

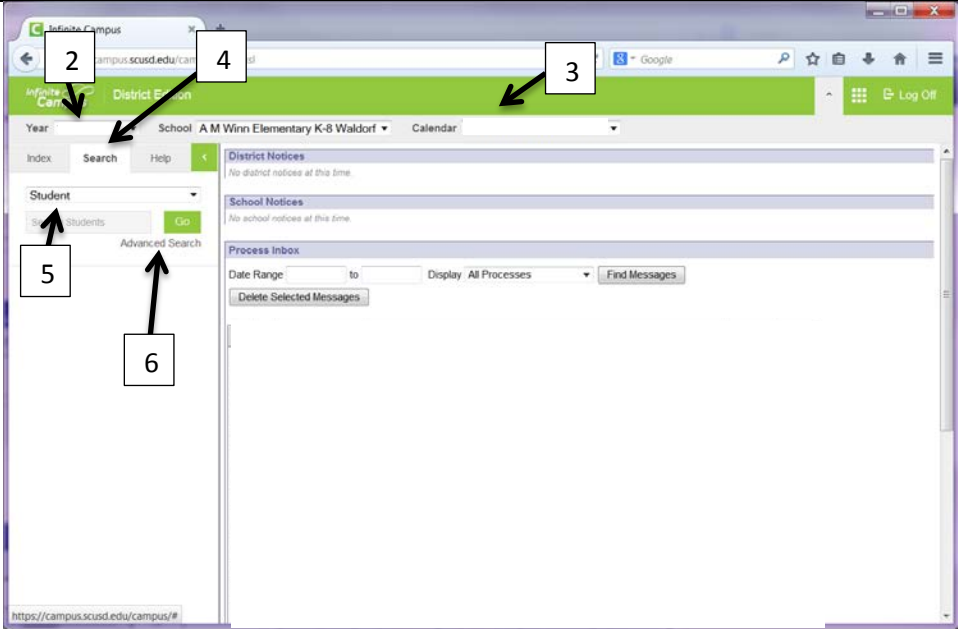
Previous Year's Enrollment Clean-Up Procedures for Fall CALPADS Submission

Directions:

Follow the steps below to close out your previous year's enrollments. To facilitate this process, AdHoc Filters have been created to identify records that have incomplete End date and/or End Status.

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 SCUSD Support in at (916) 643-9445 or by email support@scusd.edu.

Instructions	Screenshots
1. Log onto Infinite Campus and navigate through the following steps: 2. Select: Previous 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"	 The screenshot shows the Infinite Campus web application interface. Numbered callouts indicate the following steps: 2 points to the 'Year' dropdown menu; 3 points to the 'Calendar' dropdown menu; 4 points to the 'Search' tab; 5 points to the 'Student' dropdown menu in the search filters; and 6 points to the 'Advanced Search' button. The interface also displays sections for 'District Notices', 'School Notices', and a 'Process Inbox' with a 'Date Range' filter and a 'Find Messages' button.

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

There will be 3 filters:

All Schools run:

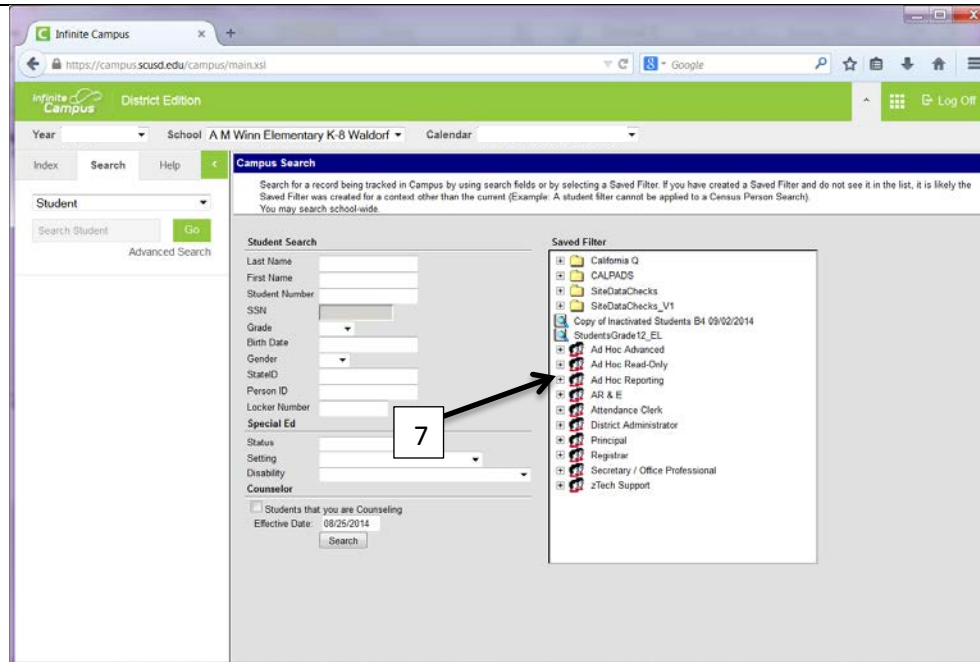
“#ExitingStudentsDataCheck_1_PrevYear”

High Schools additionally run:

“#ExitingStudentsDataCheck_2_PrevYear”

“#ExitingStudentsDataCheck_3_PrevYear”

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.

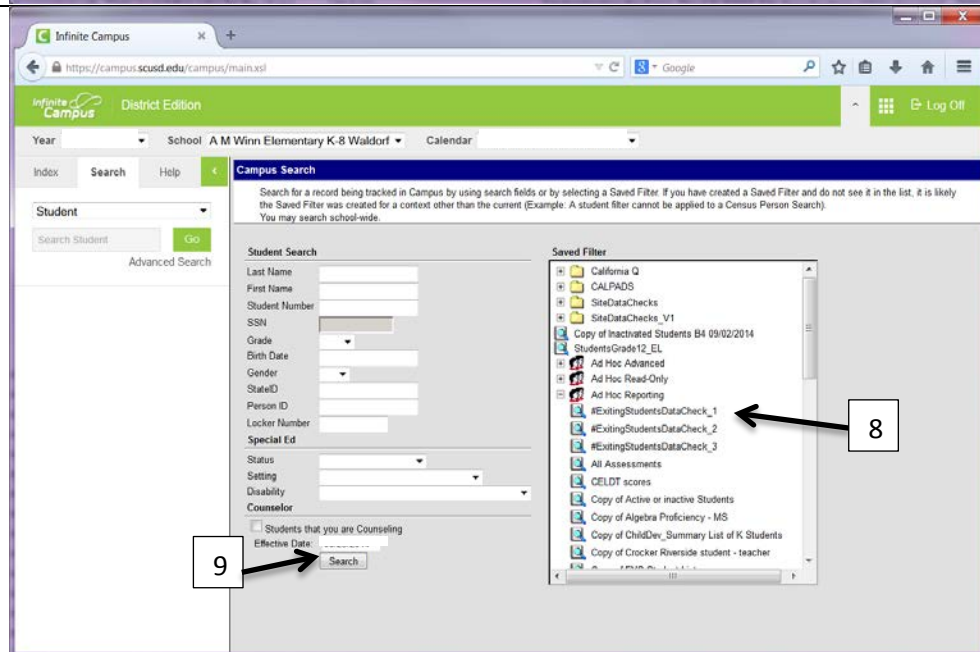


You may have error records in some or all the filters. Follow Steps 8 and 12 to check all filters and update records.

8. Select the first filter:

“ExitingStudentsDataCheck_1_PrevYear”
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 previous year’s enrollment record and follow the instructions below for the filter:

The screenshot shows the Infinite Campus District Edition interface. The left sidebar contains a search bar and a list of search results. The main area displays the 'Enrollments' tab with a table of enrollment records. Arrows point to specific elements: arrow 10 points to the search results list, arrow 11 points to the 'Enrollments' tab, and arrow 12 points to a specific enrollment record in the table.

Grade	Type	Calendar	Start Date	End Date
07	P	14-15 410 T A Einstein	09/02/2014	
06	P	13-14 010 T AMW Waldorf	09/03/2013	
05	P	12-13 010 T AMW Waldorf	09/04/2012	06/13/2013
04	P	11-12 010 T AMW Waldorf	09/05/2011	06/15/2012
03	P	10-11 010 T AMW Waldorf	09/07/2010	06/17/2011
02	P	09-10 010 T AMW Waldorf	09/08/2009	06/18/2010

Edits required by type of error (Filter)

- Filter 1: All Students** who currently have either No End Status and/or No End Date
 - Missing an "End Date" – Fill in the date the student last attended the school.
 - Missing an "End Status"* – Select the appropriate reason in which student left the school.
 - Click on the "Save" button
- Filter 2: Graduated Students** who currently have a Diploma Date, but no End Status and/or No End Date
 - Missing an "End Date" – Fill in the date the student last attended the school.
 - Missing an "End Status"* – Select the appropriate graduate end status.
 - 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"
 - 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 available within the Infinite Campus Staff Resource webpage.

The top screenshot shows the Infinite Campus District Edition interface. The 'Enrollments' tab is active, displaying a table of student enrollment records. Callout 'C1' points to the 'Graduation' tab in the top navigation bar. Callout 'A' points to the 'End Date' field in the enrollment record for student 05. Callout 'B' points to the 'End Status' dropdown menu in the enrollment record for student 05.

The bottom screenshot shows the Infinite Campus District Edition interface. The 'Graduation' tab is active, displaying a form for 'General Graduation Information'. Callout 'C2' points to the 'Diploma Date' field in the 'General Graduation Information' section. Callout 'D' points to the 'Save' button in the top navigation bar.