



CALPADS Basics

Year End Closing

CALPADS Code Mapping

- [CALPADS Cross Reference by Extract](#) | SENR Student Enrollment Update
- Confirm Code Translations for Exit Reasons (ATT.RS)
- Confirm Code Translations for Completer Status (STU.HSG)
- Course History Institutions (CHI) populates:
 - Attendance Next School (ATT.NS)
 - End of Year Next School (STU.ENS)

Inactivating a Student

Student leaves prior to the last day of school

- Demographics | Student Data 1 Tab
 - Set Status Tag (STU.TG) to “I” (Inactive)
 - Populate Next School Code (STU.NS) to Inactive School Code if leaving the district and has not completed district’s highest grade level
 - Update Attendance Enrollment
 - Populate Leave Date
 - Populate Reason Code (ATT.RS)
 - Exit Reason (ATT.RS) code of “165” (Involuntary Transfer for Discipline) **must have** Attendance Next School (ATT.NS) populated
 - If Alternative Education School, Reason Code (ATT.RS) code of “160” (Moved Verified in another CA public school) **must have** an Attendance Next School (ATT.NS) populated
- Secondary (Enrollment Status = 20)/Virtual School Enrollments
 - Set Status Tag (STU.TG) to “I” (Inactive)
 - Populate Next School Code (STU.NS) to Inactive School Code
 - Update Attendance Enrollment
 - Populate Leave Date
 - Populate Reason Code (ATT.RS)
 - Do not use Reason Code 440 (Program or Grade Change)
 - Populate Next School:
 - For Virtual School, use Home School Code or Inactive School Code
 - For Secondary Enrollment, use Inactive School Code

Retentions

The Retention Process can be documented in Aeries

- Use the Retention (RET) page to document information on students recommended for Retention
- Demographics | Student Data 1 Tab
 - Populate the Next Grade (STU.NG) with the current grade level

End of Year Exits

Student leaves on or after the last day of school

- Demographics | Student Data 2 Tab
 - Populate **End of Year** Reason Code (STU.EOY)
 - Populate **End of Year** Next School (STU.ENS)
 - Exit Reason (ATT.RS) code of "165" (Involuntary Transfer for Discipline) must have Attendance Next School (ATT.NS) populated
 - If Alternative Education School, Reason Code (ATT.RS) code of "160" (Moved Verified in another CA public school) must have an End of Year Next School (STU.ENS) populated
 - No Leave Date is populated
 - Enrollment Exit Date is **automatically** submitted as the last day of school from the Calendar (DAY)
- Demographics | Student Data 1 Tab
 - Populate Next School Code (STU.NS) to Inactive School Code if leaving the district and has not completed district's highest grade level or other district School Code
- Secondary (Enrollment Status = 20)/Virtual School Enrollments
 - Populate **End of Year** Reason Code (STU.EOY)
 - Do not use Reason Code 440 (Program or Grade Change)
 - Populate **End of Year** Next School (STU.ENS)
 - For Virtual School, use Home School Code or Inactive School Code
 - For Secondary Enrollment, use Inactive School Code
 - No Leave Date is populated
 - Enrollment Exit Date is **automatically** submitted as the last day of school from the Calendar (DAY)

Graduating Students

- Demographics | Student Data 1 Tab
 - Next School Code (STU.NS) remains the same
 - Populate Next Grade Code (STU.NG) to "13"
- Demographics | Student Data 2 Tab
 - Populate **Completion Status** Grad Status Code (STU.HSG)
 - Populate **Completion Status** Date Graduated Code (STU.DG)
 - Use Mass Change Query for Quick Data Entry
CHANGE STU STU.HSG TO 100 IF GR = 12 AND STU.HSG = " " AND STU.NG = 13
CHANGE STU DG TO ##/##/20## IF GR = 12 AND DG = NULL AND STU.NG = 13

Matriculating Students

- Demographics | Student Data 1 Tab
 - Confirm Next Grade Code (STU.NG)
 - Populate Next School Code (STU.NS)
 - If matriculating to a school within the district, populate with Aeries School Code
 - If matriculating to a school out of the district and student has completed the highest district grade level, Next School Code remains the same
 - If matriculating to a school out of the district and student has not completed the high district grade level, change the Next School Code to Inactive School Code
- Demographics | Student Data 2 Tab
 - Populate **Completion Status** Grad Status Code (STU.HSG) to 480 (Promoted Matriculated)
 - Populate **Completion Status** Date Graduated Code (STU.DG)
 - The **End of Year** Reason Code to 230 (Completer Exit - Finished Highest Grade) will **automatically** populate for a submitted completion code (STU.HSG)
 - Use Mass Change Query for Quick Data Entry
CHANGE STU STU.HSG TO 480 IF STU.HSG = " " AND GR = ## AND NG # GR
CHANGE STU DG TO ##/##/20## IF GR = ## AND STU.HSG = 480

Aeries Automation Processes for CALPADS

E155 Exit Code

- All returning students are reported with a Reason Code of E155 as of the last school day
- The E155 Reason Code is **only submitted** in the CALPADS SENR extract
- The E155 Reason Code (ATT.RS or ENR.RS) is **not** populated in Aeries
- The E155 Reason Code will be **automatically populated** in the CALPADS SENR extracts as follows:
 - All active returning students with a blank EOY field will be reported with the E155 Reason Code in all SENR extracts submitted within 14 days of the last school day as based on the school Calendar (DAY)
 - If students are subsequently designated as Inactive or have **End of Year** fields populated, future SENR extracts will update and replace the previously submitted E155 Reason Code in CALPADS with the populated Exit Reason Code and/or Exit Date.
 - Students with a Next Grade (STU.NG) of “13” are excluded from this automation process
- Since the E155 Reason Code is not available as an Attendance Leave Reason for students who leave within 14 days of the end of school but are planning to return to the same school:
 - It is recommended to not drop the students
 - Mark students as absent for the remainder of the school year
 - Dropping students prevents students from rolling over during the New Year Rollover process and requires re-enrollment of the students

E170 Exit Code

- The E170 exit code will be **automatically extracted** for all Secondary Enrollment (Enrollment Status Code = 20) and Non-ADA Enrollment (Enrollment Status Code = 50) students
- The E170 Reason Code (ATT.RS or ENR.RS) is available in Aeries and can be populated
- The E170 is always submitted in the CALPADS SENR extract for all Secondary Enrollment (Enrollment Status Code = 20) and Non-ADA Enrollment (Enrollment Status Code = 50) students and will override any Reason Code populated in Aeries

Next Year Fields/New Year Rollover Preparation

- If populated, the “Next” fields are programmed to determine data/placement during the New Year Rollover process
- The following fields are available for population:

Next School (STU.NS)

Next Grade (STU.NG)

Next Teacher (STU.NT)

Next Grid Code (STU.NGC)

Next Program (STU.NP)

Next Program 1 (STU.NP1)

Next Program 2 (STU.NP2)

Next Resident School (STU.NRS)

Next InterDistrict Code (STU.NIT)

Next InterDistrict District Code (NTD)

- The follow query can assist with verifying the fields prior to the rollover - add additional fields as needed:
TOTAL STU TG GR NG NS BY TG GR NG NS
- To change Next School to Inactive School for students tagged as I (Inactive) or N (No Show):
K-6 District High Grade 6: CHANGE STU NS TO 999 IF TG = I OR TG = N IF GR < 6
K-8 District High Grade 8: CHANGE STU NS TO 999 IF TG = I OR TG = N IF GR < 8
K-12 District High Grade 12: CHANGE STU NS TO 999 IF TG = I OR TG = N IF GR < 12