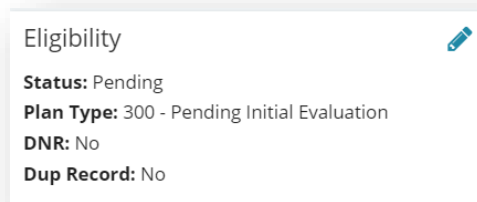# What's Inside

- Important Updates
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Important Updates

Pending Students in SEIS

All students *for whom you received parental consent in 20/21 for assessment* (and no initial meeting has been held) should be marked eligibility status **Pending** (with date of referral, person initiating referral and parent consent date fields populated) and have meeting and plan type (30/300) updated.
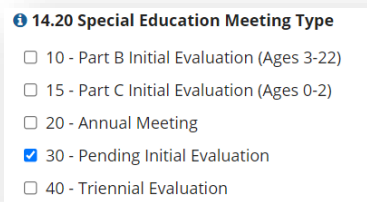

If you will not be holding an initial meeting for these students before the end of the school year, the students' pending status **must be reported to CALPADS for EOY certification.**

To Review if your LEA has been reporting Pending students:

- From the SEIS CALPADS Tab:
  - Select **CALPADS Transactions**

- Change Type of Transactions to **All Transactions**
- Expand the CALPADS Transaction Filter
- Under the Transaction type, select **Pending Student**
- Click **Apply Filter**

This will show you a list of students in your LEA with pending student transactions.

You can also review your list of pending students on the SEIS dashboard. While in the student record, click on **Quick Links** in the student box, and then select **CALPADS Transactions**. This will show you a list of transactions for that specific student.

If you do not see a transaction for a pending student, you will need to review the student record to see if parental consent has been given. The assessment plan should be attached to the student record once it is returned. A pending transaction is created when ALL five of the following fields have been updated:

- Referral Date Person
- Initiating Referral
- Parental Consent Date
- Meeting Type 30
- Plan Type 300

All five fields must be updated once you have received parental consent. Once these updates are completed, it will take an overnight process to create the pending transaction.

NEW – Meeting Delay Code on Pending Students

*A Meeting Delay Code can now be selected and submitted with a Pending transaction.*

- If a Pending transaction was submitted and the student's Initial Evaluation has exceeded the 60-day timeline, the Pending transaction can be edited to add a Meeting Delay code. The transaction can then be resubmitted.
- This is not required. This will only report to CALPADS why the Initial Evaluation has not been held yet.
- If a Meeting Delay code is submitted with a Pending transaction, it must still be submitted with the Initial Evaluation transaction as well.

Clearing Your SEIS Dashboard

All 20-21 school year teacher and transfer requests in SEIS should be completed prior to staff leaving for the summer.
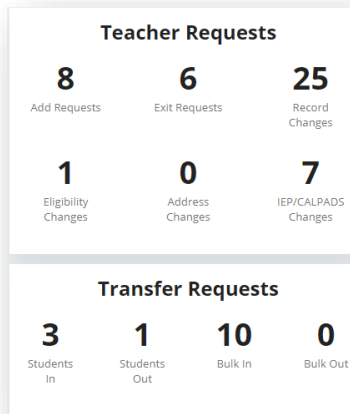
All IEP meetings and amendments need to be affirmed before case managers leave for the summer.
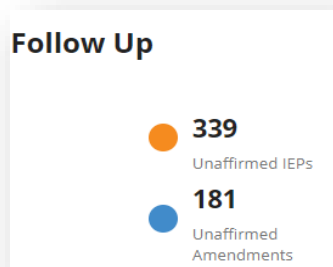
All reportable transactions need to be submitted to CALPADS.

Don't forget to clear the completed tasks from your dashboard notifications.

Timelines and Due Dates

End of Year Reporting

This timeline will ensure that you are submitting your LEA's data in a timely matter. LEAs should continually submit transactions from SEIS to CALPADS for accurate reporting.

The deadline for LEA approval is July 30, 2021.

Once you have resolved your EOY CERT fatal errors, please review the CERT warnings- **specifically CERT 132**. This will be a **FATAL** error for Fall 1 reporting next school year.

Best Practices

<u>Closing Out School Year 2020-2021</u>

- Ensure all students who received parental consent of evaluation who enrolled at your LEA from July 1 –June 30 are represented in the child counts.
- Ensure services have been submitted for every student on an IEP, IFSP, and ISP.
- Ensure that special education program exits have been completed for all students who are no longer eligible for services.
- Ensure all students that will not be attending your LEA in 2021-22 have been transferred using exit code 76.
- High School LEAs-ensure all students with disabilities who have exited secondary education in 2019-20 have been surveyed for their postsecondary outcomes and responses have been recorded in SEIS.
- Review DSEA Extract.

Do's & Don'ts

DO transfer OUT students before July 1, 2021 that are leaving your LEA.

DON'T ADD 21-22 students into your LEA before July 1.

New School Year Procedures – the 21-22 Year begins AFTER June 30, 2021

These procedures should be done between July 1 and the start of the new school year.

When does your SIS (Student Information System) rollover to the new school year?

- Most of grade level/school of attendance changes will upload from your SIS once it has rolled over to the new school year.
- Verify that the new year data has updated correctly in SEIS. Grade level and School of Attendance may be uploaded from fields which are not part of the automatic roll over process. Look at a sample of students from multiple school sites, especially those students changing school sites (including NPS) and all different grade levels.
- Be careful and double check students going into 18 – 22 transition programs. These students should be coded as 12+/transition or ungraded for grade level and some SIS systems do not use the same grade level for these students.
- **It will be easiest to change your case carriers and service providers once the students have moved to their new grade levels and school sites.**
- If you must manually update students not rolling over in your SIS, remember to begin grade level rollovers at the highest grade level and roll over each grade level of students one grade level at a time. You can do this through the Bulk Changes procedure.

Changes to Your District

- Removing District and Teacher Level Users:
  - When users leave your district at any time of the year, change the password and email immediately but **do not delete the user in the system** until you have dealt with the students assigned to that provider.
  - Once all students have been assigned to other providers (using the Bulk Update Providers in the Search for Students feature), you can delete the user from SEIS.
  - Go through your list of Shared Teachers and check to see which ones are still working with students in your district. Remove any who are no longer needed. This will shorten the provider list that everyone must scroll through in SEIS.

Bulk Transfers

- Originates with the district the students are LEAVING.

- It should be used for large groups of students going from one district to another, e.g., Elementary students transferring to a high school district.
- Leave all grade levels, etc. as the old information. Do not roll-up until the transfer has been completed. The new district will update the student information.

Searches to Run/Comparisons to Do

- Services with end dates in the Previous Year.
- Duplicate Services report
- Services Marked DNR
- No Case Manager
- No School of Attendance
- SIS/SEIS Active Student list comparisons

Things to Keep in Mind

- **Avoid Duplicates when adding students –** be creative and thorough when searching for new students in other SEIS districts. Use the SSID, spelling variations (ie: Katherine and Catherine)
- Plan for downloads from SEIS to your SIS.
  - What fields does your district want to download?
  - What fields should you start with to test the data being downloaded?

Resources

Updated CALPADS Error List

Please see the link below to view the latest CALPADS error list that was published on May 18, 2021.

https://documentation.calpads.org//Support/docs/CALPADSErrorList.xlsx

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