Cal-PASS Plus

Uploading Data FAQs

File Type

What type of files do I upload?	**K-12 Institutions:**
	
	Please submit the following ODS Extracts:
	
	   o SENR, SINF, SPRG, SELA, CRSC, SCSC, SCTE, STAS, SDIS
	   o Files must be ODS Extracts from CALPADS website. Please note that ODS Extracts are different from CALPADS Reports.
	   o For **2019-2020**, the SDIS file has been replaced by SINC, SIRS, SOFF & SPED, PSTS
	
	Please submit the following Test Vendor files: CAHSEE (for districts with high schools) and CAASPP (collected from 2013/14 forward until year CAHSEE or CAASPP was discontinued or on hold).

	Universities:
	Please upload a Student, Course, and Award file for each school year.
	o Files are to be formatted according to the University Data Element Dictionary (DED) that is linked on the Data Upload page of the Cal-PASS Plus website.
In what format should the data files be submitted?	**K-12 Institutions:** Please submit Caret Delimited CALPADS ODS files. o This is the format of the files as pulled directly from the CALPADS ODS website; no reformatting is required before uploading these files to Cal-PASS Plus. STAR and CAASPP testing files should be in Fixed Width format. CAHSEE files should be in Tab Delimited format.
	Universities: Please upload a Student, Course, and Award file for each school year. o Files are to be formatted according to the University Data Element Dictionary that is **linked** on the Data Upload page of the Cal-PASS Plus website.

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Access

Who would I contact if I need access to the data upload page?	○ Email helpdesk (help@calpassplus.org) and we will assist you
How many years of data do I need to upload?	○ Please submit past 5 years of data if you are new or current member organizations.
What do I do when my files fail or won't submit?	Please schedule a data upload session for further assistance, Click here to schedule. ○ Expect a reply to your helpdesk ticket within 24-48 hours.

File Type

As a K-12 Institution, what date range should I use when pulling files from CALPADS?	**Please use the following date range when pulling files for a specific school year: 07/01/20XX – 06/30/20XX.** o This is the first day of the fiscal/school year to the last day of the fiscal/school year. For example, if you are pulling data for the 2014/15 school year, use 07/01/2014 – 06/30/2015 as the date range
How should I label/name the files that I submit?	**K-12 Institutions:** o When you pull the Extracts from CALPADS, please label each file with the correct name of the ODS Extract and the school year. For example, if you are pulling the Student Enrollment file for the 2015/16 school year, label it as: "SENR 1516" or "1516 SENR".
	Universities: o Please label your files with the school year and name of files. For example, your Award file for the 2015/16 school year will be labeled as "Award 1516" or "1516 Award".

File Purpose and Size

Which File Purpose do I select when uploading files?	**K-12 Institutions:**
	
	  o If you are uploading CALPADS ODS Extracts, select "CALPADS" as the File Purpose.
	  o For Test Vendor Files, select the File Purpose that describes the kind of Test files you are uploading.

	Universities: o Select "University Level Data Submission" for your File Purpose.
What do I do if I don't know which file purpose to select?	o Email helpdesk (help@calpassplus.org) and we will assist you.

What do I do if my file is too large to upload?	o It's best to either compress the file or split into multiple files.
	  o Then try to upload again.
	
	  o If the problem persists, email the helpdesk (help@calpassplus.org).

Confirmation of Files

How do I know my upload is successful?	o An email confirmation will be sent indicating a successful submission.

File Process Time

What do I do if my file is taking a long time to load?	o If file takes a long time to load it's best to log out of your account and log back in. Then try to load the file again. If the problem persists, email the helpdesk (help@calpassplus.org).

Questions?

If you have any questions about the data submission process, please contact the Helpdesk at help@calpassplus.org or view the FAQs on the File Submission Page.

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