

# Instructional Mode Survey for School Districts, Charter Schools, and Private Schools

March 17-18, 2021



# Presenter

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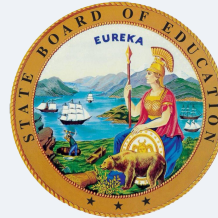


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CCEE

California Collaborative  
for Educational Excellence



# Setting the Context

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On March 5, 2021, Governor Gavin Newsom signed [Assembly Bill 86](#), which requires every school district, county office of education, charter school and private school to submit the following information by school site and district:

- Student enrollment
- Number of students in:
  - Full-time in-person instruction
  - Hybrid instruction
  - Distance learning only
- Number of students being served in cohorts and services they're receiving
- For LEAs not offering in-person instruction:
  - Reasons why in-person instruction is not being offered
  - Barriers in providing in-person instruction
- Number of employees working on-site

# Upcoming Changes to Data Collection

Data Collection (CDPH)	Data Collection (AB 86)
<ul style="list-style-type: none"><li>● Grade Spans served</li><li>● Primary mode of instruction (by grade span)</li><li>● Is there at least one grade level offering in-person instruction? (Y/N)</li><li>● Timeline for hybrid/in-person (for distance learning only)</li><li>● Is COVID Safety Plan posted? (Y/N)</li></ul>	<ul style="list-style-type: none"><li>● Student enrollment</li><li>● Number of students in each mode of instruction (full-time in-person, hybrid, distance learning only)</li><li>● Number of students being served in cohorts and services they are receiving</li><li>● For LEAs not offering in-person instruction:<ul style="list-style-type: none"><li>○ Reasons why in-person is not being offered</li><li>○ Barriers in providing in-person instruction</li></ul></li><li>● Number of employees working on site</li></ul>

# Overview of the Registration Process

*for Districts, Charter Schools, and Private Schools*

# STEP 1

Enter access code (key) in [registration survey](#)

- Registration link: <https://arcg.is/1Smz1z0>
- Access code (key): E#9!yD4ZHmjr2pg

## School Re-Opening Registration Form

Do not register more than once, if you are reporting for more than one District, COE or School.

Submit this registration form ONLY ONCE.

Enter the key\*

E#9!yD4ZHmjr2pg

Submit

# STEP 2

Complete registration form

Personal Details ▾

First Name\*

Last Name\*

Email Address\*

Phone Number\*

# STEP 3

**Reporting Details** ▼

LEA or Private\*

District     Charter     Private     School or District Not Found

School County\*

Alameda ▼

School District/ County Office of Education\*

▼

1 Click "District", "Charter," or "Private"

2 Select the county from dropdown menu or type it in

3 Select School District/COE from dropdown menu or type in



# If School/District Not Found

The screenshot shows a form titled "Reporting Details" with a dropdown arrow. It contains three main sections:

- LEA or Private\***: A horizontal line with four radio buttons labeled "District", "Charter", "Private", and "School or District Not Found". The "School or District Not Found" button is selected with a blue dot.
- School County\***: A dropdown menu currently displaying "Alameda".
- Other School/District/ County Office of Education\***: A text input field containing the letter "a".

Three callout boxes are overlaid on the right side of the form:

- Box 1: "Click 'School or District Not Found'" points to the selected radio button.
- Box 2: "Select county from dropdown menu" points to the "Alameda" dropdown.
- Box 3: "Type in your school/district/COE name" points to the text input field.

1 Click "School or District Not Found"

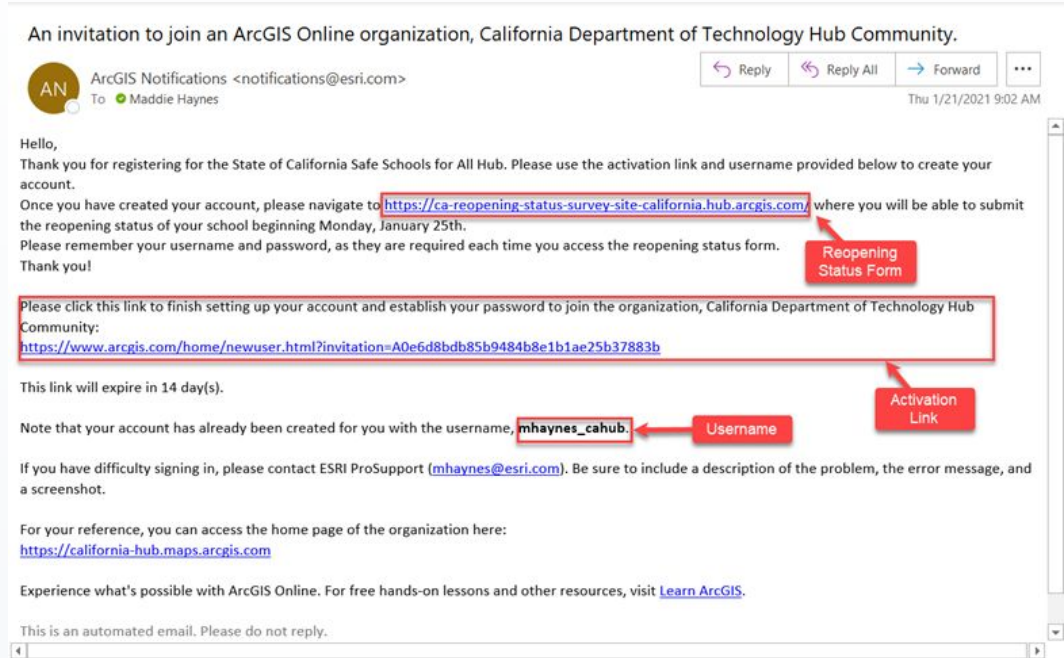
2 Select county from dropdown menu

3 Type in your school/district/COE name

An account will be created for you even if your School/ District is not in the list, so do not register again after submitting this form. The process to add a new school/district may take up to two business days.


# STEP 4

Within 24 hours of registration, each point of contact will receive an activation email from ArcGIS Notifications



# STEP 5


## Activate account and set password

Set your password 

New password

Confirm password

**Change Password**

Security Question and Answer 

A security question has not been set for your account. Setting a security question and answer allows you to reset your password if needed. Choose a question from the drop down menu below and enter your answer in the input box provided.

Security Question:

Answer:

**OK**

# Overview of the Data Submission Process

District/COE

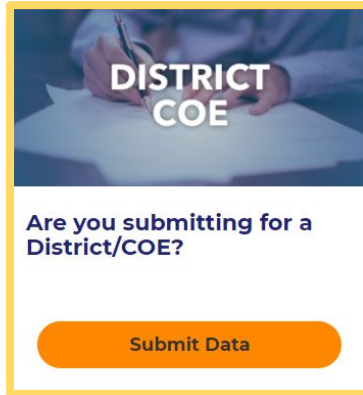


Select the appropriate survey from [data collection site](#)



## Data Collection

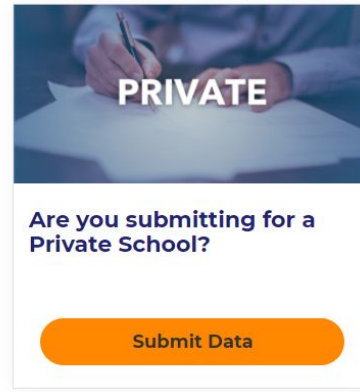
The California Department of Public Health (CDPH) issued a **public health directive** effective January 25, 2021, which requires every local educational agency (school district, county office of education, and charter school) and private school in California to notify CDPH whether it is serving students in-person. See the **"Key terms"**.



**DISTRICT  
COE**

Are you submitting for a District/COE?

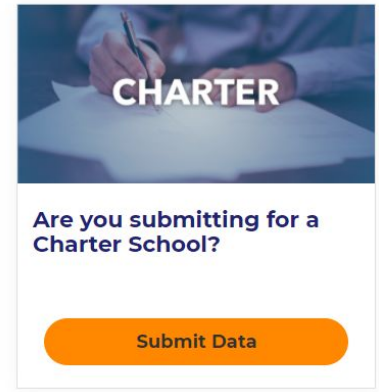
Submit Data



**PRIVATE**

Are you submitting for a Private School?

Submit Data

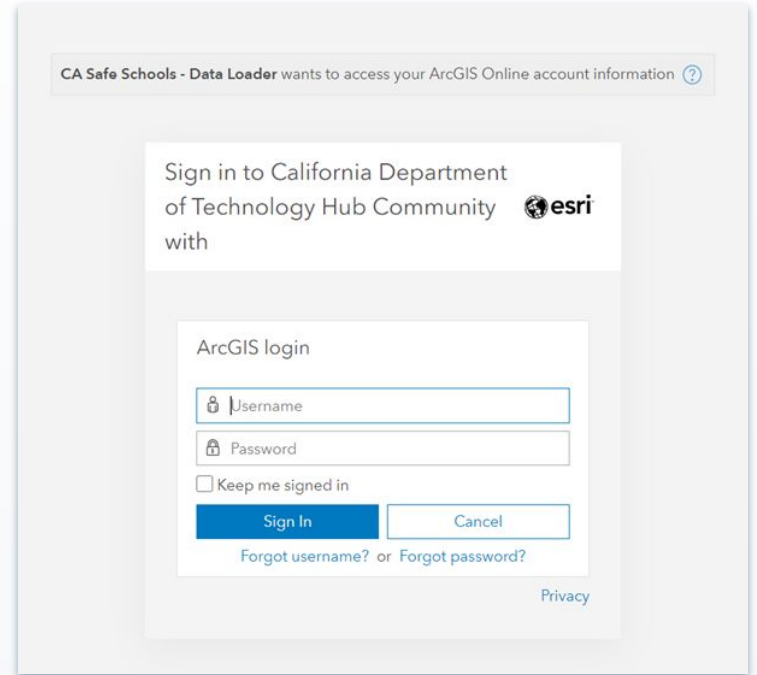
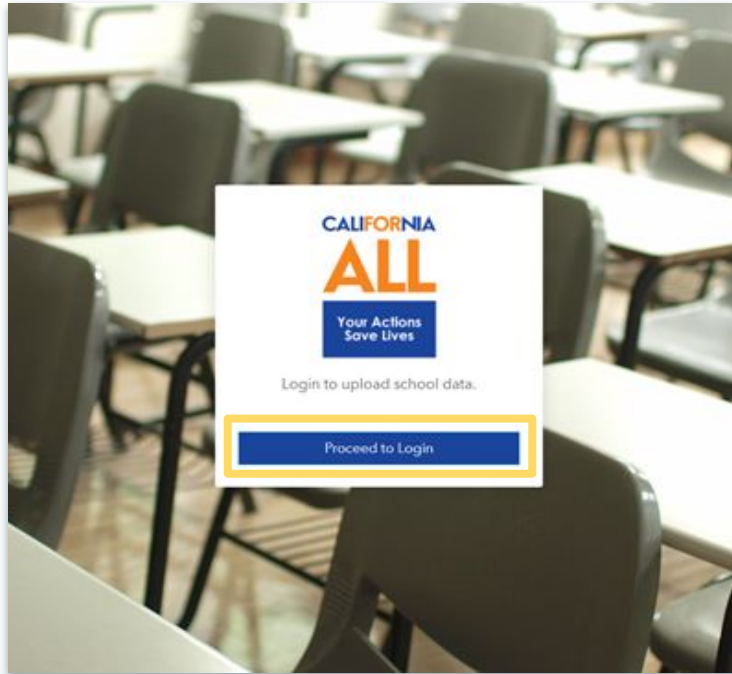


**CHARTER**


Are you submitting for a Charter School?

Submit Data

# Sign in using your login credentials.



# DISTRICTS ONLY: Download Excel template

 CA Safe Schools - Data Import EP **ESRI ProSupport**  
ESRI\_Pro

**1** Download Template

Download the Excel template to report school data.

**2** Upload & Review

Upload the excel template populated with your schools information.

**3** Submission Summary

Summary of your submitted school data.

## Download Template

Download Excel template. Select your county and district, then populate school data.

[Download !\[\]\(d65d67af0d48c0b8df8416565067ed4b\_img.jpg\)](#)

Previous

Next

# DISTRICTS ONLY: Type in county name or select from dropdown menu

1	County	District	Total Students in District	Safety Plan Submitted	Safety Plan Link	School	CDS Code	Number of students in full-time in-person instruction	Number of students in hybrid instruction	Number of students in distance learning only	Total school Student Enrollment
2						#CALC!	#CALC!				
3	Alameda County										
4	Alpine County										
5	Amador County										
6	Butte County										
7	Calaveras County										
8	Colusa County										
9	Contra Costa County										
10	Del Norte County										
11	▼										
12	▼										
13	▼										
14	▼										
15	▼										
16	▼										
17	▼										
18	▼										
19	▼										
20	▼										



# DISTRICTS ONLY: Type in district name or select from dropdown menu

1	County	District	Total Students in District	Safety Plan Submitted	Safety Plan Link	School	CDS Code	Number of students in full-time in-person instruction	Number of students in hybrid instruction	Number of students in distance learning only	Total school Student Enrollment
2	Contra Costa County					#CALC!	#CALC!				
3		Acalanes Union High									
4		Antioch Unified									
5		Brentwood Union Elementary									
6		Byron Union Elementary									
7		Canyon Elementary									
8		Contra Costa County Office of Education									
9		John Swett Unified									
10		Knightsen Elementary									
11		Lafayette Elementary									
12		Liberty Union High									
13		Martinez Unified									
14		Moraga Elementary									
15		Mt. Diablo Unified									
16		Oakley Union Elementary									
17		Orinda Union Elementary									
18		Pittsburg Unified									
19		San Ramon Valley Unified									
20		Walnut Creek Elementary									
21		West Contra Costa Unified									
22											



# DISTRICTS ONLY: Schools will auto-populate

1	County	District	Total Students in District	Safety Plan Submitted	Safety Plan Link	School	CDS Code
2	Contra Costa County	Brentwood Union Elementary				Adams (J. Douglas) Middle	7616550110528
3	Contra Costa County	Brentwood Union Elementary				Brentwood Elementary	7616556003644
4	Contra Costa County	Brentwood Union Elementary				Edna Hill Middle	7616556003651
5	Contra Costa County	Brentwood Union Elementary				Garin Elementary	7616556070981
6	Contra Costa County	Brentwood Union Elementary				Loma Vista Elementary	7616556117410
7	Contra Costa County	Brentwood Union Elementary				Marsh Creek Elementary	7616550108019
8	Contra Costa County	Brentwood Union Elementary				Mary Casey Black Elementary	7616550127464
9	Contra Costa County	Brentwood Union Elementary				Pioneer Elementary	7616550102376
10	Contra Costa County	Brentwood Union Elementary				R. Paul Krey Elementary	7616556119754
11	Contra Costa County	Brentwood Union Elementary				Ron Nunn Elementary	7616556109730
12	Contra Costa County	Brentwood Union Elementary				William B. Bristow Middle	7616556112718
13							

# DISTRICTS ONLY: Submit information for each school

1	County	District	Total Students in District	Safety Plan Submitted	Safety Plan Link	School	CDS Code	Number of students in full-time in-person instruction	Number of students in hybrid instruction
2	Contra Costa County	Brentwood Union Elementary	500	Yes	<a href="http://www.test.com">www.test.com</a>	Adams (J. Douglas) Middle	7616550110528		
3	Contra Costa County	Brentwood Union Elementary	500	Yes	<a href="http://www.test.com">www.test.com</a>	Brentwood Elementary	7616556003644		
4	Contra Costa County	Brentwood Union Elementary	500	Yes	<a href="http://www.test.com">www.test.com</a>	Edna Hill Middle	7616556003651		
5	Contra Costa County	Brentwood Union Elementary	500	Yes	<a href="http://www.test.com">www.test.com</a>	Garin Elementary	7616556070981		
6	Contra Costa County	Brentwood Union Elementary	500	Yes	<a href="http://www.test.com">www.test.com</a>	Loma Vista Elementary	7616556117410		
7	Contra Costa County	Brentwood Union Elementary	500	Yes	<a href="http://www.test.com">www.test.com</a>	Marsh Creek Elementary	7616550108019		
8	Contra Costa County	Brentwood Union Elementary	500	Yes	<a href="http://www.test.com">www.test.com</a>	Mary Casey Black Elementary	7616550127464		
9	Contra Costa County	Brentwood Union Elementary	500	Yes	<a href="http://www.test.com">www.test.com</a>	Pioneer Elementary	7616550102376		
10	Contra Costa County	Brentwood Union Elementary	500	Yes	<a href="http://www.test.com">www.test.com</a>	R. Paul Krey Elementary	7616556119754		
11	Contra Costa County	Brentwood Union Elementary	500	Yes	<a href="http://www.test.com">www.test.com</a>	Ron Nunn Elementary	7616556109730		
12	Contra Costa County	Brentwood Union Elementary	500	Yes	<a href="http://www.test.com">www.test.com</a>	William B. Bristow Middle	7616556112718		
13									

## DISTRICTS ONLY:

Number of students in full-time in-person instruction	Number of students in hybrid instruction	Number of students in distance learning only	Total school Student Enrollment	Primary Mode of Instruction

+

**Total Students In-Person**  
Enter the total number of students in full-time, in-person instruction.

## DISTRICTS ONLY:

Number of students in full-time in-person instruction	Number of students in hybrid instruction	Number of students in distance learning only	Total school Student Enrollment	Primary Mode of Instruction

+

**Total Students In-Person**  
Enter the total number of students in full-time, in-person instruction.

DISTRICTS ONLY: An error message will appear if number of students in full-time in-person instruction, hybrid instruction, and distance learning only do not add up to total student enrollment count

Number of students in full-time in-person instruction	Number of students in hybrid instruction	Number of students in distance learning only	Total school Student Enrollment	Primary Mode of Instruction
25	+ 25	+ 50	= 100	

**Total Students In-Person**  
Enter the total number of students in full-time, in-person instruction.

DISTRICTS ONLY: Based on the student count by instructional mode, primary mode of instruction will auto-populate, defaulting to mode of instruction that is more in-person

Number of students in full-time in-person instruction	Number of students in hybrid instruction	Number of students in distance learning only	Total school Student Enrollment	Primary Mode of Instruction
25	+ 25	+ 50	= 100	Distance Learning

**Total Students In-Person**  
Enter the total number of students in full-time, in-person instruction.

DISTRICTS ONLY: Based on the student count by instructional mode, primary mode of instruction will auto-populate, defaulting to mode of instruction that is more in-person

Number of students in full-time in-person instruction	Number of students in hybrid instruction	Number of students in distance learning only	Total school Student Enrollment	Primary Mode of Instruction			
40	+	40	+	20	=	100	In-Person
+		<div data-bbox="504 721 809 872" style="border: 1px solid black; padding: 5px;"> <p><b>Total Students In-Person</b> Enter the total number of students in full-time, in-person instruction.</p> </div>					



DISTRICTS ONLY: Based on the student count by instructional mode, primary mode of instruction will auto-populate, defaulting to mode of instruction that is more in-person

Number of students in full-time in-person instruction	Number of students in hybrid instruction	Number of students in distance learning only	Total school Student Enrollment	Primary Mode of Instruction
20	+ 40	+ 40	= 100	Hybrid

**Total Students In-Person**  
Enter the total number of students in full-time, in-person instruction.

# DISTRICTS ONLY: Additional data collected

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## Additional School Data

- No. of staff employed at school
- No. of staff working in-person at school

## For schools who are offering distance learning only:

- Planned reopening date for any grade(s)
- Planned reopening date for full-time in-person
- Reasons or barriers for not offering in-person instruction
- Are students being served through cohorts?
- No. of students being served through cohorts
- Student groups being served through cohorts

# DISTRICTS ONLY: For schools who are only serving students through distance learning only: Are students being served through cohorts? Select student groups served.

1	If all students are being served through <b>Distance Learning Only</b> , are students currently being served on campus under the Guidance Related to Cohorts issued by CDPH?	Are you serving <u>Students with Disabilities</u> in cohorts?	Are you serving <u>youth in foster care</u> in cohorts?	Are you serving <u>homeless youth</u> in cohorts?	Are you serving <u>English learners</u> in cohorts?	Are you serving <u>students with low-income families</u> in cohorts?	Are you serving <u>students without access to technology needed for distance learning</u> in cohorts?	Are you serving <u>disengaged students</u> in cohorts?	Are you serving <u>credit-deficient high school students</u> in cohorts?	Are you serving <u>students at risk of dropping out</u> in cohorts?	Are you serving <u>students with falling grades</u> in cohorts?	Are you serving <u>students identified as needing social and mental health supports</u> in cohorts?
2												
3	Yes											
4	No											
5												
6												
7												
8												
9												
10												

# DISTRICTS ONLY:

## Upload populated Excel document

*Note: Only completed rows will be submitted.*

1 Download Template — 2 Upload & Review — 3 Submission Summary

Download the Excel template to report school data.

Upload the excel template populated with your schools information.

Summary of your submitted school data.

### Upload & Review

Upload your populated Excel document. Only valid rows will be submitted.

Choose File CASchools\_District\_...taTemplate (12).xlsx

The uploaded file contains valid data for 7 of the 21 schools in the district. Click Next to submit.

Previous Next

# DISTRICTS ONLY: Submit populated Excel document

- ✓ Download Template  
Download the Excel template to report school data.
- ✓ Upload & Review  
Upload the excel template populated with your schools information.
- 3 Submission Summary  
Summary of your submitted school data.



Success All 7 items updated.

Restart

# Overview of the Data Submission Process

Charter schools and private schools

Select the appropriate survey from [data collection site](#)



## Data Collection

The California Department of Public Health (CDPH) issued a **public health directive** effective January 25, 2021, which requires every local educational agency (school district, county office of education, and charter school) and private school in California to notify CDPH whether it is serving students in-person. See the **"Key terms"**.



Are you submitting for a District/COE?

Submit Data



Are you submitting for a Private School?

Submit Data



Are you submitting for a Charter School?

Submit Data



# STEP 2:

## Enter operational status details

1 Select county from dropdown menu

2 **Charters only:** Select school district/COE from dropdown menu

3 Start typing in your school name or select from the dropdown menu

**Operational Status Details**

LEA

Charter  School Not Found

**School County\***  
This is the county that your School is situated in.

Alameda

**School District/ COE**

Oakland Unified

**School Name\***  
Start typing in your school name without "." (dots) or "'" (apostrophies) to see suggestions.

ACHIEVE ACADEMY



# STEP 3:

Enter total number of students enrolled, which should add up to total number of students participating in in-person, hybrid, and distance learning

*Note: Primary Mode of Instruction is calculated based on majority student counts*



### Total Number of Students enrolled\*

We need to figure which counts add up to this what adds up to this number.

### Total Number of Students participating in full time in-person learning\*

Enter 0 if there are no students in in-person mode of instruction.

### Total Number of students participating in hybrid learning (a mix of in-person and distance learning)\*

Enter 0 if there are no students in hybrid mode of instruction.

### Total Number of students participating in distance learning only\*

Enter 0 if there are no students in distance learning only mode of instruction.

### Primary Mode of Instruction

This status was calculated based on the majority student counts entered per status above.

Distance Learning Only

# STEP 4:

1

Enter total number of staff employed at school

## Total Number of Staff employed at school\*

Staff employed at a school

The number of school employees who are regularly scheduled to work in person on a school site for any portion of their assignment. This total represents individuals, not full-time equivalents, and does not include substitute employees unless they are covering a vacant position, employees of contracted providers, or volunteers.

Each employee is counted only once, at the site where they work the most hours.

12<sup>3</sup>

2

Enter total number of staff working on-site

## Total Number of Staff who work in-person onsite at a school\*

Working in-person onsite at each schoolsite

This includes employees who are scheduled to be physically present/work on a school campus for any portion of their assignment, regardless of if students are physically present at the school. Employees who work at non-school facilities such as district offices, professional development centers, or maintenance facilities, are not included.

12<sup>3</sup>

# STEP 5:

For schools in *Distance Learning Only*

1

Select 'Yes' or 'No'

If all students are being served through Distance Learning Only, are students currently being served on campus under the Guidance Related to Cohorts issued by CDPH?\*



2

Enter total number of students being served in cohorts

Number of students being served in cohorts while the school is closed for in-person instruction.\*

12<sup>3</sup>

## STEP 6: For schools in *Distance Learning Only* — Select all student groups that are being provided support and services through cohorts for all grades

If all students are being served through Distance Learning Only, which students are provided support and services in cohort for all grades?

Select all that apply.

Students with disabilities

Youth in foster care

Homeless youth

English learners

Students from low-income families

Students without access to the technology needed for distance learning

Disengaged students

Credit-deficient high school students

Students at risk of dropping out

Students with failing grades

Students identified as needing social and mental health supports

## STEP 7:

Enter the date your school plans to offer in-person instruction

If your charter school is not fully reopened across all grades, do you know when you plan on providing in-person instruction to all grades either full-time or in a hybrid model?\*

Yes  No

When do you plan to start offering in person-instruction?\*

Enter the tentative/ firm date as planned by the School.

When do you plan on providing in-person instruction to all grades?\*

Enter the tentative/ firm date as planned by the School.

# STEP 8:

1

Enter primary reason or barrier why in-person instruction is not offered

2

Select 'Yes' or 'No'

3

Enter website link to COVID-19 Safety Plan (CSP)

Enter the primary reason or barrier for why in-person instruction is not being offered\*

Has your COVID-19 Safety plan (CSP) been posted?\*

If open for in-person instruction, a CSP must be posted on your website by February 1, 2021.



Yes



No

Website Link to COVID-19 Safety plan (CSP)\*

Enter the entire website link as accessed in a browser. Do not add any additional notes. This Safety Plan link will be displayed in the public map.

50000

# Help Desk

If you have any questions regarding the data submission process, please submit a ticket using the CA Safe Schools Support [Help Desk](#).

You can also call the Help Desk at [\(916\) 229-8857](tel:9162298857) and leave a message.

Questions will be responded to within two business days.

# Resources

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- [Assembly Bill 86](#)
- [Governor's Press Release \(3/5\)](#)
- [January 14 CDPH Order](#)
- School Reopening Dashboard FAQs (Coming Soon)
- [CA Safe Schools Help Desk](#)
- [California Safe Schools for All Hub](#)





Thank You