

2.13 Student Program – Eligibility and Participation

Introduction: The **student program** data include information about students' *eligibility for or participation in* specific state and federal programs. Generally, student *eligibility* data are used as a way to identify particular student accountability subgroups as required for state and federal reporting. Student *program participation* data, on the other hand, are collected to meet state or federal requirements to report counts of students participating in specific programs.

For example, eligibility for the National School Lunch Program (NSLP) is used as a proxy for low-income students, and is used in part to determine the *socio-economically disadvantaged* subgroup; it is not used to determine which students actually participated in the program and received meals. Student program participation data reflect whether students actually participated in particular programs.

In 2014–15, CALPADS was changed and now automatically defaults program records to their respective membership categories (eligible or participating). Previously, LEAs were required to indicate whether they were submitting an eligibility or participating program record in the Membership Category Code field. LEAs are no longer required to populate this field.

Eligibility versus participation

CALPADS automatically defaults Education Programs as either *eligible* or *participating*. The following definitions should provide clarity regarding the differences between student program *eligibility* and student program *participation*.

Student Program Eligibility

Eligibility means that a given student has met all of the criteria to receive services for an education program; however, the student may not necessarily be receiving services.

Student Program Participation

Participation means that a given student has met all of the criteria to receive services for an education program, *and* that student *is* receiving services.

Which programs are considered *eligibility* programs and which are considered *participation* programs?

CALPADS designates programs as follows:

Here are the programs for which <i>eligibility</i> is collected:	Here are the programs for which <i>participation</i> is collected:
Free Meal Program	Title I Targeted
Reduced-Price Meal Program	Title I Part A Neglected

Here are the programs for which <i>eligibility</i> is collected:	Here are the programs for which <i>participation</i> is collected:
Gifted and Talented Education (GATE)	Pregnant or Parenting
Migrant Education	Transitional Kindergarten
Special Education	504 Accommodation Plan
Homeless	Opportunity Program
Armed Forces Family Member	California Partnership Academy

Student Program data elements

The following table lists the specific program-related data elements which may be updated online in CALPADS or in a batch mode through the Student Program File (SPRG). Technical staff should refer to the CALPADS File Specifications for a complete list of data elements required for submission of the Student Program File.

Field Number	Data Element Name	Public	Comment
3.13	Education Program Code		<ul style="list-style-type: none"> LEAs should update programs that indicate students' eligibility status on an ongoing basis because these designations are used for many purposes throughout the year. LEAs should also update programs that indicate students' participation in programs on an ongoing basis because it reduces workload when LEAs certify student participation in programs at the end of the year for all students enrolled and participating at any point during the year.
3.14	Education Program Membership Code		<ul style="list-style-type: none"> LEAs do not have to populate this field because it is automatically determined by CALPADS CALPADS will ignore any data provided in this field if it is populated.
3.15	Education Program Membership Start Date		See information on Start and End dates provided later in this section.
3.16	Education Program Membership End Date		See information on Start and End dates provided later in this section.
3.17	Education Service Academic Year		This is the Academic Year in which an Education Service was received for a particular student.
3.18	Education Service Code		The education service provided should be populated for students participating in NCLB Title I Part A Basic Targeted.
3.19	California Partnership Academy ID		This must be populated for students participating in a California Partnership Academy.

Field Number	Data Element Name	Public Comment
3.20	Migrant Student ID	This must be populated for students eligible for Title I Part C Migrant.
3.21	Primary Disability Code	This must be populated for students eligible for Special Education. Additionally, although the system allows it, LEAs should refrain from closing program records and submitting a new one with a new start date to represent changes in a student's primary disability*. Not only does this compromise the initial start date, but it also implies a program exit. *Currently it is not important to capture changes in primary disability in CALPADS, but rather to capture the student's most current primary disability. When the CASEMIS data collection is transitioned fully into CALPADS, the system will be modified to track changes in primary disability longitudinally.
3.22	District of Special Education Accountability	This is the LEA that is responsible for ensuring that special education services are provided for a student participating in special education (For example, if a student is transferred to another district for services because their district of geographical residence does not provide those services, the district of geographical residence would be the District of Special Education Accountability, and NOT the district that was providing the services (District of Service).
3.23	Homeless Dwelling Type Code	This must be populated for all students with an education program code for homeless (code 191).
3.24	Unaccompanied Youth Indicator	This must be populated for all students with an education program code for homeless (code 191).
3.25	Runaway Youth Indicator	This must be populated for all students with an education program code for homeless (code 191).
3.26	Student Foster Identifier (now a filler field)	Retired Field - See section on Foster Youth in Chapter 3 in this guide. NOTE: This field appears on the Student Program file layout, but will not be used on this file and will be filler field.

Start and end dates for program *eligibility*

Here are some guidelines regarding start and end dates for student program eligibility:

- A student's program **eligibility** (i.e., the student has met the criteria to receive services) start date does not need to be within the student's enrollment at a school.
If a student's actual eligibility start date cannot be determined because the

determination was made from another LEA, the LEA should use the first day that the student attended the given school.

- For students continuing in the same school from one year to the next and who are exited from the school with an E155 (YearEndEnrollmentExit):
 - If students are *eligible* for Gifted and Talented, Migrant, Special Education*, Homeless, or Armed Forces Family Member programs, the program can be left open (no program exit date required) because the use of the E155 indicates that the student is expected to return to the same school) and their eligibility continues until the student is found to be no longer eligible. See table below for more details and best practices.
 - *Special Education Program records should NEVER be end-dated unless the student actually exits the Special Education Program; e.g., parent withdrawal from the program, the student aged-out of the program, or the student is determined to be ineligible for services. Additionally, the program start date should never change – see table below for details.
 - If students are *eligible* for Free Meal Program or Reduced Price Meal Program, their program records are automatically closed because eligibility is valid for only one year and must be re-determined annually. The records are automatically closed when any Student Exit Reason is populated (except E150 – MidYrEnrollmentUpdate)
- For students exiting the school or transferring to another school with any Exit Reason Code other than E155 and E150 (MidYrEnrollmentUpdate), the eligibility program records do not need to be closed.
- For students transferring to another school, a new program record must be submitted indicating the student’s eligibility for the given program, and the program start date may be the student’s original eligibility start date. The student does not need to be exited from the program in the previous school.
 - If an LEA is unable to determine the original eligibility start date for a student, (such as a student transferring from another state), the LEA should use the first day that the student attended the given school.

Program Name	The program start date...	The program end date...	Should LEAs close these records at the end of the year or when the student exits the school?
Free Meal Program	<p>Must be in the current academic year for each reporting year.</p> <p>Represents the date an approved NSLP meal application was received.</p>	Represents the date that the student exited the school for the academic year.	<p>Yes. These records should be closed annually and a new eligibility determination must be made annually.</p> <p>NOTE: Records for students who exit a school with an exit code other than E150 will be auto-closed by CALPADS.</p>
Reduced-Price Meal Program	<p>Must be in the current academic year for each reporting year.</p> <p>Represents the date an approved NSLP meal application was received.</p>	Represents the date that the student exited the school for the academic year.	<p>Yes. These records should be closed annually and a new eligibility determination must be made annually.</p> <p>NOTE: Records for students who exit a school with an exit code other than E150 will be auto-closed by CALPADS.</p>
Gifted and Talented Education (GATE)	<p>Represents date the student was determined to be eligible for the GATE program within a school.</p> <p>Does not mean the student is participating in the GATE program</p>	Represents the date the student was exited from the GATE Program at a school.	No. These records should not be closed annually for returning students. For students exiting the school, these records may, but are not required to be closed.
Migrant Education	Represents the date the student was determined to be eligible for the Migrant Program (at any school in California) for a particular eligibility period (maximum of three years). If the student is determined to be eligible again, then a new record should be submitted with a new start date.	<p>Represents the student's eligibility period expired; or</p> <p>The date the student was determined to be ineligible for services within a school.</p>	No. These records should not be closed annually for returning students. For students exiting the school, these records may, but are not required to be closed.

Program Name	The program start date...	The program end date...	Should LEAs close these records at the end of the year or when the student exits the school?
Special Education	<p>Represents the initial date the student's special education services began.</p> <p>This date should NEVER change</p>	<p>Represents the date that the student exited the special education program.</p> <p>Does NOT represent the date the student exits a school</p> <p>Does NOT represent that date a student's primary disability changes</p>	<p>No. These records should not be closed annually for returning students or students who are exiting because their eligibility for the program does not end.</p> <p>Additionally, although the system allows it, LEAs should refrain from closing program records and submitting a new one with a new start date to represent changes in a student's primary disability*. Not only does this compromise the initial start date, but it also implies a program exit.</p> <p>*Currently it is not important to capture changes in primary disability in CALPADS, but rather the student's most current primary disability. When the CASEMIS data collection is transitioned fully into CALPADS, the system will be modified to track changes in primary disability longitudinally.</p>
Homeless	<p>Represents the first date a student was identified as homeless at any school in California. If a student's eligibility is re-verified annually, the previous record should be closed and a new record should be submitted with a new start date.</p>	<p>Represents the date a student was identified as being no longer homeless, or;</p> <p>The last day of the school year</p>	<p>No, homeless records are not required to be closed at the end of the year or for students who are exiting. However, best practice is that homelessness be verified annually and LEAs can opt to close these records annually if it helps to facilitate the reverification process.</p>

Program Name	The program start date...	The program end date...	Should LEAs close these records at the end of the year or when the student exits the school?
Armed Forces Family Member	Represents the date a student became eligible based on the parent's most recent active military status. Must be on or after the student's birthdate, even if the parent's active military date was prior to the birthdate. (See FAQ for additional guidance.)	Represents the date a student was identified as being no longer considered armed forces family member, or; The last day of the school year	No. These records should not be closed annually for returning students. For students exiting the school, these records may, but are not required to be closed.

Here are some guidelines regarding start and end dates for student program participation:

- A student's program **participation** start date must be within the student's enrollment period at a school.
- For students continuing in the same school from one year to the next and who are exited from the school with an E155 (YearEndEnrollmentExit):
 - If students are participating in a pregnant/parenting program (or are pregnant/parenting), opportunity program, or Partnership Academy, and their participation will continue from one year to the next at the same school, the program can be left open (no program exit date required) because the use of the E155 indicates that the student is expected to return to the same school. See the table below for more details.
 - If students are participating in Title I Targeted, Title I Part A Neglected, Transitional Kindergarten, 504 Accommodation Plan, the program record should be closed each year and re-submitted again the next year with a new start date if the student continues in the program. This is true even if it is anticipated that the student will continue participation in the program the next year. See the table below for more detail.
- For students exiting the school or transferring to another school with any Exit Reason Code other than E155 and E150 (MidYrEnrollmentUpdate), CALPADS will automatically populate the program exit date with the Enrollment Exit Date (for programs for which we capture participation data).
 - If a student transfers to a new school, a new program record must be submitted indicating the student's participation in the given program with a new start date that is within the student's start date at the new school. Refer to the table below for more detail.

Program Name	The program start date...	The program end date...	Should LEAs close these records at the end of the year or when the student exits the school?
Title I Targeted	Represents the first date a student was identified as participating in the program at a school.	Represents the date a student ceased participating in the program at a school; or The last day of school	Yes. These records should be closed out annually and resubmitted the following academic year with a new program start date and Title Services (Education Service Code) a student is receiving. NOTE: Records for students who exit the school with an exit code other than E150 or E155 will be auto-closed by CALPADS.
Title I Part A Neglected	Represents the first date a student was identified as participating in the program at a school	Represents the date a student ceased participating in the program at a school; or The last day of school	Yes. These records should be closed annually and resubmitted at the beginning of the school year if the student continues to participate. NOTE: Records for students who exit the school with an exit code other than E150 or E155 will be auto-closed CALPADS.
Pregnant or Parenting	Represents the first date a student was identified as participating in the program at a school. LEAs may send up a program record for pregnant/ parenting students even if they are not participating in an actual program.	Represents the date a student ceased participating in the program at a school, or is no longer parenting.	No. These records are not required to be closed at the end of the year for returning students. However, it is best practice to verify this annually and LEAs can opt to close these records annually if it helps to facilitate the reverification process. NOTE: Records for students who exit the school with an exit code other than E150 or E155 will be auto-closed CALPADS.

Program Name	The program start date...	The program end date...	Should LEAs close these records at the end of the year or when the student exits the school?
Transitional Kindergarten	Represents the first date a student was identified as participating in the first year of a transitional kindergarten program at a school	Represents the last day of the student's first year of participation in the transitional kindergarten program	Yes. These records must be closed at the end of the student's first year of participation in the Transitional Kindergarten program or will be auto-closed upon a student's exit.
504 Accommodation Plan	Represents the first date of the current academic year that a student was identified as having a 504 accommodation plan	Represents the date the student was no longer identified as having a 504 Accommodation plan; or, The date the 504 Accommodation plan expired for the academic year (the student must be reevaluated for services annually)	Yes. These records must be closed upon the expiration of the students 504 Accommodation plan for the academic year. 504 plans must be re-evaluated annually. NOTE: Records for students who exit the school with an exit code other than E150 or E155 will be auto-closed by CALPADS.
Opportunity Program	Represents the first date a student was identified as participating in the program at a school	Represents the date a student ceased to participate in an Opportunity Program at a school; or The last day of school.	No, these records are not required to be closed at the end of the year for returning students. However, best practice is that this be verified annually and LEAs can opt to close these records annually if it helps to facilitate the reverification process. NOTE: Records for students who exit the school with an exit code other than E150 or E155 will be auto-closed.

Program Name	The program start date...	The program end date...	Should LEAs close these records at the end of the year or when the student exits the school?
California Partnership Academy	Represents the first date a student was identified as participating in the program at a school	Represents the date a student ceased to participate in a CPA; or The date the student exited the school	No, these records are not required to be closed at the end of the year for returning students. NOTE: Records for students who exit the school with an exit other than E150 or E155 will be auto-closed by CALPADS.

How are eligibility records used?

Student eligibility records for the following programs determine students' membership in particular subgroups as required for reporting purposes:

Program	Subgroups	Comment
Gifted and Talented Education (GATE)	GATE	<ul style="list-style-type: none"> • Students identified as GATE-eligible. • Students do not need to be participating in a GATE program.

Program	Subgroups	Comment
Title I Part C Migrant	<ul style="list-style-type: none"> • Migrant • Free or Reduced-Price Meal eligible • Socio-economically disadvantaged 	<p>LEAs should coordinate with their Migrant regions to identify the students in their given LEAs who are eligible for the migrant program. For those who are eligible migrant students, the LEAs will need to obtain:</p> <ul style="list-style-type: none"> • The students' <i>student eligibility start dates</i>, which are the most recent Qualifying Arrival Dates (QAD); <i>and</i> • The students' Migrant Student Directory (MSD) numbers as assigned in the Migrant Student Information Network (MSIN) data system. LEAs should note the following: <ul style="list-style-type: none"> ○ The MSD number is an 11-digit number: The first two numbers in the MSD number are "06." ○ This is not the same as the identifier used in the COE Star System, which is alphanumeric (may include both letters and numbers), and is generally delineated with 7 characters followed by a hyphen, and then a number representing the number of siblings. LEAs will not need this number, and instead will need the MSD number. <p>Contact information for migrant education regional offices can be found on the Migrant Education Regional Offices web page at https://www.cde.ca.gov/sp/me/mt/regions.asp.</p>

Program	Subgroups	Comment
<ul style="list-style-type: none"> • Free Meal Program and <ul style="list-style-type: none"> • Reduced-Price Meal Program <p>NOTE: Both of these programs are also referred to as the National School Lunch Program, or NSLP</p>	<ul style="list-style-type: none"> • Free or Reduced-Price Meal eligible • Socio-economically disadvantaged 	<ul style="list-style-type: none"> • FRPM Eligible is defined as: <ul style="list-style-type: none"> ○ eligibility for the Free Meal Program or the Reduced-Price Meal Program via an approved application ○ eligibility for the Migrant, Homeless, or Foster Youth programs ○ students who are directly certified to receive free meals • FRPM eligibility is used in combination with Parent Education level to determine whether a given student is socio-economically disadvantaged accountability subgroup. • FRPM program records carry a one-year designation. • FRPM eligibility must be submitted annually. • Students attending schools with a National School Lunch Program (NSLP) provision 2 or 3 status or participating in a Community Eligibility Provision (CEP) may submit FRPM records for students found to meet the federal income requirements for FRPM based on an alternative household income form. • LEAs may submit FRPM records for students found to be eligible for free meals based on a local direct certification process. • LEAs do not need to submit FRPM records for students found to be eligible for free meals based on the state direct certification process conducted by CALPADS. <p>NOTE: Specific local user access must be granted to LEA staff to view these data.</p>
Special Education	Special Education	<ul style="list-style-type: none"> • LEAs should submit student eligibility for Special Education. • The start date for eligibility is the start date of a given student's Individualized Education Program (IEP). <p>NOTE: The CDE recognizes that LEAs may not be able to provide the original eligibility start dates for these students. If this date is unavailable, LEAs should provide the first day the student started attending the school.</p>

Program	Subgroups	Comment
Homeless	<ul style="list-style-type: none"> • Free or Reduced-Price Meal eligible • Socio-economically disadvantaged 	<p>For homeless students, LEAs must also:</p> <ol style="list-style-type: none"> 1. Identify the type of dwelling in which given students are residing while homeless; 2. Submit an indication (yes/no) regarding whether given students are or were unaccompanied by an adult at any time during the reporting year; and 3. Submit an indication regarding whether given students are or were runaways at any time during the reporting year.
Armed Forces Family Member	Armed Forces subgroup as of 2017-2018 for accountability calculations.	<p>A student is considered to be an Armed Forces Family Member if at least one parent is an Armed Forces member, on active duty or serves on full-time National Guard duty. The terms “armed forces”, “active duty” and “full-time National Guard duty” as defined by sections, 101(a)(4), 101(d)(1) and 101(d)(5) of the United States Code are:</p> <ul style="list-style-type: none"> • 101(a) (4) - The term “armed forces” means the Army, Navy, Air Force, Marine Corps, and Coast Guard. • 101(d) (1) - The term “active duty” means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty. <p>101 (d) (5) - The term “full-time National Guard duty” means training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member’s status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, or 505 of title 32 for which the member is entitled to pay from the United States or for which the member has waived pay from the United States</p>

Student program *eligibility* data should be updated in CALPADS on an ongoing basis

After enrolling students in CALPADS with new SSIDs, LEAs should follow the enrollments with submission of student program eligibility data.

These data should be updated in CALPADS on an ongoing basis, because they are used to determine student subgroups in all submissions, assessments, and

accountability. Additionally, these subgroups appear as filters on nearly every supporting and certification report in CALPADS.

How are *participation* records used for federal reporting?

Data on student participation in the following programs are collected to determine program participation counts for federal reports.

NOTE regarding Title I Part D programs: As of 6/30/3013, data collection for student participation in all Title I Part D programs was discontinued in CALPADS. These data will continue to be collected in the Consolidated Application Reporting System (CARS).

Federal Program	Comment
NCLB Title I Part A Basic Targeted	<p>These data were formerly collected on the Consolidated Application (ConApp), Part II.</p> <p>LEAs must annually report whether schools are operating a schoolwide or targeted program in the Consolidated Application Reporting System (CARS). Only schools being reported as operating targeted programs should submit NCLB Title I Part A Basic Targeted program records. It is not necessary to submit program records for students in schools operating schoolwide Title I programs.</p>
NCLB Title I Part A Schoolwide	<p>CALPADS does not require Title I Part A participation program records from schools operating schoolwide programs (reported in CARS).</p> <p>Student participation is derived from cumulative primary enrollment counts throughout the academic year (i.e., participation is not collected through program records).</p>
NCLB Title I Part A Neglected	<p>These data were formerly collected on the ConApp, Part II.</p> <p>The Title I Part A Neglected Program is funding that districts can allocate from their general Title I Part A allocation to serve neglected students (generally students in group homes or licensed children’s institutions) that are attending non-Title I Targeted Assistance (TAS) or Schoolwide Program (SWP) schools in the district.</p> <p>LEAs should submit an NCLB Title I Part A Neglected record for any neglected student who is receiving Title I services AND IS ENROLLED IN A NON-TITLE I SCHOOL IN THE DISTRICT. If Title I Part A Neglected records are submitted at a Title I Targeted Assistance (TAS) or Schoolwide Program (SWP) school, these records will NOT be counted in certification report 5.1 – <i>Program Participation Count</i></p>

How are *participation* records used for state-level reporting?

Data on student participation in the following programs are collected to determine program participation counts for state reports:

State Program	Comment
Opportunity Program	These data were formerly collected in CBEDS.
California Partnership Academy	These data were formerly collected in CBEDS and the Partnership Academy report.
Pregnant or Parenting Programs	Counts of pregnant or parenting students. LEAs can submit a Pregnant or Parenting program record for the student, even if the LEA does not offer a pregnant or parenting program. These data are used as proxies for pregnant and parenting teen data that are required for federal Perkins reporting.
Transitional Kindergarten	<p>“Transitional kindergarten” means the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate.</p> <p><i>Education Code Section 48000(c):</i></p> <p>(c) A child shall be admitted to a transitional kindergarten maintained by the school/district if the child will have his or her fifth birthday on or after one of the following dates:</p> <p>(1) November 2 of the 2012-13 school year.</p> <p>(2) October 2 of the 2013-14 school year.</p> <p>(3) September 2 of the 2014-2015 school year and each school year thereafter.</p> <p>Students participating in a Transitional Kindergarten program are enrolled in CALPADS with a grade level of Kindergarten (KN).</p>
504 Accommodation Plan	Participation in this program should be verified on an annual basis and should be updated throughout the year. This is important because these data are needed to appropriately identify students for the California Assessment of Student Performance and Progress (CAASPP) testing accommodations.

Student program *participation* information should be updated in CALPADS on an ongoing basis

After acquiring SSIDs in CALPADS, LEAs should follow the enrollments with submissions of student program participation data. After enrolling transferring students, LEAs should follow the enrollments with updates to the students’ program participation data, if applicable.

At the end of the school year, in the EOY 2 – Program Participation submission, LEAs must report all students who have participated—at any time during the year—in any of the programs. If these data are updated on an ongoing basis throughout the year as students start and end their participation in these programs, then the EOY 2 submission

will only require the LEAs to review and approve the certification reports generated by CALPADS.

What reports must LEAs certify and when?

LEAs are required to certify the following report related to *program participation* data:

Submission	Census Day**	Official Submission Window***	Report Number and Name
Fall 1	n/a	Refer to Error! Reference source not found. within the CALPADS Overview Section	1.1 TK Program counts
EOY* 1	n/a	Refer to Error! Reference source not found. within the CALPADS Overview Section	3.14 and 3.17 Parenting Proxy on CTE reports
EOY* 2	None	Refer to Error! Reference source not found. within the CALPADS Overview Section	5.1 Program Participants – Count

*EOY = End of Year.

**Fall Census Day is the first Wednesday in October. The EOY submissions do not have a Census Day; data collected reflects activity throughout the reporting year.

***Followed by an amendment window.

What detailed data will LEAs have to help them certify the reports?

LEAs have access to the following supporting reports that provide the detailed data that make up the certification reports:

Report Number	Report Name
5.2	Program Participants – Title I Part A Basic Targeted Services
5.3	Program Participants – Student List

Source: CALPADS Data Guide Version 9.3 May 8, 2018