Missing Demographic Data Clean-Up Procedures for Fall CALPADS Submission

Directions:

Student records with ***one or more*** of the following demographic fields are incomplete in Infinite Campus:

1. Gender
2. Birth Date
3. Race/Ethnicity: Hispanic/Latino and/ or Race(s) - *When Hispanic/Latino is "No"*
4. **Birth Country**
5. Date Entered US School
6. Home Primary Language
7. **Education Level (for parent)**

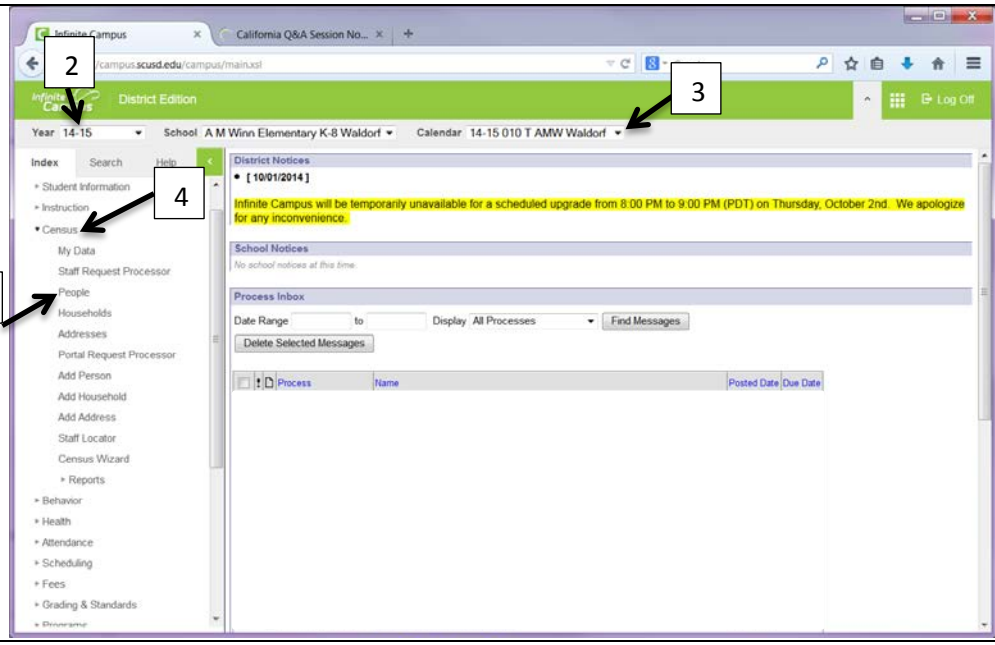
Birth Country and Education Level for parent is the most commonly missed student demographic.

An AdHoc Filter has been created containing only the records missing *one or more* of the above student demographic information. Please note, as you check the filters, yo may have no records listed, which indicates you have no records requiring clean up.

For the CALPADS Fall submission **Please update these records by October 31.**

CALPADS require that ***all students have complete demographic records***. Below are instructions to locate the Ad Hoc Filters, followed by instructions for where these fiel are located so that records can be updated.

If you have any questions, please contact SCUSD Support at support@scusd.edu or 916.643.9445.

Instructions	Screenshots
1. Log onto Infinite Campus and navigate through the following steps: 2. Select: Current School Year 3. Confirm: Traditional Calendar *(not in Summer School or "YES")* 4. Click: "Census" from the Index List 5. Click: "People" from the sub-heading under "Census"	

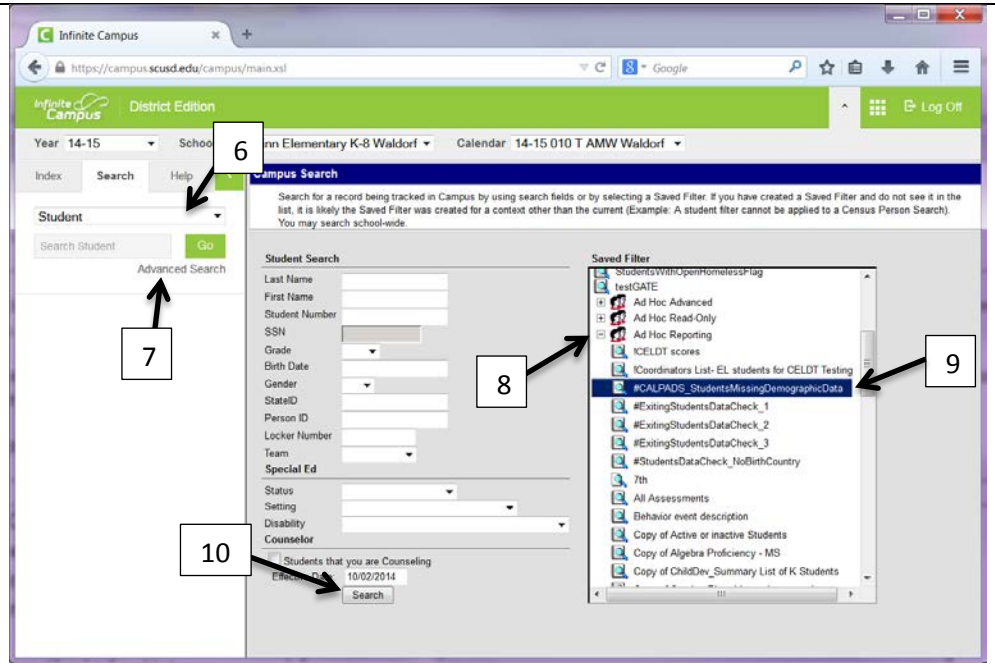
6. Select: “Student” from the pull down list
7. Click: “Advanced Search”
8. Open the ***“Ad Hoc Reporting”*** Folder by clicking on the “+” sign next to the name.

There is a filter called:
“#CALPADS_StudentsMissingDemographicData”

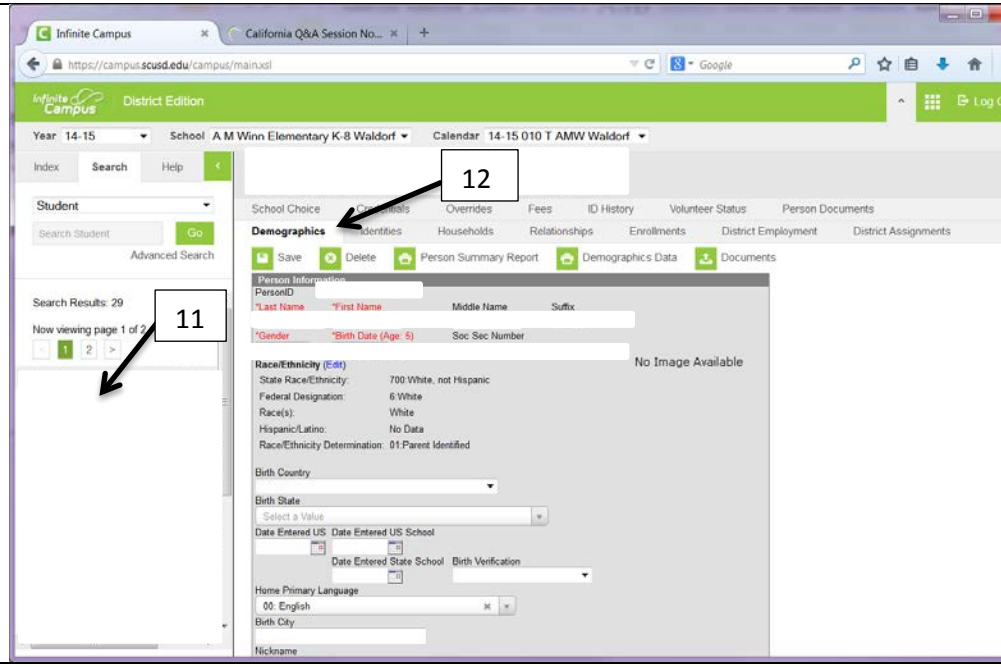
This filter contains the students who are or were enrolled at your site during current school year and are missing <u>one or more</u> student demographic information.

Follow Steps 9 - 14 to check for students and update their records.

9. Select:***“#CALPADS_StudentsMissingDemographicData”*** so it is highlighted.
10. Click on the “Search” button.



11. Incomplete student records are listed on the left; select one student name at a time.
    a. ***Note:*** *You may see “Search Results: 0” this indicates there are NO records within this filter requiring any updates to the student’s demographics.*
12. Select: “Demographics” tab.



13. ***Enter the one or more*** of the following required student demographic information to the student's demographics record.

A. Gender
B. Birth Date
C. Race/Ethnicity – click on Edit
   a. Hispanic/Latino
      i. Fill in *Is the individual Hispanic/Latino?
   b. Race(s) - *When Hispanic/Latino is "No"*
      i. Fill in *Is the individual from one or more of these races?
D. Birth Country
E. Date Entered US School
F. Home Primary Language
G. Education Level(for parent)

Birth Country and Education Level for parent is the most commonly missed student demographic.

14. Click on the "Save" button

Continue down the student list, repeating the steps

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To print the list of students to correct, use the Data Export feature of Ad Hoc Reporting

1. Go to: Ad Hoc Reporting
2. Select: "Data Export" option
3. Open the ***"Ad Hoc Reporting"*** Folder by clicking on the "+" sign next to the name.
4. Select:***"#CALPADS_StudentsMissingDemographicData"***
5. Select: Delimited values (CSV)
6. Chose the "Export" button