



CALPADS Reporting Process

Watch a live demo of the CALPADS reporting process – [CALPADS Reporting Process](#)

The 6/30/19 report is the baseline of data going forward.

In order for all active students to be included in the CENSUS date report, we have included the transactions for all Eligible and Pending/Plan Type 300 students from the 6/30 report. This data should be submitted to CALPADS, along with any new transactions that have occurred since 7/1.

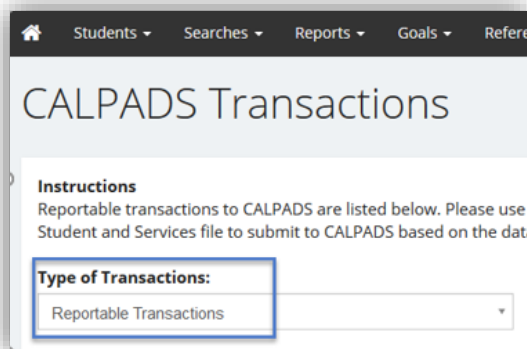
In order to Generate a report or edit the transactions, the following permissions are needed:

- Generate CALPADS Reports
- Edit CALPADS Transactions

Reviewing Transactions and Generating a Report

- Before a CALPADS report is generated, the transactions should be reviewed
- Transactions can be edited or marked Do Not Report
- Once the transactions have been reviewed, proceed to generate a CALPADS Report

To review transactions, go to **CALPADS Transactions** page (from the **Reports** section of the upper nav bar)
The 'Type of Transaction' is defaulted to Reportable Transactions.



All transactions from the 6/30 report, along with any new transactions as of 7/1 will display on the CALPADS Transactions page.

Last Name	First Name	DOB	Meeting Type	Meeting Date	Plan Type	Amendment Date	Parent Signature	Transaction Created	Transaction Type
Error	CALPADS	07/05/2000	20	08/14/2019	100		Yes	08/22/2019 3:55 pm	Affirmed IEP
Clooney	George	09/16/1993	40	05/21/2007	100			06/30/2019 12:00 am	06/30/2019 Report



CALPADS Reporting Process

In the Type of Transaction drop down, select **Duplicate Transactions**.

- Keep the 'Academic Year' as All, as the June transactions should be included with your upload

CALPADS Transactions

Instructions
Reportable transactions to CALPADS are listed below. Please use the features available on Student and Services file to submit to CALPADS based on the data displayed.

Type of Transactions: Reportable Transactions
Reportable Transactions
Transactions Marked Do Not Report
Transactions Accepted by CALPADS
Duplicate Transactions
Blank SSIDs

Academic Year: All

A duplicate transaction has the same Meeting Type and Meeting Date.

This would occur if the IEP was included in the June 30th report due to the meeting date but was not affirmed until after 7/1.

- Verify both transactions to ensure it is a true duplicate
- If so, edit one of the transactions and mark it Do Not Report

	SEIS ID	SSID	District ID	Last Name	First Name	DOB	Meeting Type	Meeting Date	Plan Type	Amendment Date	Parent Signature	Transaction Created	Transaction Type
<input type="checkbox"/>	5537	1234567890		Jacob	John	05/15/1999	40	05/01/2019	100			06/30/2019 12:00 am	06/30/2019 Report
<input type="checkbox"/>	5537	1234554645		Jacob	John	05/15/1999	40	05/01/2019	100		Yes	07/25/2019 10:19 am	Affirmed IEP

- Transactions that are marked Do Not Report can be viewed/restored by selecting Transactions Marked Do Not Report

Type of Transactions:
Transactions Marked Do Not Report

- Once the transactions have been reviewed, click the **Generate Report** button



CALPADS Reporting Process

Viewing your CALPADS report (prior to submitting)

When you click the Generate Report button, you will automatically be directed to the **CALPADS Generated Reports** page.

When a CALPADS report is generated, the report will be separated into 4 transaction types, in the sequential submission order needed by CALPADS. Click the expand icon, or anywhere in the row to view the Transaction Types.

Active	Report Dates	Records	Rejected Records	Download File
	Created: 09/28/2019, 6:33:34 pm Last Submission:	SPED: 28 SSRV: 22	SPED: 0 SSRV: 0	Student Services

The 4 transaction types:

- Type 1: 06/30/2019 Report/Affirmed IEPs
- Type 2: Amendments
- Type 3: Exits/DNQs
- Type 4: Pending

Process	Report Status	Errors Received On	Errors Uploaded On	Records	Rejected Records	Tables
Type 1 06/30/2019 Report/Affirmed IEPs View/Edit Report Data	SPED File Status: Not Submitted Submit SPED File SSRV File Status: Not Submitted Submit SSRV File			SPED: 26 SSRV: 19	SPED: 0 SSRV: 0	Student Services
Type 2 Amendments View/Edit Report Data	SPED File Status: Not Submitted Submit SPED File SSRV File Status: Not Submitted Submit SSRV File			SPED: 1 SSRV: 1	SPED: 0 SSRV: 0	Student Services
Type 3 Exits/DNQs View/Edit Report Data	SPED File Status: Not Submitted Submit SPED File SSRV File Status: Not Submitted Submit SSRV File			SPED: 1 SSRV: 2	SPED: 0 SSRV: 0	Student Services

After the transaction type 1 file is error free (SPED and SSRV), the submission to CALPADS is complete for these records. Move to the next type in sequential order and repeat the process of submitting the SPED file, retrieving errors, posting to homepage and resubmitting until error free to then proceed with the SSRV file for that type.

To view the transactions for each type, click the [View/Edit Report data](#) link.

To download the Student and Services files for each type, click the [Student](#) and [Services](#) links.



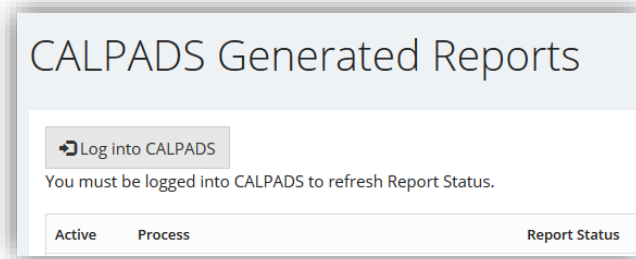
CALPADS Reporting Process

Transactions can be edited or marked as Do Not Report.

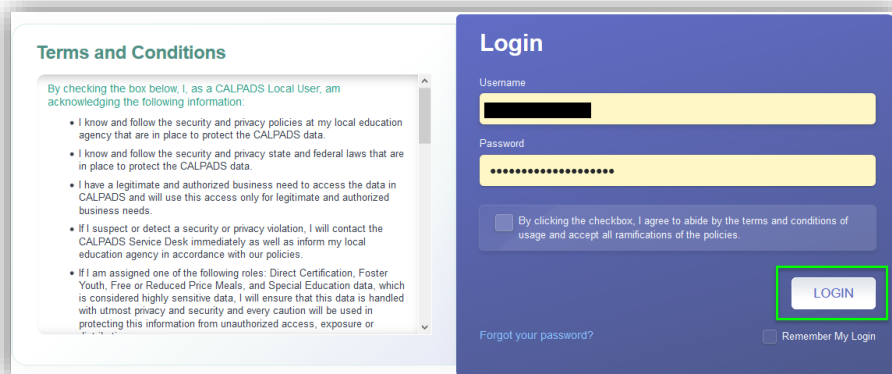
	SEIS ID	SSID	District ID	Last Name	First Name	DOB	Meeting Type	Meeting Date	Plan Type	Amendment Date	Parent Signature	Transaction Created	Transaction Type
<input type="checkbox"/>	1200954	1234567891		Abbott	Hannah	12/07/2013	20	07/21/2019	100		Yes	07/21/2019 1:51 pm	Affirmed IEP

Submitting your CALPADS report

On the CALPADS Generated Reports page, click the **Login to CALPADS** button.



This will direct you to the CALPADS page to log into your CALPADS account. Once logged in, you will be redirected back to SEIS.






Click the [Submit SPED File](#) link to submit the Student file.

Process	Report Status
Type 1 06/30/2019 Report/Affirmed IEPs View/Edit Report Data	SPED File Status: Not Submitted Submit SPED File SSRV File Status: Not Submitted Submit SSRV File

Once the link is clicked, the File Status will update to 'In Queue' and an Active icon will display for that report.

- Only one file can be "active"/ worked on at a time. If a report was submitted in error or if a new report needs to be submitted (prior to fixing all errors), click the icon to deactivate the current report.
- Click the [Refresh Status](#) link to refresh the status of the report.

 	Created: 09/27/2019, 10:30:23 am Last Submission: 09/29/2019, 12:00:32 pm
Process	Report Status
Type 1 06/30/2019 Report/Affirmed IEPs View/Edit Report Data Download Error File Post Errors/Manage Homepage Notice	SPED File Status: In Queue  Must Click Here to Refresh Status SSRV File Status: Not Submitted Submit SSRV File

Once CALPADS has processed the file and generated the errors, click the [Get SPED Errors](#) link to retrieve your errors.

Process	Report Status
Type 1 06/30/2019 Report/Affirmed IEPs View/Edit Report Data	SPED File Status: Ready for Review Must Click Here to Refresh Status Get SPED Errors (Errors Not Received) SSRV File Status: Not Submitted Submit SSRV File



CALPADS Reporting Process

Viewing/Uploading Errors

Once the errors are received, the Process options will update.

- To download a CSV file of the errors, click the Download Error File link
- Click the Post Errors/Manage Homepage Notice to post the errors to the homepage

Process	Report Status	Errors Received On
Type 1 06/30/2019 Report/Affirmed IEPs View/Edit Report Data Download Error File Post Errors/Manage Homepage Notice	SPED File Status: Ready for Review Must Click Here to Refresh Status Resubmit SPED File (Errors Received) SSRV File Status: Not Submitted Submit SSRV File	09/28/2019, 6:41:06 pm

On the Post Errors/Manage Homepage Error notice page:

- Enter a message that will display on the homepage
- Select the User Levels that should view/correct errors
- Click the **Post CALPADS Errors** button
- The Deactivate button will deselect all user levels

File Status: Errors ready for upload as of 9/29/19 12:34 PM

Display fix error button on District level user homepage

Display fix error button on School Site level user homepage

Display fix error button on the Case Manager homepage

Display Warnings in addition to Errors. Please Note: Warnings are not required to be corrected in order to certify data in CALPADS.

[Post CALPADS Errors](#) [Deactivate Report](#) [Cancel](#)

Correcting Errors

The errors will display on the homepage for any user level that was selected on the Post Errors/Manage Homepage Error Notice page.

Click the **Fix Errors** button

CALPADS Errors

Errors as of 9/29/2019

[Read More](#)

[Fix Errors](#)



CALPADS Reporting Process

The error description will display in the Errors/Warnings column.
Click on the **Fix Errors** icon to correct the error.

SEIS ID	SSID	Last Name	First Name	DOB	Meeting Type	Meeting Date	Case Manager	School	Severity	Code	Description
1975479	6546516519	Error	CALPADS	08/14/2017	20	08/14/2019	Happy A Days	Alleycat Daisy Day	Warning	SPED0002	Invalid Reporting School
1975479	6546516519	Error	CALPADS	08/14/2017	20	08/14/2019	Happy A Days	Alleycat Daisy Day	Error	SPED0007	Invalid SSID
1975479	6546516519	Error	CALPADS	08/14/2017	20	08/14/2019	Happy A Days	Alleycat Daisy Day	Error	SPED0372	Invalid Education Plan Type Code and Special Education Program Setting Code Combo

All errors will display at the top of the page.
An info icon has been added to display the description of the error and the validated fields.
We have also included the full list of the CALPADS Error Code definitions.

REPORT TRANSACTION

[Return to Helpdesk](#) [Upload Guide](#)

[Return to Previous Page](#)

CALPADS Error/Warning List

[Download the complete CALPADS Error Code Definitions](#)

- ❗ ERROR: SPED0007 SSID: Invalid SSID
- ❗ ERROR: SPED0372 : Invalid Education Plan Type Code and Special Education Program Setting Code Combo
- ❗ ERROR: SPED0438 Education Plan Amendment Date: Education Plan Amendment Date Mismatch
- ❗ ERROR: SPED0442 Reporting SELPA: Invalid SELPA Code
- ⚠ WARNING: SPED0002 School of Attendance: Invalid Reporting School

Student/Services Report Copy - Changes made on this page will only apply to this transaction.

[Save](#) [Error Check](#)

The errors will also display next to the field.

14.36 IEP Includes Postsecondary Goals Indicator

Yes No

ERROR: SPED0378 IF 14.36 IS POPULATED, THEN STUDENT MUST BE AT LEAST 13 YRS AND 9 MO.

Once corrected, save the page. Click the **Show Errors** button to verify no other errors exist.

- The errors are corrected on the individual transaction, NOT the Student Record



CALPADS Reporting Process

Resubmitting the File

The SPED file should be resubmitted frequently as some errors are only able to be validated through CALPADS. Once the SPED file is error free, the SSRV file (services) for that same type can be submitted.

Click the Resubmit SPED File link

- Refresh File Status
- Retrieve Errors (if any)
- Post Errors onto Homepage (if applicable)
- Continue the error correction process until error free (if applicable)

Process	Report Status	Errors Received On
Type 1 06/30/2019 Report/Affirmed IEPs View/Edit Report Data Download Error File Post Errors/Manage Homepage Notice	SPED File Status: Ready for Review Must Click Here to Refresh Status Resubmit SPED File (Errors Received) SSRV File Status: Not Submitted Submit SSRV File	09/28/2019, 6:41:06 pm

Once the SPED file is error free, the status will display 'Posted' and Rejected records will = 0. The note will indicate that the file is Error Free and that you can now submit your SSRV file.

Process	Report Status	Errors Received On	Errors Uploaded On	Records	Rejected Records
Type 1 06/30/2019 Report/Affirmed IEPs View/Edit Report Data	SPED File Status: Posted (File Error Free) You can now submit SSRV file. SSRV File Status: Posted (File Error Free)			SPED: 1 SSRV: 1	SPED: 0 SSRV: 0

The same process will occur with fixing the SSRV file.

- Submit the SSRV file
- Retrieve errors from CALPADS
- Post to Homepage
- Resubmit until error free

Once the SPED and SSRV files are error free, both will display 'Posted' and (File Error Free).

Process	Report Status	Errors Received On	Errors Uploaded On	Records	Rejected Records
Type 1 06/30/2019 Report/Affirmed IEPs View/Edit Report Data	SPED File Status: Posted (File Error Free) You can now submit SSRV file. SSRV File Status: Posted (File Error Free)			SPED: 1 SSRV: 1	SPED: 0 SSRV: 0



CALPADS Reporting Process

The student transactions included in the error free report will be removed from the Reportable Transactions page and will display in the 'Accepted by CALPADS' page.

Type of Transactions:

- Reportable Transactions
- Reportable Transactions
- Transactions Marked Do Not Report
- Transactions Accepted by CALPADS**
- Duplicate Transactions
- Blank SSIDs

Transaction Created	Transaction Type	Last Saved By	Last Saved On	Uploaded to CALPADS	SPED Accepted	SSRV Accepted
08/23/2019 6:12 pm	Affirmed IEP			Yes	Yes	Yes
07/15/2019 12:00 am	Exit			Yes	Yes	Yes

After the transaction type 1 file is error free (SPED and SSRV), the submission to CALPADS is complete for these records.

Move to the next transaction type, in sequential order, and repeat the process of submitting the SPED file, retrieving errors, posting to homepage and resubmitting until error free. Then proceed with the SSRV file for that type.

Continual Submissions

This process will continue throughout the year. A new CALPADS report would be generated for the transactions that occurred since the last generated report date (all transactions on the Reportable Transactions page).

Click the Generate CALPADS Report button

- Submit the SPED file
- Retrieve errors from CALPADS
- Post to Homepage
- Resubmit until error free
- Then follow the same steps for the SSRV file



CALPADS Reporting Process

CALPADS Transaction Filters

There are multiple Types of Transactions that can be viewed.

Type of Transactions:

- Reportable Transactions
- Reportable Transactions
- Transactions Marked Do Not Report
- Transactions Accepted by CALPADS
- Duplicate Transactions
- Blank SSIDs

Use the optional filters for self-auditing and review.

Type of Transactions: Reportable Transactions | **Academic Year:** All | **Generate Report For:** All Records | **Generate Report**

CALPADS Reportable Transactions Filters (Optional) (Click to collapse) ^

SEIS ID: [] | **SSID:** []

Meeting Dates Between: [] and [] And Or | **Amendment Dates Between:** [] and []

Meeting Type: [] | **Plan Type:** [] | **Transaction Type:** []

Parent Signature: Yes No Both | **Already Uploaded To CALPADS:** Yes No Both | **Clear Filters** | **Apply Filters**