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 .

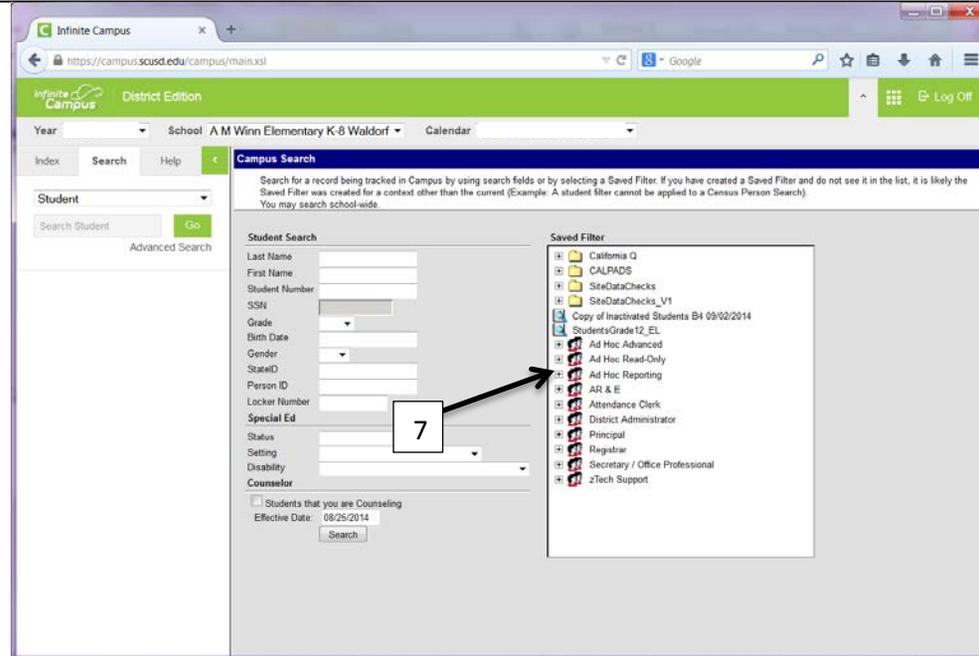| Instructions	Screenshots
1. Log onto Infinite Campus and navigate through the following steps: 2. Select: Current Year 3. Confirm: Traditional Calendar (not in Summer School). 4. Select: "Search" tab 5. Select: "Student" from the pull down list 6. Click: "Advanced Search"	
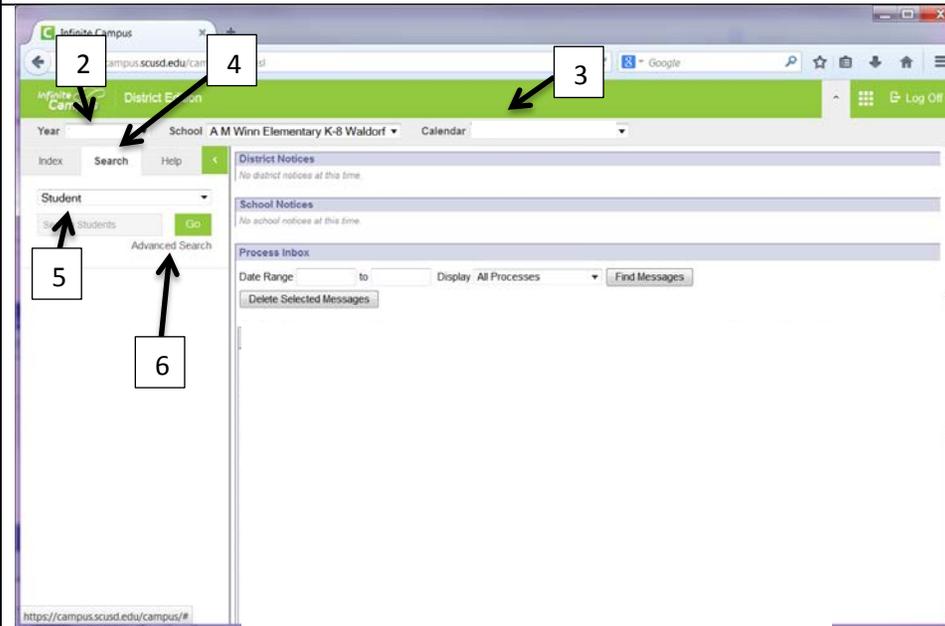
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7. Open the *"Ad Hoc Reporting"* Folder by clicking on the "+" sign next to the name. *All Schools run:* "#ExitingStudentsDataCheck_1" This filter contains the enrollment records where the **End date** or **End status** is missing in the exiting student's 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.	
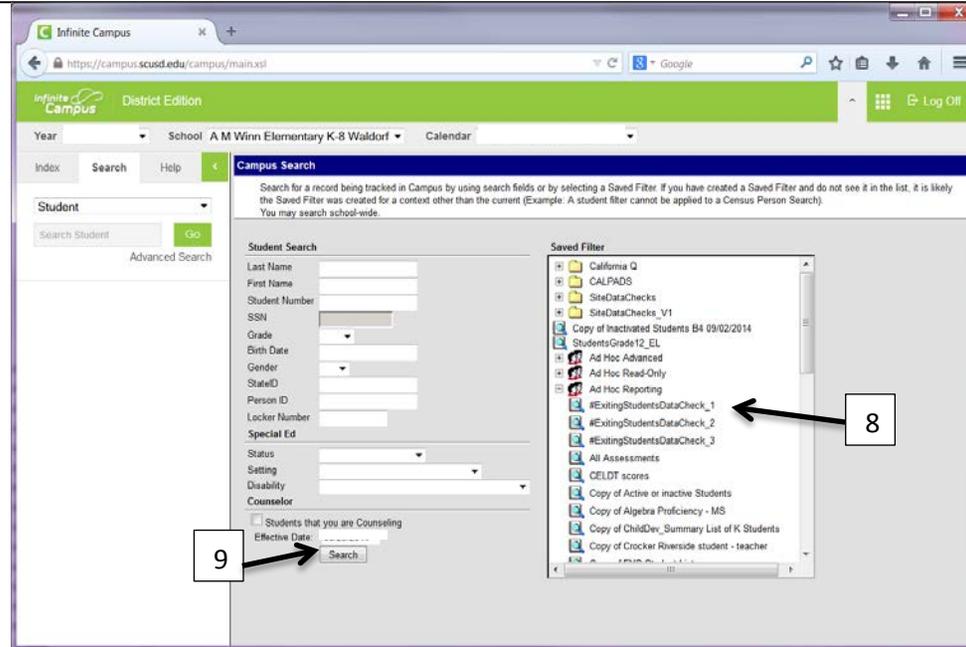
10. Exited Student records that need to be corrected are on the left; select one student name at a time.

- ***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:

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 appropiate 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.