

[fall 2](#), [state reporting](#), [calpads](#)

## Fall 2: Creating a Deletion Extract from CALPADS ODS Extract

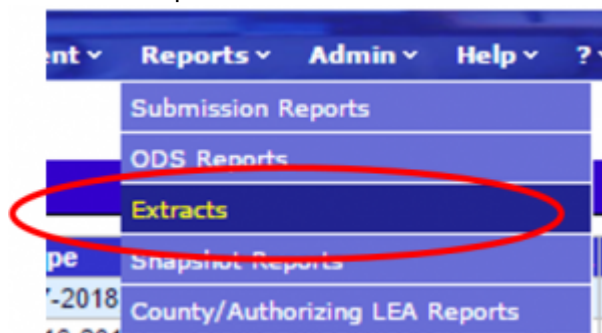
The purpose of this manual is to assist in removing Course Section Enrollments and Students Course Section Enrollment records from the state system. This is a work around due to the **CALPADS known issues**;

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

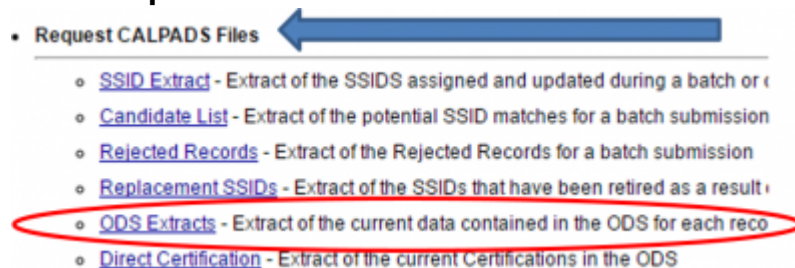
The most common error the defects are causing is the **SCSE0139-Student Course Section** record must have a corresponding Course Section record. To complete this work around you must pull **CRSE** and **SCSE** records from the CALPADS ODS.

### How to Pull an ODS Extract:

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



3. Under **Request CALPADS Files** click on **ODS Extracts**



4. Select **Course Section Enrollment ODS Download**, then click **Request File**. After File has been requested click **Return to Request Extract Files**.

Reports > Extracts > ODS Downloads

Extract - ODS Extracts

Record Type: Course Section Enrollment ODS Download

Reporting LEA: [Redacted]

School: [Redacted]

Academic Year: 2016-2017

Extract File Name: [Redacted]

Return to Request Extract Files Request File

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
- [SSID Enrollment Rejected Records](#) - Download a SSID Enrollment Rejected Rec
- [Student Information Rejected Records](#) - Download a Student Information Rejected
- [Student English Language Acquisition Status Rejected Records](#) - Download a St
- [Student Program Rejected Records](#) - Download a Student Program Rejected Re
- [Student Discipline Rejected Records](#) - 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 Recor
- [Staff Demographics Rejected Records](#) - Download a Staff Demographics Rejected
- [Staff Assignment Rejected Records](#) - Download a Staff Assignment Rejected Rec
- [Course Section Rejected Records](#) - Download a Course Section Rejected Recor
- [Student Course Section Rejected Records](#) - Download a Student Course Section
- [Suspense Resolution Rejected Records](#) - Download a Suspense Resolution Rej
- [Replacement SSIDs](#) - 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**

Filter Options

LEA: [Redacted] Lookup

Extract Type: Course Section Enrollment ODS Download Apply Filter

Status: All Reset Filter

Requestor Name: [Redacted]

Job ID: Select

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

JobID	Extract Type	File Name	Status	Requester Name	Date Requested	Date Created	Archive Date	Error	File Size	Download
	Course Section Enrollment ODS Download	ODSDownloads_20170213164238_26138_525860.txt	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 extra fields at the end of each line that need to be stripped away and the deletion indicator needs to be entered. The easiest way to this is through a “find-and-replace” on the txt file.

## CRSE File

Here is a sample line of a CRSE file.

CRSE-R^A^7121587^7121587^2016-2017^2130^2130-5^English 9 A LA^A^N^N^N^JBUZ63O28P^S1^1362478006^8535^270^A^A^A^Y^Y^A^A^A^20170209^20170209



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 file
  - Find - **CRSE-R^A^**
  - 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^A^A^N^20170209^20170209**
    - Replace with - **Y^A^A^**
    - Find - **N^A^A^N^20170209^20170209**
    - Replace with - **N^A^A^**
  - **Example 2:**
    - Find - **Y^A^A^A^20170209^20170209**
    - Replace with - **Y^A^A^A^**
    - Find - **N^A^A^A^20170209^20170209**
    - Replace with - **N^A^A^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^A^A^2^20170209^20170209**
    - Replace with - **Y^A^A^2^**
    - Find - **N^A^A^2^20170209^20170209**
    - Replace with - **N^A^A^2^**
  - **Example 4:**
    - Find- **Y^N^1^A^N^20170203^20170203**
    - Replace with- **Y^N^1^A^**

## 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^^^^^20170209^20170209



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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Last update: 2017/02/15 20:31