Create CalPASS Extract
November 4, 2011

The **Create CalPass Extract** program is utilized to collect and organize information for students, which includes their enrollment and achievement. This program is only available through the Aeries District database and will create three text files that can be passed over to the Cal-PASS data system available through their web site at:

https://my.calpass.org/UserLogin.aspx?ReturnUrl=%2fdefault.aspx

The data file layout of information required for these files can also be downloaded from the Cal-PASS web site.

The **Create CalPass Extract** program will create files for each non-duplicated student from the prior year's data. A student must have course history records in order to be added to the file extract. The District database will first be utilized to locate the most current student record. ALL School databases containing data for these students **MUST** be located in the same folder as the District database. As the program locates the most current record for a student the data will then be pulled from the schools database.

The extract program currently creates three text files containing data in a comma delimited format.

- Student (STU) – Demographic information
- Course History (HIS) – Transcript information
- Awards - Certificate, degrees or diplomas (STU.HSG – Graduation Status code field)

The naming convention for these files will contain the first letter of the type of file, the 5-digit district code and padded with a K. For example, Student = S99999K.TXT, C99999K.TXT and A99999.TXT.

NOTE: Access District Databases MUST be updated with Student data prior to creating the extract files.

CREATE CALPASS EXTRACT – DISTRICT DATABASE

Log into the prior year database and from **View All Forms**, click the mouse on **Create CalPass Extract**. For the Access version of Aeries verify that **ALL** school databases to be included in this extract are located in the folder displayed in red below the **Path to Output Files** field.

The **Path to Output Files** will automatically display C:\EAGLE. To change the path, enter the correct path name in the field.

Listed below the path are all Schools located in the District (**LOC**) database that are NOT flagged in the **Do Not Report** (**LOC.DNR**) field on the **Schools** form. Click the mouse on the **radio** button to the left of the **school number** to select which schools will be included in the extract.

Select a student or students to exclude from the extract on the bottom left of the form by using the dropdown.

Select Status Tag to exclude from the extract on the bottom right of the form. Click the mouse to highlight the codes to exclude. Multiple codes can be selected. Students with the selected Status Tags (STU.TG) will be excluded from the extract.

The **Transcript Terms** which are listed as **Term 1** through **Term 0** on the right must be compared and matched to the CalPass terms in the dropdown list. The only terms that **MUST** be matched are the terms currently used in the **HIS** table.

For example, if only Terms 1 – 3 are used in **HIS**, these fields will have a CalPass term entered and Terms 4 – 0 will be left blank.

The **Graduation Status Codes** also need to be compared and matched. The codes on the left are the codes in the Aeries **COD** Table for the Graduation Status code field (**STU.HSG**). The codes on the left must be translated to the valid CalPass Award Type values in the dropdown on the right.

Aeries Graduation Status code of Not Graduated can be translated to code 999 – Did not Graduate. These records will not be included in the extract.

If a code is used in the **STU.HSG** field and is not a valid CalPass code and it is not translated, the following message will display:
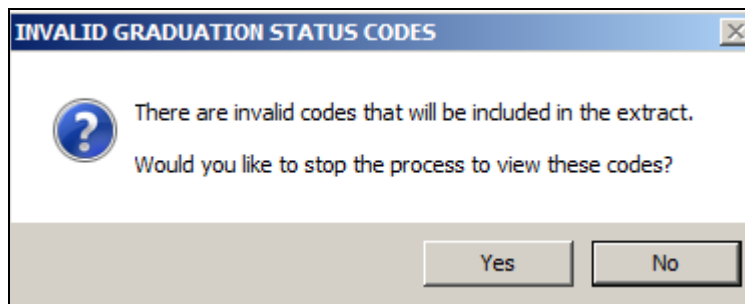
If **Yes** is selected, the following message will display: In the example below code 110 displays as an error.


Code 110 was used in the **STU.HSG** field but was not translated. To fix the error, translate the code to the correct state Graduation code from the drop down list.
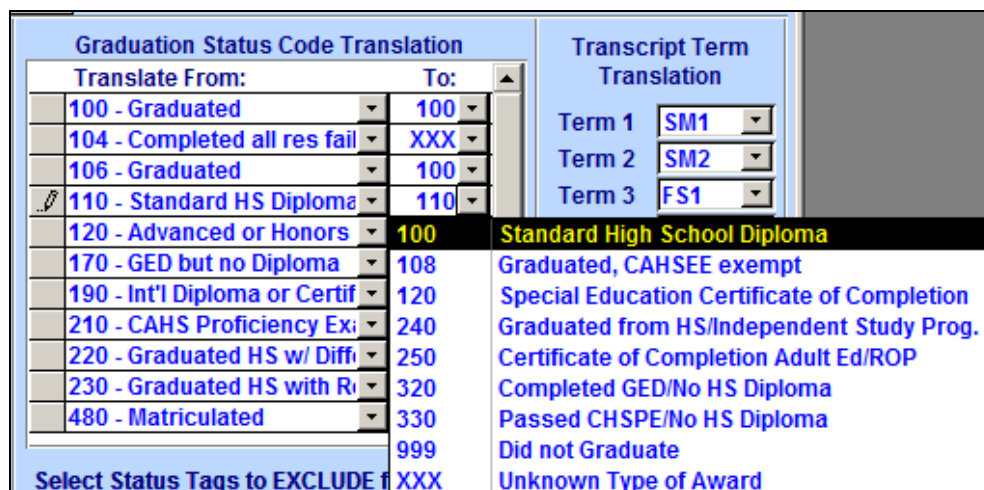

Verify that all selections are correct before creating the extract file. To create the extract files, click the mouse on the **Create** button.

If required data is not located in the files selected a message will display with the data needed to process the school database. The following is an example of a message that might display.
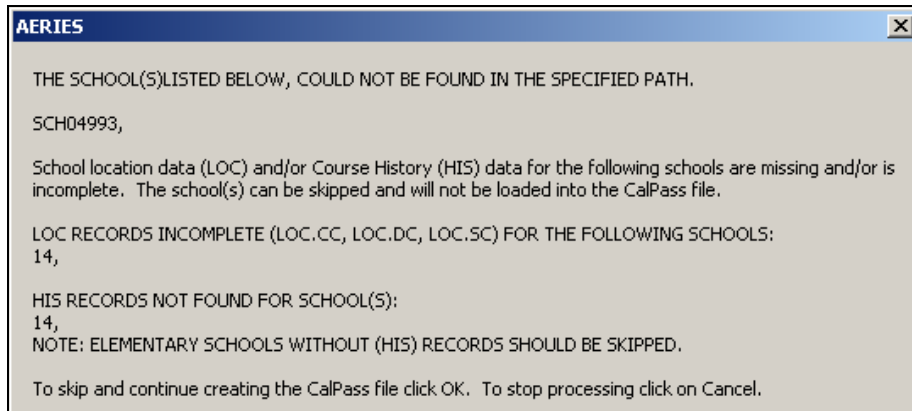

- **The schools selected on the form are missing from the specified path**
- **The CDS codes are missing from the LOC table for schools selected**
- **There was NO History (HIS) data located for the schools selected**
- **Elementary Students without HIS records will only be added to the Student file**

If these schools are to be included in this extract, click the mouse on the **Cancel** button and update the required data prior to running this process again. To continue with the extract and **NOT** include the schools listed click the mouse on the **OK** button. If all data was located to process the extract the following progress bar will display and each school will be processed.
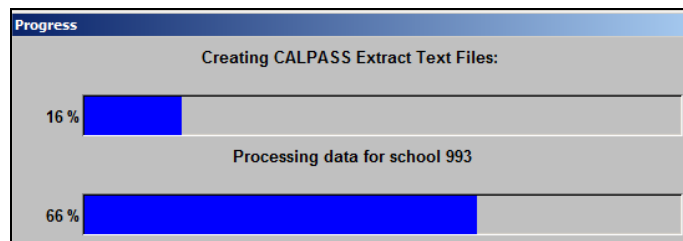
When the extract is created a message will display indicating the number of records created for each text file. If there are no codes in the **STU.HSG** field for any student that graduated then zero records will display for the Awards records and the file will be blank.
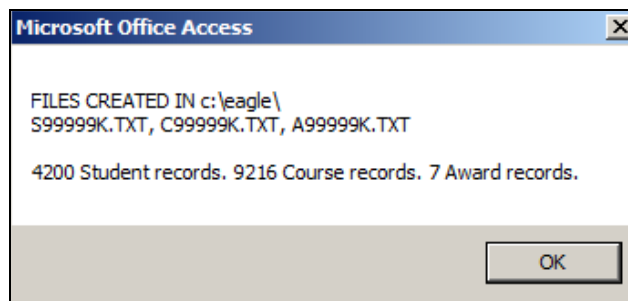
After the files are created they can be validated by using a Validation program can be downloaded that is provided by CalPass at the following link: http://www.calpass.org/