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Board Cover Memorandum

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Preston Thomas, Chief Systems and Services Officer
Kilian Betlach, Executive Director of Enrollment

Meeting Date January 8, 2025

Subject Approval of and Authorization of Submission of Application to the California Department of Education for New Community-District-School (CDS) Codes for El Centro Infantil, Harriet Tubman, Highland, Lockwood STEAM Elementary, and United Nations Child Development Centers (CDCs), Effective 2025-2026 School Year

Ask of the Board Approval by the Board of Education of and authorization of submission of application to the California Department of Education for new County-District-School-Code for Authorize submission of applications for new CDS codes for El Centro Infantil, Harriet Tubman, Highland, Lockwood STEAM Elementary, and United Nations Child Development Centers (CDCs), respectively, effective 2025-2026 school year, so that these sites may integrate their student data into our existing systems, making data management and reporting more streamlined.

Background In California, every state is represented by a county/district/school code known as the CDS code. These are 14-digit codes that identify the school and are used for tracking at the state level. When the configuration of a school changes, the school district can apply to update the information, or it may be required to apply for a new CDS code entirely.

AERIES, our district student information system (SIS), houses all student information, including all Pre-K and TK students. Pulling information from AERIES is necessary for California Longitudinal Pupil Achievement Data System (CALPADS) reporting. AERIES also syncs daily with the State’s Special Education Information System (SEIS), ensuring that we have up-to-date information on all students with Individualized Education Plans (IEPs).

Last year, the Board authorized the application for new CDS codes for Kaiser and Hintil Child Development Centers in order to maintain accurate records for the TK students that attend school on those campuses. This allows for those CDCs to have integrated systems where daily attendance is taken in AERIES that syncs nightly

with SEIS. Other CDCs also have this need, because TK aged students attending Pre-K self-contained special education program (SCPs) are considered TK students in our systems. The CDE does not allow TK students to attend CDCs--only elementary schools--creating a record keeping disconnect that needs to be addressed through the creation of new CDS codes for the remaining CDCs.

Discussion

These CDCs are: El Centro Infantil, Harriet Tubman, Highland, Lockwood Child Development Center, and United Nations. Because these programs do not have a CDS code, they do not have an AERIES site.

We propose applying for a CDS code for each of these five sites in order to eliminate the record-keeping discrepancy in our student information system, allow school staff to have their own AERIES access that functions similar to an elementary school, supporting the integration of district tools, like ParentSquare, and generally moves PK and TK programs to be more aligned with district practices.

Fiscal Impact

There are no fiscal costs associated with the creation of the CDS codes themselves, and generally, by integrating these stand-alone CDC sites into existing district systems, there will be staff time savings and with more accurate record keeping, further lowering the risk for future audit findings.

Attachment(s)

- Presentation - Authorization for Submission of Application for Creating new County-District-School (CDS) codes: United Nations, Harriet Tubman, Highland, Centro Infantil, and Lockwood Child Development Centers (CDCs)
- Application for New County-District-School (CDS) codes: United Nations, Harriet Tubman, Highland, Centro Infantil, and Lockwood Child Development Centers (CDCs)

Authorization for Submission of Application for Creating new County-District-School (CDS) codes: Centro Infantil, Harriet Tubman, Highland, Lockwood Child Development Centers, and United Nations (CDCs)

**Kilian Betlach, Executive Director of Enrollment
January 8, 2025**



**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

Ask of the Board:

Authorize submission of application for creation of new CDS codes for United Nations, Harriet Tubman, Highland, Centro Infantil, and Lockwood Child Development Centers (CDCs) for the 25-26 school year

Context

- Every school has a CDS code; the state uses these CDS codes to identify and track schools
- 4 year-olds in Self-Contained Programs are considered TK students in OUSD
- OUSD uses AERIES as our student information system (SIS) and AERIES syncs daily with the State's Special Education Information System (SEIS)
- Because these five CDC sites do not have CDS codes, they do not have AERIES site codes
- Therefore, the daily sync between AERIES and SEIS includes incorrect data about where students are housed

Requested sites

Need for new CDS code: Because 4-year-olds in Self-Contained Programs are considered TK students in our system, we need CDS codes for the CDC sites in order to ensure accurate integration with AERIES and SEIS.

Site Name	Address	Number of students with IEPS served
United Nations	1025 4th Avenue	24
Harriet Tubman	800 33rd Street	16
Highland	1322 86th Avenue	17
Centro Infantil	2660 East 16th Street	17
Lockwood	1125 69th Avenue	19



Community Schools, Thriving Students



**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

www.ousd.org




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1011 Union Street, Oakland, CA 94607

Application for a New School CDS Code

This application is to be used by local educational agencies (LEAs) to notify the California Department of Education (CDE) of the establishment of a California public school and to apply for a County-District-School (CDS) code for the newly established school. LEAs may apply for a CDS code twelve months prior to the school's opening date.

Prior to completing this application, please ensure that you have all of the required information and have read the [Application for a CDS Code Instructions](#) .

Complete the Application for a CDS Code by populating all of the required fields, which are denoted with an asterisk (*). Once the form is complete, select the "Submit Application" button. Upon submission of your application, you will be routed to a confirmation page and will receive a confirmation email, which will include instructions for completing the application process.

You will not be able to save this application and complete it at a later time.

School Information

1. *Regional Occupation Center/Program

Yes No

2. *County

3. *District

4. *School

5. *School Type

6. *Educational Program

7. *Open Date

8. *Estimated Enrollment

9. *Low Grade

Pre-School

10. *High Grade

Kindergarten

11. *Virtual Status

Not Virtual

12. *Year Round

Yes No

13. *Magnet

Yes No

14. Email

15. Website

16. *Phone Number

(510) 879-8819

17. Phone Extension

18. Fax

Education Code Authority

19. *Education Code

General Authority

Special Authorities (Select to expand)

You selected:

Permissive school codes EC §§35160, 35160.1, 35160.2

School Addresses

Physical Address

20. *Street

21. *City

22. *State

23. *Zip

24. Zip4

Mailing Address [Copy Physical Address](#)

25. Street

26. City

27. State

28. Zip

29. Zip4

Principal Information

30. *First Name

31. *Last Name

Jones

32. *Job Title

Principal

33. *Email

caroline.jones@ousd.org

34. *Phone Number

(510) 879-8819

35. Phone Extension

Charter School Information

36. *Charter SchoolYes No

Applicant's Information

This information will be used to provide you with a confirmation of the receipt of your application and for CDE staff to follow up with you regarding any questions with your application or supporting documentation.

***Applicant's Name**

Kyla Johnson-Tramell

***Applicant's Email**


kyla.johnson@ousd.org

By checking this box, I declare that I am acting under the direction of the district superintendent, and that the information contained herein is true and accurate.

Note: (*) are required fields.

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School Information

1. *Regional Occupation Center/Program

Yes No

2. *County

Alameda



3. *District

Oakland Unified



4. *School

Harriet Tubman CDC

5. *School Type

K-12 Schools (Public)



6. *Educational Program

Traditional



7. *Open Date

08/11/2025

8. *Estimated Enrollment

50

9. *Low Grade

Pre-School

10. *High Grade

Kindergarten

11. *Virtual Status

Not Virtual

12. *Year Round

Yes No

13. *Magnet

Yes No

14. Email

15. Website

16. *Phone Number

(510) 879-8825

17. Phone Extension

18. Fax

Education Code Authority

19. *Education Code

General Authority

Special Authorities (Select to expand)

You selected:

Permissive school codes EC §§35160, 35160.1, 35160.2

School Addresses

Physical Address

20. *Street

21. *City

22. *State

23. *Zip

24. Zip4

Mailing Address [Copy Physical Address](#)

25. Street

26. City

27. State

28. Zip

29. Zip4

Principal Information

30. *First Name

31. *Last Name

Gotanco

32. *Job Title

Principal

33. *Email

lawrence.gotanco@ousd.org

34. *Phone Number

(510) 879-8825

35. Phone Extension

Charter School Information

36. *Charter SchoolYes No

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Yes No

2. *County

Alameda



3. *District

Oakland Unified



4. *School

Highland CDC

5. *School Type

K-12 Schools (Public)



6. *Educational Program

Traditional



7. *Open Date

08/11/2025

8. *Estimated Enrollment

55

9. *Low Grade

Pre-School

10. *High Grade

Kindergarten

11. *Virtual Status

Not Virtual

12. *Year Round

Yes No

13. *Magnet

Yes No

14. Email

15. Website

16. *Phone Number

(510) 636-5214

17. Phone Extension

18. Fax

Education Code Authority

19. *Education Code

General Authority

Special Authorities (Select to expand)

You selected:

Permissive school codes EC §§35160, 35160.1, 35160.2

School Addresses

Physical Address

20. *Street

21. *City

22. *State

23. *Zip

24. Zip4

Mailing Address [Copy Physical Address](#)

25. Street

26. City

27. State

28. Zip

29. Zip4

Principal Information

30. *First Name

31. *Last Name

Lee Curtis

32. *Job Title

Principal

33. *Email

kianga.leecurtis@ousd.org

34. *Phone Number

(510) 636-5214

35. Phone Extension

Charter School Information

36. *Charter SchoolYes No

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Yes No

2. *County

Alameda



3. *District

Oakland Unified



4. *School

Lockwood CDC

5. *School Type

K-12 Schools (Public)



6. *Educational Program

Traditional



7. *Open Date

08/11/2025

8. *Estimated Enrollment

65

9. *Low Grade

Pre-School 

10. *High Grade

Kindergarten 

11. *Virtual Status

Not Virtual 

12. *Year Round

Yes No

13. *Magnet

Yes No

14. Email

15. Website

16. *Phone Number

(510) 879-8823

17. Phone Extension

18. Fax

Education Code Authority

19. *Education Code

- General Authority**
- Special Authorities (Select to expand)**

You selected:

Permissive school codes EC §§35160, 35160.1, 35160.2

School Addresses

Physical Address

20. *Street

21. *City

22. *State

23. *Zip

24. Zip4

Mailing Address [Copy Physical Address](#)

25. Street

26. City

27. State

28. Zip

29. Zip4

Principal Information

30. *First Name

31. *Last Name

Lee Curtis

32. *Job Title

Principal

33. *Email

kianga.leecurtis@ousd.org

34. *Phone Number

(510) 879-8823

35. Phone Extension

Charter School Information

36. *Charter SchoolYes No

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School Information

1. *Regional Occupation Center/Program

Yes No

2. *County

Alameda



3. *District

Oakland Unified



4. *School

United Nations CDC

5. *School Type

K-12 Schools (Public)



6. *Educational Program

Traditional



7. *Open Date

08/11/2025

8. *Estimated Enrollment

135

9. *Low Grade

Pre-School

10. *High Grade

Kindergarten

11. *Virtual Status

Not Virtual

12. *Year Round

Yes No

13. *Magnet

Yes No

14. Email

15. Website

16. *Phone Number

(510) 874-7759

17. Phone Extension

18. Fax

Education Code Authority

19. *Education Code

General Authority

Special Authorities (Select to expand)

You selected:

Permissive school codes EC §§35160, 35160.1, 35160.2

School Addresses

Physical Address

20. *Street

21. *City

22. *State

23. *Zip

24. Zip4

Mailing Address [Copy Physical Address](#)

25. Street

26. City

27. State

28. Zip

29. Zip4

Principal Information

30. *First Name

31. *Last Name**32. *Job Title****33. *Email****34. *Phone Number****35. Phone Extension**

Charter School Information

36. *Charter SchoolYes No

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