

SELA Reconciliation

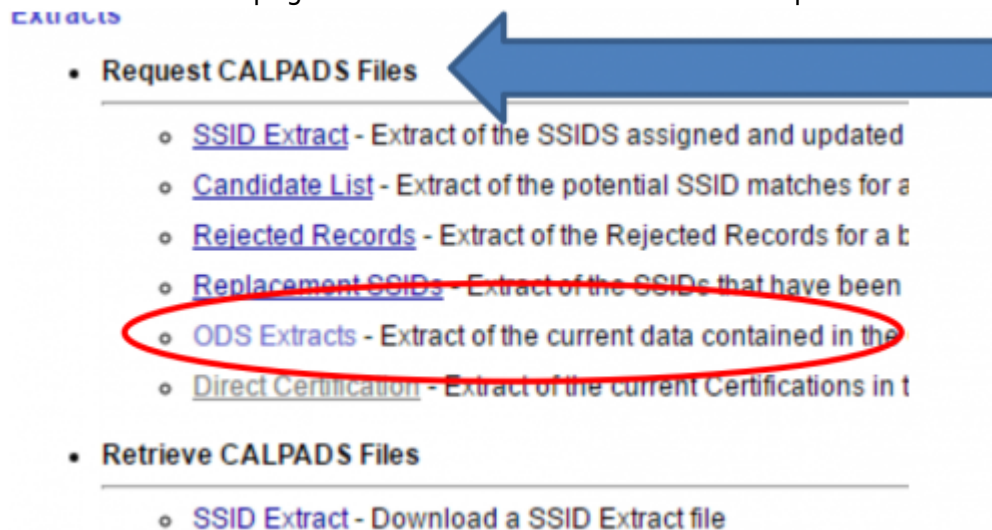
Step 1

- Log in to CALPADS
- Go to **Reports > Extracts**



Step 2

From the Extracts page choose ODS Extracts under the Request CALPADS Files.



Step 3

From the **Record Type** dropdown choose **Student English Language Acquisition Status ODS Download**.

A screenshot of a web application interface showing a dropdown menu for 'Record Type'. The menu is open, displaying a list of options. The option 'Student English Language Acquisition Status ODS Download' is highlighted with a red circle. Other options include 'Course Section Completion ODS Download', 'Course Section Enrollment ODS Download', 'SSID Enrollment - Data Reconciliation', 'SSID Enrollment ODS Download', 'Staff Assignment ODS Download', 'Staff Demographics ODS Download', 'Student Career Technical Education ODS Download', 'Student Course Section Completion ODS Download', 'Student Course Section Enrollment ODS Download', 'Student Discipline ODS Download', 'Student Health ODS Download', 'Student Information ODS Download', 'Student Program ODS Download', and 'Student Waivers ODS Download'.

Step 4

Choose **Active Student** or Enter a Date Range and click **Request File**.

A screenshot of a web application interface showing the 'Active Student' and 'Date Range' sections. The 'Active Student' checkbox is selected, indicated by a blue arrow. The 'Date Range' section contains two date input fields: 'Enrollment Start Date' and 'Enrollment End Date', each with a calendar icon and a red 'X' icon. Below these fields is an 'Extract File Name' input field. At the bottom, there are two buttons: 'Return to Request Extract Files' and 'Request File', with the latter circled in red.

Step 5

Click **Return to Request Extract Files**

A screenshot of a web application interface showing the 'Return to Request Extract Files' button circled in red. The interface includes the 'Date Range' section with 'Enrollment Start Date' and 'Enrollment End Date' fields, and an 'Extract File Name' input field. The 'Return to Request Extract Files' button is located at the bottom, next to the 'Request File' button.

Step 6

From **Retrieve CALPADS Files**, select **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 Records file

◦ Student Information Rejected Records - Download a Student Information Rejected Records file

◦ Student English Language Acquisition Status Rejected Records - Download a Student English Language Acquisition Status Rejected Records file

◦ Student Program Rejected Records - Download a Student Program Rejected Records file

◦ Student Discipline Rejected Records - Download a Student Discipline Rejected Records file

◦ Student Career Technical Education Rejected Records - Download a Student Career Technical Education Rejected Records file

◦ Student Waiver Rejected Records - Download a Student Waiver Rejected Records file

◦ Staff Demographics Rejected Records - Download a Staff Demographics Rejected Records file

◦ Staff Assignment Rejected Records - Download a Staff Assignment Rejected Records file

◦ Course Section Rejected Records - Download a Course Section Rejected Records file

◦ Student Course Section Rejected Records - Download a Student Course Section Rejected Records file

◦ Suspense Resolution Rejected Records - Download a Suspense Resolution Rejected Records file

◦ Replacement SSIDs - Download a Replacement SSID file

◦ Direct Certification - Download a Direct Certification file

◦ ODS Extracts - Download an ODS Extract file

Step 7

Select the **SELA ODS File** Type from the **Extract Type** drop down. Then click **Apply Filter**.
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Extract Type: SSID Enrollment ODS Download

Status: Staff Demographics ODS Download

Requestor Name: Staff Demographics Rejected Records

Job ID: Student Career Technical Education ODS Download

Note: For file size Student Career Technical Education Rejected Records

Student Course Section Completion ODS Download

Student Course Section Completion Rejected Records

Student Course Section Enrollment ODS Download

Student Course Section Enrollment Rejected Records

Student Discipline ODS Download

Student Discipline Rejected Records

Student English Language Acquisition Status ODS Download

Student English Language Acquisition Status Rejected Records

Student Health ODS Download

Student Health Rejected Records

Student Information ODS Download

Student Information Rejected Records

Student Program ODS Download

Student Program Rejected Records

Student Waiver Rejected Records

Student Waivers ODS Download

Apply Filter

Set Filter

JobID	Extract Type	File	Requested
	No records found		

Step 8

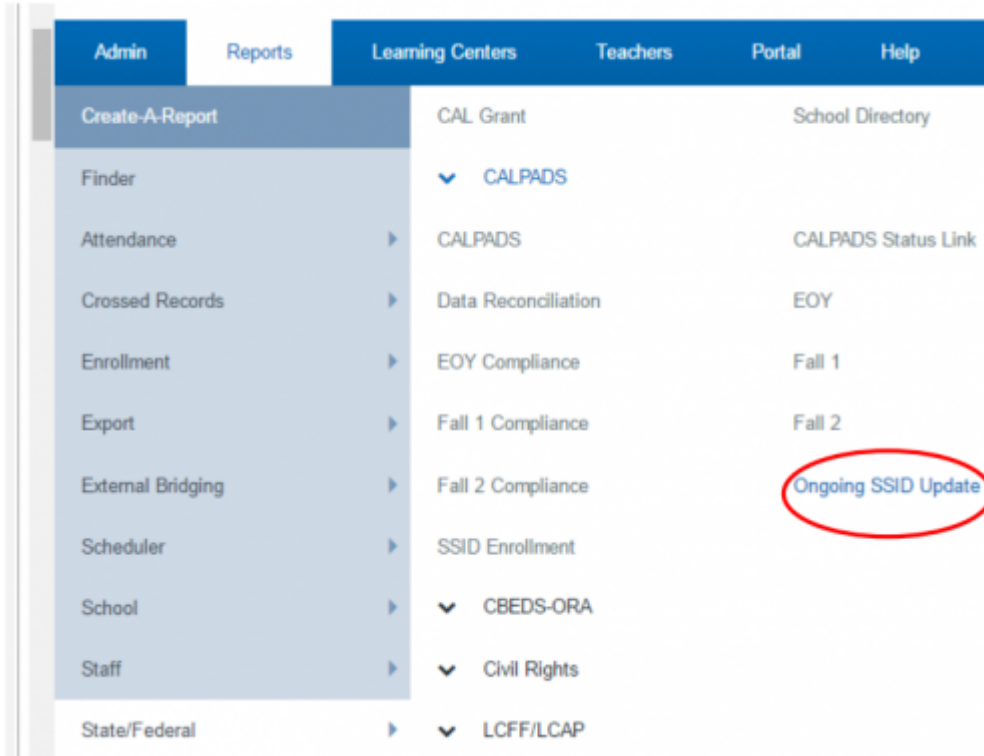
Download File

Viewing page 1 of 1 | Select the # of records to view: Default 50 10 20 All

JobID	Extract Type	File Name	Status	Requester Name	Date Requested	Date Created	Archive Date	Error	File Size	Download
	Student English Language Acquisition Status ODS Download	ODSDownloads_20161104135129_23444_488524.txt	Complete	D. Reynolds	11/4/2016 1:51:29 PM	11/4/2016 1:52:02 PM	11/11/2016		140.8 KB	Download

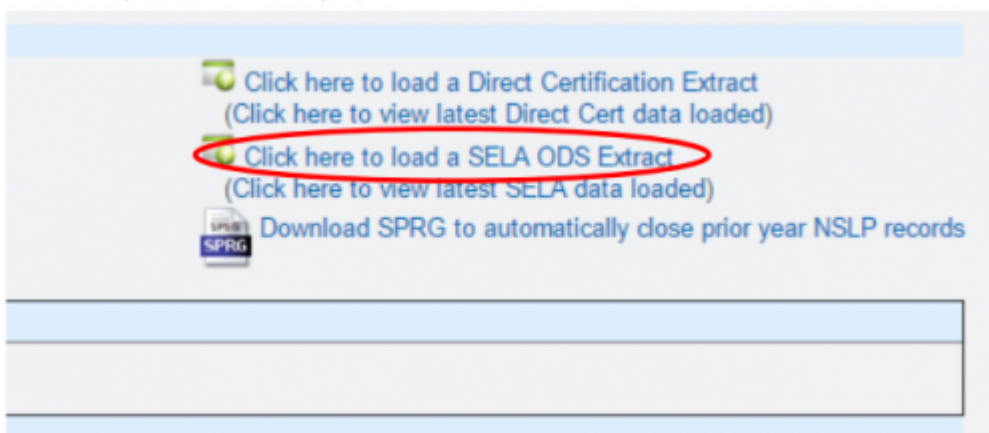
Step 9

Log into SchoolPathways, go under **Reports>State/Federal>CALPADS>Ongoing SSID Update**



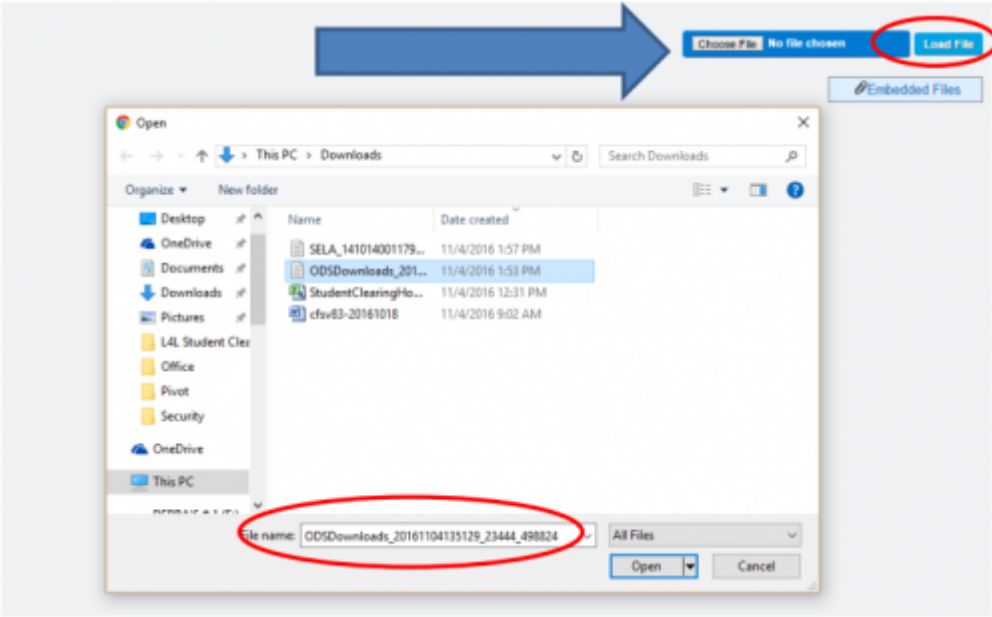
Step 10

On the right side of the page is a link that reads **Click here to load a SELA ODS Extract**. Click on it.



Step 11

Choose the SELA ODS extract from your desktop and then **Load File**



Due to FERPA, THE NEXT FEW SCREEN SHOTS MAY NOT BE AS ACCURATE AS WHAT YOU WILL SEE WHEN THE SELA FILE IS LOADED. STUDENT NAMES HAVE BEEN REMOVED.

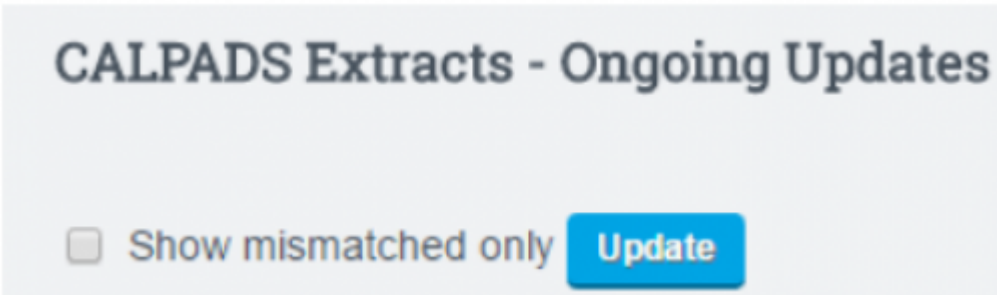
Step 12

The system will load a comparison of the records from SP and CALPADS, the status and date will show.

SIS Status Code	CALPADS Status Code	SIS Status Date	CALPADS Status Date
EO	EO	01/01/2011	01/01/2011
EO	EO	Not Set in SIS	10/17/2014
EO	EO	04/03/2013	04/03/2013
EL	EL	09/09/2000	09/09/2000
RFEP	RFEP	01/01/2011	01/01/2011
EO	EO	Not Set in SIS	08/20/2012
EO	EO	03/07/2012	03/07/2012
EO	EO	03/22/2012	03/22/2012
EO	EO	Not Set in SIS	09/09/2016
TBD	TBD	08/29/2016	08/29/2016
EO	EO	12/05/2014	12/05/2014

Other Options

After loading the file, the user can choose to only display mismatched records, this filter will be on the *upper-left side of the page*. Check the box and click **Update** to ONLY see mismatched records.



Mismatched Records will show in **Red**

SIS Status Code	CALPADS Status Code	SIS Status Date	CALPADS Status Date
TBO	EL	Not Set in SIS	06/01/2005
EO	EO	07/01/2012	05/14/2014
TBO	EL	10/12/2016	10/01/2003
RFEP	RFEP	12/19/2013	02/27/2012
TBO	EL	10/26/2016	09/03/2013
TBO	EL	10/17/2016	10/01/2002
TBO	IFEP	Not Set in SIS	09/01/2002
TBO	RFEP	10/26/2016	04/19/2007
EO	EO	09/02/2014	07/01/2011
EO	EO	10/17/2016	09/03/2008
EO	IFEP	Not Set in SIS	10/01/2005
TBO	EL	Not Set in SIS	10/21/2013
EL	TBO	08/18/2014	08/18/2014

Step 13

On the left-side of the page, check the box next to the students you wish to update.

Sel	Local Id
<input checked="" type="checkbox"/>	59240
<input checked="" type="checkbox"/>	57905
<input checked="" type="checkbox"/>	59214
<input checked="" type="checkbox"/>	58790
<input type="checkbox"/>	59235
<input checked="" type="checkbox"/>	59188
<input type="checkbox"/>	59254
<input type="checkbox"/>	59227

Step 14

Click **Load ELA Data from CALPADS** button at the top of the page.

Load ELA Data from CALPADS

Step 15

Enter **CONFIRM** and hit the **Load ELA Data from CALPADS** button. Please be aware that this will override existing data for the student in the SIS.

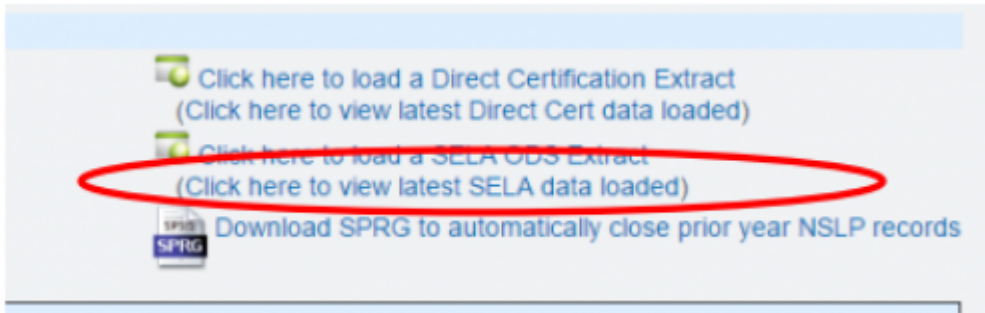
Confirm below to load ELA status codes and status dates into the SIS.

This will override existing data for students in the SIS

Cancel and Go back CONFIRM: **CONFIRM** Load ELA Data from CALPADS

Extra Feature

The users can see the most recent SELA file load in the system from the **Ongoing Updates** Tab.



— Last Updated by [Max Williams](#) on 2016/11/04 22:59

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