Previous Year's Enrollment Clear Procedures for Fall CALPADS Submission

Directions:

Follow the steps below to close out your previous year's ollments. To facilitate this process, AdHoc Filters have been created to identify records that have incomplete End date and/or End Status

CALPADS now requires that student

Instructions	Screenshots
1. Log onto Infinite Campusand	
navigate through the following steps	s 4
2. Select:PreviousYear	
3. Confirm TraditionalCalendar (not in	
Summer School).	
4. Select:"Search" tab	
5. Select: "Student" from the pull down	
list	
6. Click: "Advanced Search"	

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

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10.Student records that need to be completed/closed out are on the left; select one student name at a time.

- Note: You may see "Search Results: 0 this indicates there are N@cords within this filter requiring clean up
- 11. Select:"Enrollments" tab. 12.Dou

Edits required by type of error (Filter) Filter 1: AllStudentswho currently have