



Monterey County Office of Education

Leadership, Support, and Service to Prepare All Students for Success

Dr. Nancy Kotowski
County Superintendent of Schools

CALPADS USER ACCOUNT APPLICATION

The following application must be completed and signed by the division supervisor for all new CALPADS user accounts. It is the supervisor's responsibility to provide the necessary training and/or resources to ensure the new user's thorough understanding of the CALPADS software and its system security protocols. (To view the CALPADS training schedule and sign up for sessions, visit the URL below.) Additionally, it is the supervisor's responsibility to immediately notify the county CALPADS admin if, and when, the user becomes separated from MCOE employment.

CALPADS Trainings: <http://www.csis.k12.ca.us/e-learning/calpads-registration>

Instructions: Complete this form in its entirety and submit to the county CALPADS admin. Upon receipt, user account will be created within 72 hours.

User's first name: _____ Last name: _____

User's county-issued email: _____ @monterey.k12.ca.us

User's daytime contact phone number: () _____

Select the school(s) with which the user will be responsible for the ongoing preparation, submission and maintenance of student/staff data within CALPADS:

- Boronda Community Day (0114892)
- Monterey County Home Charter (2730232)
- Monterey County Special Education (6069512)
- Salinas Community (2730265)
- Wellington M. Smith Jr. (2730117)

Specify the file(s) with which the user will be responsible for the school(s) selected above:

- Student enrollment (SENR)
- Student information (SINF)
- Student program (SPRG)
- Student discipline (SDIS)
- Student health (SHTH)
- Student waivers (SWAV)
- Staff demographics (SDEM)
- Staff assignment (SASS)
- Course (CRSE)

Division supervisor (signature): _____ Date: _____