CALPADS EOY Checklist:
A Step-by-Step Guide

Submission Windows

2024 Official End-of-Year (EOY) Deadlines

Local educational agencies (LEA) need to send their end-of-year (EOY) submissions by the given dates so that data can be processed in time for the release of the California School Dashboards. To comply with recent changes in the Dashboard deadlines and the graduate cut-off date, the California Department of Education (CDE) proposed earlier EOY deadlines for the next two years. This is important for LEAs to prepare and submit data proactively to ensure timely certification moving forward, especially when Fall 1 and 2 reporting deadlines come around.

EOY 1	EOY 2	EOY 3	EOY 4
Primary Data to Submit			
Course Completion for Grades 7–12 Career Technical Education (CTE) Participants, Concentrators, and Completers Work-Based Learning	Program Eligibility/Participation	Student Incidents Cumulative Enrollment Student Absence Summary One-Year Graduate and Completer Counts Count of English Learning (EL) Reclassified during School Year Homeless Students	Special Education Postsecondary Outcomes for Students with Disabilities (SWD) Prior Year Completers

Submission Window

May 7, 2024 – July 26, 2024

Certification Deadline

July 26, 2024

Amendment Window

July 27, 2024 – August 16, 2024

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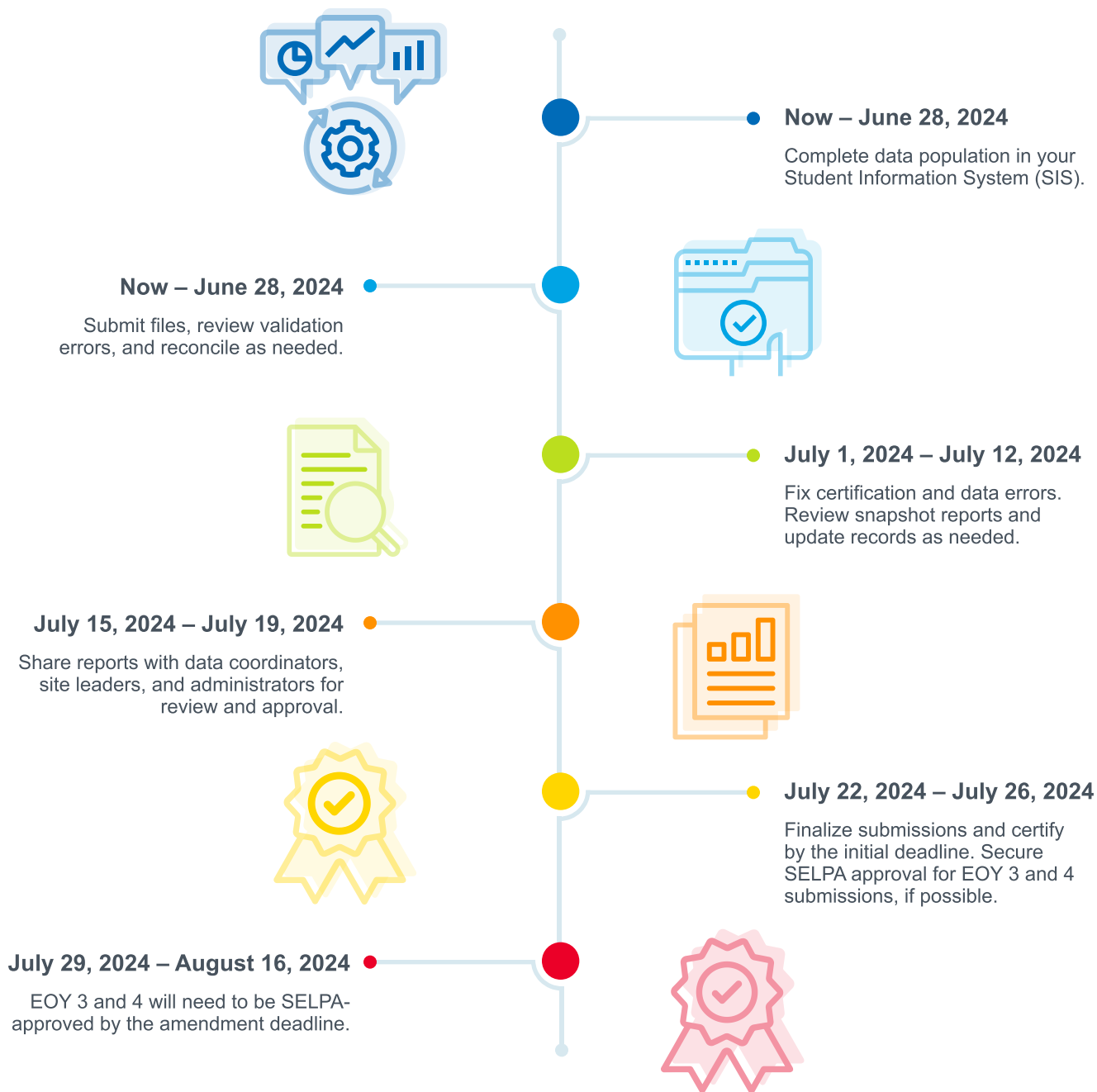
Submission Windows

2024-25 Estimated Fall 1 & 2 Deadlines

CALPADS will publish the official reporting submission calendar for the 2024-25 academic year in the months leading up to the start of the academic year. Open submissions are expected to start on census day, which falls on the first Wednesday of October. For this resource, we've provided approximate windows for the 2024 Fall 1 and 2 CALPADS submission windows below.

Fall 1	Fall 2
Primary Data to Submit	
2024-25 (Census Day): Enrollment Counts English Language Acquisition Status Immigrant Counts Free/Reduced-Price Meal-Eligibility Special Education **2023-24:** Dropouts	Student Course Enrollments Staff Assignments and Full-Time Equivalent (FTE) English Learner Education Services
Submission Window	
October 2, 2024 – December 2024	October 2, 2024 – March 2025
Certification Deadline	
December 2024	March 2025
Amendment Window	
December 2024 – January 2025	No Amendment Window

Suggested EOY Timeline

Avoid last-minute corrections and potential errors by updating your student data throughout the year. CALPADS recommends schools perform ongoing updates at least every two weeks (like SENR, SINF, SELA, and SPRG). This way, you'll always have clean, complete, and submission-ready information prepared. CALPADS has a handy list of EOY milestones for the 2023-2024 school year. Use these as checkpoints to keep your data on track and error-free.

Now – June 28, 2024

Complete data population in your Student Information System (SIS).

Now – June 28, 2024

Submit files, review validation errors, and reconcile as needed.

July 1, 2024 – July 12, 2024

Fix certification and data errors. Review snapshot reports and update records as needed.

July 15, 2024 – July 19, 2024

Share reports with data coordinators, site leaders, and administrators for review and approval.

July 22, 2024 – July 26, 2024

Finalize submissions and certify by the initial deadline. Secure SELPA approval for EOY 3 and 4 submissions, if possible.

July 29, 2024 – August 16, 2024

EOY 3 and 4 will need to be SELPA-approved by the amendment deadline.

Submission Checklist

For the smoothest EOY certification, tackle them in this order: EOY 2, EOY 4, EOY 1, then EOY 3. Visit the CALPADS EOY reporting roadmap for more recommended information regarding EOY reporting.

EOY 2 Required Data Collection	Recommendation
☐ Student Program (SPRG)	Many of the SPRG records might already exist in your SIS. Start uploading relevant program records as early as you can. It's also recommended to get your program data CARS-certified early. Work with your CARS coordinator to identify Title 1 Schoolwide (SWP) and Title Targeted Assistance (TAS) schools to pinpoint which students' Program 122 records for required reporting.

EOY 4 Required Data Collection	Recommendation
☐ SWDS Eligibility (SWDS) ☐ Special Education Plan (PLAN) ☐ Special Education Meeting (MEET) ☐ Special Education Services (SERV) ☐ Postsecondary Status (PSTS)	Work closely with your SPED data coordinator to ensure that SWDS, MEET, and PLAN records are consistently kept up to date. Avoid postponing these updates until May or June.

EOY 1 Required Data Collection	Recommendation
☐ Staff Demographics (SDEM) ☐ Course Section Completion (CRSC) ☐ Student Course Completion (SCSC) ☐ Student Career Technical Education (SCTE) ☐ Work-Based Learning (WBLR)	Though last semester or quarter grades might still be pending, first semester, first quarter, first and second trimester grades can currently be submitted via SCSC, along with the CRSC records.

EOY 3 Required Data Collection	Recommendation
☐ Student Incident (SINC) ☐ Student Incident Result (SIRS) ☐ Student Offense (SOFF) ☐ Student Absence Summary (STAS) ☐ Student Program (SPRG) for Homeless Students ☐ Student English Language Acquisition (SELA) ☐ Student Enrollment (SENR)	Begin uploading Incident records (SINC, SIRS, SOFF), ensuring a thorough review for any discrepancies. It is recommended to request data early from NPS schools to provide timely feedback in case of any inconsistencies. Since STAS is calculated from attendance, upload these records at the end of the year. Students may need exit dates to extract the data.

CALPADS Best Practices Checklist

As reporting guidelines evolve, it's crucial to grasp how these changes affect your data management procedures. Understanding the specific reporting requirements and any adjustments to data collection methods is essential for avoiding penalties and potential loss of funding.

Use the checklist below as a guide to proactively plan and meet CALPADS requirements. By following these steps, LEAs can enhance accuracy of their data, minimize errors, and achieve certification, all of which are key for effective planning, funding, and resource allocation in K-12 education.

Data Integrity

☐ Emphasize the importance of timely data entry and ongoing verification to minimize errors and inconsistencies.

☐ Provide training and resources to staff members to ensure they understand the significance of their role in maintaining accurate data.

Stakeholders, Contributors, and SMEs

☐ Identify the owners of EOY data and the stewards.

☐ Define stakeholder responsibilities and participation.

Cross-Functional Collaboration

☐ Establish clear lines of communication to ensure data accuracy and consistency across the institution.

☐ Regularly conduct meetings to address any challenges and share best practices.

CALPADS Update & Communication

☐ Review resources provided by the CDE to stay informed about the latest CALPADS guidelines, including timelines, data elements, and submission methods.

☐ Keep open channels of communication with CDE and seek clarification on reporting guidelines when needed.

Reporting Calendar

☐ Create a comprehensive reporting calendar that outlines key submission deadlines for CALPADS reports and other potential reporting milestones (last day of new enrollments, final grades availability, last day of school).

☐ Ensure that all staff members involved in data reporting are aware of these deadlines and the consequences of missing them.

☐ Establish internal deadlines to ensure ample time for data validation and submission.

☐ Review and update the calendar to accommodate any changes in reporting requirements.

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Data Automation

- ☐ Leverage technology and automated data systems to simplify data collection and reporting processes.

- ☐ Use automated data exports to submit reports on time.

Data Validation and Quality Checks

- ☐ Conduct data quality checks within your Student Information System to automatically identify and easily rectify potential issues.

- ☐ Ensure the SIS is updated with the latest CALPADS code sets and data submission specifications.

- ☐ Review data reports to ensure compliance with CALPADS requirements.

Data Audits

- ☐ Periodically conduct internal data audits with all staff members involved with CALPADS.

- ☐ Assess compliance and identify areas for process improvement.

Data Backup

- ☐ Implement backup procedures to prevent data loss in the event of system failures or disasters.

- ☐ Develop a disaster recovery plan outlining steps to restore data and resume reporting operations promptly.

Troubleshooting Strategies

- ☐ Identify common data reporting challenges and develop troubleshooting strategies to address them proactively.

- ☐ Cultivate a support system for staff members involved in data reporting, providing them with the resources and assistance needed to promptly resolve issues.

Training and Development

- ☐ Invest in training and professional development for staff to keep them well-informed about CALPADS requirements and updates.

  - ☐ Additionally, viewing the CSIS Training Channel on YouTube can help enhance their data reporting skills and ensure compliance.

Continuous Improvement and Support

- ☐ Regularly evaluate and refine data collection and reporting processes based on feedback, lessons learned, and changes in regulatory requirements.

- ☐ Seek support from external sources, such as your County Office of Education or a CALPADS consultant.

Simplify CALPADS Compliance with Expert Guidance

This step-by-step checklist empowers you to confidently navigate EOY CALPADS data reporting, from identifying data collection types and deadlines to implementing milestones and best practices.

If you need further support, School Pathways offers a [Student Information System](#) designed for seamless CALPADS compliance. Our 20+ years of experience consulting with California K-12 schools means we understand your administration and compliance priorities. We'll work with your staff to chart your path to CALPADS certification and provide expert guidance on resolving any issues. With School Pathways, you'll submit accurate reports on time, maximizing your funding.

[Schedule your free CALPADS consultation today](#) or explore our [SIS](#) built specifically for California schools and reporting requirements.

About School Pathways

School Pathways is a California-based education software company with over 20 years of experience in K-12 education. We provide flexible, reliable software solutions that simplify school operations and foster student success in a variety of learning environments. We also have years of experience consulting with K-12 California educational agencies on state compliance and CALPADS reporting.

Let's Chat