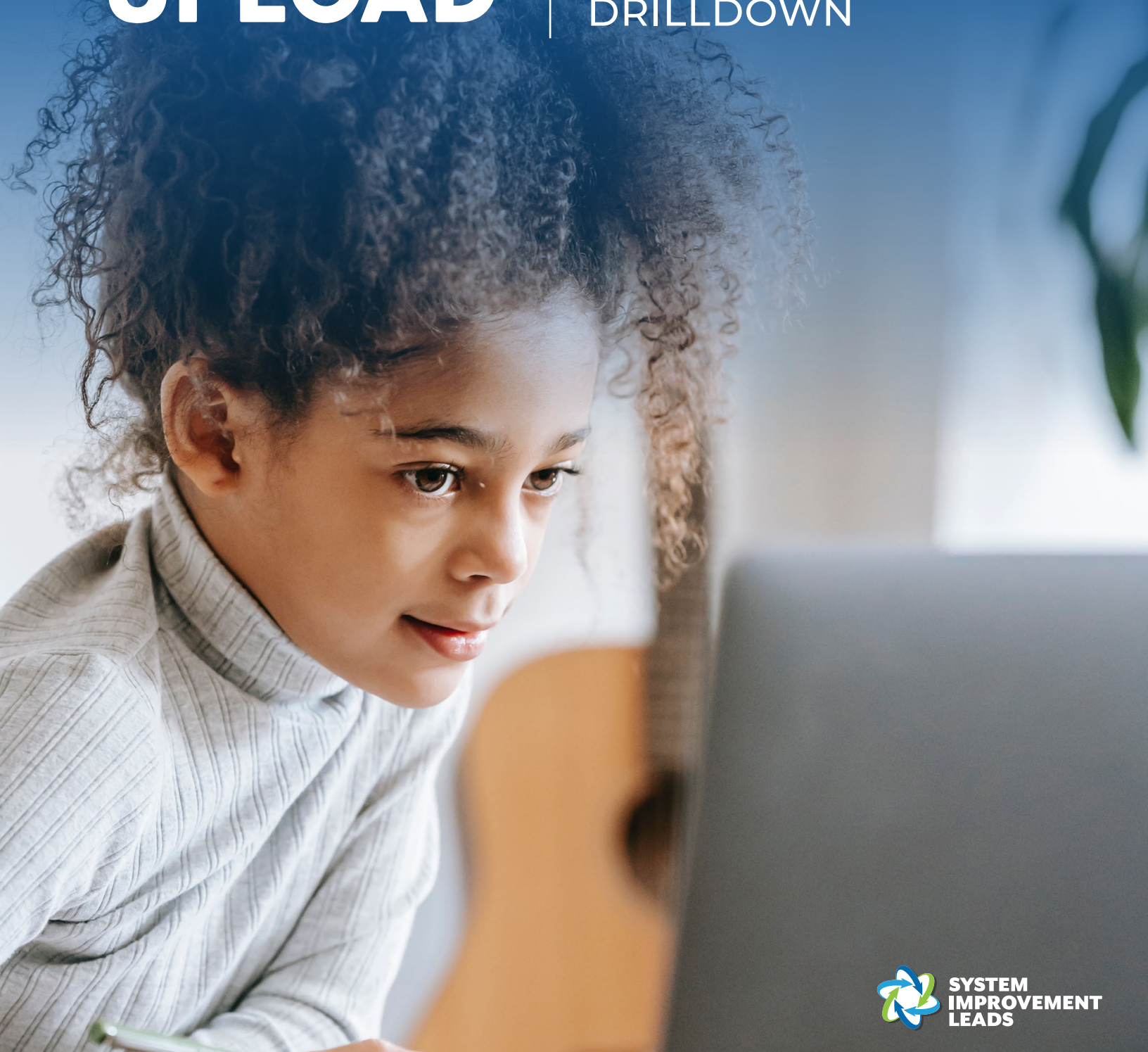


HOW TO UPLOAD

HOW TO UPLOAD
CALPADS DATA FILES
IN THE LEA DATA
DRILLDOWN



How to Upload CALPADS Data Files in the LEA Data Drilldown

The LEA Data Drilldown allows districts to create both LEA Snapshot Reports and Student List Reports with Local Educational Agency (LEA) data to dig deeper into your status on areas connected to the California State Performance Plan Indicators. Follow the directions below to upload data for running reports.

Please note, Student Snapshot Reports or Student List Reports can only be created for LEAs.

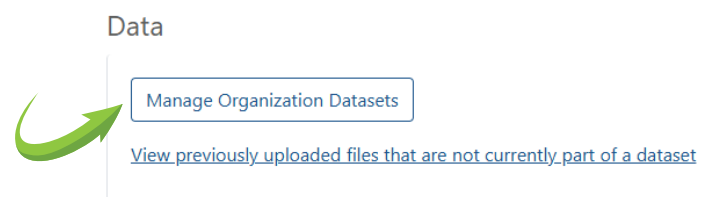
- 1 Access your LEA's Data Drilldown account through the Improvement Data Center, Local Educational Agency (LEA) Tools, LEA Data Drilldown by visiting: <https://aprinicators.systemimprovement.org/reports>



- 2 Click on **Control Panel**.

IMPROVEMENT DATA CENTER **CONTROL PANEL** RESOURCES LOGOUT

- 3 Click on **Manage Organization Datasets**
View what data is needed and upload and manage data sets.



IMPROVEMENT DATA CENTER (IDC): LEA DATA DRILLDOWN

4

Select the name of the organization you will be managing data for.

Data Management

Use the tools below to upload and manage your organization's data.

Manage data for: Select Organization

Select Organization

Return to repo System Improvement Unified (District) What data is needed?

Please select an organization to begin.

What data is needed?

If you are unsure of what data is needed, click on the **What data is needed?** button.

Begin by creating a dataset

+ Create a New Dataset

LEA Data Drilldown

Name	Created Date		
Incomplete Dataset Example	12/30/2025 9:13 AM	2 files have been uploaded	Manage
Complete Dataset Example	5/14/2024 2:06 PM	All required files have been uploaded	Manage

5

Create a New Dataset.

Name the dataset. It is recommended to name the dataset with the date the data was pulled or uploaded. Select the associated school year that aligns with the dataset. Upload all required files.

Add New Dataset

Dataset Description

Dataset Description

School Year

Enter the school year with which this Dataset should be associated

2025 - 2026

Cancel Submit

Back to all Datasets Upload Files Rename Dataset 2023 - 2024 * LEA Data Drilldown Center

	CALPADS Format Code	CALPADS Format Name	Status	Uploaded File Name	Number of Records	Date Uploaded	Uploaded By	
Required	SPRG	Student Programs	Processed	Recent SPRG_Demo.txt	11293	5/14/2024 2:06 PM	System Administrator	Download Share Delete
Required	SENR	Student Enrollment	Processed	Recent SENR_Demo.txt	17420	5/14/2024 2:06 PM	System Administrator	Download Share Delete
Required	MEET	Special Education Meetings	Processed	Recent MEET_Demo.txt	5602	5/14/2024 2:06 PM	System Administrator	Download Share Delete
Required	PLAN	Special Education Plan	Processed	Recent PLAN_Demo.txt	4132	5/14/2024 2:06 PM	System Administrator	Download Share Delete
Optional	SIRS	Student Incident Results	Processed	Recent SIRS_Demo.txt	5526	5/14/2024 2:06 PM	System Administrator	Download Share Delete

Once all required CALPADS data files have been uploaded, LEA Snapshot and Student List Reports are ready to generate.

IMPROVEMENT DATA CENTER (IDC): LEA DATA DRILLDOWN

WHAT DATA IS NEEDED?

To run LEA Data Drilldown Reports upload the required CALPADS files listed in the table below. For step by step directions on pulling the required CALPADS files review the [How to Pull the CALPADS ODS Extract for LEA Data Drilldown Reports Slide Deck](#) and [video](#).

The table below lists which files are required to run each report.

	SSID Enrollment (SENR)	Student Information (SINF)	Students with Disabilities (SWDS)	Special Education Meetings (MEET)	Special Education Plans (PLAN)	Student Programs (SPRG)	English Language Acquisition (SELA)	Student Incident Results (SIRS)	Student Offense (SOFF)
Discipline Rate	X	X	X	X	X	X	X	X	X
Least restrictive Environment	X	X	X	X	X	X	X		
Preschool Least Restrictive Environment	X	X	X	X	X	X	X		
Parent Involvement	X	X	X	X	X	X	X		
Disproportionality	X	X	X	X	X	X	X		
Timely Eligibility	X	X	X	X	X	X	X		
Post-Secondary Transition Goals	X	X							