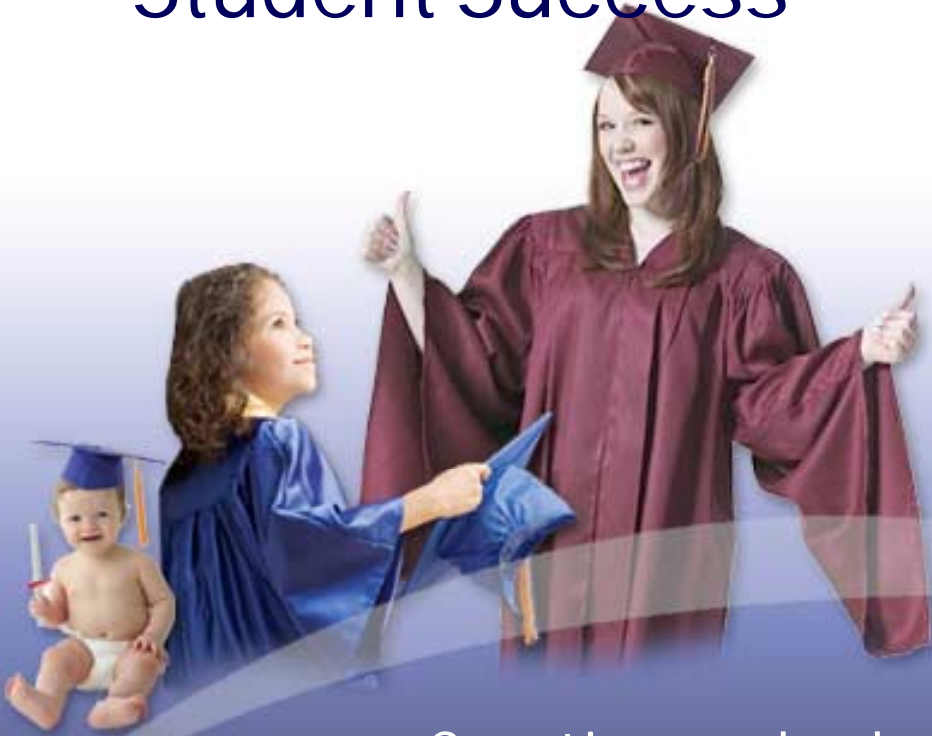


California Partnership for Achieving Student Success



Creating and submitting Cal-PASS
Data files



Agenda

Overview of Cal-PASS

Creating data files

Validating your data

Submitting your data

Downloading your partners' data

Using Cal-PASS data



What is Cal-PASS?

- Creates regional data sharing partnerships
- Links primary, secondary and post-secondary institutions on a regional basis
- Tracks groups of students from one segment to the next
- Participants include over 2500 K-12 schools, 78 community colleges and 17 universities throughout California

How Does Cal-PASS Work?



Steps to Cal-PASS



District Superintendent signs MOU

Cal-PASS office sends welcome email to member district. Request for identification of IT and Program Contacts.

Email to IT Contact giving direction on data submission.

- Website address
- Data Element Dictionary
- User's Guide
- Validation Program

User ID and Password given to the Program Contact

Cal-PASS Data Collection Cycle

- Initial submission of 5 years
- Ongoing annual submission
- Domain defined by consortium
- Optional files determined by consortium
- Cal-PASS files contain data at the school level but are submitted and downloaded at the district level

Resources for creation of data files

Data Element Dictionary

- Record layout for input file to the validator
- Record layout for output from download

User's Guide

- Step by step guide to submission, download and query

Validation Program

- Data files must be pre-edited (validated) prior to submission through the Cal-PASS website.

Available from the Cal-PASS website at

www.calpass.org/data

Create files



Student, Course, Award, STAR files

- May also have optional files

Primary key

- School, academic year, locally assigned student identifier
- One to many relationship between student file and course file
- One to one or one to many relationship between the student file and the award file

For multiple year submission (initial) there will be multiple records for each student

- each with different academic year and grade level

Eagle Aeries



Before you begin:

- For inclusion into the Cal-PASS file, the student must have course history records.
- The district Database **MUST** be updated with Student data prior to creating the extract files. All school databases must be in the same folder as the District database.
- Check that the CDS codes are up to date in the District database
- Course records must have CBEDS codes

Eagle Aeries

Select View All Forms > Create Cal-PASS Extract. The following window appears:

Submission Type

Annual Submission

Initial Submission

School data pulled from C:\EAGLE\Demo Data\'

Path to output files: C:\EAGLE

Check the schools you want to Include

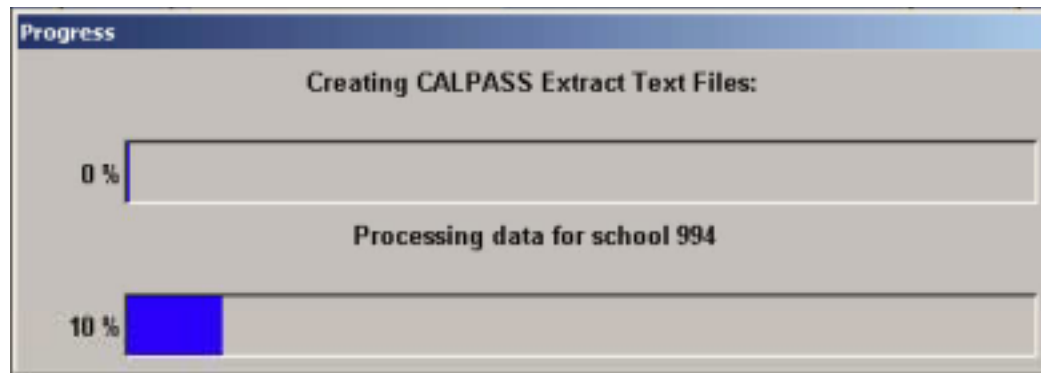
SCH #	NAME:	All	None
<input checked="" type="radio"/>	990 - Golden Eagle Elementary School		
<input checked="" type="radio"/>	991 - Tawny Eagle Yr Elementary School		
<input checked="" type="radio"/>	992 - Hawk Elementary School		
<input checked="" type="radio"/>	993 - Bald Eagle Intermediate School		
<input checked="" type="radio"/>	994 - Screaming Eagle High School		
<input checked="" type="radio"/>	995 - Aeries Continuation School		
<input checked="" type="radio"/>	999 - Inactive Students		

Include Inactives

Create eXit

Important!

Processing Aeries extract



Pearson School Systems Software

Pearson Products

- Powerschool
- Chancery
- SASI; SASIxp
- Win School
- Mac School

Cal-PASS Extract in SASI



Before you begin:

- Identify the version of SASI you have
 - SASI for full CSIS reporting Districts have the Extract
- Check that the CDS codes are up to date in the District database
- Course records must have CBEDS codes
- Create files one year at a time



Non-CSIS full reporting SASI users

For a Cal-PASS extract in Non-CSIS version of SASI

1. Contact the SASI Project Manager

Shari Marshall at shari.marshall@pearson.com

2. Identify who in your district participates in the bi-weekly conference call

3. Voice your interest in getting a Cal-PASS Extract function during the conference call

Other Pearson products



For a Cal-PASS extract in Powerschool

1. Contact the Powerschool Project Manager

Ariel Tribble at ariel.tribble@pearson.com

2. Identify who in your district participates in the bi-weekly conference call

3. Voice your interest in getting a Cal-PASS Extract function during the call

Creating Files Manually

- Must have an understanding of relational databases
- Determine where the data reside for each data element
- Select demographics from student database file for a single academic year and insert into a file (access, excel, etc)
- Select all associated course records for those students for that same academic year
- Select all student ID's and school ID's for students who received a diploma and insert into a file
- Export all files to a comma separated value text file

Input File Format

Sample of file layout

```
S67850K.txt - Notepad
File Edit Format View Help
36678507044421,0405,0000064400      ,606944081 ,1053631683,CIN,ABA,F,500,19961101,03,999,999,999999,01
36678507044421,0405,0000088685      ,           ,4028235600,ADA,ACO,M,500,19951006,03,999,999,999999,01
36678507044421,0405,0000091020      ,           ,6065691044,AUR,ACO,F,500,19990428,KN,999,999,999999,01
36678507044421,0405,0000049912      ,626847601 ,5054567392,MEL,AFU,F,303,19951010,04,999,999,999999,34
36678507044421,0405,0000069832      ,604969811 ,1054567763,TON,AFU,F,303,19970220,02,999,999,999999,00
36678507044421,0405,0000078678      ,616061951 ,1057450113,CRI,AGU,F,500,19980611,01,999,999,999999,01
36678507044421,0405,0000069015      ,           ,8091280608,DEI,AGU,F,500,19990629,KN,999,999,999999,01
36678507044421,0405,0000086087      ,           ,8097780428,ENR,AGU,M,500,19990831,KN,999,999,999999,01
36678507044421,0405,123456789        ,606117901 ,4093660920,GRE,AGU,M,500,19981207,KN,999,999,999999,00
36678507044421,0405,0000088597      ,611171961 ,3092661997,JAC,AGU,F,500,19991026,KN,999,999,999999,01
36678507044421,0405,0000070805      ,           ,2055694105,PRI,AGU,F,500,19971115,22,999,999,999999,01
36678507044421,0405,0000017960      ,603025941 ,9054562301,ANG,AGU,F,500,19970803,02,999,999,999999,01
36678507044421,0405,0000076772      ,617782681 ,6057897994,JOS,AGU,M,500,19940821,04,999,999,999999,01
36678507044421,0405,0000076771      ,602949501 ,1055447993,MAR,AGU,F,500,19961024,02,999,999,999999,01
36678507044421,0405,0000083359      ,624084821 ,5051111572,ALI,ALB,F,600,19980707,01,999,999,999999,00
36678507044421,0405,0000083361      ,614903851 ,6052224864,ANT,ALB,M,500,19960616,03,999,999,999999,00
36678507044421,0405,0000057136      ,618869331 ,3053336867,GAB,ALC,M,500,19951229,03,999,999,999999,00
36678507044421,0405,0000018280      ,           ,2056669425,VIN,ALC,M,500,19940522,05,999,999,999999,00
36678507044421,0405,0000049913      ,626801491 ,8058883368,MAR,ALC,F,500,19950415,04,999,999,999999,01
36678507044421,0405,0000018231      ,606764431 ,7052275236,SUS,ALC,F,500,19940906,05,999,999,999999,01
Ln 20, Col 54
```

Cal-PASS Validation Program

- Download from Cal-PASS website
- Program runs locally
- Checks for valid codes in all fields
- Encrypts all student identifiers
 - SSN, Locally assigned ID, CSIS ID
- Creates two derived keys
 - Partial first name, partial last name, birthdate and gender
 - Second key uses high school of origin

Cal-PASS Validation Program

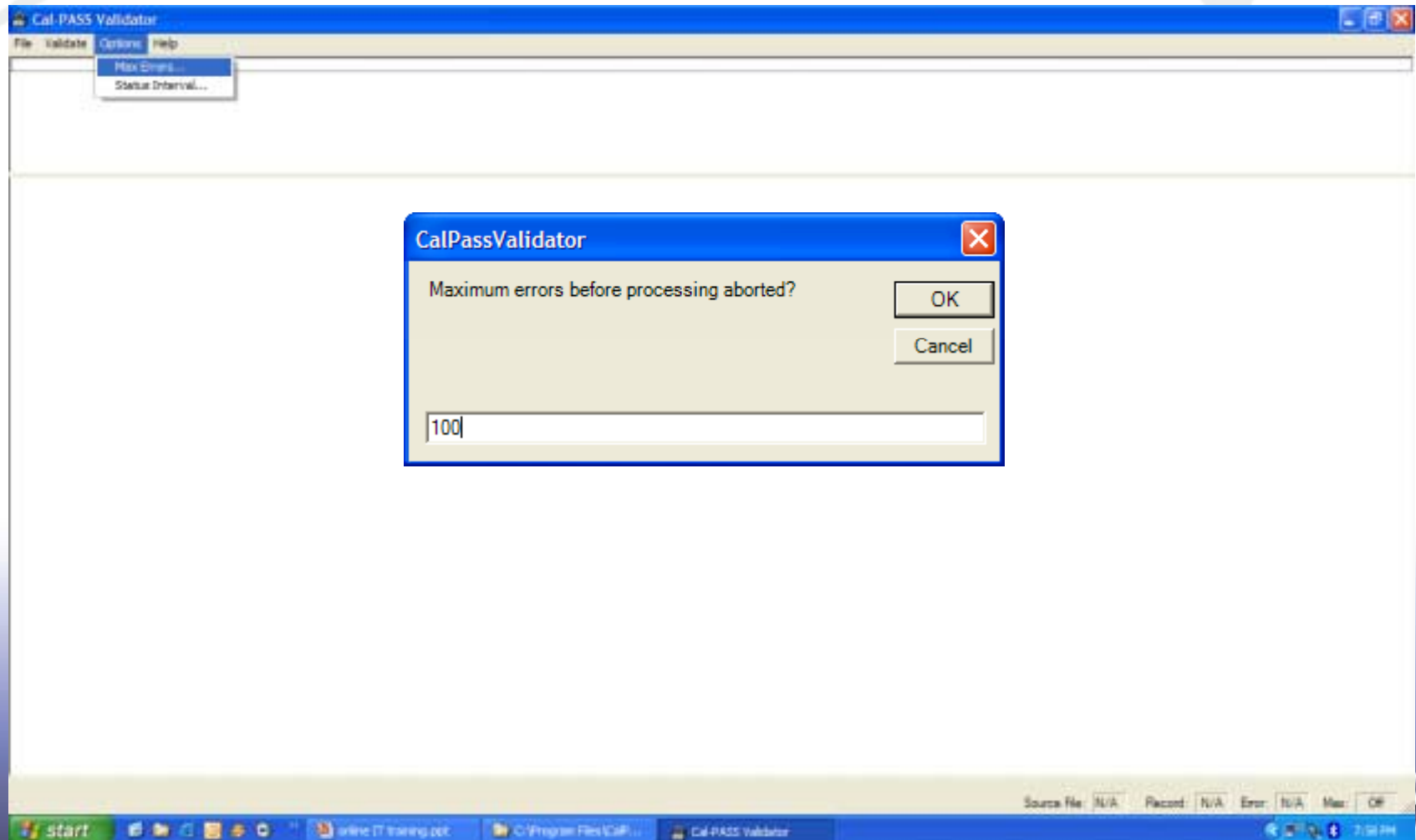


Validation program generates files

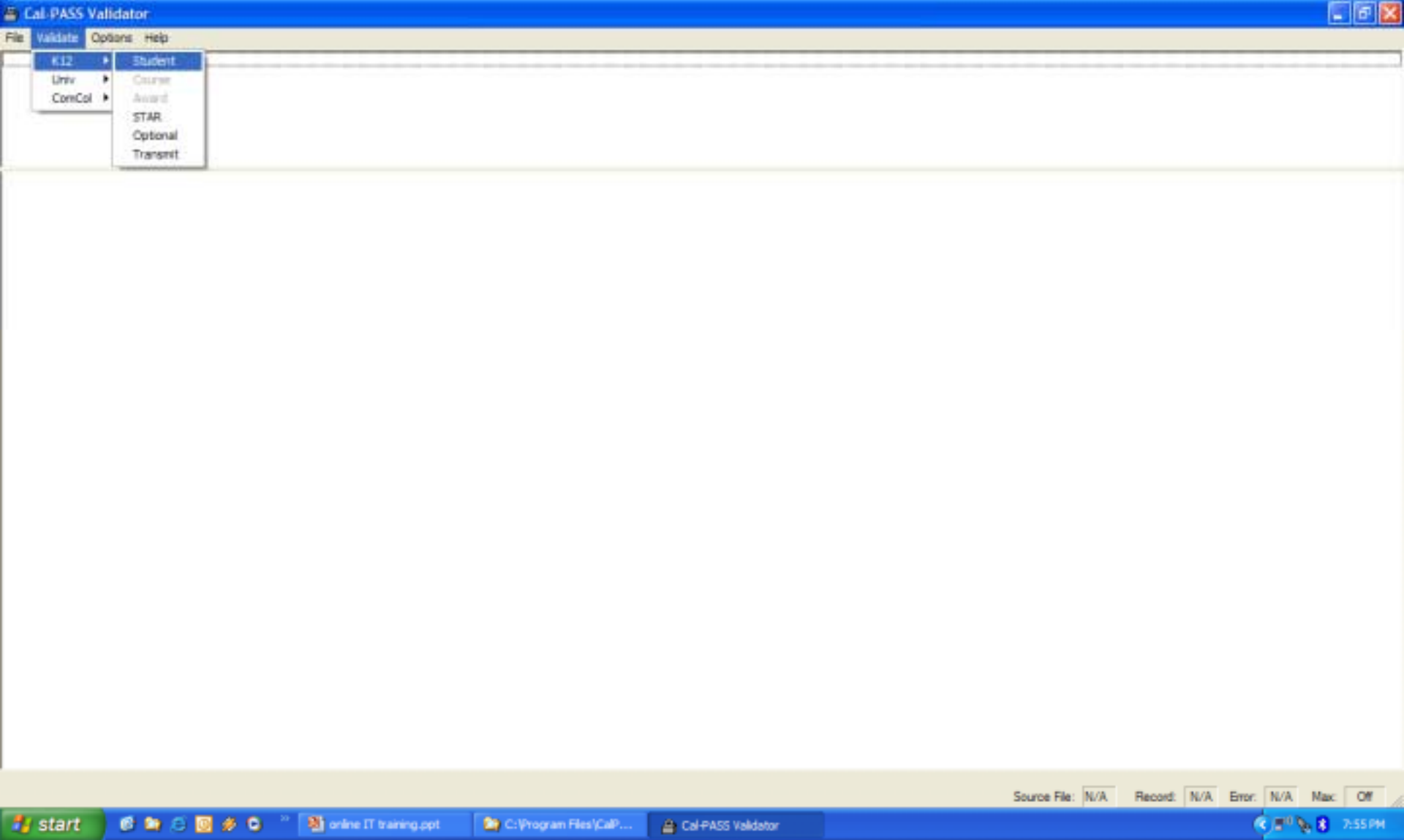
- error files containing records that don't meet edit criteria
- submission files containing data that passed the edit process
- Files are stored in two separate subdirectories (Error Logs and Uploads) in the directory where the program was installed

The Student file must be edited first in order for the program to successfully perform referential checks between files.

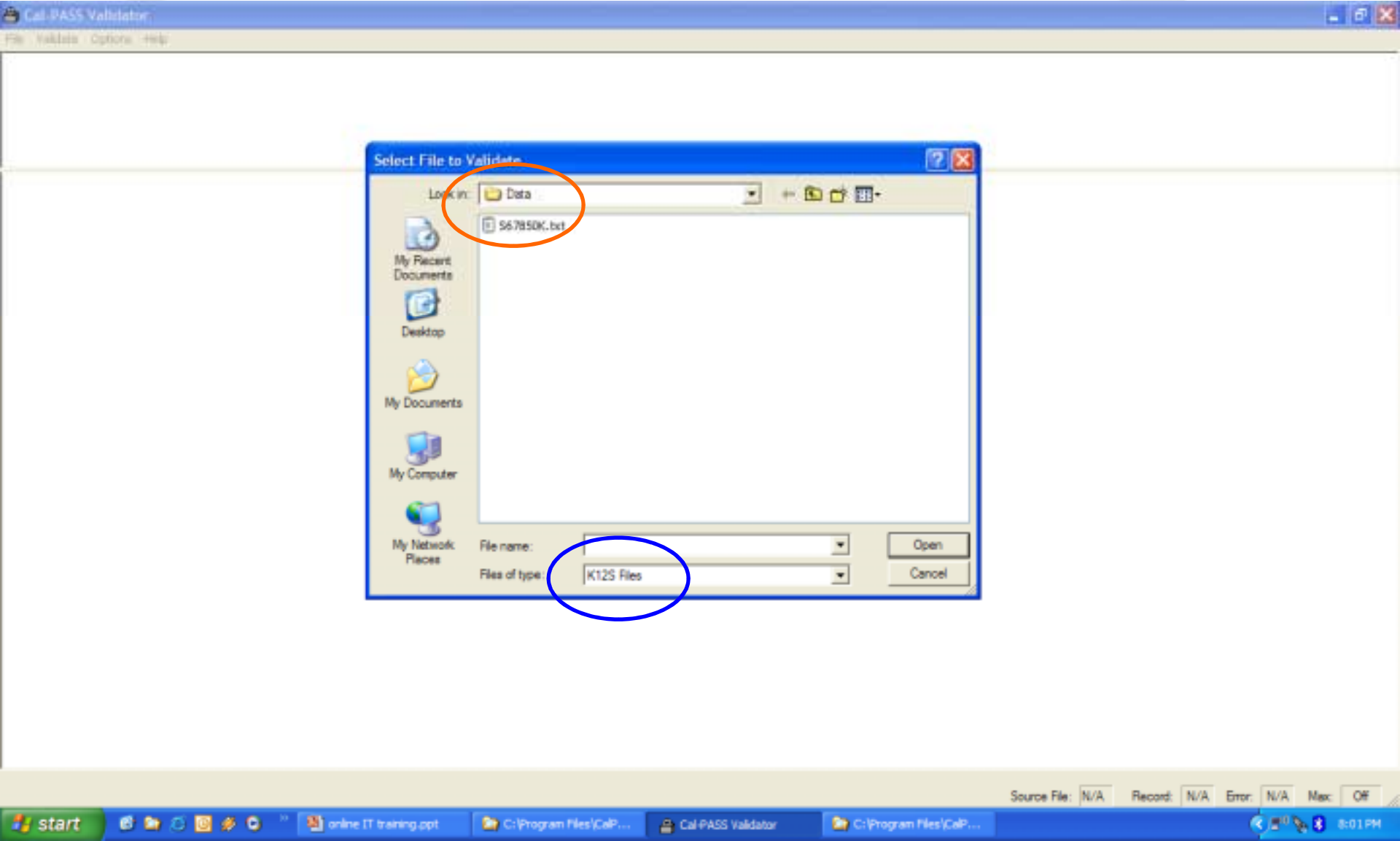
1st pass at the data: Set Maximum Errors



Validate the Student File



Select Student File First



Errors are shown on screen

The screenshot displays the Cal-PASS Validator application window. The main window title is "Cal-PASS Validator" and it has a menu bar with "Validate", "Options", and "Help". The main content area shows a list of records. The first record is highlighted and contains the following text: "Record 11: Field: GradeLevel (K12511), Value: '22', Error: Must be KN, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, UN, UE, US, AD, CC, OP or XX". Below this, another record is partially visible: "36678506036610,0405,0000070805 , 2052274105,PRI,AGU,F,500,19971115,22,999,999,999999,01".

An information dialog box titled "CalPassValidator" is open in the center of the screen. It contains the following text: "Student validation complete. The validated file is in the Uploads folder and the error file is in the ErrorLogs folder." Below the text is an "OK" button.

At the bottom of the application window, there is a status bar with the following information: "Source File: 567850K Record: 99 Error: 1 Max: Off". This status bar is circled in red.

The Windows taskbar at the bottom of the screen shows the Start button and several open applications: "online IT training...", "C:\Program Files...", "C:\Program Files...", "I:\calpass\Docum...", "Cal-PASS Validator", and "Cal-PASS Validator".

Record 4: Field value is too long. Field: CourseSequence (K12C08), Value: '30' Error: Must be: 0, 1, 2, 3, 4 or X
Record 5: Referential check error.
Record 6: Referential check error.
Record 7: Referential check error.
Record 8: Referential check error.

**Referential check
between student,
course and award
files.**

36678506059455,0405,057426,2734,SOC ST 8 ,,1,99,99,99,99,XX,30
36678506059455,0405,057426,2110,ENG 8 CL ,,1,99,99,99,99,XX,1
36678506059455,0405,057426,2611,GEN SCI 8,,1,99,99,99,99,XX,X
36678506059455,0405,057426,2428,MDL SCHL ALGEBRA ,,1,99,99,99,99,X
36678506059455,0405,057426,2734,SOC ST 8 ,,1,99,99,99,99,XX,X

CalPassValidator



Course validation complete.
The validated file is in the Uploads folder and the error file is in the ErrorLogs folder.

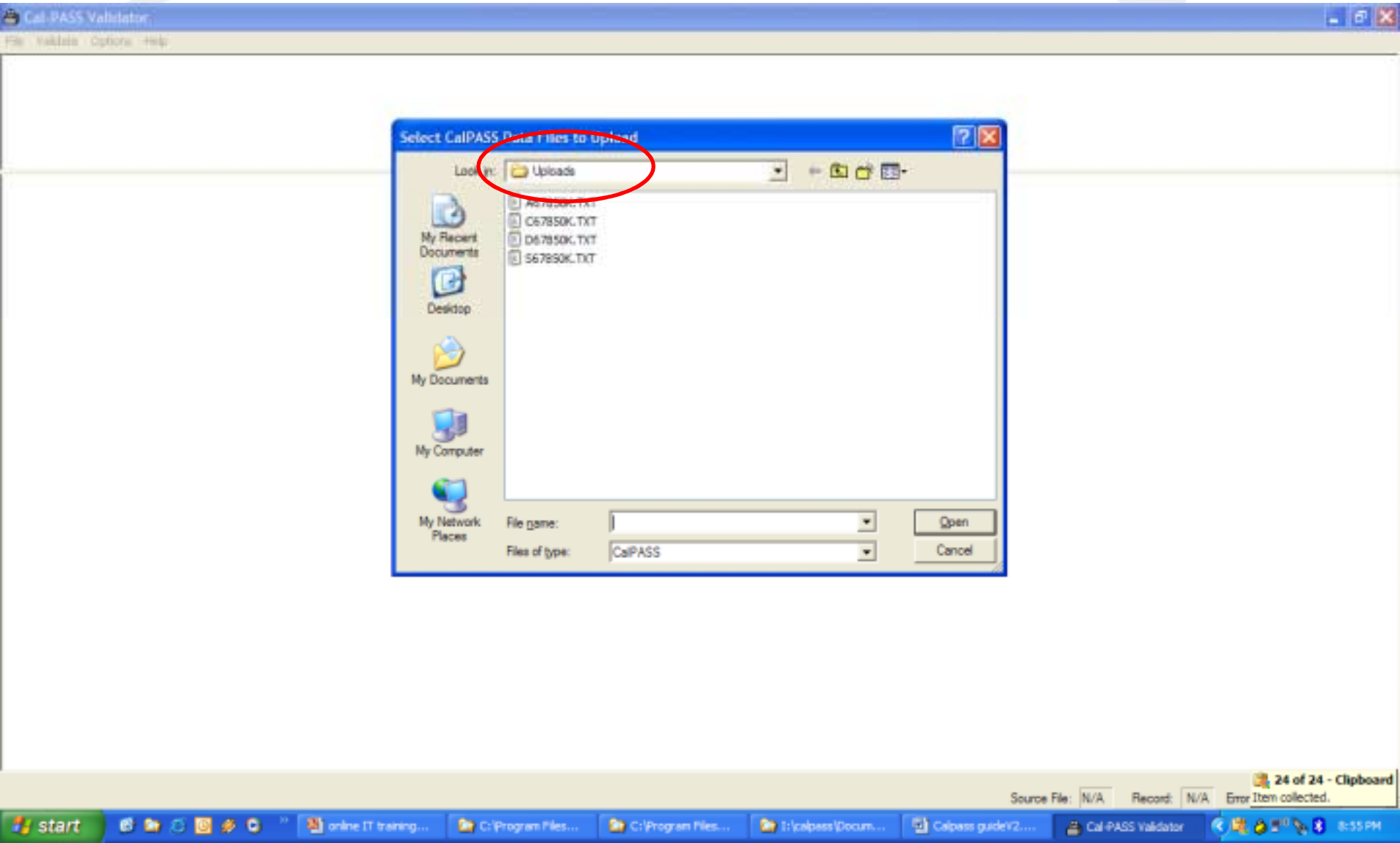
OK

Validating Star Test Data

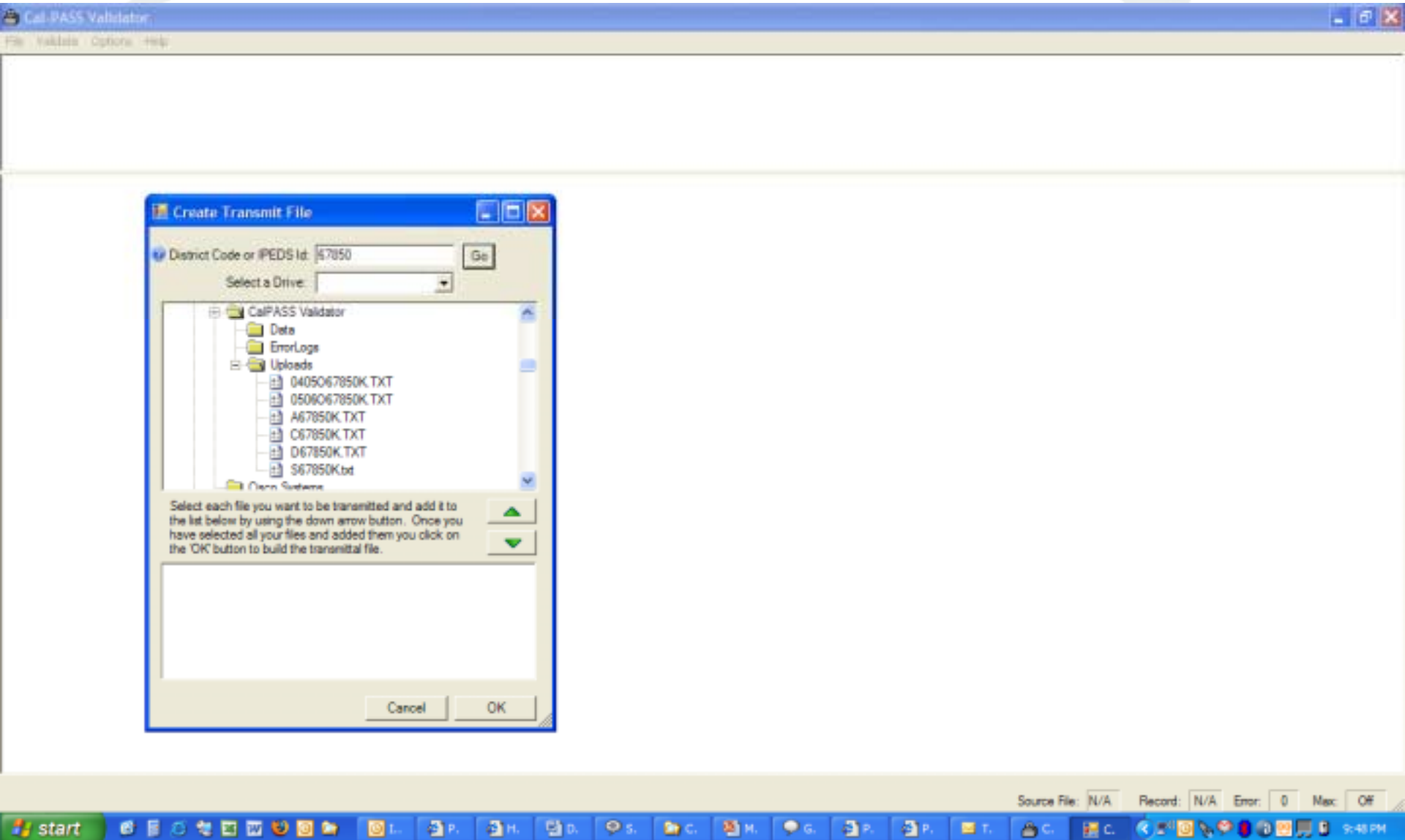


- Data are extracted directly from CD from testing vendor (Not from SIS)
- Can be submitted independent of student, course and award files to allow for past years data submission
- Program prompts for multiple CD's and/or multiple years
- Prompts user for year (very important)
- Uses format used by testing vendor
 - File name contains 5 digit District ID (no 'K')

Transmittal File



Select files



Submitting Data

- Password protected
- Cannot query until at least 1 submission is completed
- Student, Course and Award files must be included for K-12 districts
- Student and Course files for K-8 districts
- Star data and Optional files may be submitted independently

Submission login page

The screenshot shows a Microsoft Internet Explorer browser window displaying the Cal-PASS submission login page. The browser's address bar shows the URL <http://submission.calpass.org/>. The page header includes the text "California Partnership for Achieving Student Success" and the "Cal-PASS" logo, which features a star above the word "PASS". Below the logo is a "Login" link. A dark blue banner contains the text "A partnership of the California Community Colleges Chancellor's Office and the Grossmont-Cuyamaca Community College District". The main content area is titled "Welcome to Cal-PASS data submissions login" and includes a notice: "Authorized users may access consortium partners' data in accordance with the Memorandum of Understanding (MOU)". A "User Log In" form is centered on the page, containing two input fields: "User ID:" with the value "67850K" and "Password:" with a masked password of "*****". A "Log In" button is positioned below the password field. At the bottom of the page, a footer provides contact information: "For information on data submission, email Mary.Kay.Patton or call 916-995-3183". The Windows taskbar at the bottom shows the Start button and several open application windows.

Login to CalPASS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address <http://submission.calpass.org/> Go Links

California Partnership for Achieving Student Success

Cal-PASS Login

A partnership of the California Community Colleges Chancellor's Office and the Grossmont-Cuyamaca Community College District

Welcome to Cal-PASS data submissions login

Authorized users may access consortium partners' data in accordance with the Memorandum of Understanding (MOU)

User Log In

User ID: 67850K

Password: *****

Log In

For information on data submission, email Mary.Kay.Patton or call 916-995-3183

Done Internet

start 0... L... I... o... A... P... C... G... M... R... D:\ S... C... 1:30 PM

Browse for files

The screenshot shows a Microsoft Internet Explorer browser window titled "Upload CalPASS Files". The address bar displays the URL <http://submission.calpass.org/Submission/UploadFiles.aspx>. The page content includes the CalPASS logo and the text "California Partnership for Achieving Student Success". Below the logo is a "Logout" link and a blue banner stating "A partnership of the California Community Colleges Chancellor's Office and the Grossmont-Cuyamaca Community College District".

The main content area is divided into two sections. On the left is an "Instructions" box with the following text:

Instructions

Click the "Browse" button to navigate to the "Uploads" directory for the CalPASS file you want to submit. Highlight the file then click on the "open" button. This will add the file to the pending file list. Repeat the process until you have selected all the files to be submitted then click on the "Upload Files" button. A "Files to be processed" window will appear.

If you have uploaded any file in error, you can remove that file by clicking on the red "X" to the left of the file listing. Once you are satisfied that all files have been uploaded that you want to process, click on the "Process Files" button to finalize the submission.

NOTE: A Transmittal file MUST accompany all submissions.

Tips:

Use the "Add Box" and "Delete Box" buttons to add more file selector boxes or to remove any files that were accidentally selected.

On the right is a file selection form with four empty text input fields, each followed by a "Browse" button. Below these fields are two buttons: "Add Box" and "Delete Box". At the bottom right of the form is an "Upload Files" button.

At the bottom of the page, there is a link: "For information on data submission."

The Windows taskbar at the bottom shows the Start button, several open applications including "online IT training...", "C:\Program Files\...", "C:\Program Files\...", "I:\calpass\Docum...", "Calpass guideV2...", and "Upload CalPASS F...", and the system clock showing "9:13 PM".

Add/Delete Selection Boxes

Upload CalPASS Files - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Stop

Address http://submission.calpass.org/Submission/UploadFiles.aspx Go Links

California Partnership for Achieving Student Success

Cal-PASS Logout

A partnership of the California Community Colleges Chancellor's Office and the Grossmont-Cuyamaca Community College District

Instructions

Click the "Browse" button to navigate to the "Uploads" directory for the CalPASS file you want to submit. Highlight the file then click on the "open" button. This will add the file to the pending file list. Repeat the process until you have selected all the files to be submitted then click on the "Upload Files" button. A "Files to be processed" window will appear.

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Browse

Browse

Browse

Browse

Browse

Browse

Browse

Add Box Delete Box

Upload Files

For information on data submission.

Done Internet

start 0... U... I... o... A... P... C... G... M... R... D:\ S... C...

1:31 PM

Selected files

Upload CalPASS Files - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://submission.calpass.org/Submission/UploadFiles.aspx Go

California Partnership for Achieving Student Success

Cal-PASS

Logout

A partnership of the California Community Colleges Chancellor's Office and the Grossmont-Cuyamaca Community College District

Instructions

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Tip:

Use the "Add Box" and "Delete Box" buttons to add more file selector boxes or to remove any files that were accidentally selected.

<input type="checkbox"/>	C:\Program Files\CalPASS\Validator\uploads\A67B58K.TXT	Browse
<input type="checkbox"/>	C:\Program Files\CalPASS\Validator\uploads\C67B58K.TXT	Browse
<input type="checkbox"/>	C:\Program Files\CalPASS\Validator\uploads\G67B58K.TXT	Browse
<input type="checkbox"/>	C:\Program Files\CalPASS\Validator\uploads\O67B58K.TXT	Browse
<input type="checkbox"/>	C:\Program Files\CalPASS\Validator\uploads\T67B58K.TXT	Browse
<input type="checkbox"/>		Browse

Add Box Delete Box

Upload Files

For information on data submission.

Done Internet

Process files

Upload CalPASS Files - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://submission.calpass.org/Submission/UploadFiles.aspx?U_Id=c100_ContentPlaceholder1_radFileUpload&U_RId=5aad6a0-1fd-4555-9cac-29fb6bb29fb

California Partnership for Achieving Student Success

Cal-PASS

Logout

A partnership of the California Community Colleges Chancellor's Office and the Grossmont-Cuyamaca Community College District.

Instructions

Click the "Browse" button to navigate to the "Uploads" directory for the CalPASS file you want to submit. Highlight the file then click on the "open" button. This will add the file to the pending file list. Repeat the process until you have selected all the files to be submitted then click on the "Upload Files" button. A "Files to be processed" window will appear.

If you have uploaded any file in error, you can remove that file by clicking on the red "X" to the left of the file listing. Once you are satisfied that all files have been uploaded that you want to process, click on the "Process Files" button to finalize the submission.

NOTE: A Transmittal file MUST accompany all submissions.

Tips:

Use the "Add Box" and "Delete Box" buttons to add more file selector boxes or to remove any files that were accidentally selected.

Browse

Browse

Browse

Browse

Add Box Delete Box

Upload Files

Files to be processed:

	File Type	File Name	File Size
✗	Award	A67850K.TXT	80 byte(s)
✗	Course	C67850K.TXT	197 byte(s)
✗	STAR	D67850K.TXT	879,291 byte(s)
✗	Student	S67850K.TXT	12,740 byte(s)
✗	Transmittal	T67850K.TXT	76 byte(s)

Process Files

Data Download



- User ID and Password
- Access based on MOU share list
- Reciprocal agreement to share
- Data files are csv format
- Available by academic year
 - CC and University files have multiple terms in each file

Guiding Principles



Data Ownership

- Retained by district/institution

Data Uses

- Primarily for internal institutional use

Sensitivity to other members

- No use of the data will disadvantage any other member

Confidentiality

- No individual will ever be identified
- Any use of the data outside of the consortium will have prior approval by all consortium members
- Consortium members will maintain security that meets the Cal-PASS security minimums

Who to contact



Joanne Hardy – Data Technician

jhardy@calpass.org

Mary Kay Patton – Technology Director

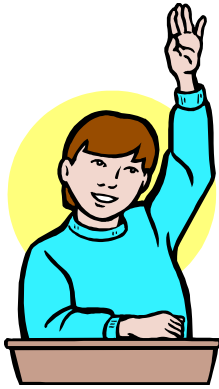
mkpatton@calpass.org

Alex Zakharenkov - Information Services Specialist

azakharenkov@calpass.org

Nick Wade – Programmer Analyst

nwade@calpass.org



Questions?

