

CalSAAS Review Process

Assignment Monitoring Review and Clean up process

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October

- Census Date (first Wednesday of October) snapshot of data to be reviewed

February/
March

- CalPADS Fall 2 Closes (Feb/March)

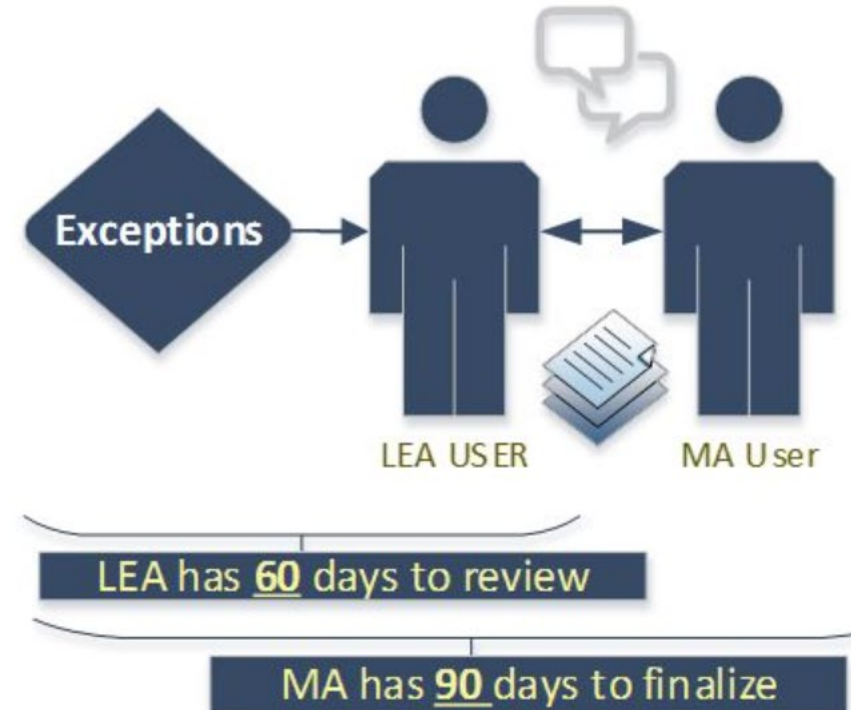
June

- CalPADS Data sent from CDE to CTC (June)

August-
October

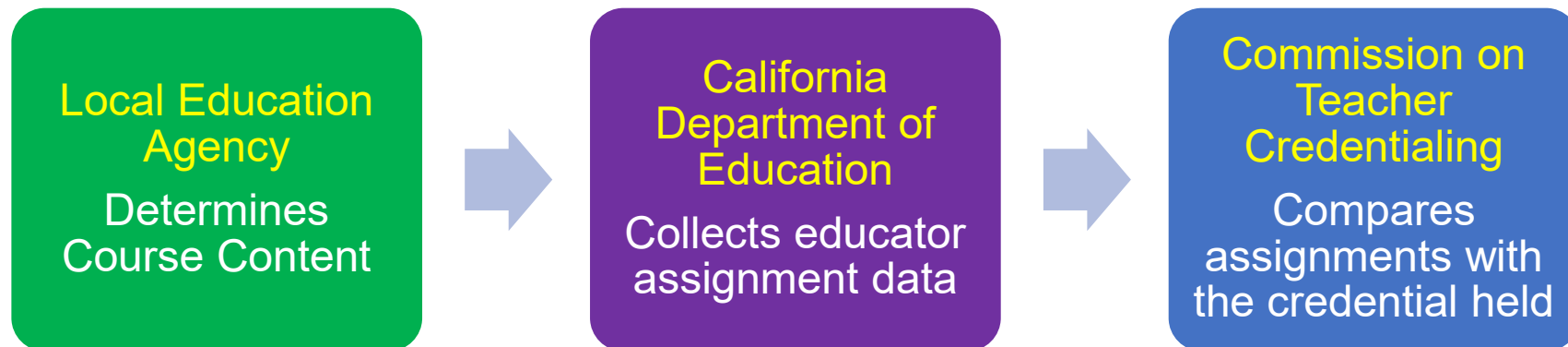
- CalSAAS System Typically Opens in August
- LEAs have 60 days to review Exceptions
- Monitoring Authority has 90 days to finalize data

Timeline



Reporting Pathway

1. Local Education Agencies (LEAs) must report all certificated assignments in the California Longitudinal Pupil Achievement Data System (CALPADS), including classroom, non-classroom based, and vacant assignments
2. The CA Department of Education (CDE) sends the CalPADS data to the Commission on Teacher Credentialing (CTC)
3. CTC compares the CalPADS data to the CTC credential data and produces “exceptions” for LEAs to review



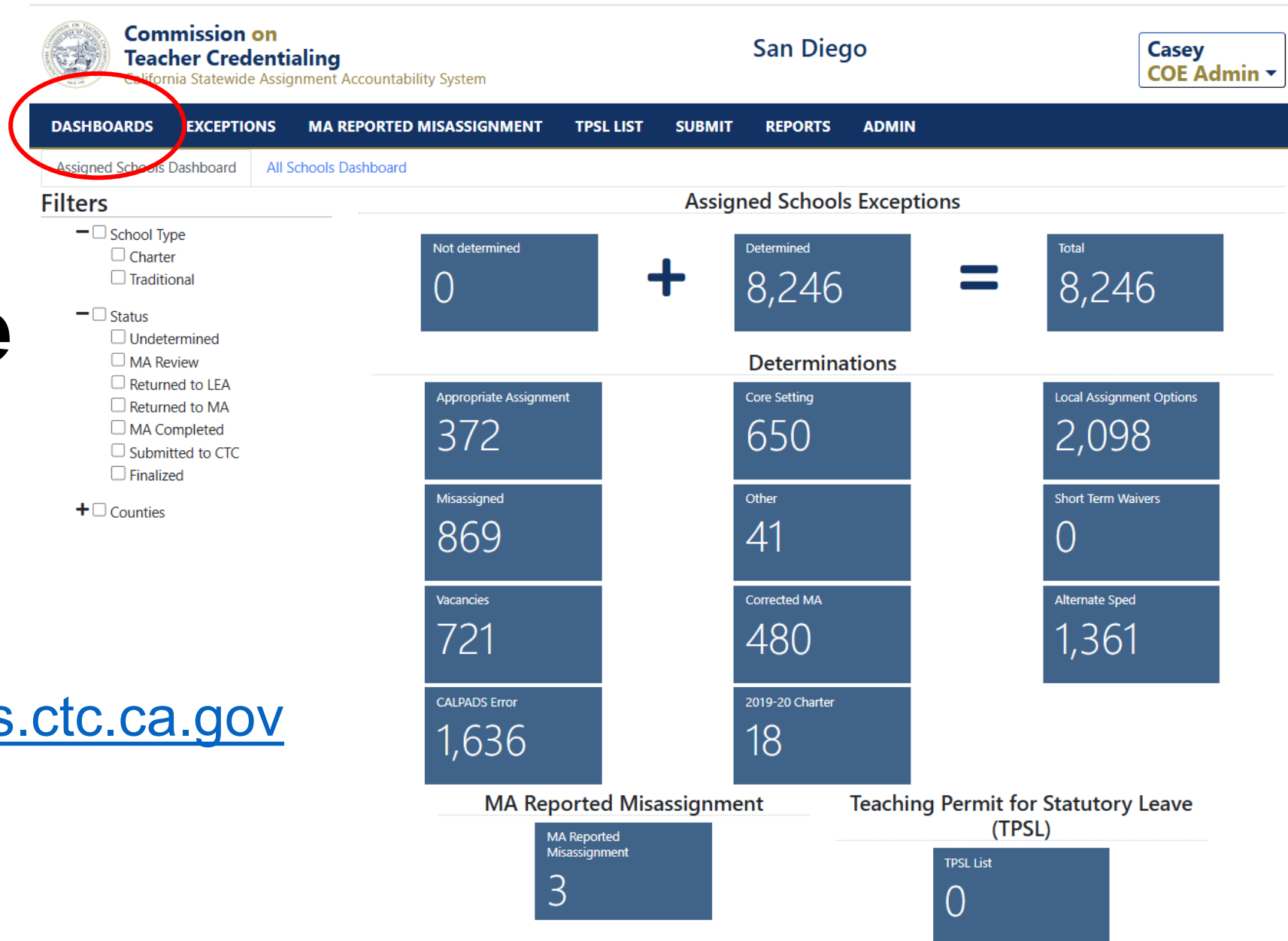
CalSAAS Assignment Monitoring Process

1. Designee creates User Role and gives access to CalSAAS website
(Charter Authority will give Charter access/Contact Authorizer if you do not have access yet)
2. User reviews all exceptions and establishes a determination
3. Determinations will be sent to the Monitoring Authority electronically
4. Monitoring Authority will either accept determination or return to District User for more information. SDCOE can make final determination.

All Data must be submitted to CTC by last day of 90-day cycle

Where do I Start?

- www.calsaas.ctc.ca.gov





You must be a
Credential Detective!

Exceptions

What is an Exception?

- An exception is created when the credential(s) listed with the CTC do not authorize the CALPADS course code(s) reported on census date, or
- An assignment is vacant or for which have a substitute listed as the teacher of record.

Types of Exceptions

Three types of exceptions can generate in CalSAAS:

- *CALPADS Code*
- *Special Education*
- *English Learner*

Each CalPADS code or strategy (SPED, EL) will be reviewed, and a separate incident will be created for each exception. You may see several exceptions for the same person.

Filters

Apply

- ☐ Assigned Exceptions
- ☒ Exception Review
 - ☐ Determined
 - ☐ Undetermined
- ☒ Determinations
 - ☐ Appropriate Assignment
 - ☐ Core Setting
 - ☐ Local Assignment Options
 - ☐ Misassigned
 - ☐ Other
 - ☐ Short Term Waivers
 - ☐ Vacancies
 - ☐ Corrected MA
 - ☐ Alternate Sped
 - ☐ CALPADS Error
 - ☐ 2019-20 Charter
- ☒ Status
 - ☐ Undetermined
 - ☐ MA Review
 - ☐ Returned to LEA
 - ☐ Returned to MA
 - ☐ MA Completed
 - ☐ Submitted to CTC
 - ☐ Finalized
- ☒ School Type
 - ☐ Charter
 - ☐ Traditional
- ☒ Counties

CalSAAS Exceptions



Commission on
Teacher Credentialing
California Statewide Assignment Accountability System

DASHBOARDS

EXCEPTIONS

MA REPORTED MISASSIGNMENT

TPSL LIST

SUBMIT

REPORTS

ADMIN

All

Review

MA Completed

Returned

Undetermined

☐	Details	Last Name	First Name	School
☐		ZUAZO-TORRES	MARIA	Hilltop Senior High

Click to
expand

Expanded

☐	Details	Last Name	First Name	School	District	Status	Exceptions Type	Exception Value
☐		ZUAZO-TORRES	MARIA	Hilltop Senior High	Sweetwater Union High		Special Education	Speech or Language Impairment
SEID:		Setting:		Special Education		Modified By:		
CDS Code:		37684113732849		Class Title:		N/A		
County:		San Diego		Subject Area:		Speech or Language Impairment		
District:		Sweetwater Union High		Course Count:		3		
						Last Modified:		
						Comments:		
						Credential Info:		

CalPADS Code Exceptions

Based solely on if the educator has the proper credential authorizations for the assigned CALPADS code, which is reported for either the course being taught, or the type of non-classroom-based assignment that the educator is serving in.

CalPADS Code Exceptions

☐	Details	Last Name	First Name	School	District	Status	Exceptions Type	Exception Value	Determination	Last Modified
☐	-	WIKERT	JAMES	Borrego Springs High	Borrego Springs Unified		CALPADS Code	9242		
SEID:				Setting:		General Education		Modified By:		
CDS Code:		37679833730447		Class Title:		Integrated Mathematics II		Last Modified:		
County:		San Diego		Subject Area:		Mathematics		Comments: History		
District:		Borrego Springs Unified		Course Count:		2		Credential Info: Educator Authorizations		

Educator Authorizations: JAMES WIKERT						Search:	
Doc Title	Term	Auth Code	Auth Description	Subject Code	Subject Description		
SC5	CL	R511	This credential authorizes the holder to perform the following services in grades 12 and below, including preschool, and in programs organized primarily for adults: develop, plan implement and evaluate a school counseling and guidance program that includes academic, career, personal and social development; advocate for the high academic achievement and social development of all students; provide school-wide prevention and intervention strategies and counseling services; provide consultation, training and staff development to teachers and parents regarding students' needs; and supervise a district- approved advisory program as described in Education Code Section 49600.	SC2	SCHOOL COUNSELING		

Is this a CalPADS code error or a misassignment?

CalPADS Code Exceptions

☐	Details	Last Name	First Name	School	District	Status	Exceptions Type	Exception Value	Determination	Last Modified
☐		ABBOUD	KRISTEN	Oak Valley Middle	Poway Unified		CALPADS Code	9100		

SEID:
CDS Code: 37682960108332
County: San Diego
District: Poway Unified

Setting: General Education
Class Title: English (Departmentalized K-8)
Subject Area: English
Course Count: 2

Modified By:
Last Modified:
Comments: [History](#)
Credential Info: [Educator Authorizations](#)

☐		ABBOUD	KRISTEN	Oak Valley Middle	Poway Unified		CALPADS Code	9170		
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SEID:
CDS Code: 37682960108332
County: San Diego
District: Poway Unified

Setting: General Education
Class Title: History-Social Science (Departmentalized K-6)
Subject Area: Social Science
Course Count: 2

Could this be Middle School Core?

Educator Authorizations: KRISTEN ABBOD					
Search:					
Doc Title	Term	Auth Code	Auth Description	Subject Code	Subject Description
SA12	C8	ELA1	The following instructional services may be provided to English learners: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults. If the prerequisite credential or permit is a designated subjects adult education teaching credential, a child development instructional permit, or a child development supervision permit, English language development instruction is limited to the programs authorized by that credential or permit; (2) specially designed content instruction delivered in English in the subjects, programs and at the grade levels authorized by the prerequisite credential or permit. This English learner authorization also covers classes authorized by other valid, non-emergency credentials or permits held, as specified in Education Code Section 44253.3.	NONE	N/A
TC2	CL	ELA1	The following instructional services may be provided to English learners: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults. If the prerequisite credential or permit is a designated subjects adult education teaching credential, a child development instructional permit, or a child development supervision permit, English language development instruction is limited to the programs authorized by that credential or permit; (2) specially designed content instruction delivered in English in the subjects, programs and at the grade levels authorized by the prerequisite credential or permit. This English learner	NONE	N/A

CalPADS Code Exceptions

Could the Instructional Strategy of SPED (700) have been missed?

Doc Title	Term	Auth Code	Auth Description	Subject Code	Subject Description
TC3S	L2	ELA1	The following instructional services may be provided to English learners: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults. If the prerequisite credential or permit is a designated subjects adult education teaching credential, a child development instructional permit, or a child development supervision permit, English language development instruction is limited to the programs authorized by that credential or permit; (2) specially designed content instruction delivered in English in the subjects, programs and at the grade levels authorized by the prerequisite credential or permit. This English learner authorization also covers classes authorized by other valid, non-emergency credentials or permits held, as specified in Education Code Section 44253.3.	NONE	N/A
TC3S	L2	R3MS	This authorizes the holder to conduct Educational Assessments related to student's access to the academic core curriculum and progress towards meeting instructional academic goals, provide instruction, and Special Education Support to individuals with a primary disability of autism, moderate/severe intellectual disabilities, deaf-blind, emotional disturbance, and multiple disabilities, to students in kindergarten, grades 1 - 12 through age 22, and classes organized primarily for adults in services across the continuum of program options available.	MS	MODERATE/SEVERE DISABILITIES

☐	Details	Last Name	First Name	School
☐	+	FELDT	LORETTA	Vista High
☐	+	FELDT	LORETTA	Vista High
☐	+	FELDT	LORETTA	Vista High
☐	-	FELDT	LORETTA	Vista High

CALPADS Code	9180
CALPADS Code	9327
CALPADS Code	9245

SEID:	Setting:	General Education	Modified By:
CDS Code:	37684523738705	Class Title:	Foundational Math Support
County:	San Diego	Subject Area:	Mathematics
District:	Vista Unified	Course Count:	2
Comments:		History	
Credential Info:		Educator Authorizations	

CalPADS Code Exceptions

Predetermined: Still must be checked

Undetermined – Need to add

EC §44263: Departmentalized

Local Employing Agency Must Verify

Base Teaching Credential: Any Teaching Credential

Content Verification: 18 lower or 9 upper semester units in Content taught

Board Action: Resolution

Assignment Can Be In

Setting: Departmentalized

Grade: K-12th

Content: Any

☐	Details	Last Name	First Name	School	District	Status	Exceptions Type	Exception Value	Determination	Last Modified
☐										

How to avoid CalPADS Exceptions

- Run CalPADS report and check that SPED assignments have Instructional Strategy 700
- In CalPADS, make sure Core Setting indicator is set for all Middle school CORE sections
 - include all subjects and hanging 5th
- In CalPADS, make sure Local Assignment Option indicator is selected for all Ed Code Options and you sent SDCOE a copy

Special Education Exceptions

Special education teachers are evaluated to determine if their credential authorization(s) authorize service for students within their primary disability areas.

CalSAAS will output one Special Education exception per combination of educator (SEID), school (CDS Code), and disability area. The course count on a Special Education exception represents the number of courses in which there was **one or more** students in the class with the listed primary disability area for which the educator did not hold the appropriate authorization.

CalSAAS Exceptions



Commission on
Teacher Credentialing
California Statewide Assignment Accountability System

DASHBOARDS	EXCEPTIONS	MA REPORTED MISASSIGNMENT	TPSL LIST	SUBMIT	REPORTS	ADMIN
All	Review	MA Completed	Returned	Undetermined		

☐	Details	Last Name	First Name	School	District	Status	Exceptions Type	Exception Value	Determination	Last Modified
☐		ZUAZO-TORRES	MARIA	Hilltop Senior High	Sweetwater Union High		Special Education	Speech or Language Impairment		
SEID:				Setting:	Special Education		Modified By:			
CDS Code:		37684113732849		Class Title:	N/A		Last Modified:			
County:		San Diego		Subject Area:	Speech or Language Impairment		Comments:		History	
District:		Sweetwater Union High		Course Count:	3		Credential Info:		Educator Authorizations	

Verify Setting is accurate:
Special Ed, General Education, Career
Technical Education, or Non-
Classroom Based or Support
Assignment

What exception type and
value is listed?

Click here to see Credentials
held on Census day

CalSAAS Exceptions

☐	Details	Last Name	First Name	School	District	Status	Exceptions Type	Exception Value	Determination	Last Modified
☐		ZUAZO-TORRES	MARIA	Hilltop Senior High	Sweetwater Union High		Special Education	Speech or Language Impairment		

SEID: Educator Authorizations: MARIA ZUAZO-TORRES

CDS						Search:	
Coun	Doc Title	Term	Auth Code	Auth Description	Subject Code	Subject Description	
Distr	SA12	C8	S12	following services to limited-English-proficient pupils: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults, except when the prerequisite credential or permit is a designated subjects adult education teaching credential, a children's center instructional permit, or a children's center supervision permit, in which case instruction for English language development is limited to the programs authorized by that credential or permit; and (2) specially designed content instruction delivered in English in the subjects and at the levels authorized by the prerequisite credential or permit. Education Code Section 44253.3 includes all credentials and permits that authorize instruction except emergency credentials or permits, college or university internship credentials, District Internship Certificates, Exchange Certificated Employee Teaching Credentials, or Sojourn Certificated Employee Teaching Credentials.	NONE	N/A	
	TC3S	L2	R3MM	This authorizes the holder to conduct Educational Assessments related to student's access to the academic core curriculum and progress towards meeting instructional academic goals, provide instruction, and Special Education Support to individuals with a primary disability of specific learning disabilities, mild/moderate intellectual disabilities, other health impairment, and emotional disturbance, in kindergarten, grades 1 - 12 through age 22, and classes organized primarily for adults in services across the continuum of program options available.	MM	MILD/MODERATE DISABILITIES	

Showing 1 to 2 of 2 entries

Close

Who is providing the Speech Language Services since Mild/Mod does not authorize Speech Services?

Could this be "Alternate SPED" where another provider is serving the student?

SPED exceptions suggestions

- Least Restrictive Environment – provide letter from SPED director if appropriate
- Alternate SPED – Be prepared to provide name and SEID of provider with appropriate credential
- Do not report SPED teachers as co-teachers with General Ed teachers when mainstreaming students

English Learner Exceptions

CalSAAS will output one English Learner (EL) exception per combination of educator (SEID), school (CDS Code), and **Education Service Code**, which is the CALPADS field that collects the level of EL service. The course count on a English Learner exception represents the number of courses in which there was one or more English Learners (EL) in the class who required the indicated level of EL services for which the educator did not hold the appropriate EL authorization.

English Learner Exceptions

☐	Details	Last Name	First Name	School	District	Status	Exceptions Type	Exception Value	Determination	Last Modified
☐		ADAME	VICTOR	San Marcos High	San Marcos Unified		English Learner	Designated and Integrated ELD		
SEID:		Setting:		English Learner			Modified By:			
CDS Code:		37737913737632		Class Title:		N/A		Last Modified:		
County:		San Diego		Subject Area:		Designated and Integrated ELD		Comments: History		
District:		San Marcos Unified		Course Count:		3		Credential Info: Educator Authorizations		

Doc Title	Term	Auth Code	Auth Description	Subject Code	Subject Description
TC4S	CL	R4C	This credential authorizes the holder to teach the special subject or subjects listed in grades twelve and below, including preschool, and in classes organized primarily for adults.	ROTC	RESERVE OFFICER TRAINING CORPS (ROTC)
TC4S	CL	S17C	This document authorizes the holder to provide services to English learners in specially designed content instruction delivered in English in grades twelve and below and in classes organized primarily for adults, in career technical instruction courses.	NONE	N/A

Should this have been identified as Integrated only? If so, this is a CalPADS error.

English Learner Exceptions

☐	Details	Last Name	First Name	School	District	Status	Exceptions Type	Exception Value	Determination	Last Modified
☐	+	ARIAS NICOLAS	TERESA	Winter Gardens Elementary	Lakeside Union Elementary		CALPADS Code	1000		
☐	-	ARIAS NICOLAS	TERESA	Winter Gardens Elementary	Lakeside Union Elementary		English Learner	Designated and Integrated ELD		
SEID:				Setting:		English Learner		Modified By:		
CDS Code:		37681896038392		Class Title:		N/A		Last Modified:		
County:		San Diego		Subject Area:		Designated and Integrated ELD		Comments: History		
District:		Lakeside Union Elementary		Course Count:		1		Credential Info: Educator Authorizations		

Educator Authorizations: TERESA ARIAS NICOLAS

Search:

Term	Auth Code	Auth Description	Subject Code	Subject Description
No data available in table				

to 0 of 0 entries

Close

Did the educator apply for the appropriate credential within the school year? If so, this is a corrected misassignment.

English Learner Exceptions

☐	Details	Last Name	First Name	School	District	Status	Exceptions Type	Exception Value	Determination	Last Modified
☐		MRJENOVICH	JAY	Ira Harbison	National Elementary		English Learner	Bilingual: Spanish; Castilian		
SEID:				Setting:		English Learner		Modified By:		
CDS Code:		37682216038764		Class Title:		N/A		Last Modified:		
County:		San Diego		Subject Area:		Bilingual Instruction		Comments:		History
District:		National Elementary		Course Count:		1		Credential Info:		Educator Authorizations

Doc Title	Term	Auth Code	Auth Description	Subject Code	Subject Description
TC2	P5	ELAM	The following instructional services may be provided to English learners in the settings and content area(s) specified on this document: (1) English language development defined as instruction designed specifically for limited-English-proficient students to develop their listening, speaking, reading, and writing skills in English; and (2) specially designed content instruction delivered in English defined as instruction in a subject area, delivered in English, that is specially designed to meet the needs of limited-English-proficient students. This English learner authorization also covers classes taught on the basis of other valid, non-emergency credentials or permits held within the settings or content/specialty area(s) listed at the grade or age levels authorized.	NONE	N/A

Was this an error? Did the educator apply for a bilingual authorization within the school year? Or is this a misassignment?

English Language Development

CalPADS Code 9104

Exceptions in this area do not fall under an English Learner Exception, they are CalPADS Errors

Course Code	Course Title	Broad Subject	Setting	Credentials Authorizing Course
Enter C	english lar	Enter Broad Su	Enter Setti	Enter Credential Authorizing C
9104	English Language Development	Departmentalized ELD	English Language Development	Full Authorization: - English Learner Auth: Full English Learner Authorization; Bilingual Authorization - Single Subject: World Language: English Language Development - Specific Supplementary Auth: English as a Second Language Limited Authorization: - Supplementary Auth: English as a Second Language - Intro Supplementary Auth: English as a Second Language; Introductory English as a Second Language

First Name	School	District	Status	Exceptions Type	Exception Value	Determination
				CALPADS Code	9104	CALPADS Error

Setting: English Language Development

Modified By:

Class Title: English Language Development

Last Modified:

Subject Area: Departmentalized English Language Development

Comments: [History](#)

Course Count: 1

Credential Info: [Educator Au](#)

How to avoid EL exceptions

- EL on CTE credentials can only do Integrated EL
- Do not do mass enter “Designated & Integrated”, use actual strategy based on class
- ELD (9104) requires an ELA1 or CLAD/BCLAD
 - ELAS, ELAM, ELAE is **not** authorized

Determinations

What is a Determination?

It's an explanation of why this exception was generated

- Review exceptions and select the determination best describing the nature of the assignment.
- Provide documentation and comments as evidence for the selection.
- Monitoring Authorities may consider this information during their monitoring process. As well, they can request additional information if they require more evidence.

Types of Determinations

Category	Description
Appropriate Assignment	Only applies to grade level exceptions like supplemental authorizations, old credentials, or NGSS classes
Core Setting	Middle School grades 5-8 where two or more subjects are taught to the same group; Multiple Subject Credential <u>required</u>
Local Assignment Option (LAO)	Ed Code options
Misassigned	No appropriate credential for assignment
Other	Only use in unusual situations that do not fall under another area
Short-Term Waiver	Not a Short-Term Staff Permit – Special waiver for a semester or less sent to SDCOE
Vacancies	Assignment was not filled by 21st school day
Corrected MA	MA = Misassignment; Applied for appropriate authorization prior to 7/1/25
Alternative Sped	Another qualified provider is serving the student, or LRE Letter is on file signed by SPED director
CALPADS Error	Wrong code or missing instructional strategy
2019-20 Charter	Only applies to teachers hired during 2019-20 school year; expires 7/1/25

When to use:

Appropriate Assignment

- Supplemental Authorization in grades 9 & below
- Next Generation Science Standards (NGSS) – (3-course model) using alternative authorization
- Older documents/authorizations, including documents with a Subject of "NA", do not conform to the structure of the system's "decoder"
- Local Level Decisions: (e.g. allowing an educator holding Supplementary Authorization in Introductory Math to teach Computer Science)
- CALPADS course codes that result in automatic exception: Such as 9222-NA (Applied STEM-Multiple or Not Applicable), 9236 (Elementary or Middle School Career Pathway Exploration), and 9374 Junior Reserve Officers Training Corps (JROTC)

When to use: Core Setting

- Education Code §44258.1. It allows a Multiple Subject Credential holder to teach two or more subjects to the same group of students in the same day. Core assignments also allow for educators to be assigned a “hanging” period which allows an educator to teach one of the subjects already being taught in their core.

CORE Examples

1	2	3	4	5	6	7
PE/English LA 7th Grade		Prep	PE/English LA 8th Grade		Lunch	PE or English LA 7th or 8th Grade (Different Students)

1	2	3	4	5	6	7
PE 7th Grade	PE 8th Grade	Prep	PE or English LA 7th or 8th Grade (Different Students)	English LA 7th Grade	Lunch	English LA 8th Grade

1	2	3	4	5	6	7
English LA 8th Grade	English LA 7th Grade	Prep	PE or English LA 7th or 8th Grade (Different Students)	PE 8th Grade	Lunch	PE 7th Grade

Be sure to identify all sections of the core in CalPADS including all subjects and any “hanging” periods

When selecting this determination, we recommend:

- Verifying the educator holds a credential that authorizes service in a self-contained classroom.
- Attaching the educator’s course schedule, and noting the core groupings, hanging fifth periods, and the student count for each course.

When to use:

Local Assignment Option

- This determination is selected if a teacher does not hold an appropriate credential authorization for the position, but is otherwise legally authorized to serve through options available in California's Education Code or Title 5 Regulations

When selecting this determination, we recommend:

- Verify the criteria provided by the Education Code or Title 5 Regulation is met by the educator, including holding the appropriate credential, preparation, or governing board action.
- If governing board action is necessary, include a copy of the agenda in which board action was taken.

NOTE: If a board authorization for an LAO was issued after census date, the exception should be determined as a **Corrected Misassignment**.

NOTE: "Local Assignment Option" determination is only available for "CALPADS Code" exception type.

Common Local Assignment Options (LAOs) for Teaching in California's Public Schools

Education Code (EC) and Title 5 Regulations (T5) provide local employing agencies (LEAs) with teacher assignment options that can be used when an LEA is unable to assign a certificated employee with the appropriate credential. These options, known as Local Assignment Options (LAOs), allow flexibility at the local level and are used solely at the discretion of the LEA. The LEA is responsible for verification of all LAO requirements and should always review the language of the EC or T5.

Note- All Local Assignment Options:

- Require a **full teaching credential** (Intern, Provisional Internship, and Short-Term Staff Permit holders cannot serve on Local Assignment Options);
- Require the teacher serving on the LAO to give their **consent for the assignment**; and
- Are for **general education assignments only**, and cannot be used for special programs such as Special Education, Career Technical Education, or English Learner assignments.

Legal Citation for Local Assignment Option:	Local Employing Agency Must Verify:			Assignment Can Be In:		
	Base Teaching Credential	Content Verification	Board Action	Setting	Grade	Content
EC §44256(b)	Elementary Credential	12 lower or 6 upper semester units in Content taught	Resolution	Departmentalized	8 th and below	Any
EC §44258.2	Secondary Credential	12 lower or 6 upper semester units in Content taught	Resolution	Departmentalized	5 th – 8 th	Any
EC §44258.3	Credential based on BA and Student Teaching	Subject Knowledge as defined by board	Specific Board Policy*	Departmentalized or Self-Contained	K – 12 th	Any
EC §§44258.7(c)(d)	Any Teaching Credential	Special skills and preparation in Elective taught	Specific Board Policy**	Departmentalized	K – 12 th	Elective
EC §44263 (Elementary)	Any Teaching Credential	60 semester units distributed among 10 Subject Areas	Resolution	Self-Contained	K – 12 th	Any
EC §44263 (Secondary)	Any Teaching Credential	18 lower or 9 upper semester units in Content taught	Resolution	Departmentalized	K – 12 th	Any
EC §44865	Credential based on BA and Student Teaching	None	None	Independent Study; Home/Hospital; Adult Ed; Necessary Small/Continuation/ Alternative/Opportunity/Juvenile Court/ County or District Community Schools	K – 12 th	Any
T5 §80005(b)	Credential based on BA and Student Teaching	Knowledge and Skills in Content taught	None	Departmentalized	K – 12 th	Elective
T5 §80020.4	Credential based on BA and Student Teaching; Credential in Subject of Staff Development***	Verification of Subject Expertise***	Resolution***	Staff Development at the school site, school district, or county level	N/A	Any
T5 §80020.4.1(a)	Credential based on BA and Student Teaching	None	None	Program Coordination at a school site	N/A	Any

*Craven: Refer to the [Advisory on Teacher Assignment Option EC §44258.3](#) for an example of appropriate board policies and procedures.

**Committee on Assignments (CoA): Use of CoA requires the board to adhere to the procedures outlined in [EC §§44258.7\(c\) and \(d\)](#).

***Must have **either** a credential in the subject area of the staff development activities **or** have expertise in the subject area verified and approved by the school board.

When to use: CalPADS Error

- **SEID Error:**
 - When the SEID reported in CALPADS does not match the educator who was actually in the assignment on census date
- **CALPADS Course Code Error:**
 - The CALPADS State Course Code was reported inaccurately, including both classroom based and non classroom based or support assignments, but the educator had the appropriate credential
- **English Learner Service Level Error** (see next slides)
- **SPED Instructional Strategy Error:**
 - If a SPED educator's assignments are producing *course code* exceptions, this instructional strategy was *not* selected during reporting
 - If a GEN ED educator's assignments are producing *special education* exceptions, this instructional strategy was selected.
- **Student Disability Category Error:**
 - Student's disability area was reported inaccurately, *and* their actual disability area was authorized by the educator's credential
- **Other** (none of the available subcategories apply)

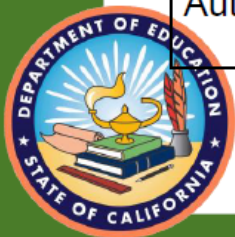
English Learner Exceptions

- **EL English Learner Services Errors (CalPADS Error):** Education Service Code field in CalPADS
 1. **Primary Language Instruction and Designated and Integrated English Language Development (ELD) Instruction** – Teacher is providing instruction in the primary language within the content of the class as well as departmentalized ELD instruction. Requires a BCLAD or equivalent.
 2. **Designated ELD Instruction Only** – ELD Designated class. Requires an ELAE/ELAM/ELAS/CLAD/ELA1/BCLAD.
 3. **Integrated ELD Instruction Only** – providing instruction within the content of the class only. May use CCSD, ELAE, ELAM, ELAS or higher authorization.
 4. **Designated and Integrated ELD Instruction but Not Primary Language Instruction** - Instruction within the content of the class as well as designated ELD instruction within the classroom. Requires an ELAE/ ELAM/ELAS /CLAD/ELA1/BCLAD.
 5. **No English Learner Services**
 6. **Other English Learner Service**

Based on students being served in the class. Even one EL student in the classroom requires that it be designated as an EL course, and the course's **Education Service Code** should be selected based on the student requiring the highest level of services. For more information: [CTC EL Chart](#)

English Learner (EL) Authorizations

Document	Integrated ELD	Designated ELD AND Integrated and Designated ELD	Departmentalized ELD (CALPADS Course 9104)	Bilingual Instruction
full English Learner Authorization (or CLAD Emphasis) Authorization Codes: ELA1, SA12	✓	✓	✓	
Multiple Subject, Single Subject, or Education Specialist Credential with revised ELA Authorization Codes: ELAM, ELAS, or ELAE	✓	✓		
Bilingual Authorization Authorization Codes: BA**	✓	✓	✓	✓ ²
Certificate of Completion of Staff Development Authorization Code: Various	✓	✓ ¹		



1. Authorizations may vary based on auth code or certificate - review educator auth or certificate
2. Bilingual authorization will be checked against language of delivery. If languages do not match, an exception will generate

Common English Learner Authorizations and the Services They Authorize

Credential	Authorization Code	English Learner Service(s)			
		Specially Designed Academic Instruction in English (SDAIE)	English Language Development (ELD) within content being taught	Departmentalized English Language Development (ELD)	Bilingual Instruction
Single Subject (All types)	ELA1	✓	✓	✓	X
	ELAS	✓	✓	X	X
	BA**	✓	✓	✓	✓
	R1WL/ELD	✓	✓	✓	X
Multiple Subject (All Types)	ELA1	✓	✓	✓	X
	ELAM	✓	✓	X	X
	BA**	✓	✓	✓	✓
Education Specialist (All Types)	ELA1	✓	✓	✓	X
	ELAE	✓	✓	X	X
	BA**	✓	✓	✓	✓
Designated Subjects: CTE	ELA1	✓	✓	✓ ¹	X
	S17C	✓	X	X	X
	BA**	✓	✓	✓	✓
Language Development Specialist ⁵	S22/S-22	✓	✓	✓	X
CLAD Certificate	ELA1	✓	✓	✓ ¹	X
CCSD Certificate	S17D	✓	✓ ²	X	X
	S17S	X	✓ ³	X	X
	S17A	✓	X	X	X
SB 1969 Certificate ⁴	NONE	✓	✓ ³	X	X
Bilingual Documents (Specialist, BCC, and BCLAD) ⁵	R-3/R3B	✓	✓	✓	✓
	S6/S-6				
	S14				

A "✓" indicates that the service is authorized. An "X" indicates that the service is not authorized.

**references the two letter code for the specific language authorized by the bilingual authorization. See the document's authorization statement for more information.

When to use: Alternative SPED Placement

This determination is selected if the assignment is made on the basis of either a student's:

1. Alternate placement aligned with their Individualized Education Program's (IEP) assessment and goals for the student's secondary disability areas, or
2. Placement in a general education classroom on the basis of their IEP's direction to serve them in the Least Restrictive Environment (LRE).

When to use: Misassignment

This determination is selected if a teacher:

- 1) Did not hold the appropriate credentials for the assignment,
- 2) Was not otherwise legally authorized, and
- 3) The misassignment has not been corrected prior to the start of monitoring activities (prior to the exceptions report being generated in CalSAAS).

When to use:

Corrected Misassignment

This determination is selected if a teacher:

- Did not hold the appropriate credentials for the assignment on census date,
- Was not otherwise legally authorized, and
- The misassignment was discovered and corrected either **prior** to the beginning of the start of monitoring activities (prior to the exception report being generated in CalSAAS) or prior to the end of the school year, whichever comes first.



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

LOCAL APPROVAL OF SHORT-TERM WAIVER (To be kept on file in the district)

Employing agencies may grant a short-term waiver as described under Title 5 §80120-80123, without prior approval by the Commission provided that a short-term waiver is issued one time only for any one credentialed teacher and one time only for a given classroom. The information required under §80122 for this type of waiver shall be forwarded to the County Office of Education pursuant to Education Code §44258.9. The Commission may rescind the authority of any employing agency to grant a short-term waiver upon a finding that the agency has intentionally violated any provision of §80120-80123 California Code of Regulations. Short-term waivers are valid for no more than one semester. Each County Office of Education should include information on short-term waivers in their annual Assignment Monitoring Report.

1. Employing Agency	CDS Code	Contact Person Telephone Number
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2. Section to be waived: _____
Type the text of pertinent sentence of the law.

3. Purpose of waiver. Include name(s) of candidate(s) appropriate.

4. Proposed Solution and Justification. Describe how waiver request will remedy the situation, give rationale for request and describe any negative effect(s) that are likely to occur if the request is not granted.

5. Name of candidate(s) Date of Birth Social Security Numbers

**NOTE! This is NOT a
Short-Term Staff Permit (STSP)**

When to use: Short Term Waiver

This determination is
selected if:

- A Short-Term Waiver was sent to SDCOE and approved for a short-term assignment covered by a full credentialed teacher

When to use: Vacancy

This determination is selected if:

- A qualified certificated employee has not been assigned on census date.
 - Including if a substitute teacher is the “Teacher of Record” on Census date
 - Is still a vacancy even if position was filled the day after census day (or any time during school year)

Still counted as a Misassignment

Pursuant to [Education Code §44258.9\(b\)\(6\)](#),

When to use: 2019-20 Charter

This determination is selected if you are a charter school who:

- Had an educator who was already employed during the 2019-20 school year and working in a non-core area. These educators must earn the appropriate credential for their assignment by July 1, 2025.

When to use: Other

This determination is selected if a teacher:

- An example of the proper use of the "Other" determination is an assignment was reported with instructional strategy 700 and was processed as a Special Education exception based on this CALPADS reporting. But the actual assignment in real life was a general education assignment and the educator was serving on the basis of a Local Assignment Option (LAO). The CALPADS Error determination is not applicable because the educator reported in the assignment did not hold the appropriate authorization for the assignment, as they were serving on a LAO. The Local Assignment Option determination is not available for Special Education exceptions because LAOs cannot be used in Special Education settings. In this rare instance, the "Other" determination may be selected, and the LEA must provide detailed information related to the assignment.



How to submit a Determination

2. Then
Click
here next

1. Check here first

Exceptions								
Edit	CSV	PDF	Show 10 entries	Search: 2413				
Details	Last Name	First Name	School	Status	Exceptions Type	Exception Value	Determination	
	ABRONS	LISA	Wallenberg (Raoul) Traditional High	MA Review	CALPADS Code	2413	Local Assignment Options	
	AUFHAAMANGO	ELANOR	Five Keys Independence HS (SF Sheriff's)	MA Review	CALPADS Code	2413	Local Assignment Options	
SEID:	*****	Setting:	General Education	Modified By:				
CDS Code:	*****	Class Title:	Geometry	Last Modified:	6/19/2019 11:43 am			
County:	***** County	Subject Area:	Mathematics	Comments:	History			
District:	***** Unified	Course Count:	4	Credential Info:	Educator Authorizations			
	ALIPATE	SAMUEL	Five Keys Charter (SF Sheriff's)	MA Review	CALPADS Code	2413	Local Assignment Options	
			Five Keys					

How to submit a Determination

Last Name	First Name	SEID	CDS	School	Status	Exception Type	Exception Value	Determination
	TAMRA				Undetermined	Special Education	SPECIFIC LEARNING DISABILITY	None
	MICHELLE				Undetermined	Special Education	SPEECH OR LANGUAGE IMPAIRMENT	None
	ANDREW				Undetermined	Special Education	TRAUMATIC BRAIN INJURY	None

Showing 1 to 3 of 3 entries

Action: ☒ Submit to MA

Determination: Appropriate Assignment ▼

Comments:

Documentation:

Drag and drop a file here to upload

No files

- Appropriate Assignment ▼
- Appropriate Assignment
- Core Setting
- Local Assignment Options
- Misassigned
- Other
- Short Term Waivers
- Vacancies
- Corrected MA
- Alternate Sped

Returned to LEA

- Be aware that even though you submitted everything to your Monitoring Authority, you need to continue to check your Review and Returned Folder for any Returned Exceptions
 - Monitoring Authorities have final decision on determination and may ask for additional information



**Commission on
Teacher Credentialing**

California Statewide Assignment Accountability System

DASHBOARDS

EXCEPTIONS

MA REPORTED MISASSIGNMENT

TPSL LIST

SUBMIT

REPORTS

ADMIN

All

Review

MA Completed

Returned

Undetermined



Monitoring Authority's Tasks

- Monitoring Authorities must accept or return all exceptions for your Charter schools.
- Misassignments, Vacancies, Corrected Misassignments and Short-Term Waivers that are identified outside of CalSAAS processing can be recorded in the system by a monitoring authority using the *MA Reported Misassignment* feature.



Submission Status

Not Submitted

SUBMIT EXCEPTIONS TO CTC

Exceptions

Not determined

729



Determination

Appropriate Assignment

13

Misassigned

4

Vacancies

2

CALPADS Error

0

All undetermined misassignments will be counted as misassignments upon submission

Monitoring Authority Finalizing your Review

- Monitoring Authorities must finalize your charter's exceptions by submitting to CTC
- COE Admins and district Admins with Charter School must do this
- Once Submitted, you will no longer be able to change them
- All undetermined exceptions will be automatically counted as Misassignments!

How to get help!

- Contact SDCOE
 - Casey Choate 858-295-6994 casey.choate@sdcoe.net
 - Monica Robinson 858-295-6993 mrobinson@sdcoe.net
- General CalSAAS Info on the CIG:
<https://www.ctc.ca.gov/credentials/calsaas-information>
- Access CalSAAS System:
<https://apps.ctc.ca.gov/CalSAAS>

Credential Information Guide (CIG)

To access the CIG, do the following:

- 1) Type in the following link:
http://www.ctc.ca.gov/credentials/cig/cig_toc.html
 - 2) A box will appear labeled “Enter Network Password”
 - 3) Enter the following:
 - a) Username: cig2011
 - b) Password: ctcguide
 - 4) Click box to save your password
- Coded Correspondence & Credential Information Alerts (CIA) available on CIG or CTC website.
 - Workshops, Presentations and Charts on the CIG

Appropriate Credentials for CALPADS Course Codes

**Appropriate Credentials for CALPADS Course
Codes**

**Appropriate Credentials for Special Education
Categories**

**Appropriate Credentials for English Learner
Services**

**Appropriate Credentials for Non Classroom
Based Assignments**

Questions?

Thank you!