SELA Reconciliation

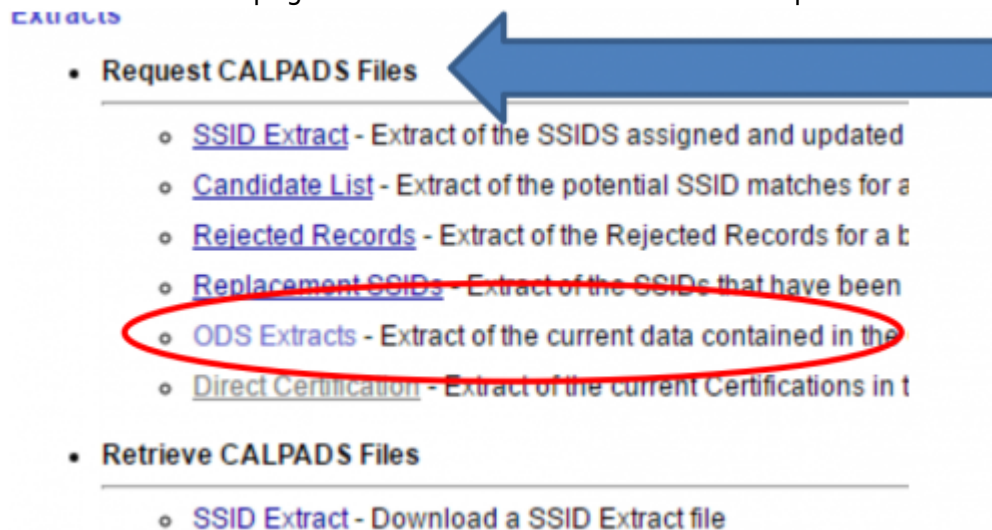**Step 1**

- 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.**

Step 4

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

Step 5

Click **Return to Request Extract Files**

Step 6

From **Retrieve CALPADS Files**, select **ODS Extracts**

- **Retrieve CALPADS Files**

  - <u>SSID Extract</u> - Download a SSID Extract file
  - <u>Candidate List</u> - Download a Candidate List file
  - <u>SSID Enrollment Rejected Records</u> - Download a SSID Enrollment Rejected F
  - <u>Student Information Rejected Records</u> - Download a Student Information Reje
  - <u>Student English Language Acquisition Status Rejected Records</u> - Download a
  - <u>Student Program Rejected Records</u> - Download a Student Program Rejected
  - <u>Student Discipline Rejected Records</u> - Download a Student Discipline Reject
  - <u>Student Career Technical Education Rejected Records</u> - Download a Student
  - <u>Student Waiver Rejected Records</u> - Download a Student Waiver Rejected Re
  - <u>Staff Demographics Rejected Records</u> - Download a Staff Demographics Reje
  - <u>Staff Assignment Rejected Records</u> - Download a Staff Assignment Rejected
  - <u>Course Section Rejected Records</u> - Download a Course Section Rejected Re
  - <u>Student Course Section Rejected Records</u> - Download a Student Course Sec
  - <u>Suspense Resolution Rejected Records</u> - Download a Suspense Resolution
  - <u>Replacement SSIDs</u> - Download a Replacement SSID file
  - <u>Direct Certification</u> - Download a Direct Certification file
  - <u>ODS Extracts</u> - Download an ODS Extract file

Step 7

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

Step 8

Download File

Step 9

Log into SchoolPathways, go under **Reports>State/Federal>CALPADS>Ongoing SSID Update**
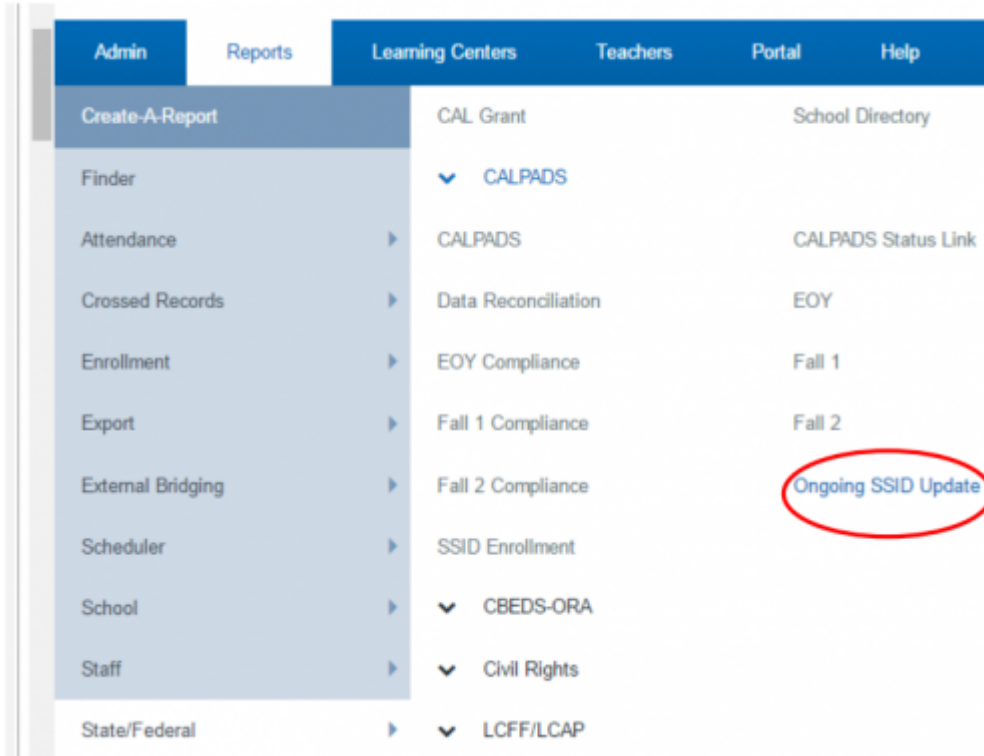
Step 10

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.

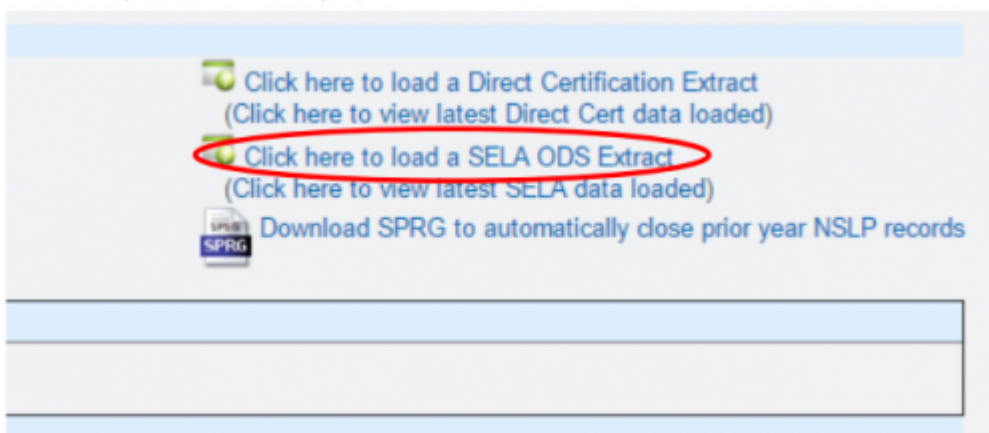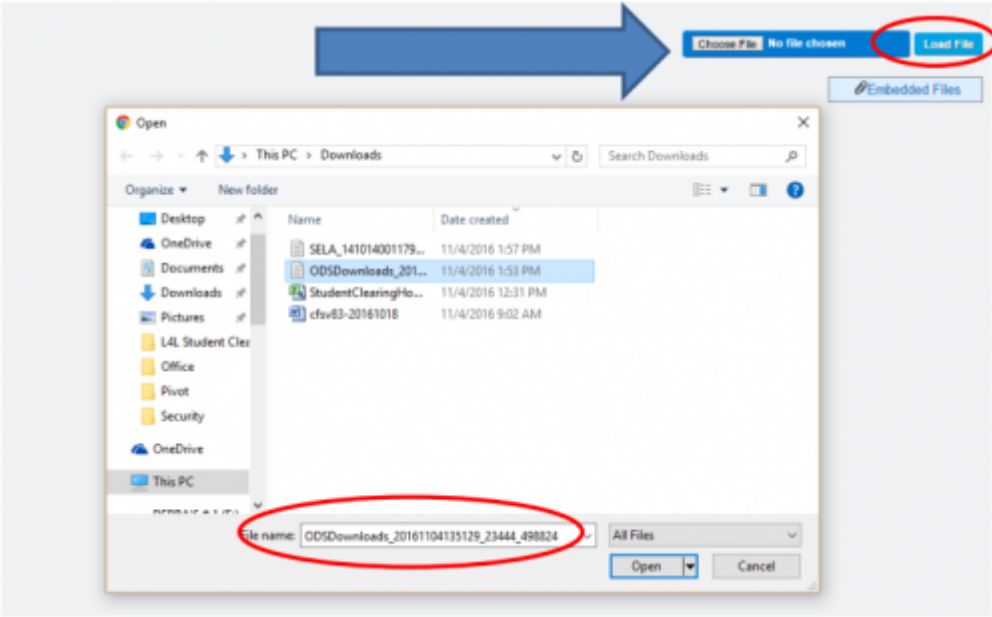| SIS Status Code	CALPADS Status Code	SIS Status Date	CALPADS Status Date
EO	EO	01/24/2011	01/24/2011
EO	EO	Not Set in SIS	10/17/2014
EO	EO	04/03/2013	04/03/2013
EL	EL	09/09/2000	09/09/2000
RFEP	RFEP	01/01/2011	01/01/2011
EO	EO	Not Set in SIS	08/20/2012
EO	EO	03/07/2012	03/07/2012
EO	EO	03/22/2012	03/22/2012
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.
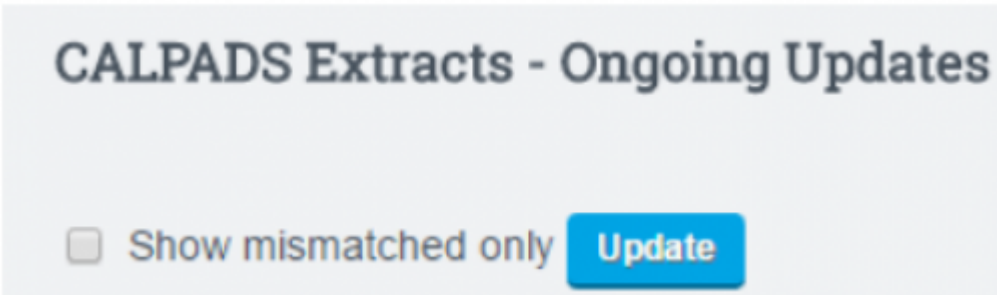
Mismatched Records will show in **Red**

SIS Status Code	CALPADS Status Code	SIS Status Date	CALPADS Status Date
TBD	EL	Not Set in SIS	08/01/2005
EO	EO	07/01/2012	05/14/2014
TBD	EL	10/12/2016	10/01/2003
RFEP	RFEP	12/19/2013	02/27/2012
TBD	EL	10/26/2016	09/03/2013
TBD	EL	10/17/2016	10/01/2002
TBD	IFEP	Not Set in SIS	09/01/2002
TBD	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
TBD	EL	Not Set in SIS	10/21/2013
EL	TBD	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
☑	59240
☑	57905
☑	59214
☑	58790
☐	59235
☑	59188
☐	59254
☐	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.
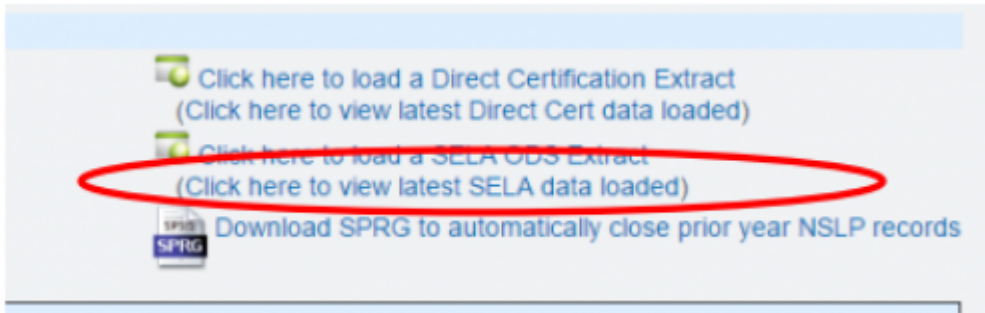
Confirm below to load ELA status codes and status dates into the SIS. This will override existing data for students in the SIS

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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Last update: **2016/11/04 23:01**