

Missing Demographic Data Clean-Up Procedures

Need for CALPADS state reporting & to obtain Student State ID (SSIDs)

Directions:

Student records that are missing ***one or more*** of the following demographic fields are incomplete in Infinite Campus:

1. Gender
2. Birth Date
3. Race/Ethnicity: Hispanic/Latino and/ or Race(s) -
- 4. Birth Country**
5. Date Entered US School (Not PreK)
6. Home Primary Language
- 7. Education Level (for parent)**

An AdHoc Filter has been created containing only the records missing _____ of the above student demographic information. Please note, as you check the filters, you may have no records listed, which indicates you have no records requiring clean up.

This information affects CALPADS submission process and state testing.

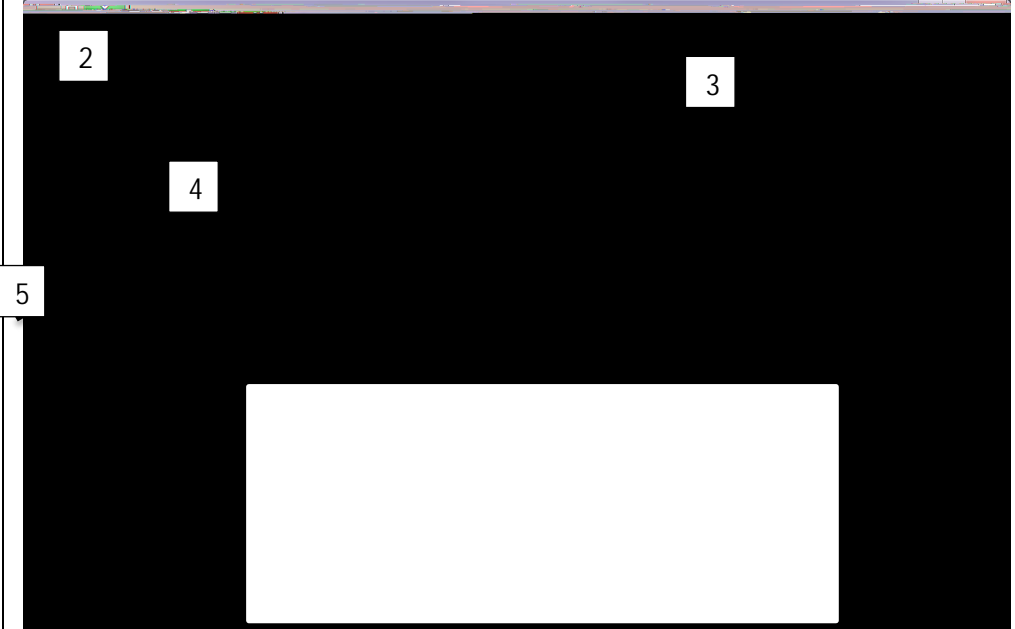
CALPADS require that ***all students have complete demographic records***. Below are instructions to locate the Ad Hoc Filters, followed by instructions for where these fields are located so that records can be updated.

If you have any questions, please contact SCUSD Support at support@scusd.edu or 916.643.9445.

Instructions

1. Log onto Infinite Campus and navigate through the following steps:
2. Select: Current School Year
Confirm: Traditional Calendar
4. Click: "Census" from the Index List
5. Click: "People" from the sub-heading under "Census"

Screenshots



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- 6. Select: "Student" from the pull down list
- 7. Click: "Advanced Search"
- 8. Open the "***Ad Hoc Reporting***" Folder by clicking on the "+" sign next to the name.

There is a filter called:
"#CALPADS_StudentsMissingDemographic"

This filter contains the students who are or were enrolled at your site during current school year and are missing one or more student demographic information.

Follow Steps 9 - 14 to check for students and update their records.

- 9. Select "***#CALPADS_StudentsMissingDemographic***" so it is highlighted.
- 10.

