Fall 2: Creating a Deletion Extract from CALPADS ODS Extract

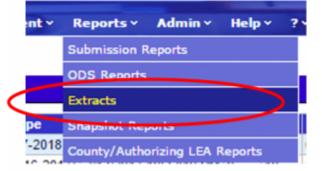
The purpose of this manual is to assist in removing Course Section Enrollments and Students Course Section Enrollment records from the state system. This is a work around due to the **CALPADS known issues**;

- #2899-CRSE file is not overwriting Course Section data correctly and
- #2879-SCSE file is not overwriting Student Course Section data correctly.

The most common error the defects are causing is the **SCSE0139-Student Course Section** record must have a corresponding Course Section record. To complete this work around you must pull **CRSE** and **SCSE** records from the CALPADS ODS.

How to Pull an ODS Extract:

- 1. Log into CALPADS
- 2. Go under Reports Extracts

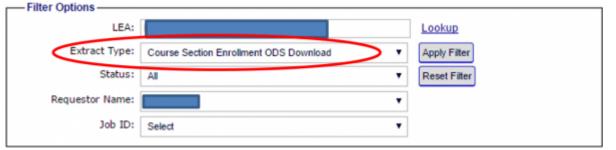


- 3. Under Request CALPADS Files click on ODS Extracts
 - Request CALPADS Files
 - SSID Extract Extract of the SSIDS assigned and updated during a batch or example.
 - Candidate List Extract of the potential SSID matches for a batch submission
 - <u>Rejected Records</u> Extract of the Rejected Records for a batch submission
 - <u>Replacement SSIDs</u> Extract of the SSIDs that have been retired as a result (
 - ODS Extracts Extract of the current data contained in the ODS for each reco
 Direct Certification Extract of the current Certifications in the ODS
- 4. Select **Course Section Enrollment ODS Download**, then click **Request File**. After File has been requested **click Return to Request Extract Files**.

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Extract - ODS Extracts							
Record Type:	Course Section Enrollment ODS Download	•					
Reporting LEA							
School:	24						
		Y					
Academic Year:	2016-2017	•					
Extract File Name:							

- 5. Go to Retrieve CALPADS Files, click on ODS Extracts.
 - Retrieve CALPADS Files
 - SSID Extract Download a SSID Extract file
 - · Candidate List Download a Candidate List file
 - <u>SSID Enrollment Rejected Records</u> Download a SSID Enrollment Rejected Rec
 - <u>Student Information Rejected Records</u> Download a Student Information Rejected
 - Student English Language Acquisition Status Rejected Records Download a St
 - Student Program Rejected Records Download a Student Program Rejected Rei
 - <u>Student Discipline Rejected Records</u> Download a Student Discipline Rejected F
 - Student Career Technical Education Rejected Records Download a Student Ca
 - Student Waiver Rejected Records Download a Student Waiver Rejected Record
 - <u>Staff Demographics Rejected Records</u> Download a Staff Demographics Rejecte
 - Staff Assignment Rejected Records Download a Staff Assignment Rejected Rec
 - <u>Course Section Rejected Records</u> Download a Course Section Rejected Record
 - <u>Student Course Section Rejected Records</u> Download a Student Course Section
 - Suspense Resolution Rejected Records Download a Suspense Resolution Rej
 - <u>Replacement SSIDs</u> Download a Replacement SSID file
 - Direct Certification Download a Direct Certification file
 - ODS Extracts Download an ODS Extract file
- 6. Select & Download Course Section Enrollment ODS Download. Click Apply Filter



7. File will show below after selection the Extract Type. Download & Save.

Jobl	Extract D Type	File Name	Status	Requester Name	Date Requested	Date Created	Archive Date	Error	FileSize	Download
	Course Section Enrolment ODS Download	ODSDownloads_20170213164238_26138_525860.td	Complete	D. Reynolds	2/13/2017 4:42:38 PM	2/13/2017 4:43:02 PM	2/20/2017		74.4 KB	Download

• **REPEAT Steps Above to Pull a Student Course Section Enrollment ODS Download**

How to Convert the CRSE & SCSE ODS Download Files into DELETION Files

Below are the steps for converting an **ODS file** into a **Deletion file**. When the file is pulled from CALPADS there are some <u>extra fields at the end of each line that need to be stripped away</u> and the <u>deletion indicator needs to be entered</u>. The easiest way to this is through a "find-and-replace" on the txt file.

CRSE File



- 1. To turn the file into a deletion file
 - Find CRSE-R^^^
 - Replace with CRSE^D^^
- 2. Stripping away extra fields at the end of each line. (When you have completed this task you should see no years at the end of each line).
 - Example 1:
 - Find Y^^^N^20170209^20170209
 - Replace with Y^^^^
 - Find N^^^N^20170209^20170209
 - Replace with N^^^^
 - Example 2:
 - Find Y^^^A^20170209^20170209
 - Replace with Y^^^A
 - Find N^^^A^20170209^20170209
 - Replace with N^^^A

The two examples above may appear differently on your extract with different letters possibly G or B. Either way the line needs to be stripped back to the letter.

• Example 3:

- Find Y^^^2^^20170209^20170209
- Replace with Y^^^2^
- Find N^^^2^^20170209^20170209
- Replace with N^^^2^
- Example 4:
 - Find- Y^N^1^^^N^20170203^20170203
 - Replace with- Y^N^1^^^

SCSE File

Here is a sample line of a SCSE file.

SCSE-R^^^0220574^0220574^2016-2017^1123712963^166842^John^Student^20000216^F^2618-1^KCAL43I33P^S1<mark>^^^^^20170209^20170209</mark>



The file will generate from CALPADS with this record type. We will need to convert the highlighted characters to create the deletion extract.

This is an example of some of the extra fields that are on the end of each line and need to be stripped away.

- 1. To turn the file into a deletion extract
 - Find SCSE-R^^^
 - Replace with SCSE^D^^
- 2. Stripping away extra fields at the end of each line. (When you have completed this task you should see no years at the end of each line)
 - Find **S1^^^^20170209^20170209**
 - Replace with S1^^^^
 - Find S1^^^C^^20170209^20170209
 - Replace with S1^^^C



To delete the records from CALPADS the Student Course Section Enrollments MUST be deleted before the Course Section Enrollment Records. Please make sure to load your SCSE deletion file FIRST then load the CRSE deletion file.

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