

CALPADS Update Flash #149



Date: February 14, 2019

To: Local Educational Agency (LEA) Representatives

From: California Department of Education (CDE) —
California Longitudinal Pupil Achievement Data System (CALPADS) Team

Guidance for Assigning Statewide Student Identifiers (SSIDs) for Adults Students in CALPADS

Beginning in 2019–20, public K–12 local educational agencies (LEAs) that administer Adult Education Programs (AEPs) are responsible for acquiring statewide student identifiers (SSIDs) for adult students who do not have an SSID, or who do not have a social security number (SSN) in the California Community College Adult Education Data System (California *Education Code* Sections 52523 and 78401).

Fulfilling this responsibility will require a collaborative effort between the AEP staff and CALPADS staff. It is a local decision as to whether this work is conducted by CALPADS staff or AEP staff. If the decision is for AEP staff to conduct this work, the LEA CALPADS administrator must grant the appropriate roles in CALPADS to AEP staff to search for and assign SSIDs, and is responsible for training, overseeing, and ensuring appropriate use of CALPADS by those staff.

One-time Process

Currently, LEA AEPs submit student-level data to the California Adult Student Assessment System (CASAS) TopsPro Enterprise (TE). To assist LEAs in identifying adult education students who currently do not have SSNs or SSIDs, in the next few months, CASAS will provide to each LEA AEP, an extract of adult education students who do not have SSNs, and who do not already have an SSID in TE. For each of these students, CASAS will provide a file with the following:

- Student Legal First Name
- Student Legal Last Name
- Student Birth Date
- Student Gender Code

Once the file is received, the LEA AEP should collaborate with the LEA's CALPADS Administrator to search for an existing SSID in CALPADS, and update their local adult education student information system with the SSID if one is found.

If an SSID is not found, the LEA should request an SSID by:

- Enrolling the student using Enrollment Status Code of 20 (Secondary Enrollment) in the LEA's Adult Education Center/Program (AEC should have a county-district-school code).
- Assigning the student in a grade level of AD (Adult).
- Exiting the student in the same record, using the enrollment date as the exit date and student Exit Category Code 170 – SecEnrExit.
- Uploading the SSID to the LEA's adult education information system.

LEAs should then return the extract received from CASAS back to them with the SSIDs.

NOTE: LEAs may begin searching for/requesting SSIDs for adult students at any time, and do not have to wait for the file from CASAS to begin the process.

Ongoing Process

LEAs will need to acquire SSIDs for adult students enrolled in their AEP on an ongoing basis. AEP staff will have to work with the LEA's CALPADS staff to search for or acquire SSIDs for new adult education students. As noted above, it is a local decision as to whether this work is conducted by CALPADS staff or AEP staff. If the decision is for AEP staff to conduct this work, the LEA CALPADS administrator must grant the appropriate roles in CALPADS to AEP staff to search for and assign SSIDs, and is responsible for training, overseeing, and ensuring appropriate use of CALPADS by those staff.

Beginning in 2019–20, a new enrollment status of 50 (Non-ADA Enrollment Status) will be available to use instead of enrollment status 20.