

## **GENERAL QUESTIONS:**

### **1. Where can I find the webinar recording and presentation slides?**

**Answer:** The webinar recording and presentation slides can be found at the Chancellor's Office website on the K12 SWP page under webinars; please use this [link](#) to locate the training materials.

## **WHO IS REQUIRED TO SUBMIT DATA?**

### **2. Do Community Colleges have to report to Cal-PASS Plus?**

**Answer:** Community Colleges do not have to upload data to Cal-PASS Plus because that data is already provided to Cal-PASS Plus directly by the CCCCCO.

### **3. Are K-8 programs required to report to Cal-PASS Plus?**

**Answer:** Grades K-8 are not required to report into Cal-PASS Plus, only grades 9-12.

### **4. Are ROP's able to upload data to Cal-PASS Plus if they are currently unable to upload to CALPADS?**

**Answer:** At this time, Cal-PASS Plus is only set up to upload CALPADS ODS extracts. If an ROP's data is not in the form of a CALPADS ODS extract, Cal-PASS Plus will be unable to process it at this time. If you find yourself in this situation, please submit a help desk ticket by December 15<sup>th</sup> to [help@calpassplus.org](mailto:help@calpassplus.org) and indicate that you are an ROP with data files that Cal-PASS Plus is unable to process. We will work directly with you after the deadline to identify workaround solutions.

### **5. If an LEA is part of a Consortium, does each school individually submit or does the lead LEA upload the data on behalf of all?**

**Answer:** An organization would upload data for the students that fall under their County, District, School Code (CDS). We are requesting that LEA's that received funds, submit their own data in the system.

## Question & Answers (Q&A)

FROM: K-12 SWP Required Data Upload Webinar

Event Date: December 3, 2020

- 6. Our COE runs the ROP and Court and Community Schools. For the ROP classes, uploads are being done by our LEAs. Our C&C schools have no capstone/program completers, so no SCTE form. What do we need to submit if this form is not generated for us?**

**Answer:** The LEA can provide CTE participant data by uploading to Cal-PASS Plus the Postsecondary Status (PSTS) CALPADS ODS extract. For a tutorial on how to identify, extract and upload ODS extracts to Cal-PASS Plus, please watch this video:

<https://www.youtube.com/watch?v=jrlXogRGFn4&t=17s>

- 7. Our organization is a County Office of Education (COE). As the K-12 SWP lead, we are required to upload data, however, as a COE we do not have students. Our partner LEA's have all the student data. Are we required/how do we upload zero data?**

**Answer:** The partner LEA's would submit their data. We ask that the leads verify this was completed.

## MOU QUESTIONS:

- 8. Do MOU's expire?**

**Answer:** Please check the expiration date on the MOU that your organization signed as well as your districts policy about MOU lifespan. If you need to sign a new MOU, you can do so here clicking the link below:

<https://www.calpassplus.org/Join>.

- 9. If we do not have an MOU in place with Cal-PASS Plus, how do we get one?**

**Answer:** You can sign an MOU with Cal-PASS Plus simply by following the instructions on the join page <https://www.calpassplus.org/Join>. More information about setting up an MOU is also in the Power Point slide deck (slide 27) and can be accessed by clicking this [link](#).

- 10. How do we submit a hard copy MOU?**

**Answer:** Visit <https://www.calpassplus.org/Join>, click to download a hard copy of the Cal-PASS Plus MOU, sign and then attach and submit an email with the MOU to:

[help@calpassplus.org](mailto:help@calpassplus.org).

**11. How long does it take to get a new MOU approved and how is the LEA notified that the MOU has been approved?**

**Answer:** It takes 48 hours to process a Cal-PASS Plus MOU. To confirm your MOU was approved, please check the Cal-PASS Plus Member List page 48 hours after submitting your MOU. Please use the link below to check your MOU status:

<https://www.calpassplus.org/calpass/join/members.aspx>

**12. How do we know if our district has an MOU already in place?**

**Answer:** You can check if your organization has an MOU in place by clicking the link below:

<https://www.calpassplus.org/calpass/join/members.aspx>

**13. Are MOU's required for ROP's?**

**Answer:** Yes, all CCP members are required to hold a current MOU.

**FILE TYPE AND REPORTING QUESTIONS:**

**14. Do we have to create separate files for each year or can we enter 2016-2019 for the ODS Files?**

**Answer:** No, unfortunately the submission is required to be a separate file per year. Please click the link below for CPP Updated FAQs:

<https://www.calpassplus.org/MediaLibrary/Uploading%20Data%20FAQs.pdf>

Please click the link below for Cal-PASS Plus Data Submission process:

<https://www.calpassplus.org/CalPassPlus2.0/Media/K12%20Data%20Submission%20Document.pdf>

**15. If we have already submitted prior to the original deadline but did not use the correct file name as suggested, is it required to resubmit?**

**Answer:** Data submissions that were already submitted and received successfully do not have to be resubmitted. You can check on the status of your file submissions on the Cal-PASS Plus Member List by clicking the link below:

<https://www.calpassplus.org/calpass/join/members.aspx>

If after you review the submission status you determine that not all files have been received, please submit a help desk ticket at [help@calpassplus.org](mailto:help@calpassplus.org) and provide as much detail as possible about which files you need to submit. Help desk staff will review your districts records and provide detailed instructions on what is left to submit. If necessary, we can schedule an “upload session” to help get you across the finish line.

**16. Do you accept .txt files or do they have to be .csv?**

**Answer:** Both formats, .txt and .csv are acceptable. Please click the link below for Cal-PASS Plus updated FAQ's:

<https://www.calpassplus.org/MediaLibrary/Uploading%20Data%20FAQs.pdf>

**17. Which years of data need to be uploaded for Round 1 K12 SWP awardees?**

**Answer:** In order to represent the outcomes for graduating seniors on the dashboard who may have been served by the K12 SWP grant, data for the following years should be submitted: 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020.

**18. Where can we find the definitions for the data to upload?**

**Answer:** Please click the link below for CPP Updated FAQs:

<https://www.calpassplus.org/MediaLibrary/Uploading%20Data%20FAQs.pdf>

Please click the link below for Cal-PASS Plus Data Submission process:

<https://www.calpassplus.org/CalPassPlus2.0/Media/K12%20Data%20Submission%20Document.pdf>

**19. What if we have submitted data but the Cal-PASS Plus site does not show it in the most recent data column?**

**Answer:** The member list does not reflect each file that an LEA uploads. In order to understand which files you submitted have been processed, please submit a help desk ticket request to [help@calpassplus.org](mailto:help@calpassplus.org). Please note that if you are with a community college, your data does not need to be uploaded. Your files are already submitted.

**20. When I click the drop down for file purpose, I do not see anything referring to K12 SWP. What should I do?**

**Answer:** When you are ready to submit your files, select “CALPADS” for the drop down file. You will input SWP as a description. Please see slide #16 for more details. Webinar slides can be found by clicking this [link](#).

**21. If our district shows that the Most Recent Data is 2019-2020, is there something else we need to upload?**

**Answer:** The number of files will vary by year. Please click the link below for CPP Updated FAQs:

<https://www.calpassplus.org/MediaLibrary/Uploading%20Data%20FAQs.pdf>

Please click the link below for Cal-PASS Plus Data Submission process:

<https://www.calpassplus.org/CalPassPlus2.0/Media/K12%20Data%20Submission%20Document.pdf>

The member list does not reflect each file that an LEA uploads. In order to understand what files are processed, you will need to submit a help desk ticket request at [help@calpassplus.org](mailto:help@calpassplus.org).

**22. SPED and PSTS are new since last year. What years should we submit?**

**Answer:** Please only submit SPED and PSTS for 19-20. Please click the link below for Cal-PASS Plus Updated FAQ's:

<https://www.calpassplus.org/MediaLibrary/Uploading%20Data%20FAQs.pdf>

Please click the link below for Cal-PASS Plus Data Submission process:

<https://www.calpassplus.org/CalPassPlus2.0/Media/K12%20Data%20Submission%20Document.pdf>

**23. If we are relatively new to the district, how can we find out if we have past years data that still needs to be uploaded?**

**Answer:** Please submit a help desk ticket at [help@calpassplus.org](mailto:help@calpassplus.org) if you would like to verify specific files and years that your organization has uploaded.

Question & Answers (Q&A)  
FROM: K-12 SWP Required Data Upload Webinar  
Event Date: December 3, 2020

**REPORTING DEADLINE QUESTIONS:**

**24. Some of our LEA's will be holding Board meetings as late as December 15<sup>th</sup> to approve the Cal-PASS Plus MOU. What is the last date uploads will be accepted?**

**Answer:** Data submissions were due November 1<sup>st</sup>, 2020. Data needs to be submitted as soon as possible.

**25. Will the uploads after December 15<sup>th</sup>, 2020 be accepted?**

**Answer:** Yes, they will be accepted, but please remember that compliance with reporting deadlines impacts future funding (Education Code, Section 88827 and 88828)