



THE  
**EL DORADO** SELPAs  
*Data Update*



## July 2022 Data Newsletter

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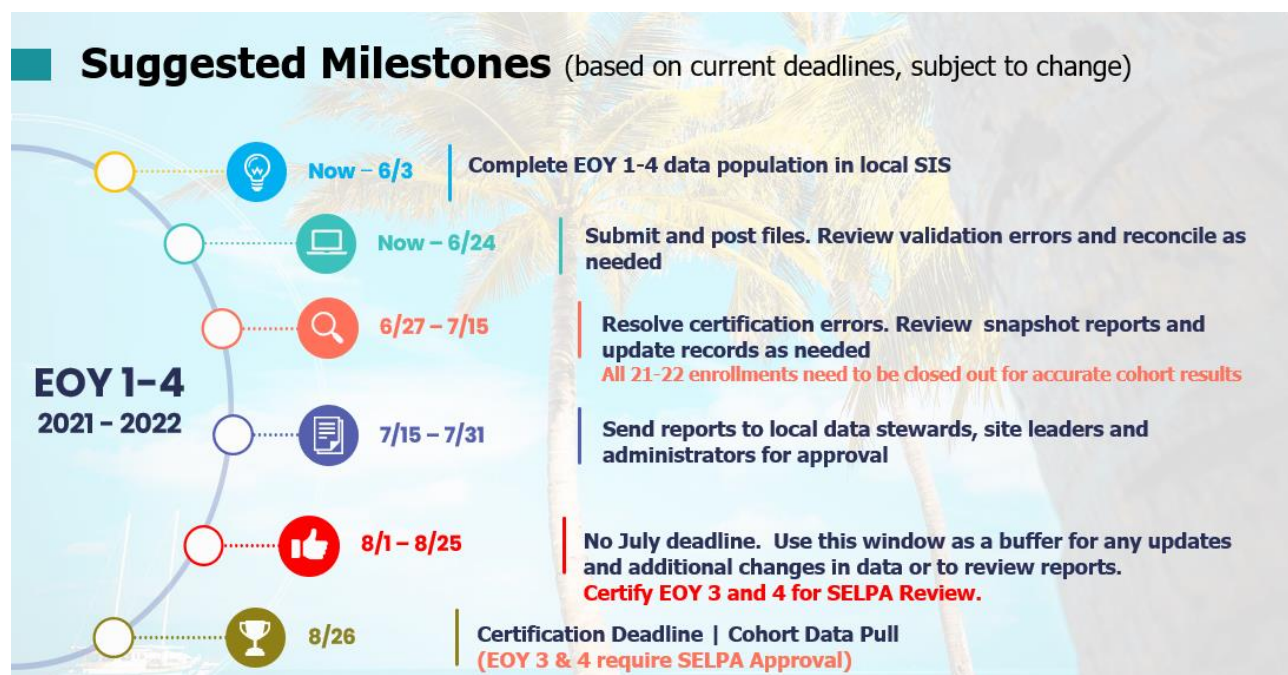
### Important Updates

If your SEIS District Level User (DLU) has or will be changing this academic year, please notify the SELPA right away. SELPA sends a variety of correspondence and updates throughout the year, and it is imperative that your LEA (local educational agency) be kept abreast of changes in SEIS and receive the latest updates from the SELPA. SELPA also provides SEIS training and resources that new DLUs would need to ensure a successful start to the new academic year.

## Timelines and Due Dates

The reporting windows for EOY 3 and 4 opened on June 2, 2022. The deadline for LEA approval of the EOY reports has been extended to August 26, 2022. This removes the amendment window in which the SELPA would normally review LEA approved reports.

The SELPA review is a manual process. To allow SELPA time to review EOY reports, **SELPA requests that LEAs approve their EOY reports no later than Friday, August 12, 2022.**



## Did You Know...

### Tips for Starting the New Academic Year

- Exit all students in SEIS who will not be attending your LEA for the 2022-23 school year. Process transfers out requests within five business days of the request.
- Review students going into 18 – 22 transition programs. These students should be coded as grade level 12+/transition.
- It will be easiest to change your case managers and service providers once the students have moved to their new grade levels and school sites.
- 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.
- Avoid Duplicates when adding students – be creative and thorough when searching for new students in other SEIS districts. Use the SSID (Statewide Student Identifier), spelling variations (i.e., Katherine and Catherine), hyphens and spaces for multiple surnames.

- Adding or removing schools in SEIS – contact the SELPA office.
- Ensure that Teachers/Site Administrators/Psychologists/Related Service Providers changing sites or areas of responsibility are properly assigned.
- Adding new SEIS users – Remember to assign appropriate user level and permissions.
- Review your list of existing users and remove those who are no longer with your organization. If users have not utilized their account in some time (you can view the last login date) determine if they need continued access to SEIS. Maintaining student confidentiality is a priority when staff and roles change.
- When updating providers for the new school year, take into consideration previous providers, school site, grade level, and services. All of these may help you determine the new provider to be assigned.

### **Bulk Updating Student Grade Levels**

*\*Before Bulk Updating any grade levels, please ensure that you have exited all graduating seniors AND any students who will not be returning this academic year.*

Student Grade levels can be bulk updated using the Bulk Change option. Always begin with the highest Grade level and work down.

- Current SEIS Grade 12 (that will continue in special education) = 12+/Transition or Ungraded
- Current SEIS Grade 11 = Update to 12
- Current SEIS Grade 10 = Update to 11
- Continue this process through all grade levels
- Kindergarten = Update to 01 *\*TK (Transitional Kindergarten) students remain at grade level kindergarten*
- Preschool = Update to Kindergarten

To bulk update Grade levels:

1. Under the **Searches** section of the upper navigation bar, click on *New Search*
2. *In the Criteria section, click **Add**, then select the Search Filter Grade Level = [select the Grade level you want to update]*
3. *Make sure the filter Student Exited = No*
4. *Click the **Search** button*
5. *Once you have your results, select **Make Bulk Changes** from the drop down.*
6. *Select the students that should be included in the Bulk Update*
7. *Click the **Go** button*
8. *Check the box next to the Grade Level field and select the Grade level that the students will be updated to.*
9. *Check the box that says "I acknowledge that I will be updating XX students"*

10. Click the **Update** button

The bulk update has been completed. You will complete the same process for the remaining Grade levels, starting with the next highest Grade level.

### **Removing District and Teacher Level Users in SEIS**

When users leave your district at any time of the year, change the password and email on the user account and remove all user permissions. Consider adding in a step to any personnel checklists you have regarding staff separation. **Do not delete the user in the system** until you have reassigned the provider's caseload.

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.

## **Best Practices**

### **Roles and Responsibilities**

**Know your SPED (Special Education) Data Team:**

**SEIS Management:** Who oversees the daily maintenance of transfer requests, teacher requests and monitoring of the Meeting Alerts for compliance?

**SEIS to CALPADS Submissions:** Who is submitting SEIS transactions/data to CALPADS through the API and correcting the validation errors?

**CALPADS Coordinator:** Who is this at your LEA (Local Educational Agency)? They are responsible for the assignment of users and training of all LEA staff accessing CALPADS.

**Data Stewards:** Who is reviewing the data?

**SELPA Program Technician:** Who is your SELPA Program Technician? We are here to support you.

## **Resources**

Please visit our website to see the planned learning opportunities for 2022-23. We are scheduling events and updating our site regularly.

[Click here to view the Professional Learning Calendar-Events and Trainings.](#)

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