

Current Year's Enrollment Clean-Up Procedures for CALPADS Submission

Directions:

Follow the steps below to find errors in your current year's enrollments. To facilitate this process, AdHoc Filters have been created to identify exiting student records that have incomplete End date and/or End Status.

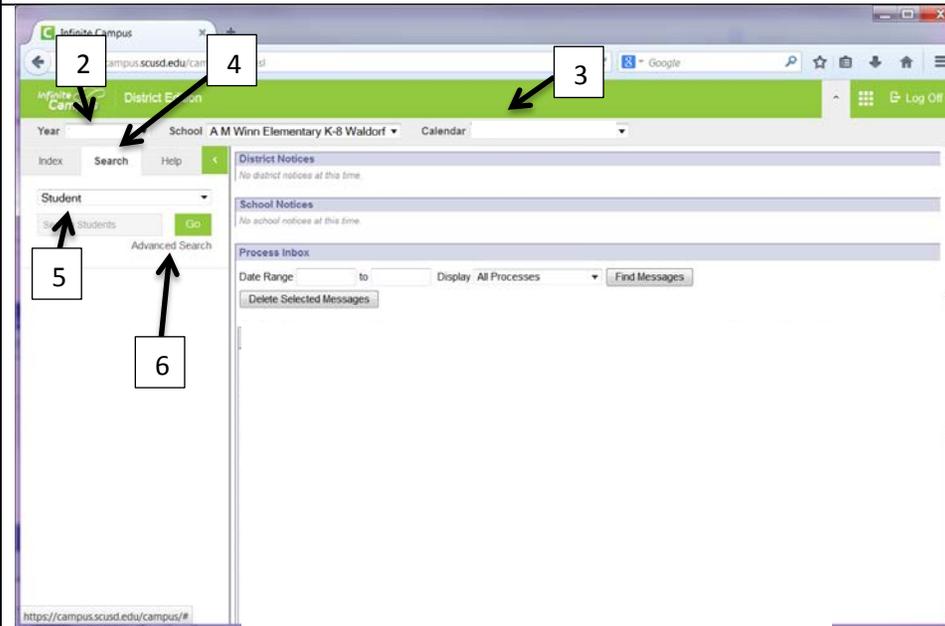
CALPADS requires that ***all exiting student enrollment records need to have*** both an **End date** and **End Status**.

If you have any questions, please contact SCUSD Support in at (916)643-9445 or by email support@scusd.edu .

Instructions

1. Log onto Infinite Campus and navigate through the following steps:
2. Select: Current 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"

Screenshots

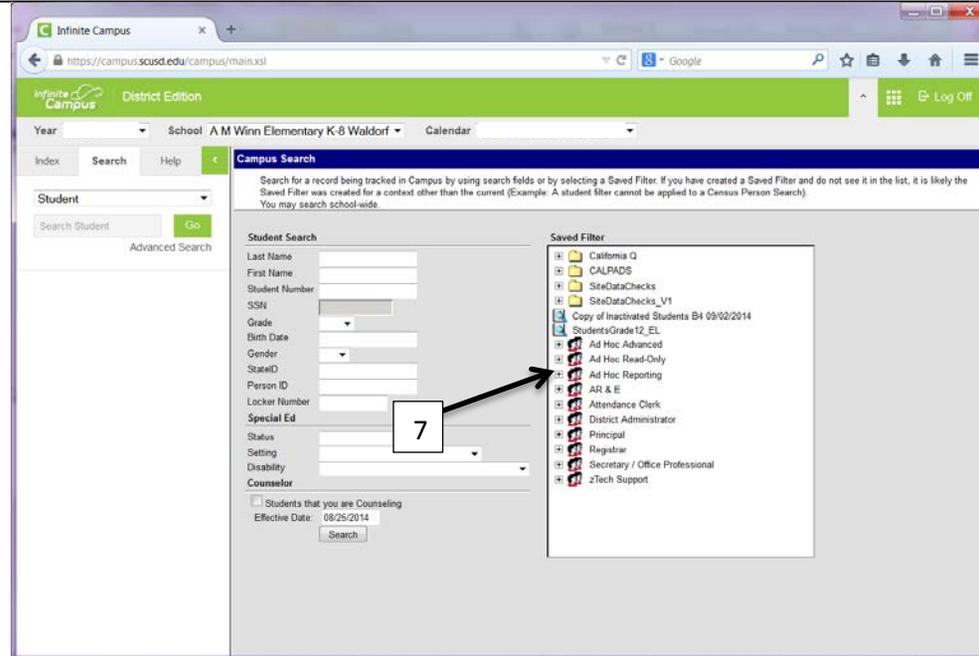


7. Open the **“Ad Hoc Reporting”** Folder by clicking on the **“+”** sign next to the name.

All Schools run:

“#ExitingStudentsDataCheck_1”

This filter contains the enrollment records where the **End date** or **End status** is missing in the exiting student’s enrollment record.

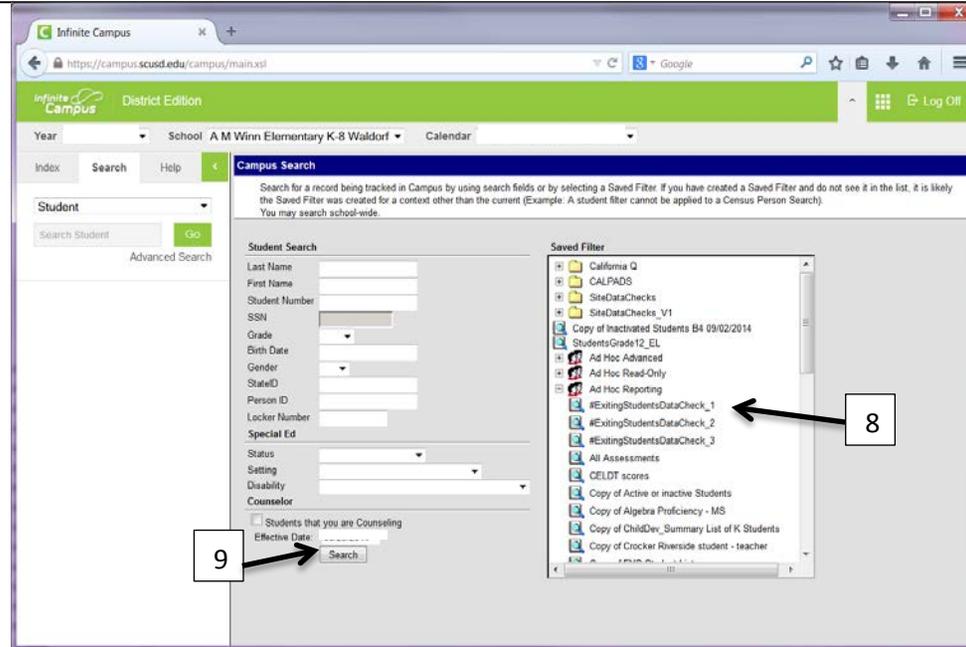


Follow Steps 8 and 12 to check the filter and update records.

8. Select the first filter:

“ExitingStudentsDataCheck_1” so it is highlighted.

9. Click on the **“Search”** button.



10. Exited Student records that need to be corrected 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 current year’s enrollment record and follow the instructions below for the filter:

The screenshot shows the Infinite Campus District Edition interface. The browser address bar displays <https://campus.scusd.edu/campus/mainxsl>. The page title is "Infinite Campus District Edition". The "Year" dropdown is set to "13-14" and the "School" dropdown is set to "A M Winn Elementary K-8 Waldorf". The "Enrollments" tab is selected in the navigation menu. The "Enrollment Editor" table is displayed with the following data:

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

Callout box 10 points to the "Search Results: 27" text. Callout box 11 points to the "Enrollments" tab. Callout box 12 points to the enrollment record for grade 06.

Edits required

- All Exiting 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.
 - C. Click on the "Save" button

Continue down student list repeating Steps 10-12.

*Refer to CALPADS End Status Codes and Descriptions handout available within the Infinite Campus Staff Resource webpage.

The screenshot displays the Infinite Campus web application interface. The top navigation bar includes the school name 'A M Winn Elementary K-8 Waldorf' and the current calendar year. Below the navigation bar, there is a search bar and a list of enrollment records. The 'Enrollment Editor' window is open, showing details for a student's enrollment. Three callout boxes are present: 'A' points to the 'End Date' field, 'B' points to the 'End Status' dropdown menu, and 'C' points to the 'Save' button.

Enroll	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		06/13/2013
04	P	11-12	010 T AMW Waldorf		06/15/2012