

\_\_\_\_\_ 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

