

\_\_\_\_\_ out these records by September 22, 2014.

CALPADS now requires that all student enrollment records need to be closed out with Enddate and EndStatus entries before (0p0ãß(0rÀ 0

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”

High Schools additionally run:

“#ExitingStudentsDataCheck\_2”

“#ExitingStudentsDataCheck\_3”

These filters contain the enrollment records where the Enddate, Endstatus and/or Diploma Date need to be entered for the enrollment record to close out.

You may have error records in

10. Student records that need to be completed/closed but 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. Doubleclick on the 13 14 enrollment record and follow the instructions below for the filter:

11

10

12

### Edits required by type of error (Filter)

- x Filter 1: All Students who currently have either No End Status and/or No End Date
  - A. Missing an "EndDate" – 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.
  - D. Click on the "Save" button
- x Filter 2: Graduated Students who currently have a Diploma Date, but no End Status and/or No End Date
  - A. Missing an "EndDate" – Fill in the date the student last attended the school.
  - B. Missing an "End Status" – Select the appropriate graduate end status.
  - D. Click on the "Save" button
- x Filter 3: Grade 12 Students who currently have an 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"
  - D. Click on the "Save" button

Continued 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.

C1

D

A

B

D

C2

