

9th Grade Entry Year: Capturing Information from CALPADS

- **Step 1:** In School Pathways, access student dashboard. Copy **SSID**.
- **Step 2:** In CALPADS, search for the student. **SSID Enrollment>Online Maintenance>Search For Student**.
- **Step 3:** Enter SSID and Lookup Student.
- **Step 4:** Click on Student name to access student information.
- **Step 5:** Click on Maintain Enrollment to see enrollment history
- **Step 6:** Find the first ever date enrolled in 9th grade.
- **Step 7:** Access 2nd tab student registration form in SchoolPathways. Enter Schoolyear Student First Entered 9th Grade and save.

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