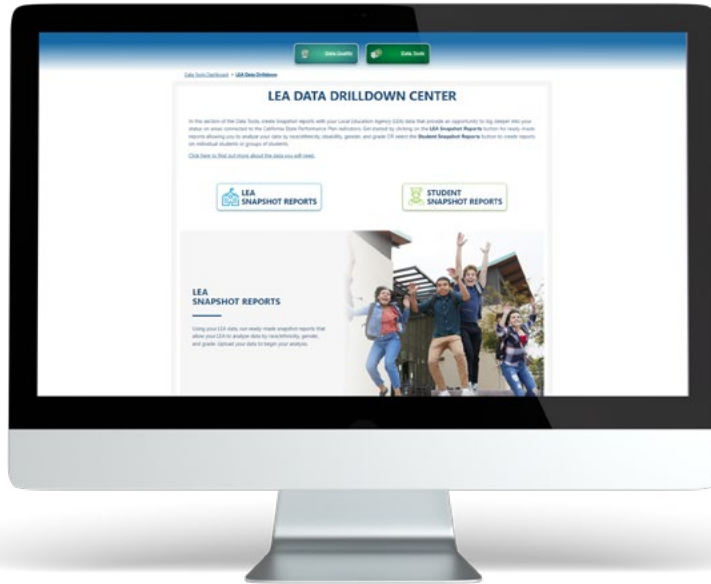
1 | When signed in to the Improvement Data Center (IDC) Data Tools, click on the **LEA Data Drilldown Center**.

2 | Choose your **Reporting level** and **Organization**.

3 | Click on **LEA Data Drilldown Center** (lower right corner).
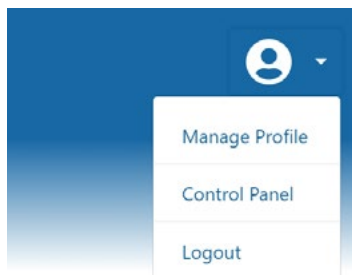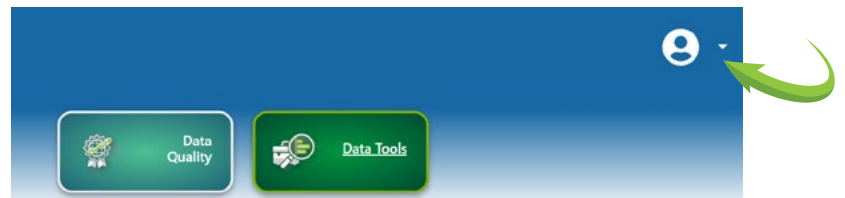Only districts and charters can access and upload data in the Drilldown Center.

If you see the lock icon, click the **Request Access** button and follow the prompts to activate. For more information on this process, please see our handout on **How to Access The Drilldown Center.**

LEA Data Drilldown

Click to request access to the selected LEA.

Request Access 🔒

View the drilldown demo

View Demo 👁

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4 You will be directed to the LEA Data Drilldown Center landing page.

5 In the top right hand corner of the screen, click on the arrow to the right of your name.
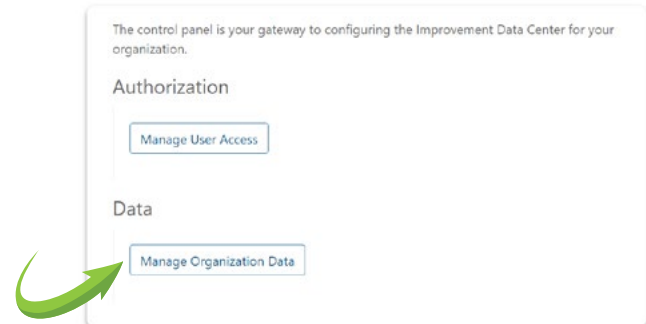
6 A drop-down menu will appear with options to manage your profile.

7 Click on the **Control Panel.**

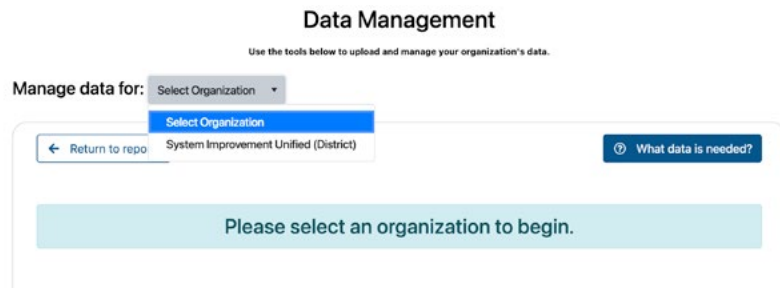Manage Profile

Control Panel

Logout

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8 Click on **Manage Organization Data**

Here you can see what data is needed, upload data files and manage previously updated data files.

The control panel is your gateway to configuring the Improvement Data Center for your organization.

Authorization

Manage User Access

Data

Manage Organization Data

Data Management

Use the tools below to upload and manage your organization's data.

9 Select the name of the organization you will be managing data for.

Manage data for: Select Organization ▾

Select Organization
System Improvement Unified (District)

← Return to repo

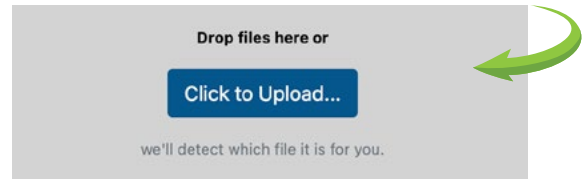⑦ What data is needed?

Please select an organization to begin.

⑦ What data is needed?

If you are unsure of what data is needed, click on the **What data is needed?** button.

*Here you will find the **CALPADS System Documentation Page**, the **CALPADS User Manual site** and a table specifying which data files are needed by report.*

Once you extract the necessary data files from CALPADS, continue to the next step.

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Drop or **Click to Upload** the data files.

Before uploading files, please rename the file to include the school year in the file name.
For example, SENR_SY22-23.txt

Once your data files have been uploaded, you will notice the files will be in order by date uploaded. The data files will remain in the system until you delete them.

Drag a column header and drop it here to group by that column

File Name	File Type	Record Co...	School Year	Uploaded...	Date Uplo...	Status		
09-12_SOFF.txt	SOFF	1526	2021-2022		5/11/2022 7:44 AM	Processed		
09-12_SIRS.txt	SIRS	1424	2021-2022		5/11/2022 7:44 AM	Processed		
09-12_SELA-R.txt	SELA	12109	2021-2022		5/11/2022 7:45 AM	Processed		

Now that you have your data files uploaded in the IDC Drilldown Center, you are ready to create your custom LEA Snapshot Report and/or Student List Report.

*For more information on how to create and interpret LEA Snapshot Reports and Student List Reports, click the **Resources and Support** button.*

WHAT DATA IS NEEDED?

All of the reports provided here rely entirely on the CALPADS files your district already produces and sends to the CDE. CALPADS files can be produced from your SIS by you or your IT department or downloaded directly from CALPADS. The file specifications can be found on the CALPADS System Documentation page and instructions for the CALPADS extract process can be found on the CALPADS User Manual site.

*The table below shows which files are needed for each report.

	SSID Enrollment (SENR)	Student Information (SINF)	Students with Disabilities (SWDS)	Special Education Meetings (MEET)	Special Education Plans (PLAN)	Student Programs (SPRG)	English Language Acquisition (SELA)	Student Incident Results (SIRS)	Student Offense (SOFF)
Discipline Rate	X	X	X	X	X	X	X	X	X
Least restrictive Environment	X	X	X	X	X	X	X		
Preschool Least Restrictive Environment	X	X	X	X	X	X	X		
Parent Involvement	X	X	X	X	X	X	X		
Disproportionality	X	X	X	X	X	X	X		
Timely Eligibility	X	X	X	X	X	X	X		
Post-Secondary Transition Goals	X	X							

*As a result of the recent CALPADS SPED Redesign the Student Special Education Program (SPED) Extract has been removed and replaced by Students with Disabilities (SWDS), Special Education Meetings (MEET) and Special Education Plans (PLAN) Extracts.

The SWDS, MEET and PLAN Extracts are now required files to upload to view LEA Snapshot Reports.