

Dear LEA representatives,

This is a reminder that the Fall 1 amendment window **closes on Friday, January 24, 2020** at 10:00 p.m. There will be no extension to the Amendment Window deadline. Local educational agencies (LEAs) should work with their Special Education Local Plan Areas (SELPA) to ensure that special education reports are reviewed and approved by this deadline. It is important for the Fall 1 data submission to be certified on or before this deadline in order to report Census Day enrollment counts and Unduplicated Pupil Counts (UPC) for the Local Control Funding Formula (LCFF). After the close of the amendment window, there will be no further opportunity to amend these data except through the LCFF audit process.

CALPADS will implement Release 12 on January 7, 2020 in preparation of the Fall 2 submission. The Fall 2 snapshots will first run Tuesday night for all LEAs. A new file type has been added to Fall 2 for capturing survey information on students that graduated the previous year. The Postsecondary Status (PSTS) file is required for all LEAs that have grade 12 in order to report the postsecondary status (previously known as Perkins E2) of Career Technical Education (CTE) pathway completers who were part of the 2018–19 4-year Adjusted Cohort Graduate Rate (ACGR).

Fall 2 Training

Fall 2 training will begin this week. The following table lists available Fall 2 courses for the CALPADS 2019–20 academic year, along with the recommended target audience for each course, and the training format:

Course Title	Recommended Target Audience	Live training and Videos Available to CALPADS Data Coordinators/Admins in Bridge	Available on YouTube to All Users	PowerPoint available on CSIS Resource page
Fall 2 Data Population	New staff and experienced staff	Yes, beginning week of January 13	Yes Available January 13	No
Fall 2 Reporting and Certification	New staff and experienced staff needing a refresher	Yes, beginning week of January 22	Yes, following live training	Yes Available January 22
Fall 2 Advanced – Reporting & Certification Overview and Changes	Experienced staff who completed Fall 2 submissions previously	Yes, beginning January 9	Yes, following live training	Yes Available January 9

The live training sessions of *Fall 2 Advanced – Reporting & Certification Overview and Changes*, for experienced users, will be available this week, and the *Fall 2 Reporting and Certification* sessions will begin January 22. There will not be a live training session for the *Fall 2 Data Population* course; this course will be available on YouTube and Bridge on January 13.

Bridge Accounts

Bridge is the new Learning Management System (LMS) used for CALPADS training. Only LEA Administrators or their designee are issued a Bridge account. Our training model is to train the data coordinator so that they can train local users.

For those who do not have a Bridge account, the courses will be recorded and published on CSIS CALPADS YouTube channel, which can be found here: <https://www.youtube.com/CSISCALPADSTrainingChannel>. The CSIS CALPADS YouTube Channel can be used to watch the *Fall 2 Data Population* course beginning the week of January 13th. The *Fall 2 Reporting and Certification* and *Fall 2 Advanced Reporting & Certification and Overview and Changes* will be posted on the YouTube Channel following the initial live training sessions.

If you are the CALPADS Data Coordinator/LEA Admin and you do not have a Bridge account established, please follow the steps on the next page and establish a Bridge account in order to register for live training sessions and take advantage of some "pre-work" activities.

To activate your Bridge account, follow the steps below. You may also view a quick video entitled "CSIS Bridge Login Process" on the CSIS CALPADS Training Channel for further instruction: <https://youtu.be/o2bkJ1EFex4> (YouTube; 6 mins 44 seconds)

To activate your Bridge account:

Go to the new CSIS website: <https://csis.fcmat.org/>

1. Go to CALPADS >Learning >LMS and choose "Request an LMS Account" and select "Access to Learning" as the reason for the account.
2. If you are an LEA Admin for more than one LEA, just choose one of your LEAs.
3. Fill out the required information in the modal and click "Submit."

Within 24-48 hours, a CSIS Service Desk agent will follow up with the remaining instructions via a service desk ticket. Your new user name will be provided in the "Full Description of your request" section of the service desk request ticket.

If you need to reset your Bridge password, follow the steps below:

1. On the Bridge login page, enter your user ID.
2. Select "Next."
3. On the password screen, select "Forgot My Password."
(These steps continue on the next page)

4. Choose a contact method (email address is the default method.)
5. Complete the CAPTCHA prompt.
6. Select “Next.”
7. Select “email” (the blue button).
8. Check your email account for further instructions.
9. Enter the code supplied in the email.
10. Proceed to change your password.

Oh Snap

If at any time you are sent to the “Oh Snap” web page while on the CSIS website, please clear your cache and cookies in your browser (usually in your internet browser’s settings or preferences), close and restart the browser, and try again.

Thank You,

CALPADS Team