

Hello everyone,

This is a reminder that there are about **six weeks until the December 12, 2008 Fall Submission deadline**. By this date, your data must be cleansed, reviewed and vetted by district stakeholders for accuracy so that your certified results can be considered "final". CDE will be sending letters to the superintendents of any LEA that does not meet the 12/12/2008 deadline.

It is important to meet this milestone so that a complete, state-wide snapshot of student enrollment status can be established in preparation for the restart of the anomalies function. Anomaly Detection and Resolution will run in tandem with the Fall Submission Amendment period which ends on 1/30/2009. During the amendment period, you will be able to **resolve Lost Transfers** as well as other anomalies and data discrepancies. Since an accurate snapshot of student enrollment status is critical to the success of Anomaly Detection and Resolution (and ultimately to your re-certified final census) please apply your efforts to producing an accurate census by 12/12, rather than fine-tuning staff data. Any known staff discrepancies can be later resolved during the amendment period also. The state-wide snapshot of student enrollment status in effect on 1/30/2009 will be used by CDE for the initial posting in Dataquest. Additional updates to Dataquest are TBD.

You will be able to apply corrections to your 2008 census beyond the amendment deadline. However, after 1/30/2009, the Fall Submission function will be turned off and your district will be converted to the **Annual Maintenance Update** and **Annual Maintenance Reports & Certification** functions for this purpose. Staff and course data can not be amended through CSIS after 1/30/2008. Please see the [Correction Policy for instructions, http://www.cde.ca.gov/ds/si/ds/certpolicy.asp](http://www.cde.ca.gov/ds/si/ds/certpolicy.asp). Annual Maintenance 2008 will be closed sometime in spring/summer 2009 in preparation for CALPADS transition.

Below is a timeline of the discussion above.

Present – 12/12/2008: Concentrate on producing accurate student enrollment, graduate and dropout numbers. Resolve sufficient staff error/discrepancies to be able to certify by 12/12/2008.

12/13/2008 – 1/30/2009: Resolve anomalies (ERD/Lost Transfers, CCEs and MIDs) that have surfaced through Anomaly Detection and which may impact your census. Resolve any other certificated staff or student discrepancies that are discovered by data stakeholders in your LEA.

- Use the Fall Submission, Periodic Enrollment Update or Online Maintenance functions as appropriate to process your corrections.
- LEAs that change their 2008 census data in the course of resolving anomalies or other discrepancies must decertify, reprocess and re-certify their Fall Submission transaction.

1/31/2009 – CALPADS Transition: Continue to correct certificated staff or student data.

- CDE sends out "failure to certify" letters to impacted LEA superintendents.
- 1/30/2009 state-wide snapshot of student enrollment status sent to CDE and posted to Dataquest. Later Dataquest updates still TBD.
- **Revise Certificated Staff data** directly to CDE. Instructions on how to submit your revisions can be found here <http://www.cde.ca.gov/ds/si/ds/certpolicy.asp>.
- **Revise Student data** through the use of the Annual Maintenance Update, Periodic Enrollment Update and Online Maintenance functions as appropriate.
- LEAs that change their 2008 census data in the course of resolving anomalies or other discrepancies must decertify, re-generate and re-certify their **Annual Maintenance Reports transaction** (found in the Annual Maintenance Reports & Certification function).
- Annual Maintenance Update and Annual Maintenance Reports & Certification functions turned off in Spring/Summer 2009 to prepare for CALPADS transition.

As of this writing, your LEA has not begun Datagate processing as yet. Please begin and complete your fall submission as soon as possible so that **stakeholders in your district have ample time to review and question the results, and to process revisions in Datagate.**

My purpose in sharing this information is to help you be prepared and aware of future events and expectations. Please contact me if you have any questions.

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