AERIESCON
Spring 2024

CALPADS Basics Year End Close
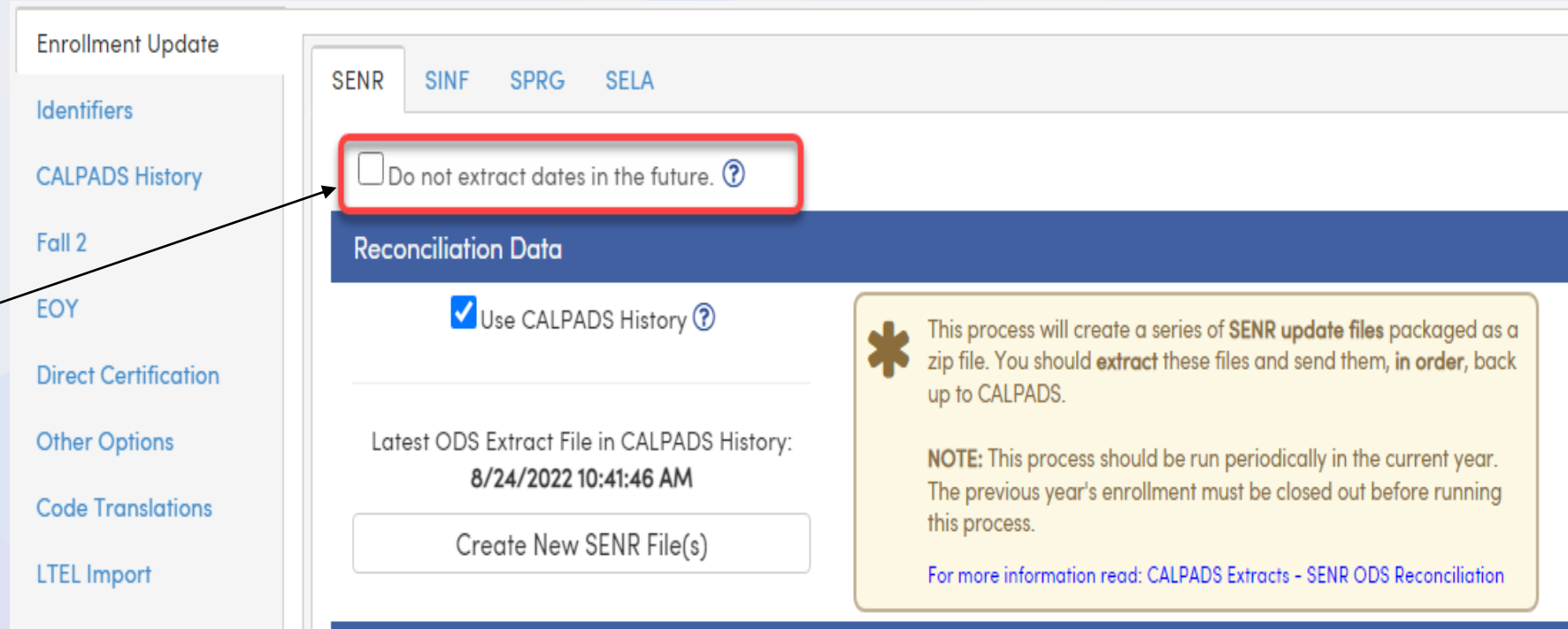Session 717

AERIESCON
Spring 2024

From the Aeries CALPADS Extract Page

FIRST, Your State Testing Schedule
Make sure Aeries is not auto-closing your enrollments in your SENR submission 14 days prior to your last calendar date

Do Not Extract Dates in the Future ↑

This option has been added if students need to complete the CAASPP test (TOMS) within the last two weeks of the school year. This option will exclude exit reasons (ex: E155) and dependent info from the SENR file. Using this option will ensure the student is active in TOMS.

Enrollment Update

Identifiers

CALPADS History

Fall 2

EOY

Direct Certification

Other Options

Code Translations

LTEL Import

SENR | SINF | SPRG | SELA

☐ Do not extract dates in the future. ⑦

Reconciliation Data

☑ Use CALPADS History ⑦

Latest ODS Extract File in CALPADS History:
8/24/2022 10:41:46 AM

[Create New SENR File(s)]

✱ This process will create a series of **SENR update files** packaged as a zip file. You should **extract** these files and send them, **in order**, back up to CALPADS.

NOTE: This process should be run periodically in the current year. The previous year's enrollment must be closed out before running this process.

For more information read: CALPADS Extracts - SENR ODS Reconciliation

Other Options Page
BE AWARE: *Auto-close Enrollment (**E155 & E156**) 14 Days Before the End of the School Year - This option is **on by default**, and **unchecking** the option is **NOT saved**; it is designed for **one-time use.** It will suppress the E155 & E156 exit code & Enrollment End Dates from being included in the SENR extract*

AERIESCON Spring 2024

Before running final SENR submissions consider how students will end the school year
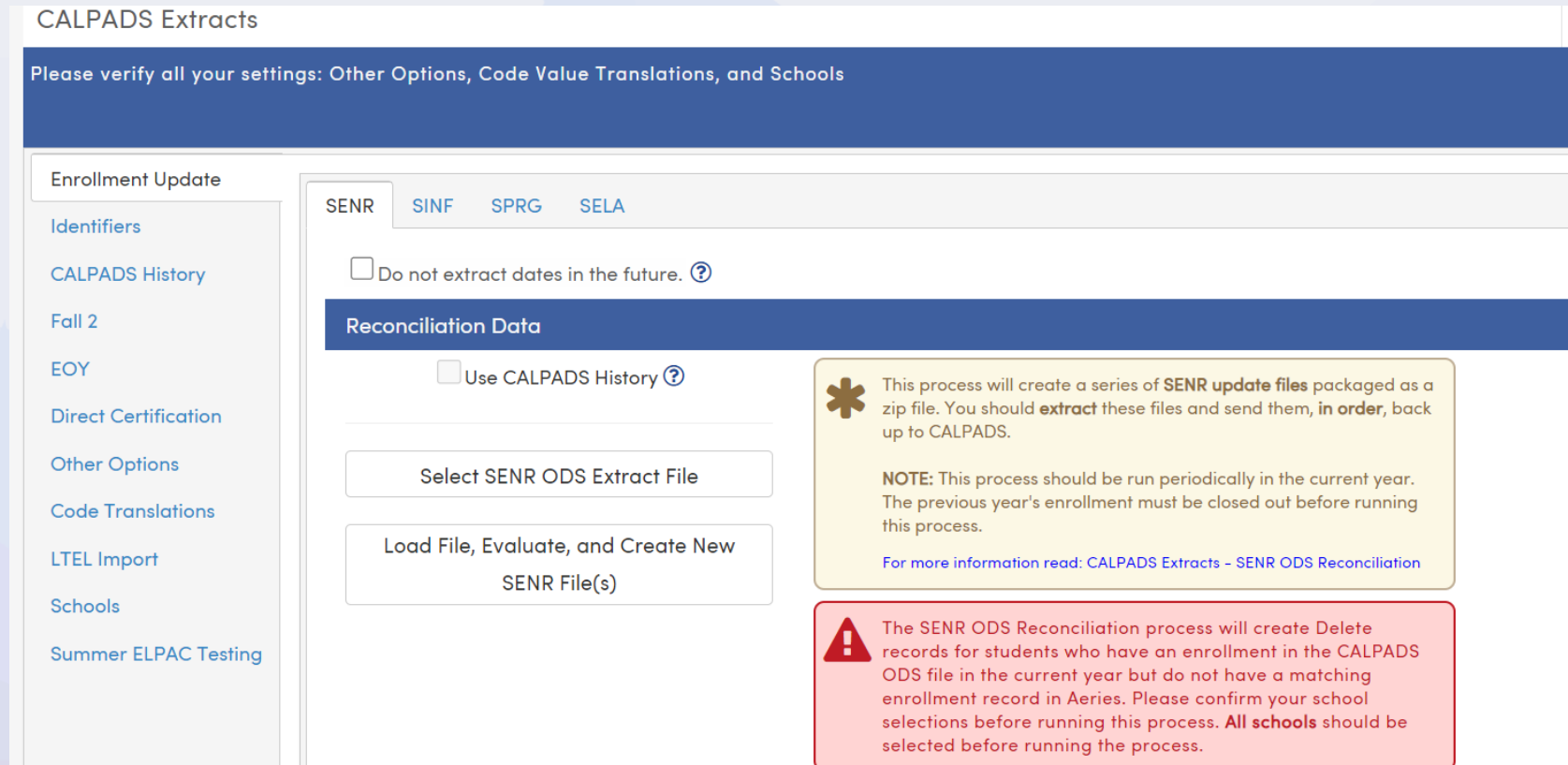
- Continuing enrollment?
- Matriculating to next School or LEA?
- Graduate Status?
- 12th Grade students returning?
- Not Returning?

Update student records accordingly in Aeries

Once the data is updated

- Request a new ODS SENR extract
- Run a fresh SENR Process to submit the files that are created.

Based upon the data management from the various scenarios above this should serve as a final submission of the current school year to CALPADS of your students' enrollment

Which files to submit to closeout the School Year

Aeries CALPADS Extract Page – SENR, SING, SPRG, SELA

CALPADS Extracts

Please verify all your settings: Other Options, Code Value Translations, and Schools

Enrollment Update

- Identifiers
- CALPADS History
- Fall 2
- EOY
- Direct Certification
- Other Options
- Code Translations
- LTEL Import
- Schools
- Summer ELPAC Testing

Tabs: SENR | SINF | SPRG | SELA

☐ Do not extract dates in the future. ⓘ

Reconciliation Data

☐ Use CALPADS History ⓘ

[Select SENR ODS Extract File]

[Load File, Evaluate, and Create New SENR File(s)]

✳ This process will create a series of **SENR update files** packaged as a zip file. You should **extract** these files and send them, **in order**, back up to CALPADS.

NOTE: This process should be run periodically in the current year. The previous year's enrollment must be closed out before running this process.

For more information read: CALPADS Extracts - SENR ODS Reconciliation

⚠ The SENR ODS Reconciliation process will create Delete records for students who have an enrollment in the CALPADS ODS file in the current year but do not have a matching enrollment record in Aeries. Please confirm your school selections before running this process. **All schools** should be selected before running the process.

The **Graduation Exemption Indicator** is new beginning 2023-24 school year. The flag serves as an indication of whether a graduating high school student was exempted from local graduation requirements but has completed all state graduation requirements for a standard high school diploma. A "Y" would indicate the student was exempted; an "N" would indicate the student was not exempted from local graduation requirements.

The **Graduation Exemption Indicator (STU.GEX)** will be greyed out unless the Completion Code **STU.HSG** equals a translated CALPADS code 100-Graduated. LEAs will need to populate a Y for all students who qualify as exempted. Aeries will automatically translate the **STU.GEX** code to **"N"** in the **SENR** extract for all blanks where a 12th grade student is tagged with a Completion Code 100. The "N" will not display in Aeries **STU.GEX** field unless the user manually populates this field with the "N" value.

The **Completion Status (STU.HSG)** field is primarily used for 12th grade or transfer students; however, it is used for promoted (matriculation) students as well. It indicates the completion status for any student who meets the above criteria at this school. Any value in the **STU.HSG** field automatically populates the **End of Year Status** with a **230** and a leave date in the **SENR** extract.

For Graduates: *Do not inactivate* graduates at the end of the 12th grade year except for any students that have graduated and left school early, prior to the normal end of year graduation date. The **Completion Status Date** is used in the **CALPADS SSID Enrollment** file and data extracts as a **Withdrawal/Exit Date** for enrollment. The **Completion Status Date** also applies to matriculating students.

NOTE: The **STU.GEX** field will only be populated in the **SENR** file as of the 2023-2024 school year.

If the student is a Graduate Completer, be sure to tag the NS as 13. If the student will be returning, be sure to tag the NS with a 12.

Completer Data Compliance

Each graduate and completer exit record must have a Student Exit Category of E230 (Completer Exit) and a School Completion Status Code

It is imperative that LEAs submit all graduate data to CALPADS by the mid-September deadline to ensure accurate reporting on the CA Dashboard (4-yr grads) and DataQuest (1-yr grads), including, but not limited to

A-G completers

State Seal of Biliteracy

Golden State Seal Merit Diploma

LEAs can view this information in the CALPADS 15.1 Cohort Outcome – Count report. LEAs must update graduate and completer data by mid-September for the most accurate data to be used to calculate the ACGR.
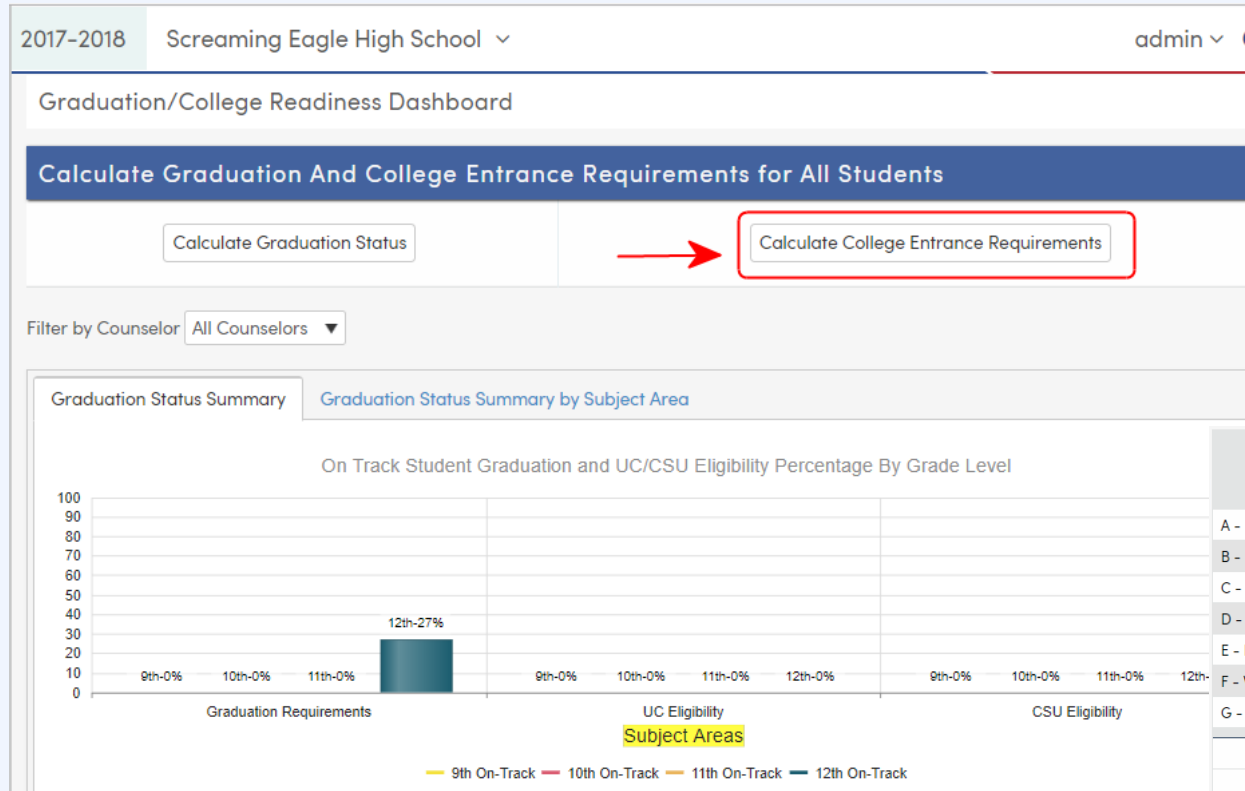
LEAs are also required to receive and maintain written documentation that confirm student transfers that remove them from the cohort, such as transferred to a private school. If such documentation is not available/received/maintained, the LEA should change the exit code to E140 – No Known Enrollment – Truant, which would make them a dropout. Confirmation that such documentation exists is included in the CDE's Federal

For Graduates: *Do not inactivate* graduates at the end of the 12th grade year except for any students that have graduated and left school early, prior to the normal end of year graduation date.
The **Completion Status Date** is used in the **CALPADS SSID Enrollment** file and data extracts as a **Withdrawal/Exit Date** for enrollment. The **Completion Status Date** also applies to matriculating students.

Closing out the School Year (Year End Enrollment)

Update UC/CSU

Run the **Calculate College Entrance Requirements** button on the **Graduation/College Readiness Dashboard** page to update the "UC/CSU Course Completer" fields.

https://support.aeries.com/support/solutions/articles/14000070403-calpads-in-aeries-basics-college-entrance-tests-and-requirements

The **STU.CCO (Course Completer Over-ride)** field can be used when the information available in Aeries does not match the reality of the student's course history and/or how that course history reflects his UC/CSU Course Completion Status.

| 2017–2018 | Screaming Eagle High School ⌄ | admin ⌄ ❓ |

Graduation/College Readiness Dashboard

Calculate Graduation And College Entrance Requirements for All Students

| Calculate Graduation Status | Calculate College Entrance Requirements |

Filter by Counselor | All Counselors ▼

| Graduation Status Summary | Graduation Status Summary by Subject Area |

On Track Student Graduation and UC/CSU Eligibility Percentage By Grade Level

12th–27%

Graduation Requirements | UC Eligibility | CSU Eligibility

Subject Areas

9th On-Track — 10th On-Track — 11th On-Track — 12th On-Track

	University of California					California State University				
	Required	Completed	Current	Planned	Needed	Required	Completed	Current	Planned	Needed
A - History/Social Science	20	20	0	0	0	20	20	0	0	0
B - English	40	35	5	0	0	40	35	5	0	0
C - Mathematics	30	30	0	0	0	30	30	0	0	0
D - Laboratory Science	20	20	0	0	0	20	20	0	0	0
E - Foreign Language	20	20	0	0	0	20	20	0	0	0
F - Visual/Performing Arts	10	10	0	0	0	10	10	0	0	0
G - College Prep Electives	10	45	25	0	0	10	35	20	0	0
Preliminary GPAs:	3.78					3.75				
Course Completions:	Meets UC Course Completion Requirements					Meets CSU Course Completion Requirements				
Entrance Requirements:	Meets UC Entrance Requirements					Meets CSU Entrance Requirements				

Course Completer Override: [ ] ▼

✱ These calculations are based upon known rules and available data.
It may not express all criteria that a university may use for admissions.
Please refer to the CSU and UC Admissions Guides for details on admissions eligibility.

UC/CSU Options | Reports

Golden State Seal Merit Diploma

Seal of Biliteracy

The data is managed from the Secondary Student Data - Activities and Awards

Accessed from the navigation tree under the Student Data then the Other node. Activity (ACT) records are needed to report students with Golden State Seal Merit Diploma Indicator and Seal of Biliteracy Indicator in the SENR file.

Add codes to Activity table (ACT.CD) for the Golden State Seal Merit Award and the State Seal of Biliteracy.

Map the two codes in CALPADS Extracts - Other Options page.

Activities and Awards

Alice Abdelnour

☐ Limit to current activity records?

	Date	Type	Code	Reason	Name	Hours	Start Date	End Date	Copy
✎	4/15/2018	Award	State Seal of Biliteracy			0.00			☐
✎	3/8/2018	Award	Golden State Seal			0.00			☐
✎	3/21/2017	Activity	Other Student Leadership and Government			0.00	3/21/2017	6/10/2017	☐

2021-2022 ⌄   Eagle Unified School District ⌄

CALPADS Extracts

Please verify all your settings: Other Options, Code Value Translations, and Schools

- Enrollment Update
- Identifiers
- ODS Reconciliations, SELA Import
- Fall 2
- EOY
- Direct Certification
- **Other Options**
- Code Translations
- LTEL Import
- Schools
- Summer ELPAC Testing

"Short Term Enrollment" field: STU.SP ⌄   "Race Intentionally Left Blank" code: Declined to state/Unkn ⌄

☐ Independent Charter School
☐ Pull County-District Code from School LOC records and Pull Primary School from STJ
☐ Do Not Change Exit Reasons to E450 if Student is in Pre-School or Lower
☐ Get Parent/Guardian Information from STU.PG and STU.PED (instead of CON)
☐ Extract Missing Race/Ethnicity Indicator as 'N' instead of blank (SINF)
☑ Auto-close Enrollment (E155) 14 Days Before the End of the School Year

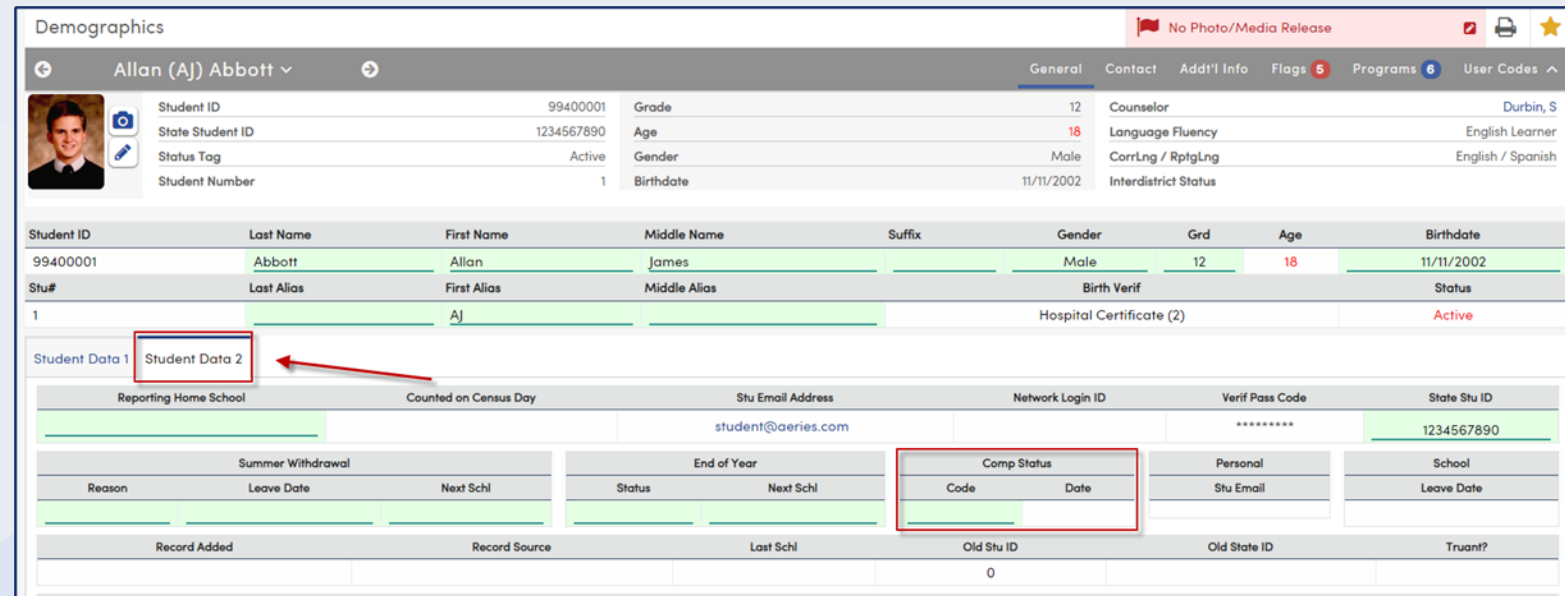| Golden State Seal ▬	State Seal of Biliteracy
☐ 899 - Other Award	☐ 899 - Other Award
☐ 999 - Other Activity	☐ 999 - Other Activity
☑ GSS - Golden State Seal Merit Diploma	☐ GSS - Golden State Seal Merit Diploma
☐ SSB - State Seal of Biliteracy	☑ SSB - State Seal of Biliteracy

STU.TG values to skip	STU.SP values to skip	STU.SP values for STAS Exempt

- **Graduating** students need to have the Grad Status (STU.HSG) and Date Graduated (STU.DG) fields populated.

- These fields are located in Student Data/Demographics on the Student Data 2 tab.

  - You do not need to mark the students as inactive (STU.TG) and do not change the Next School field (STU.NS)

  - The next grade field (STU.NG) should be 13.

https://support.aeries.com/support/solutions/articles/14000084182-mass-update-graduation-status-preparation-and-overview

https://support.aeries.com/support/solutions/articles/14000069488-graduates-completers-and-matriculators
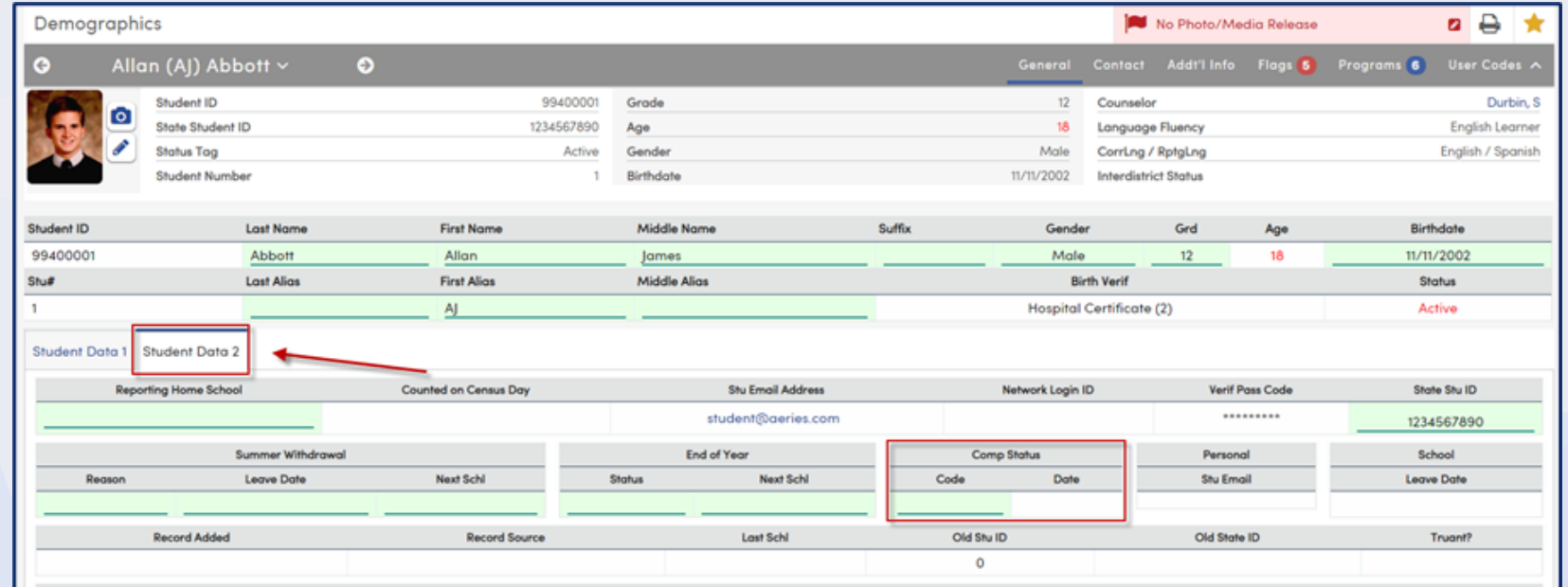
Additional year - E156 – If a 12th grade student will be returning for school the next year (*also known as a 5th year senior*), the Next Grade **(STU.NG)** field needs to be changed **from** 13 to 12. If the STU.GR = 12 and the STU.NG = 12, the **E156** Exit Code will be extracted in the same manner as the E155 exit reason, and the student will be rolled into the new year database.

Matriculating students need to have the Grad Status (STU.HSG) code as 480 and Date Graduated (STU.DG) field populated. These fields are on the Student Data/Demographics on the Student Data 2 tab

- If the student is leaving the highest grade level offered in your district, do not mark the students as inactive (STU.TG) and do not change the Next School field (STU.NS) .

- If the students are matriculating from a school to another school within your district (elementary to middle school), enter the next school number in the Next School field (STU.NS).
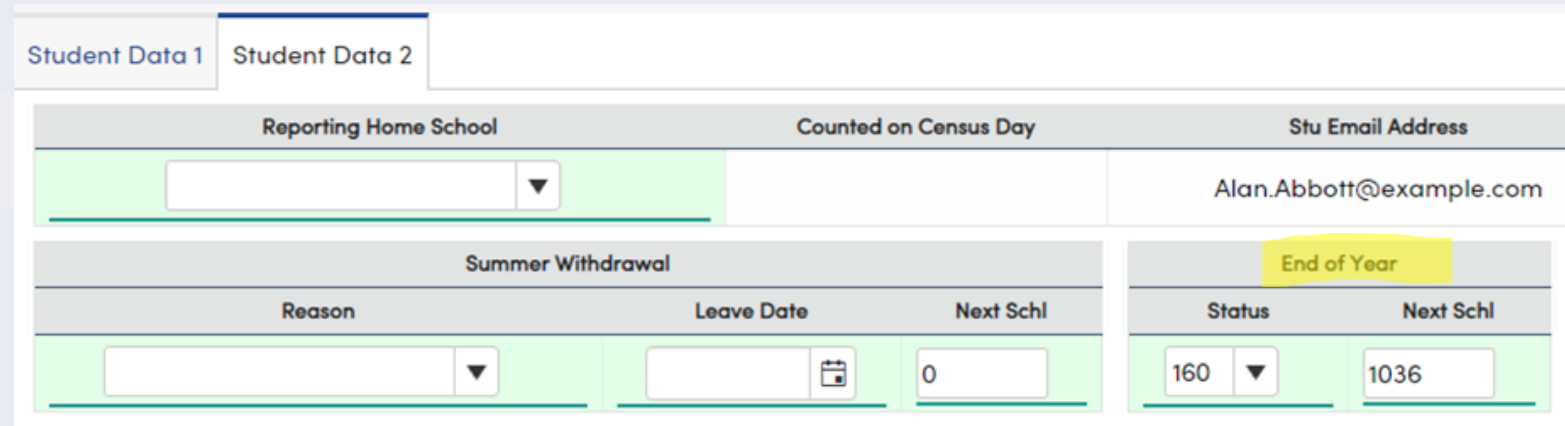

Enrollment notes: Where do you keep enrollment notes? A process to track student mobility or completion status is highly recommended. A few suggested areas in Aeries that Registrars should make notations regarding student enrollment

1. Other District Enrollment (ODE), tab on Enrollment History page
2. Record Access Log (RAL)
3. Student Notes (comment area of Tab 2 student demographics)

https://support.aeries.com/support/solutions/articles/14000069482-enrollment-process
https://support.aeries.com/support/solutions/articles/14000078248-record-access-log-tracking-student-cumulative-folder-data-cums-in-aeries

- **End of Year Status (STU.EOY)**

- Dealing with students who are active through the last day of school but who you know will not be returning to the school next year can be a bit challenging.

- The End of Year Status (STU.EOY) field on Student Data 2 in Aeries Web Version can be used to identify the correct Exit Reason. This can commonly happen for students who move to another school or district during the summer.
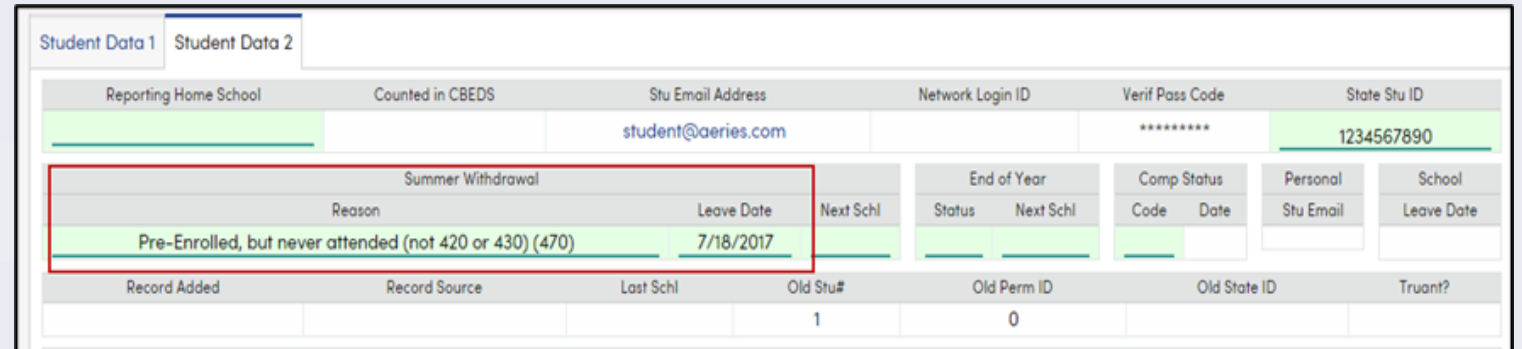
Be Aware: The use of the End of Year Status (STU.EOY), End of Year Next School Code (STU.ENS) and School Leave Date (STU.LD) on the Student Data 2 tab - Student Demographics page **does not prevent the student from rolling forward into the next year's database. These fields are used for CALPADS reporting, not for the rollover process.**

The Next School field (STU.NS) on the Student Data 1 tab on the Student Demographics page should be populated to determine which school the student will be added to in the New Year database.

Consider…

If the New Year Rollover has not occurred those type of student withdrawals would be entered in STU.EOY fields (see previous slide) not STU.SWR fields or those student withdrawals considered Summer Withdrawals

All Schools: Summer Withdrawals

applies to students who leave while school is out during the summer but were enrolled in the previous school year. Since these students never actually had any enrollment information for the new school year, the Summer Withdrawal Reason (STU.SWR) field and Summer Leave Date (STU.SLD) on the Demographics, Student Data Tab 2 page must be populated with the **last day of school in the prior school year.**
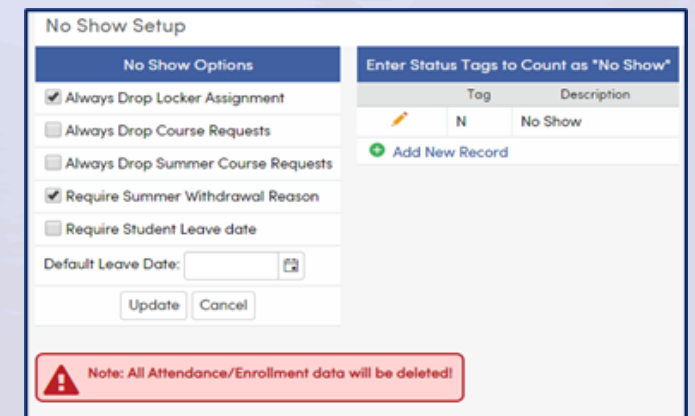

Regular Schools: All records with a Summer Withdrawal Reason (STU.SWR) code of "165" (Involuntary Transfer for Discipline) must have a Summer Withdrawal Next School (STU.SNS) populated.
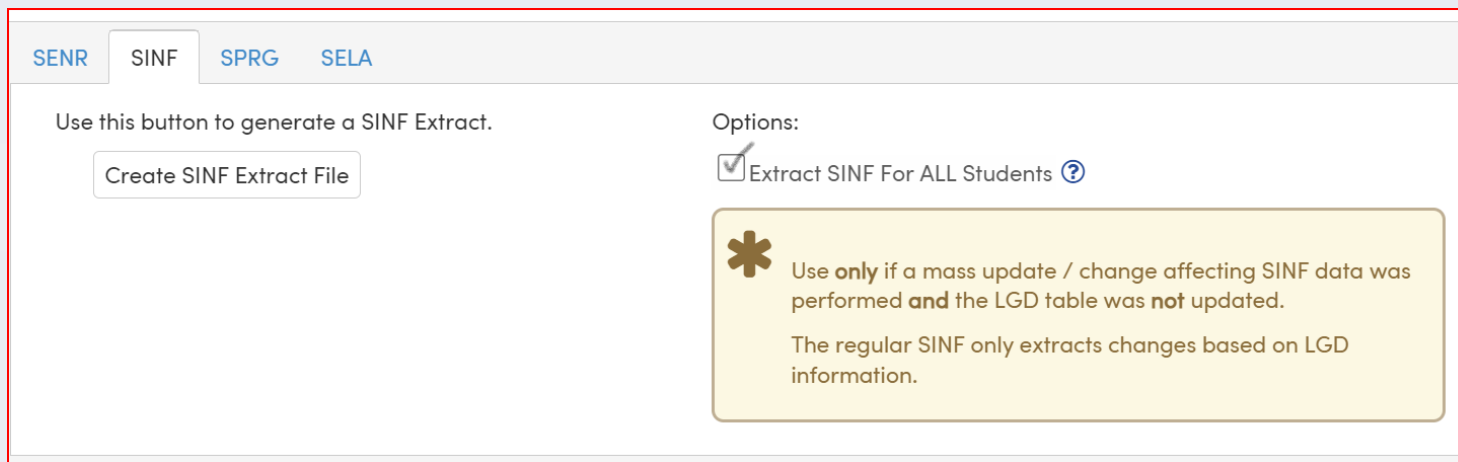
Alternative Ed Schools: All records with a Summer Withdrawal Reason (STU.SWR) code of "160" (Moved Verified in another CA public school) must have a Summer Withdrawal Next School (STU.SNS) populated.

Once the new school year starts; the No Show Setup form should be utilized to assist in the process of data management for your No Show students.

A good process for Year End is to also include a final run of your SINF choosing to Extract SINF for All Students
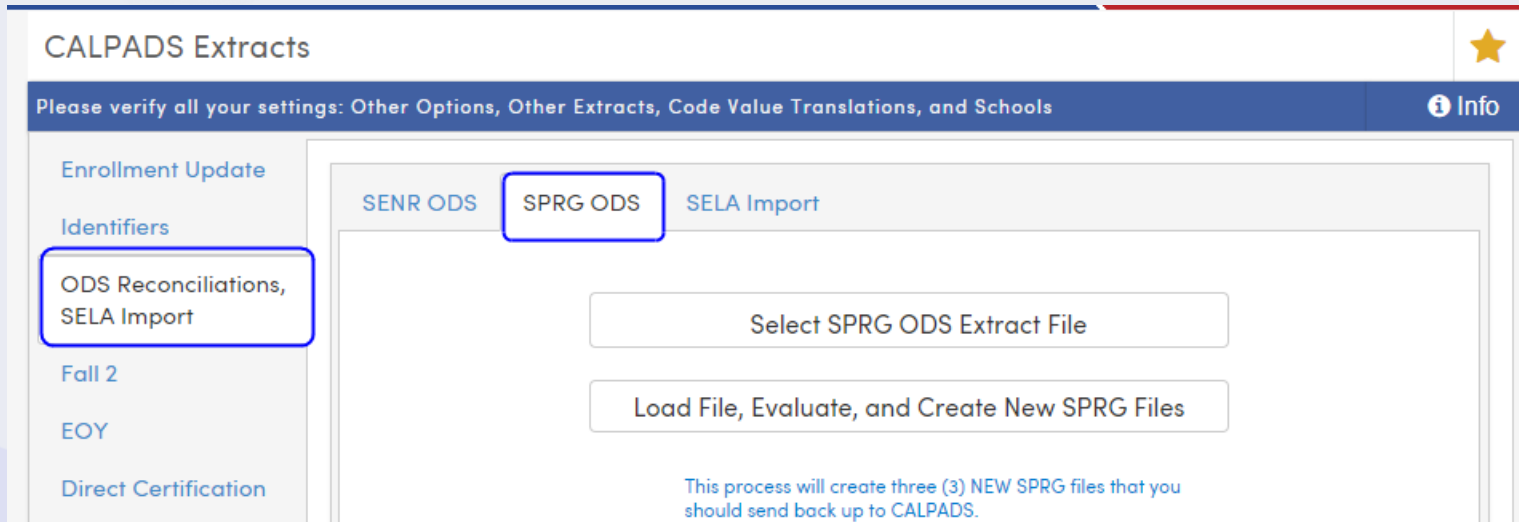
Extract SINF File for ALL Students

This option will allow the creation of the SINF extract for all students. This option is available for districts that mass change data (ex: SQL or Aeries Queries) that affects the SINF information but does not update the LGD or ADH tables. This new file will extract all students. The Extract SINF File for ALL Students button is optional and not necessary to run for most districts. The regular SINF file extracts students with changes that are logged in the Log Details (LGD) table and the Address History (ADH) table.

Click on the Information icon for more details:

For more information on the SINF file: FAQ - SINF Fatal Errors

AERIESCON Spring 2024

CALPADS Extracts

Please verify all your settings: Other Options, Other Extracts, Code Value Translations, and Schools ⓘ Info

Enrollment Update

Identifiers

ODS Reconciliations, SELA Import

Fall 2

EOY

Direct Certification

SENR ODS | **SPRG ODS** | SELA Import

Select SPRG ODS Extract File

Load File, Evaluate, and Create New SPRG Files

This process will create three (3) NEW SPRG files that you should send back up to CALPADS.

What is your plan for Closing Programs or Managing Program data?

With the change to the way we process the program data from the SPRG extract, managing program end dates should be considered for those programs that can be left open or usually left open.

Let's understand why...

Managing the end dates will avoid the SPRG reconcilliation from adding a "close" record with a date prior to student enrollment which may cause an error with the enrollmnet being outside of the school year.

Run a fresh proccess for SPRG Reconcilliation at the end of the school year once you have managed your program data and end dates

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The SPRG ODS Reconciliation process is designed to analyze the SPRG data in CALPADS and provide the submission records necessary to match CALPADS to your local data. The SPRG ODS Reconciliation is not a required process, but can be used to align CALPADS records with Aries.

Note: It is important that the district's enrollment and program data are correct and up-to-date in Aeries before the process is begun. The program data in Aeries will not be changed during this process.

NOTE: If Selecting the new option on the CALPADS Other Options page for "SPRG - 504 Plans Extract as an Eligibility Program", the SPRG ODS process needs to be run before submitting the first SPRG with the option selected.

For more information see:
CALPADS Extracts - Other Options Tab
504 Plans - How does Aeries extract 504 Plan records?

- The following procedures are recommended to maintain the most current ELAS data in Aeries and CALPADS (details provided in the following articles):

- Download the CALPADS **Student English Language Acquisition Status ODS Download** file and import into Aeries to populate the **ELAS Code (LAC.EAC)** and **ELAS Date (LAC.EAD)** fields

- Run the **SELA Conflict** report and review.

- Create a new SELA file via Aeries and upload to CALPADS

- The next day (or once ODS is updated) Download the CALPADS extract - **Student English Language Acquisition Status ODS Download** file again and repeat the process. The conflict errors will be reduced with the subsequent submissions.

- Develop your timeline for the SELA import process and the subsequent SELA file submissions to CALPADS.

SENR   SINF   SPRG   **SELA**

SELA Import

Select SELA ODS Extract File

Load Selected File

Update LAC.EAC and LAC.EAD
(an email will be sent when the update process is completed)

Print SELA Conflict Report

Considerations when downloading the SELA ODS file ⑦

1. Download the CALPADS Student English Language Acquisition Status (SELA) ODS files:
   a. In CALPADS, request the SELA Status ODS Download
      i. Reports> Extracts> Request CALPADS File> ODS Extracts> Record Type of Student English Language Acquisition Status ODS Download
      ii. Active File: Do not select the 'Active Student' option
          Do not enter Enrollment Start/End Dates AND
      iii. Date Range:
          Set Enrollment Start Date = 1/1/2012
          Set Enrollment End Date = Today

2. Retrieve the SELA ODS Download Files
   a. Reports> Extracts> Download Extract
   b. Extract Type Student English Language Acquisition Status ODS Download
   c. Download the files to your hard-drive

3. Import downloaded files using the 'Select SELA ODS Extract File' and 'Load Selected File' button

4. Click 'Update ELAS Code and Date' button. The data from the CALPADS files will be updated into the ELAS fields LAC.EAC and LAC.EAD

For more information read: CALPADS SELA Import Process

Run the "Import SELA ODS" process periodically.

Do you know which Staff Members are not returning Next School Year?

Consider updating CALPADS with their leave data at Year End

Known changes Staff Employment

- Staff Retirement
- Staff Resignations
- Staff Non-rehire

Teacher Data

Tch#	Teacher Name	First Name	Last Name	Title	Status	Next Year Status
611	Bartlett	Sue		Mrs	I- Inactive	I- Inactive

Room	Low Grd	High Grd	Track	Max Stu/Period	Max Stu/Day
	0	0		30	150

Elec Tag		Email Address	Website
		Teacher611@example.com	

Staff ID	Staff ID 2	Staff ID 3	Multi Tchr
0	0	0	

User1	User2	User3	User4	User5	User6	User7	User8

Add Change

MST Classes SMS Classes

No Sections are associated with tthe Teacher for the current academic year.

Transfer Sections to another Teacher

New Teacher:

Crs Att Effective Date:

Staff Data (STF)

Last Name	First Name	Middle Name	Suffix	Title
Bartlett	Sue			

Staff ID	State ID	Network Login ID	Human Resources ID#
994611	0000994611		

Primary School	Gender	Birthdate	Birth Yr	Status
0 – Eagle Unified School District	F	10/19/1987	1987	I

Address	City	State	Zipcode	Extn
		CA		

Email Address	Alternate Email Address
Teacher611@example.com	

Internal Ext.	Primary Phone	Alternate Phone	Ext	Mobile Phone

Notification Preference	Emergency Contact	Contact Telephone
General and Emergency Ar		

Total Years of Edu Service	Total Years in This District	Date Years Incremented	Hire Date	Leave Date

Save Cancel Delete

Teacher Record Clean-up:
- Remove the Staff ID
- Confirm teacher is not associated with any sections in MST/SMS
- Remove the Electronic tag
- Inactivate the teacher record

- Change the School code to 0.
- Inactivate the staff record.
- Enter a Leave Date.
- Leave the Position Status and FTE (So the record can be closed in CALPADS).
- Remove Job Assignments.
- Remove HQT Status.

https://support.aeries.com/support/solutions/articles/14000126225-fall-2-faqs#How-should-inactive-Staff-records-be-handled?%C2%A0%E2%86%91

Key Takeaways

- Plan Year End Close early and communicate with others that are key to data management

- Begin the year end close after the school year ends

- Be sure to attend (or watch) all other sessions to advance your overall knowledge. Specifically, those that factor into your CALPADS data submissions

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Share your Feedback:

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