

August 20, 2008.

Dear Charter School Administrators:

This message is to remind you of your legal responsibility to obtain and maintain Statewide Student Identifiers (SSIDs) for students enrolled under your jurisdiction. Maintenance of SSIDs is accomplished through the Annual SSID Maintenance submission which occurs each fall through the California School Information Services (CSIS) Program. Charter schools must participate in this submission.

The Annual SSID Maintenance submission is critical because the data are used for every public school's official enrollment, graduate, and dropout counts. The census date for the Fall 2008 submission is Wednesday October 1, 2008. The deadline for the submission is December 12, 2008.

For charter schools reporting with their chartering district, provide all data requested by your chartering district in a timeframe that allows the district to meet the December 12, 2008 deadline. Remember, data must be submitted well in advance of the deadline so that the district and school summary reports can be reconciled by local charter and district staff. Coordinate with your district contact so that you have access to the charter's Enrollment Summary Report and the opportunity to verify the accuracy of that report before the district certifies the data.

For charter schools reporting independently, all data must be submitted and reports certified by the Charter School Administrator no later than the December 12, 2008 deadline. Remember that the submission takes time, so start submitting now in order to meet the deadline.

To ensure your staff are on track to certify your data on time, you should:

1. Make sure your students have SSID numbers assigned and uploaded in the local SIS.
2. Submit data for the school no later than October 17, 2008.
3. Submit data for all of students no later than November 17, 2008.
4. Resolve any errors in this data and investigate warning messages so that your data are correct and complete.
5. Generate reports for review no later than November 17, 2008. Once you generate your reports, begin resolving any new errors, not reported students, and concurrently enrolled students that appear on the Server Validation Error Report and the Census Summary Report as well as

reconciling the enrollment, graduate, dropout, and No Child Left Behind (NCLB) counts on the Enrollment Summary Report. Remember that your counts of not reported students and concurrent enrollments must be at zero before you will be able to certify your data. In addition, your counts of re-enrolled dropouts should be zero when you certify. Because this work takes time, submit your data early so that you can run your Annual SSID Maintenance reports no later than November 17, 2008.

6. Assign the right people to review reports for accuracy and assist in the correction of any identified problem.
7. Certify the accuracy of the LEA Enrollment Summary Report no later than December 12, 2008.

If you need assistance with the submission, please:

1. Register for SSID Request and Annual SSID Maintenance training by visiting <http://www.csis.k12.ca.us/e-learning/ssid-registration/default.asp>.
2. Review the known issues list and the Q&A documents posted at <http://www.csis.k12.ca.us/library/statewide-identifier/si-documents.asp>.
3. Contact CSIS Support at support@csis.k12.ca.us or 916-325-9210.

The 2008-09 charter school Annual SSID Maintenance reporting status for each district is listed on the CDE web site at <http://www.cde.ca.gov/ds/sd/cs/ap/selectdistrict.aspx>. The CDE will default each charter school's reporting status to the status in the previous year, unless notification is provided of a requested change. The CDE encourages charter school Annual SSID Maintenance data submission through the chartering agency (district or county office of education). The CDE will accept requests to change the reporting method up through close of business, September 19, 2008. Both the charter school and chartering district must confirm in writing to the CDE that the change in reporting status is approved locally. Submit requests to the CALPADS Operations Office:

Email to cdecsis@cde.ca.gov; or Fax to 916-327-0194.

The CALPADS Operations Office staff will notify both agencies of approved or denied requests for reporting method status changes, and notify the CSIS program staff to ensure that each agency involved in the process is aware of the reporting method for each charter school. If you have any questions about the reporting method of a charter school, contact the CALPADS Operations Office at 916-324-6738 or cdecsis@cde.ca.gov.

If you are not already receiving emails from CSIS about the submission, please consider contacting CSIS Support at support@csis.k12.ca.us and asking to be placed on the one-way listserv. CSIS uses this listserv to communicate important information regarding the submission, including a monthly to do list to help you prepare for the submission.

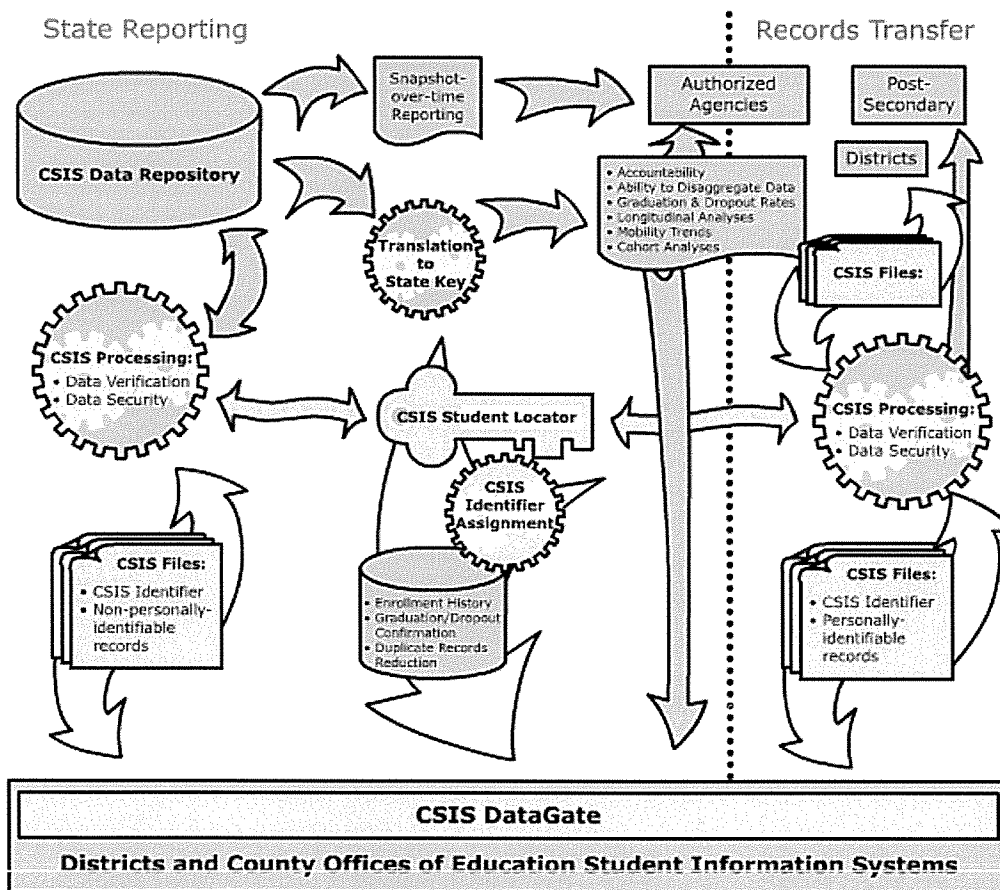
If you have questions regarding the Annual SSID Maintenance, please contact CSIS Support at support@csis.k12.ca.us or 916-325-9210.



The CSIS Mission is to:

- Build capacity of Local Education Agencies (LEAs) to implement and maintain comparable, effective, and efficient student information systems that will support LEA daily program needs and promote the use of information for educational decision-making by school-site, district office and county staff.
- Enable the accurate and timely exchange of student transcripts between Local Education Agencies and to post secondary institutions.
- Assist Local Education Agencies to transmit state reports electronically to the California Department of Education, thereby reducing reporting burden of LEA staff.

CSIS Overview



All districts and independent charter schools should:

- Designate a staff person responsible for assignment of CSIS student identifiers by clicking [here](#) for the registration form and faxing it to the CSIS office.
- Choose a training cycle for all district personnel who will assign student identifiers by clicking [here](#) for the registration form and faxing it to the CSIS office.
- Set up a CSIS workstation and develop local procedures for maintaining student identifiers.
- Review the current status of student data and start cleaning the data within the district before starting the statewide process of assigning identifiers. This includes verifying that the following data are available and accurate for all students:
 1. gender
 2. birth date
 3. ethnicity
 4. legal name
 5. primary language
 6. birth country
 7. birth state
 8. birth city
 9. local student ID
 10. enrolment date