

Directions:

Follow the steps below to close out your 2013-2014 enrollments. To facilitate this process, AdHoc Filters have been created to identify records that have incomplete End date and/or End Status. **Please close out these records by September 22, 2014.**

CALPADS now requires that ***all student enrollment records need to be closed out*** with **End date** and **End Status** entries before students can be re-enrolled. Therefore, all enrollment records (matriculating, graduating, transfer, etc.) need to be End dated with an End status as they occur or at the end of each year using the last day of school as the end date.

If you have any questions, please contact Joanne Corby in ARE at 643-9420 or by email: joanneco@scusd.edu .

Instructions	Screenshots
<ol style="list-style-type: none"> 1. Log onto Infinite Campus and navigate through the following steps: 2. Select: "13-14" Year 3. Confirm: Traditional Calendar (not in Summer School). 4. Select: "Search" tab 5. Select: "Student" from the pull down list 6. Click: "Advanced Search" 	

7. Open the **“Ad Hoc Reporting”** Folder by clicking on the **“+”** sign next to the name.

There will be 3 filters:

All Schools run:

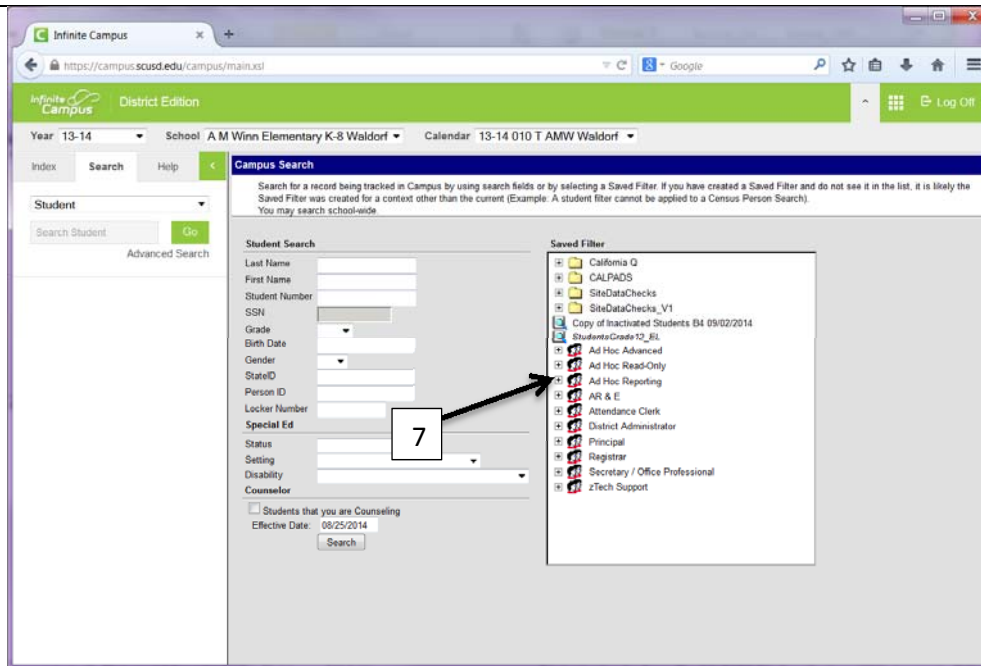
“#ExitingStudentsDataCheck_1”

High Schools additionally run:

“#ExitingStudentsDataCheck_2”

“#ExitingStudentsDataCheck_3”

These filters contain the enrollment records where the **End date**, **End status** and/or **Diploma Date** need to be entered for the enrollment record to close out.

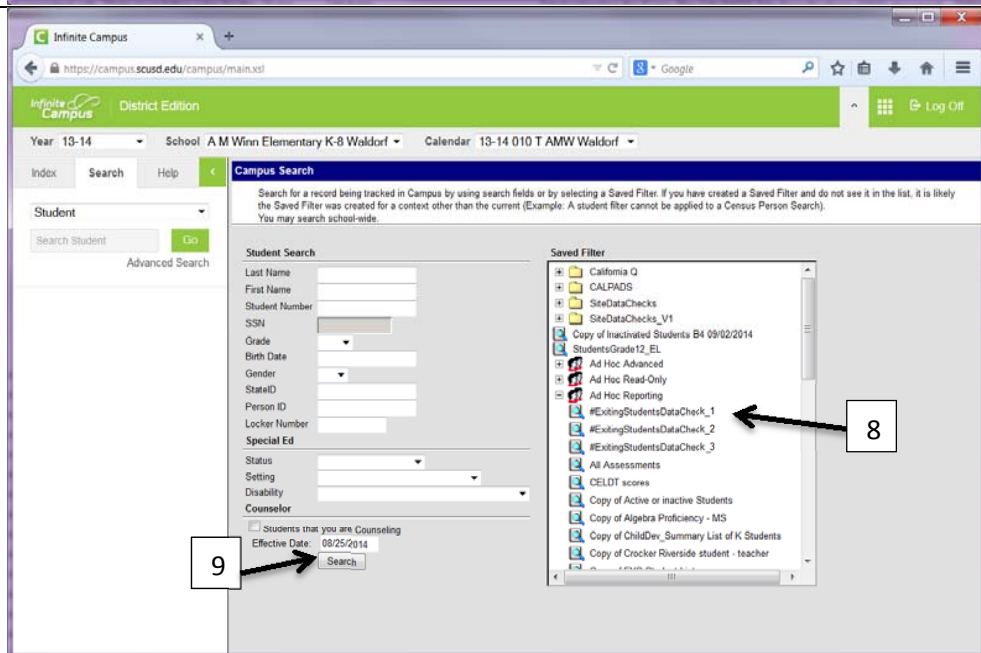


You may have error records in some or all the filters. Follow Steps 8 and 12 to check all filters and update records.

8. Select the first filter:

“ExitingStudentsDataCheck_1” so it is highlighted.

9. Click on the **“Search”** button.

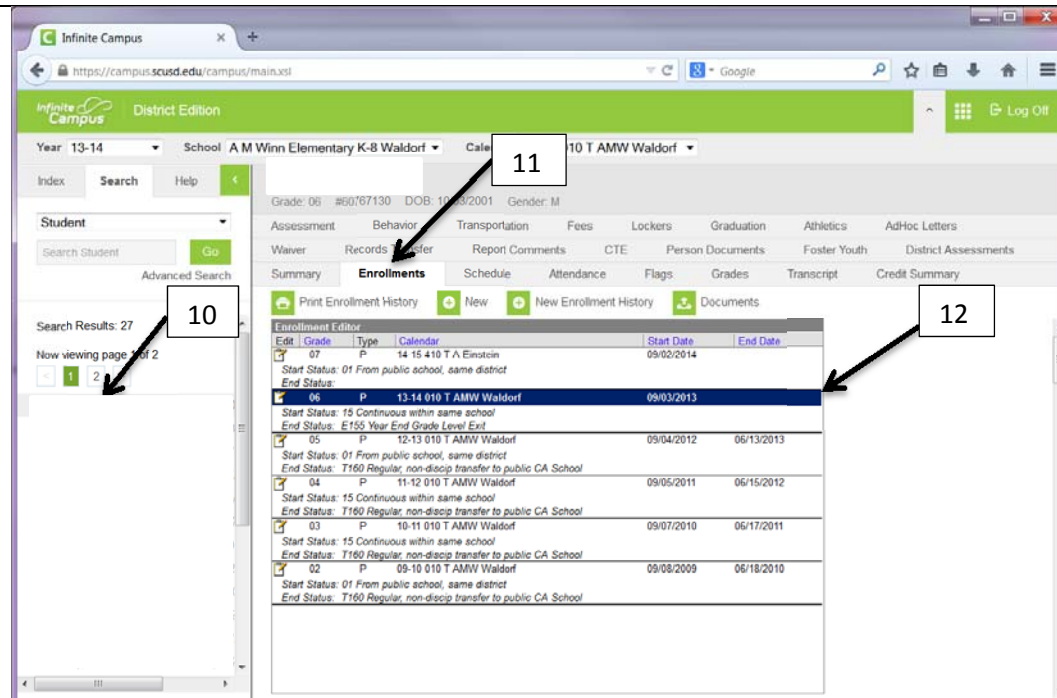


10. Student records that need to be completed/closed out are on the left; select one student name at a time.

- **Note:** You may see “Search Results: 0” this indicates there are NO records within this filter requiring clean up

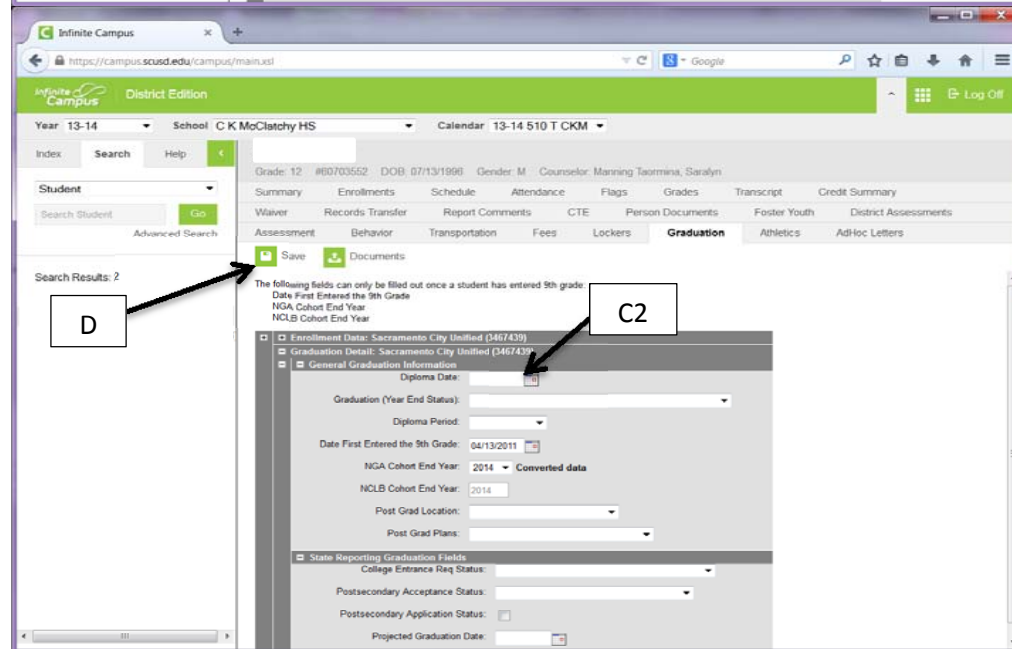
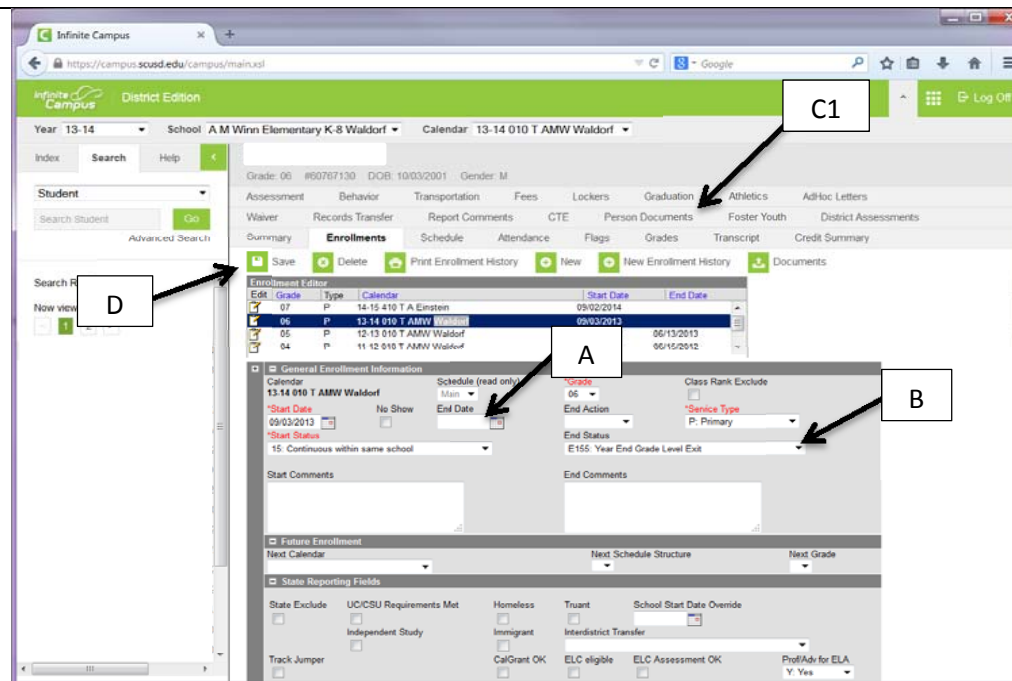
11. Select: “Enrollments” tab.

12. Double click on the 13-14 enrollment record and follow the instructions below for the filter:



Edits required by type of error (Filter)

- **Filter 1: All Students** who currently have either No End Status and/or No End Date
 - A. Missing an "End Date" – Fill in the date the student last attended the school.
 - B. Missing an "End Status"* – Select the appropriate reason in which student left the school.
 - D. Click on the "Save" button
- **Filter 2: Graduated Students** who currently have a Diploma Date, but no End Status and/or No End Date
 - A. Missing an "End Date" – Fill in the date the student last attended the school.
 - B. Missing an "End Status"* – Select the appropriate graduate end status.
 - D. Click on the "Save" button
- **Filter 3: Grade 12 Students** who currently have a End Date and a graduate End Status, but No Diploma Date.
 - C1- C2. Click on the "Graduation" tab (C1) and Fill in the "Diploma Date"
 - D. Click on the "Save" button



Continue down student list repeating Steps 10-12.

Once the student list is complete continue to the next data check filter starting at Step 6.

*Refer to CALPADS End Status Codes and Descriptions handout.

