**A – District and School Setup**

* Navigation
  + Pages
  + Reports
  + Favorites
* Verify settings in District and Schools
  + *Highlight State Reporting Fields* Option
* Define Required Fields
* **Course History Institutions**
  + Required for students transferring in/out of district
* **Teacher** Table vs **Staff** Table
  + **Staff ID** must be linked on **Teacher** record

**B – Required Data Pages**

* **Demographics**
  + - * + **School Enter Date** (STU.ED)
        + **Enrollment Status/Program** (STU.SP)

Primary Enrollment defaulted is Regular Education – Primary Enrollment

* + - * + **Interdistric**t (STU.IT)
        + **District of Residence** (STU.ITD)
        + **Home Reporting School** (STU.HS)
        + No Shows (summer exits)
* **Attendance Enrollment**
* **Attendance History**
  + Populates the **STAS** Extract
* **Special Programs** vs Defined Program Page
* [CALPADS Special Programs Chart](https://aeriessis.freshdesk.com/support/solutions/articles/14000084898-sprg-calpads-special-programs-chart)
  + - **504 Plans**
      * Use FOF or PGM 101 in **Special Programs**
    - **Career Pathways**
      * **Career Pathways Management**
    - **Free and Reduced**
    - **GATE**
      * Use GTE or PGM 127 in **Special Programs**
    - **Language Assessment**
      * ELAS Code and Date determine SELA Extract
    - **Special Education**
      * Submitted through IEP vendor
    - **Special Programs**
* All other programs
* **Activities and Awards** 
  + Golden State Seal Merit Diploma
  + State Seal of Biliteracy
* **Assertive Discipline**
  + - Update **Suspendable Offense Codes**
    - Special Education required reporting
  + **Course Data**
    - Course data fields become default on section
  + **Master Schedule**
    - Linked to **Staff** table
    - Linked to **Course** table
    - Linked to **Students**
    - Course data fields specific to section
  + **Course Attendance** 
    - Course enrollment dates
    - [**Course Attendance Audit Report**](https://aeriessis.freshdesk.com/support/solutions/articles/14000077980-course-attendance-audit-report) displays anomalies, overlapping dates, etc.
* **Transcripts**
  + - Map Transcript Terms
    - Course Completion required for Grades 7-12
    - When updating using Aeries Grade Reporting, section information and Staff ID auto-populate through links
    - When updating manually, section information and Staff ID is required

**C – CALPADS Extracts**

* + - **Enrollment Update**
    - Create Enrollment Update: **SENR SINF SPRG** Extract
    - Create Student Language Acquisition File: **SELA** Extract
    - Extract Only Data Changes Option
    - **Identifiers**
    - Create **SSID** Request File
    - Process School Before Start Date (must have a calendar created)
    - Create **SELA** Extract for TBD Students
* **ODS Reconciliations, SELA Import**
* Enrollment Data: **SENR** ODS
* Program Data: **SPRG** ODS
* Student Language Acquisition: **SELA** Import
* **Fall 2**
* Fall 2 Info Day
* Create Staff Files: **SDEM** **SASS** Extract
* Create Course Files: **CRSE SCSE** Extract
* Create Post-Secondary File: **PSTS** Extract
  + Pulls data from previous year database
    - **End of Year (EOY)**
    - [FAQ: What order should EOY be submitted?](https://support.aeries.com/support/solutions/articles/14000086338-eoy-in-what-order-should-the-eoy-files-be-submitted-)
    - Create Course and Staff Files: **CRSE SCSC SDEM** Extract
    - Create Discipline Files: **SINC SIRS SOFF** Extract
    - Create Career Technical Education File: **SCTE** Extract
    - Create Absence Summary File: **STAS** Extract
    - **Direct Certification**
    - Select **Direct Certification** File
    - Update Free and Reduced
    - **Other Extracts**
    - Create Student Information Address File: **SIAD** Extract
    - **Other Options**
    - Short Term Enrollment Identifier
    - Blank Race Field Mapping
    - Independent Charter School
    - Pull County-District School from School LOC records
    - Do Not Change Exit Reasons to E450 if Student is in Grade 6 or Lower
    - Golden State Seal Mapping
    - State Seal of Biliteracy Mapping
    - Student Tags (STU.TG) to Skip
    - Enrollment Status (STU.SP) to Skip
    - **STAS** Exemptions
    - Post Secondary/Transition Status Mapping
    - Certification Program Completion Mapping
    - **Code Translations Mapping**
    - Completer Status (STU.HSG)
    - Enrollment Status (STU.SP)
    - Gender (STU.GN)
    - Language Fluency (STU.LF)
    - Program Code (PGM.CD)
    - Student Grade (STU.GR)
    - Staff Gender (STF.GN)
    - Discipline Action Taken (Disposition) (DSP.DS)
    - Behavioral Emergency Action Taken (BER.CD)
    - Discipline Offense Code (ADS.CD)
  + **LTEL Import**
    - Select Full **LTEL** File
    - Select District **LTEL** File
    - **Schools**

**D – CALPADS Data Management**

* **Audit Reports**
* Attendance Audit Listing
  + Set Attendance Program for TK Non-ADA
* Student Data Audit
  + CALPADS Data option
  + Sort by Error
  + Export to Excel
  + Use **Search** to create **KEEP** Statement
  + Preparing for **Fall 1** Reporting
    - Ensure all 3rd party vendor data is imported
    - Free and Reduced (NSLP) importing as expected
* [CALPADS Start of School Year Maintenance](https://aeriessis.freshdesk.com/support/solutions/articles/14000068497-calpads-annual-maintenance-start-of-the-school-year)
* [SELA Import Process](https://aeriessis.freshdesk.com/support/solutions/folders/14000117111)
* [CALPADS Annual Ongoing Maintenance](https://aeriessis.freshdesk.com/support/solutions/articles/14000068498-calpads-annual-maintenance-ongoing)
* Preparing for End of Year (EOY)
* Graduates/Completers/Matriculators (school completion status)
* Next Fields:
* Next Grade
* Next School
* Next Teacher
* [CALPADS Closing Out the School Year Maintenance](https://aeriessis.freshdesk.com/support/solutions/articles/14000068499-calpads-annual-maintenance-closing-out-the-school-year)
* [CALPADS Student Withdrawal Data Population Chart](https://aeriessis.freshdesk.com/support/solutions/articles/14000085801-eoy2-calpads-student-withdrawal-data-population-chart)

**E – CALPADS Support Resources**

* [CALPADS Category Documentation](https://support.aeries.com/support/solutions/14000072241)
* [CALPADS Video Library](https://aeriessis.freshdesk.com/support/solutions/folders/14000119149)
* [CALPADS Submission Chart](https://aeriessis.freshdesk.com/support/solutions/articles/14000081560-calpads-submissions-chart-guide)
* [CALPADS Cross Reference by Aeries Page](https://aeriessis.freshdesk.com/support/solutions/articles/14000082478-calpads-cross-reference-by-aeries-page)
* [CALPADS Cross Reference by Extract](https://support.aeries.com/support/solutions/articles/14000100649-aeries-calpads-cross-reference-by-extract)
* [CALPADS FAQs](https://support.aeries.com/support/solutions/folders/14000111480)
* [CALPADS Common Errors](https://support.aeries.com/support/solutions/folders/14000111479)
* [CALPADS Extracts](https://support.aeries.com/support/solutions/folders/14000115594)
* Reporting Validations:
  + [Fall 1 Queries and Reports](https://support.aeries.com/support/solutions/articles/14000081670-fall-1-queries-and-reports)
  + [Fall 2 Queries](https://support.aeries.com/support/solutions/articles/14000082404-fall-2-queries)
  + [EOY 2 Program Queries and Reports](https://support.aeries.com/support/solutions/articles/14000081710-eoy-2-program-queries-and-reports)
  + [EOY3 Discipline Queries and Reports](https://support.aeries.com/support/solutions/articles/14000081671-eoy-3-discipline-queries-and-reports)
  + [EOY3 Attendance Queries](https://support.aeries.com/support/solutions/articles/14000081672-eoy-3-attendance-queries)
  + [EOY Course and Career Pathway Queries](https://support.aeries.com/support/solutions/articles/14000081711-eoy1-course-and-career-pathway-queries)