



## Onsite CALPADS Training Options

Training LEAs for CALPADS is a support service offered by FCMAT/CSIS. Although the majority of training is provided as an online service, FCMAT/CSIS will conduct onsite training with customized content to meet the needs of a group of LEAs. The training can be a half day or a full day with LEAs attending the appropriate time of day for their specific interests. FCMAT/CSIS performs this onsite service at no charge to the LEAs, but does rely upon a local agency to host and coordinate the participation of local clients.

The hosting agency's role in working with FCMAT/CSIS to maximize the success of onsite, custom training can be summarized as:

- Identify the needs of the attendees and communicate with FCMAT/CSIS to ensure appropriate material is covered
- Check with FCMAT/CSIS to confirm that trainers are available on the desired date
- Reserve /host the space for the training (to best meet the needs for a hands on training experience the training should be held in a computer lab)
- Recruit sufficient LEAs to participate (guarantee a minimum of 10 and a maximum of 30 LEA clients for onsite training), and
- Communicate the place, date and time to attendees.

That's it; FCMAT/CSIS will provide instructors and materials and engage with your local clients to provide a quality experience.

### Possible Subject Matter:

#### Data Submissions:

*Fall 1* - Student Enrollment, Title III Eligible Immigrants, LCFF counts (Direct Certification, Foster Youth), English Language Acquisition Status

*Fall 2* - Course Enrollment, Staff Assignments, Education Services for ELs

*End Of Year* - Course Completion, Career Tech Ed, Program Participation, Discipline

*Assessments* - CELDT

#### Other Content:

*CALPADS Orientation* – Basic system flow and expectations for new staff / beginners

*High Level Review* – CALPADS System or submission at high level refresher for returning staff

*Understanding & Managing District Data* – Knowing local needs, best practices for capture, review and cleansing of district data

*Working With Your Data* – Hands-on with actual data; error resolution, certification, and Q&A

### Sample Class Structures:

Option 1 - ½ day with 2 hours *CALPADS Orientation*; 2 hour review of key points in a *specific Data Submission*

Option 2- ½ day with 2 hours *Understanding & Managing District Data*; 2 hour review of key points in a *specific Data Submission*

Option 3 - ½ day with 1 hour *High Level Submission Review*; 3 hours hands-on of *Working with Your Data*

Option 4 - full day with 2 hours *CALPADS Orientation*; 2 hour review of key points in a *specific Data Submission*; 4 hours hands-on *Working with Your Data*

If interested (county offices of education or another local education agency that is considering hosting onsite CALPADS training) please contact the FCMAT/CSIS Program at (916) 325-9250 or [calpads-support@cde.ca.gov](mailto:calpads-support@cde.ca.gov). Standard training opportunities offered over the web can be reviewed at <http://csis.fcmat.org/Pages/Course-Catalog.aspx>.