

# CALPADS SELA Import

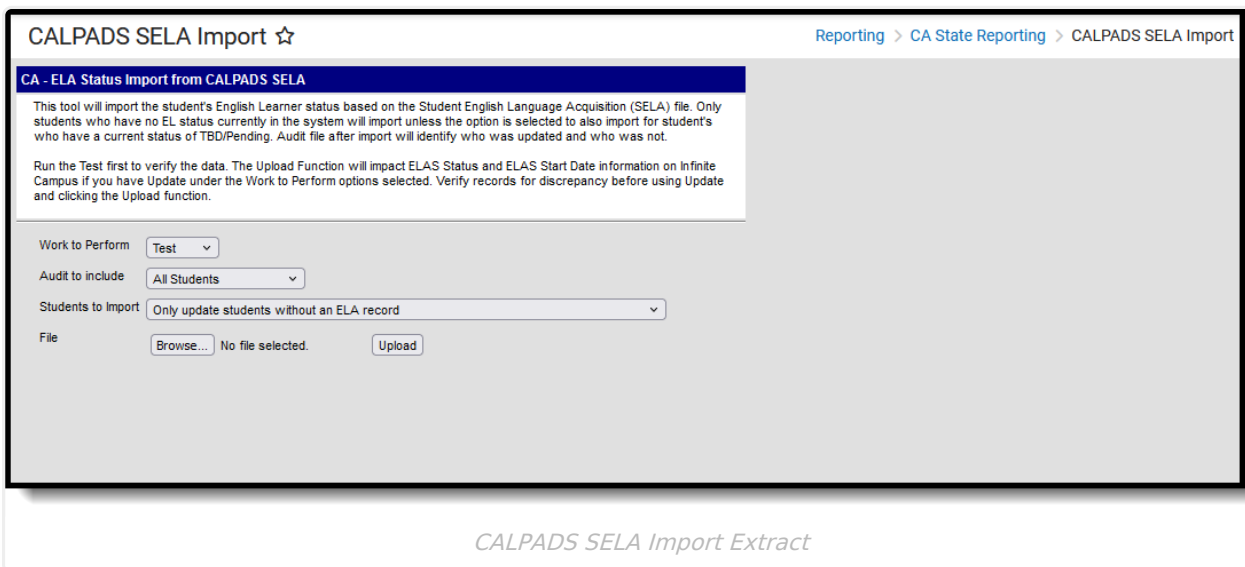
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Tool Search: CALPADS SELA Import

This tool imports the student's English Learner status for students new to the district who do not have an ELPAC score. Only those students who have do not currently have an EL Status and those students who currently have a TBD/Pending Status are imported. Students who have exited EL are not imported.

The [SSID Import](#) also imports student EL Status, in addition to state ID numbers. The SELA Import only imports EL Status.



The screenshot shows the 'CALPADS SELA Import' tool interface. At the top, there is a breadcrumb trail: 'Reporting > CA State Reporting > CALPADS SELA Import'. Below this is a blue header bar with the text 'CA - ELA Status Import from CALPADS SELA'. The main content area contains a text box with instructions: 'This tool will import the student's English Learner status based on the Student English Language Acquisition (SELA) file. Only students who have no EL status currently in the system will import unless the option is selected to also import for student's who have a current status of TBD/Pending. Audit file after import will identify who was updated and who was not. Run the Test first to verify the data. The Upload Function will impact ELAS Status and ELAS Start Date information on Infinite Campus if you have Update under the Work to Perform options selected. Verify records for discrepancy before using Update and clicking the Upload function.' Below the text box are several controls: 'Work to Perform' with a dropdown menu set to 'Test', 'Audit to include' with a dropdown menu set to 'All Students', 'Students to Import' with a dropdown menu set to 'Only update students without an ELA record', and a 'File' section with a 'Browse...' button, the text 'No file selected.', and an 'Upload' button. At the bottom of the screenshot, the text 'CALPADS SELA Import Extract' is visible.

## Import Requirements

When the SELA Download file is selected for importing, each record is compared to existing student data to determine if there is an acceptable match between the student data in the SELA download record and the existing student data in the database.

## General Workflow for Importing:

1. New students are scheduled to take the ELPAC.
2. TOMS (Test Operations Management System Resources) sends ELPAC scores to CALPADS.
3. Districts can access results in CALPADS.
4. Results from CALPADS are imported.

Based on the student's ELPAC results, EL Program Status is imported (the validation records these as Inserts). along with the ELA Start Date.

- All statuses import except RFEP.
- The ELAS Date imports to the Identified Date, except for a TBD/Pending status, which imports to the TBD Date field.

## Warning, Error and Information Messages

When a file is uploaded, a list of messages is returned that could be warnings, errors or information, along with records that were inserted.

Warning messages (noted in bold) generate when:

- The student's Last Name does not match the information in Campus or is not found.
- The student's First Name does not match the information in Campus or is not found.
- The student's State ID does not match the information in Campus or is not found.

Results	
File Name: SELA Validation Message Test File delimiter.txt	
Record Count: 3	
Import Count: 0	
Bypassed Count: 0	
TBD Record Update Count: 0	
Error Count: 2	
Error Detail:	
Line	Error Message
2	WARNING: last name does not match. ( ) Data File: SELA A 0561  0531  2021-2022 1770       _NoMatch    _NoMatch 20050325 F 113  EL 20210729 27
2	WARNING: first name does not match. (Asia) Data File: SELA A 0561  0531  2021-2022 1770       _NoMatch    _NoMatch 20050325 F 113  EL 20210729 27

*Examples of SELA Import Warning Messages*

Error messages generate when:

- The format of the imported file does not have the correct number of columns.
- The student's birth date does not match the information in Campus.
- The ELA Start Date is not a valid date for the student.
- The student has an existing EL status that was not pending.
- There is no student with the listed State ID or there is no State ID for the student.

**Results**

**File Name:** SELA Validation Message Test File comma delimited with student reset.txt  
**Record Count:** 25  
**Import Count:** 0  
**Bypassed Count:** 1  
**TBD Record Update Count:** 0  
**Error Count:** 7

**Error Detail:**

Line	Error Message
1	ERROR: ELA Start Date ('1/1/2021') is not a valid date format for stateID ('1770'). Data File: SELA A  0561  0531  2021-2022 1770  .    20050325 F 113  TBD 1/1/2021 27
2	Error: Campus Birthdate (20050325) does not match SELA file (1950 ). Data File: SELA A  0561  053  2021-2022 1770      :  1950  F 113  TBD 20210729 27
3	Error: No student with stateID 123456 found in database. Data File: SELA A  0561:  0531  2021-2022 123456 ,    :  1950  F 113  TBD 20210729 27
4	Error: Bad row. This row doesn't have a stateID Data File: SELA A  056  0531  2021-2022        20050325 F 113  TBD 20210729 27

*Examples of SELA Import Error Messages*

Information is noted when:

- An ELA record already exists for the student.

**Results**

**File Name:** SELA Validation Message Test File comma delimited with student reset.txt  
**Record Count:** 25  
**Import Count:** 0  
**Bypassed Count:** 1  
**TBD Record Update Count:** 0  
**Error Count:** 7

**Error Detail:**

Line	Error Message
1	ERROR: ELA Start Date ('1/1/2021') is not a valid date format for stateID ('1770'). Data File: SELA A  0561  0531  2021-2022 1770  .    20050325 F 113  TBD 1/1/2021 27
2	Error: Campus Birthdate (20050325) does not match SELA file (1950 ). Data File: SELA A  0561  053  2021-2022 1770      :  1950  F 113  TBD 20210729 27
2	INFO: SELA Record not processed - ELA Record already exists for stateID ('1770').. Data File: SELA A  0561  0531  2021-2022 1770  .      1950  F 113  TBD 20210729 27
3	Error: No student with stateID 123456 found in database. Data File: SELA A  0561:  0531  2021-2022 123456 ,    :  1950  F 113  TBD 20210729 27
4	Error: Bad row. This row doesn't have a stateID Data File: SELA A  056  0531  2021-2022        20050325 F 113  TBD 20210729 27

*Example of SELA Import Information Messages*

# Test the Import

The Test function is required before updating ELAs. It compares the uploaded file against existing Campus information, and prints a list of the mismatches.

The warning message displays any errors in the data match and the data that is overwritten by the upload.

1. Select the **Test** option from the **Work to Perform** dropdown list.
2. Choose the option for **Audit to Include** - either **All Students** or **Only Updated Students**.
3. Choose which **Students to Import** - either **Only update students without an ELA record** or **Update ELA students with a TBD or Pending Status and students without an ELA record**.
4. Click the **Browse** button to locate the file containing student IDs. **Note that the file needs to be in \*.txt format.**
5. Follow the instructions on the screen for selection of the file.
6. Click the **Upload** button to run the upload process on the selected file.

A Results file displays, indicating any issues found with the file. Make the necessary edits prior to uploading the data.

Import is running in test mode.

**File Name:** SELAtestimport.txt  
**Record Count:** 9  
**Import Count:** 0  
**Bypassed Count:** 0  
**TBD Record Update Count:** 0  
**Error Count:** 9

**Error Detail:**

Line	Error Message
1	Error: Bad format for import file SELAtestimport.txt using delimiter (*). The expected number of columns is 17 , and this record contains 15. Data File: SELA   0561  0531  2021-2022 1770        20050325 F 113737 TBD 20210730 27
2	Error: Bad format for import file SELAtestimport.txt using delimiter (*). The expected number of columns is 17 , and this record contains 15. Data File: SELA   0561!  053  2021-2022 17842        20050108 X 108560 RFEP 20210819 01

*SELA Test Import*

## Import Data

1. Select the **Update** option from the **Work to Perform** dropdown list.
2. Choose the option for **Audit to Include** - either **All Students** or **Only Updated Students**.
3. Choose which **Students to Import** - either **Only update students without an ELA record** or **Update ELA students with a TBD or Pending Status and students without an ELA record**.
4. Click the **Browse** button to locate the file containing student IDs. **Note that the file needs to be in \*.txt format.**
5. Review the popup message that states ELA Status and ELA Date data will be overwritten. Click **OK** to continue.
6. Follow the instructions on the screen for selection of the file.
7. Click the **Upload** button to run the upload process on the selected file.

A Results file displays, indicating any issues found with the file. Make the necessary edits prior to

uploading the data.

**Results**

File Name: SELAtestimport.txt  
 Record Count: 9  
 Import Count: 0  
 Bypassed Count: 0  
 TBD Record Update Count: 0  
 Error Count: 9

**Error Detail:**

Line	Error Message
1	Error: Bad format for import file SELAtestimport.txt using delimiter (*). The expected number of columns is 17 , and this record contains 15. Data File: SELA   0561  0531  2021-2022 1770        20050325 F 113737 TBD 20210730 27
2	Error: Bad format for import file SELAtestimport.txt using delimiter (*). The expected number of columns is 17 , and this record contains 15. Data File: SELA   0561!  053  2021-2022 17842        20050108 X 108560 RFEP 20210819 01

*SELA Import - Update*

## SELA Import Layout

Data Element	Description	Location
<b>Record ID</b>	Type of data record being submitted as chosen on the Extract Editor. This field always reports <b>SELA</b> .  <i>Alphanumeric, 4 characters</i>	N/A
<b>Transaction Type Code</b>	Action the state should take with this record as chosen on the Extract Editor. <b>Add</b> is the default. <ul style="list-style-type: none"> <li>• A = Add</li> <li>• D = Delete</li> <li>• R = Replace</li> <li>• Blank or no transaction type = Add</li> </ul> <i>Alphanumeric, 1 character</i>	N/A
<b>Local Record ID</b>	N/A	N/A

Data Element	Description	Location
<b>Reporting LEA</b>	<p>A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in CALPADS.</p> <p>If the reporting calendar is from a School with Type = 15: Independently Reporting Charter, the State School Number reports (not the State District Number). IF the CDS Number is populated, that reports instead of the State School Number.</p> <p>This field reports the Secondary District Number when the reporting calendar has a School Type of 16: Secondary State District Number.</p> <p><i>Numeric, 7 digits</i></p>	<p>District Information &gt; State District Number</p> <p>District.number</p> <hr/> <p>School Information &gt; School Number</p> <p>School.number</p> <hr/> <p>School Information &gt; Type</p> <p>School.type</p>
<b>School of Attendance</b>	<p>A unique identifier for the school that delivers a majority of educational instruction and services and is where the student attends. A District-level school entity should use the State District Number for the State School Number.</p> <p>If the CDS Number is populated on the School editor, that value reports.</p> <p><i>Numeric, 7 digits</i></p>	<p>School Information &gt; State School Number</p> <p>School.number</p> <hr/> <p>School Information &gt; CDS Number</p>
<b>Academic Year ID</b>	<p>A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction.</p> <p>The Start Year/End Year reports, unless the Effective Start Date reported in the Reporting LEA field is from a different Academic Year. Then, the Start Year/End Year from the school year that contains the Effective Start Date reports.</p> <p><i>Date field, 9 characters (CCYY-CCYY)</i></p>	<p>School Year Setup &gt; Start Year/End Year</p> <p>Calendar.schoolYear</p>

Data Element	Description	Location
<b>SSID</b>	<p>The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school throughout his/her K-12 career.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Demographics &gt; Person Identifiers &gt; State ID</p> <p>Person.stateID</p>
<b>Student First Name</b>	<p>Legal first name of the student.</p> <p>If the Legal First Name field is populated on the earlier identity, information reports from that field.</p> <p>This field may only include alphabetic letters, numbers, periods, hyphens and apostrophes.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics &gt; Person Identifiers &gt; First Name</p> <p>Identity.firstName</p> <hr/> <p>Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal First Name</p> <p>Identity.legalFirstName</p>
<b>Student Last Name</b>	<p>Legal last name of the student.</p> <p>If the Legal Last Name field is populated on the earlier identity, information reports from that field.</p> <p>This field may only include alphabetic letters, numbers, periods, hyphens and apostrophes.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Demographics &gt; Person Identifiers &gt; Last Name</p> <p>Identity.lastName</p> <hr/> <p>Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Identity.legalLastName</p>
<b>Date of Birth</b>	<p>The month, day and year on which a person was born based on the Gregorian Calendar.</p> <p><i>Date field, 8 characters (CCYYMMDD)</i></p>	<p>Demographics &gt; Person Identifiers &gt; Birth Date</p> <p>Identity.birthDate</p>

Data Element	Description	Location
<p><b>Gender</b></p>	<p>Student's designated gender.</p> <p>If the Legal Gender field is populated, information reports from that field.</p> <p>See the <a href="#">Non-Binary Gender Reporting</a> section for additional information.</p> <p><i>Alphanumeric, 1 character (M or F)</i></p>	<p>Demographics &gt; Person Identifiers &gt; Gender</p> <p>Identity.gender</p> <hr/> <p>identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Gender</p> <p>Identity.legalGender</p>
<p><b>Local Student ID</b></p>	<p>A unique identifier assigned to the student by a local educational agency. This may not necessarily be the same as the identifier assigned to the student at the school level.</p> <p><i>Alphanumeric, up to 15 characters</i></p>	<p>Demographics &gt; Person Identifiers &gt; Student Number</p> <p>Person.studentNumber</p>



Data Element	Description	Location
<b>ELAS Status</b>	<p>Code representing the student's English Language Acquisition Status as defined by the State of California, which describes an individual's English Language status. This reports based on the student's EL Program as of the Reporting Date:</p> <ul style="list-style-type: none"> <li>• If the student does not have an active EL Program record, reports EO.</li> <li>• If the EL Program Status is Pending, reports TBD.</li> <li>• If EL Program Status is Not EL, reports IFEP.               <ul style="list-style-type: none"> <li>◦ Unless the EL Program Status is Not EL and the Identified Date is after the reporting date selected in the report editor. Then, reports TBD.</li> </ul> </li> <li>• If EL Program Status is EL, reports EL.               <ul style="list-style-type: none"> <li>◦ Unless the EL Program Status is EL and the Identified Date is after the reporting date selected in the report editor. Then, reports TBD.</li> </ul> </li> <li>• If EL Program Status is Exited EL, reports RFEP.               <ul style="list-style-type: none"> <li>◦ Unless the EL Program Stat is Exited EL and the Program Exit Date is after the Reporting Date selected in the report editor. Then, reports EL.</li> </ul> </li> </ul> <p><i>Numeric, 4 digits</i></p>	<p>English Learners (EL) &gt; Program Status, Identified Date, LEP Exit Date</p> <p>LEP.programStatus LEP.identifiedDate LEP.exitDate</p>

Data Element	Description	Location
<b>ELAS Start Date</b>	<p>Reports the first day that the English Language Acquisition Status State for a specific student became effective.</p> <ul style="list-style-type: none"> <li>• If the ELAS Status field reports EO, this field reports blank UNLESS a date on or after July 1 is in the EO-TBD Date field on the enrollment record.</li> <li>• If the ELAS Status field reports TBD, this field reports the EO-TBD Date if it is after July 1. If the date is before July 1, the record does not report. If the Pre-Enrollment checkbox is marked, the Reporting Date reports.</li> <li>• If the ELAS Status field reports IFEP, the Identified Date from the EL Program Record reports.</li> <li>• If the ELAS Status field reports EL, the Identified Date from the EL Program Record reports.</li> <li>• If the ELAS Status field reports RFEP, the Program Exit Date reports from the EL Program record. <ul style="list-style-type: none"> <li>◦ If the program exit date is within the current school year, this record reports. Start date is not considered with RFEP status.</li> </ul> </li> </ul> <p><i>Date field, 8 characters (YYYYMMDD)</i></p>	<p>English Learners (EL) &gt; Program Status, Identified Date, LEP Exit Date</p> <p>LEP.programStatus LEP.identifiedDate LEP.exitDate</p>
<b>Primary Language</b>	<p>Language the student first learned, is spoken by the student, or in the case of student too young to speak, the language spoken most frequently by adults in the home. The default value for the attribute can report if the student does not have a value entered.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Demographics &gt; Person Information &gt; Home Language</p> <p>Identity.language</p>