

**Support Services RECEIVED
The California School Age Families Education (Cal-SAFE) Program
INSTRUCTIONS (v1 Feb 09)**

You should complete a Support Services RECEIVED Form for ALL students your agency served during the current school year, even if the student was enrolled for only 1 day.

The information for the items below should be entered into the online GradStar Database during late Spring, shortly before the cut-off date designated by your agency to receive its last download of its GradStar data. [During February, your agency's Program Coordinator notified the Branagh Information Group of the desired final download -- a date sometime between May 1 and June 15. You should check with your Program Coordinator as to the date selected.]

The information you enter into this form should reflect the LATEST information about the student's outcomes and the support services the student RECEIVED at any time during the current school year. You should have the student's updated REVISED Needs Assessment/Support Services v.1 (Dec 08) at your fingertips as you complete this Support Services RECEIVED form.

If you enrolled this student prior to Dec. 1, 2008 when the REVISED Needs Assessment/Support Services form first became available, you most likely completed an ADDENDUM to the student's SupportServicesForm03Oct17v1.pdf. The ADDENDUM collected additional information that you need to complete this Support Services RECEIVED form. If you used the "old" Support Services Form 03Oct17v1 and did NOT complete an ADDENDUM, it is highly suggested that you do a quick update and complete the ADDENDUM (available at www.gradstar.com under the Forms section). Otherwise, you will need the following information available at your fingertips as you enter the student's information into this Support Services RECEIVED Form: (a) if the student is a returning or new student to the Cal-SAFE Program (b) the types of Instructional Settings or Strategies the student experienced during the current academic year (c) if the student received any Meal Supplements for Pregnant or Lactating Students or Nutrition Education or Counseling, or Food Stamps (including WIC) (d) if the student passed BOTH sections of the CAHSEE (English/Language Arts & Math) (e) if the student attained or will attain during the current academic year one of the following outcomes:

- * Earned Diploma
- * Earned a CA High School Proficiency Certificate (CHSPE)
- Earned a GED
- Earned an Adult School Diploma
- Received a Certificate of Completion

After receiving your agency's final GradStar data file, you will use the information on this Support Services RECEIVED Form to complete The Cal-SAFE Program pages within your district's Consolidated Application, due June 30.

NOTE: Items marked with * are mandatory.

Item #	Item	Definitions & Instructions
	Student Name	For confidentiality purposes, no student names should be entered into the state-wide data system. Rather, if you wish to place hard copy of the completed form in the student's file, you will need to (1) complete the form online, (2) review it for accuracy, (3) PRINT a hard copy for your files, (4) click the Submit button, and then (5) hand write the student's name on the hard copy.

1	*Is this a correction/change to a SUPPORT SERVICES RECEIVED Form previously completed during this school year?	<p>This is a REQUIRED field. Select NO if you have not previously entered this form for this student into the data system during the current academic year (2008-09). You will need to complete the entire form.</p> <p>Select YES if you have previously submitted this form (during the current academic year – 2008-09) for this student and realized that you made a mistake and need to make a correction OR if you have new data to enter for this student. If you are making a correction, you will need to complete the ENTIRE form including the field(s) you wish to correct/change. The Data Manager will then delete the previously completed form and substitute this one into the system. Because making a change/correction is so time consuming, we highly suggest that you review for accuracy your answers on the computer screen and make changes then BEFORE you hit the Submit button. Furthermore, we suggest that you submit a change form only if you have IMPORTANT new information on the student. By "important," we mean information that answers a required question, one marked with an *.</p>
2	*Student ID Number	<p>This is a REQUIRED field. Enter the Student ID Number. You should use the student's ID number assigned by the district's Student Information Management System or you can assign an ID number for use within your agency. Please keep in mind that the ID number MUST be UNIQUE to the student within your agency and should remain the same throughout the time the student is enrolled in your Cal-SAFE Program. If the student withdraws from your Cal-SAFE Program and then reenrolls in your agency's Cal-SAFE Program at a later date, you should use the same, unique student ID number for the student. However, if you receive a student from another Cal-SAFE Program in the state, you do not need to use the student ID number assigned by that Cal-SAFE Program. The student ID number simply needs to be unique within your own agency. Also please double check that the student's ID number is entered correctly before submitting this form to the online GradStar Database.</p>
3	*Agency code	<p>This is a REQUIRED field. Type in your 7 digit Agency Code assigned by the CDE in Sacramento. This code consists of your 2-digit county code plus your 5-digit district code. You can find the list of agency codes at www.gradstar.com in the file AgencyCodesV2Aug08.pdf. You can enter the code using a hyphen or without a hyphen. Once you enter this code into the form, in the future the data system will prompt you with this number and you should not have to retype it each time.</p>
4	Date Form Completed. [Use the format: mm/dd/yy.]	<p>Using the format mm/dd/yy, type in the date this form (Support Services RECEIVED) was entered into the GradStar online system.</p>

5	*During THIS school year, was the student:	<p>This is REQUIRED field. Select one of the following options:</p> <ul style="list-style-type: none"> • A returning student who participated in the Cal-SAFE Program during the previous school year. • A new student to the Cal-SAFE Program.
6	*Instructional Setting or Strategy: Please mark ALL the academic settings/strategies that the student experienced at any time during the current academic year.	<p>This is REQUIRED field. Select ALL the instructional settings that the student experienced this current school year while enrolled in The Cal-SAFE Program. It is possible that a student experienced all 4 instructional settings during school year. The numbers before the options (100A, 100B, etc.) refer to the item numbers on the REVISED Needs Assessment/Support Services v.1 (Dec 08). For a description of each of these Instructional Settings or Strategies, please consult the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/cg/pp/documents/refhandbook.doc</p> <p>100A - Mainstreamed at a Comprehensive Sch (Middle or HS) 100B - Self-Contained Classroom 100C - Independent Study 103- Home and Hospital Instruction</p>
7	*School Student Support Services: Please mark ALL school student support services that the student experienced at any time during the current academic year.	<p>This is REQUIRED field. This is REQUIRED field. Select ALL the instructional settings that the student experienced this current school year while enrolled in The Cal-SAFE Program. The numbers before the options (113, 1114, etc.) refer to the item numbers on the REVISED Needs Assessment/Support Services v.1 (Dec 08). For a description of each of the School Student Support Services listed below, please consult the Instructional Manual for the Revised Needs Assessment/Support Services form and/or the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/cg/pp/documents/refhandbook.doc</p> <p>113- Regional Occupational Center/Program (ROC/P) 114- Title 1 115- English Language Learner (ELL/ESL) 116- National Free/reduced Lunch Program 117- Special Education 118- Homeless 119-Foster Youth 120 - Other: If the student experienced another type of School Support Service not listed above, Please mark Other and then type in a description of the School Support Service in the space provided</p> <ul style="list-style-type: none"> • None of the above are applicable to this student. <p>If the student experienced NO School Support Services during the current academic year, mark "None of the above are applicable to this student.</p>

<p>8</p>	<p>*Other Support Services: Please mark ALL of the following support services that the student experienced at any time during the current academic year (even if for one day).</p>	<p>This is REQUIRED field. Select ALL the Other Support Services that the student experienced this current school year while enrolled in The Cal-SAFE Program. If the student received NO Other Support Services, scroll to the bottom of the list and select: "The student did NOT receive any of the support services listed above."</p> <p>The numbers before the options (101, 102, etc.) refer to the item numbers on the REVISED Needs Assessment/Support Services v.1 (Dec 08). For a description of each of the Other Support Services listed below, please consult the Instructional Manual for the Revised Needs Assessment/Support Services form and/or the California School Age Family (Cal-SAFE) Program Reference handbook (Oct 2005) available at http://www.cde.ca.gov/ls/cg/pp/documents/refhandbook.doc</p> <ul style="list-style-type: none"> 100-Academic 101- Adult Education Classes 102- Continuation School 104- Opportunity full-day classes 105- Vocational Education classes 106- Adult Basic Education 107- CA Partnership Academy 108- Cal-Serve 109- Migrant Education 110- Gifted & Talented (GATE) 111- Advanced Placement 112- Community College classes 200-Counseling/Health/Medical 201- Case Mgmt AFLP 202- Case Mgmt Cal-Learn 203- Case Mgmt Other 204- Child/Domestic Abuse Edu, Counseling, Services 205- Substance Abuse Edu/Counsel/Treatment 206- Crisis Intervention/Counseling 207- Family Support & Dvpmt, Fam/Indiv Counseling 208- Peer Support Groups & Counseling 209- Mental Health Assmt, Intervention, & Referral 210- Health Educ, inclu Reprod Health Care & Fam Plan 211- Perinatal Educ/Care, inclu Childbirth Preparation 212- Medical services 213- Medi-Cal 214- Dental services 215- Meal Supplements for Pregnant or Lactating Students 216- Nutrition Educ, Counsel, Food Stamps (inclu WIC) 217- Other: If you mark OTHER, please remember to type in a description of the service in the box at the bottom of the entire list of possible services. 300-Educ/Employ/Financial 301- Academic Supp, tutor/mentor/ intern 302- Parenting/Life Skills Ed 303- Career Counseling/Job Training 304-Transition to post grad ed/training
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		<p>305- Transition to post grad employ 306- Housing/utilities assist 307- Legal services 308- Other: If you mark OTHER, please remember to type in a description of the service in the box at the bottom of the entire list of possible services.</p> <p>400-Child Services 401- Develop Assess/Services 402- Head Start, or other CD Prog 403 - Cal-Learn Child Care 404- Other: If you mark OTHER, please remember to type in a description of the service in the box at the bottom of the entire list of possible services.</p> <p>500-Other Services 501- Enrich and Rec Activities 502- Safe Home-to-School transport 503- Sch safety/violence prevention 504- Support serv for relatives not in prog 505- Other: If you mark OTHER, please remember to type in a description of the service in the box at the bottom of the entire list of possible services.</p> <p>The student did NOT receive any of the support services listed above. Mark this option is the student received NO Other Support Services.</p>
	<p>600-END-of-YEAR Con App Info</p>	<p>The information in this section gathers information that you will use to complete other sections of the Consolidated Application due to CDE by June 30.</p>
<p>9</p>	<p>*601-CAHSEE: As of today's date, has the student passed BOTH sections of the</p>	<p>This is REQUIRED field.</p> <ul style="list-style-type: none"> • Yes Mark "Yes" if the student has passed BOTH the math and English/Language Arts sections of the CAHSEE either during the current academic year or in a previous school year. • No Mark "No" if the student has NOT passed BOTH the math and English/Language Arts sections of the CAHSEE. <p>* Not applicable to this student. [9th grader or younger] Mark this option if the student is in the 9th grade or younger and has not yet taken the CAHSEE.</p>

<p>10</p>	<p>*602 - Academic Outcomes: If the student has exited or is expected to exit your Cal-SAFE Program at the end of the school year, as of today's date, which of following academic outcomes has the student attained or is expected to attain?</p>	<p>This is REQUIRED field. For a student has already exited from your Cal-SAFE Program, select one of the following options. If the student will exit from your Cal-SAFE Program at the end of the school year, select the outcome option that you are reasonably certain the student will attain upon exit. If you "guess" wrong about the exiting student's outcome at the end of the school year, you can submit an Exit Outcome Update Form to the online GradStar Database as late as August 31, 2009, to report the student's actual academic outcome.</p> <p>602-Earned Diploma 603-Earned a CA High School Proficiency (CHSPE) 604-Earned a GED 605-Earned an Adult School Diploma 606-Received a Certificate of Completion Not applicable to this student</p>
<p>11</p>	<p>*603 - What is the student's Grade Placement as of May 1?</p>	<p>This is REQUIRED field. Select one of the following options for the student's Grade Placements AS OF MAY 1:</p> <ul style="list-style-type: none"> • below grade 7 • Grade 7 • Grade 8 • Grade 9 • Grade 10 • Grade 11 • Grade 12 • Adult Ed Class
<p>Now that you have completed all the fields, do NOT hit the Submit button until you <u>review</u> all fields for accuracy. In particular please double check that the Student's ID number and your agency's code are entered correctly. If you need to change information, please do so now.</p> <p>Also mark on the student's paper Support Services form that you have entered the student's support services <u>received</u> information into the online GradStar Database.</p> <p>After you hit the Submit button, the system will notify you of any REQUIRED items that you have not yet answered. Simply return to those items, provide the data, and then hit the Submit button again. The online system will then let you know it has received your completed form. To return to the GradStar Forms site, simply click on the CLICK HERE message.</p>		