

state reporting, fall 1, CALPADS, ongoing updates

SELA Reconciliation

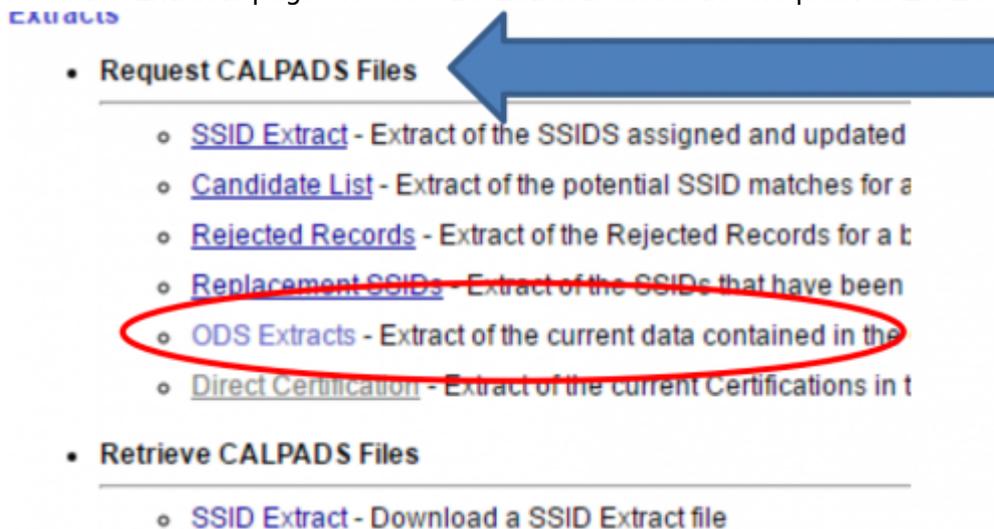
Step 1

- 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**.

Record Type: Course Section Completion ODS Download
Reporting LEA: Course Section Completion ODS Download
School: Course Section Enrollment ODS Download
Academic Year: SSID Enrollment - Data Reconciliation
Extract File Name: Staff Assignment ODS Download
Student English Language Acquisition Status ODS Download
Student Discipline ODS Download
Student Health ODS Download
Student Information ODS Download
Student Program ODS Download
Student Waivers ODS Download

Step 4

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

Active Student: ←
Date Range
Enrollment Start Date:
Enrollment End Date:
Extract File Name:
Return to Request Extract Files Request File

Step 5

Click **Return to Request Extract Files**

Date Range
Enrollment Start Date:
Enrollment End Date:
Extract File Name:
Return to Request Extract Files Request File

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 f
- [Student Information Rejected Records](#) - Download a Student Information Reje
- [Student English Language Acquisition Status Rejected Records](#) - Download a
- [Student Program Rejected Records](#) - Download a Student Program Rejected
- [Student Discipline Rejected Records](#) - Download a Student Discipline Reje
- [Student Career Technical Education Rejected Records](#) - Download a Student
- [Student Waiver Rejected Records](#) - Download a Student Waiver Rejected Re
- [Staff Demographics Rejected Records](#) - Download a Staff Demographics Reje
- [Staff Assignment Rejected Records](#) - Download a Staff Assignment Rejected
- [Course Section Rejected Records](#) - Download a Course Section Rejected Re
- [Student Course Section Rejected Records](#) - Download a Student Course Sec
- [Suspense Resolution Rejected Records](#) - Download a Suspense Resolution
- [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**.

Step 7: Select the **SELA ODS File** Type from the **Extract Type** drop down. Then click **Apply Filter**.

The screenshot shows a web interface with a form on the left and a dropdown menu on the right. The form includes fields for 'Extract Type', 'Status', 'Requestor Name', and 'Job ID'. Below the form is a table with columns 'JobID', 'Extract Type', and 'File'. The dropdown menu is open, showing a list of options. The option 'Student English Language Acquisition Status ODS Download' is highlighted with a red circle. To the right of the dropdown, there is a button labeled 'Apply Filter', also circled in red. A blue arrow points from the 'Extract Type' label to the dropdown menu.

Step 8

Download File

Viewing page 1 of 1 | Select the # of records to view: Default(5) 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**

The screenshot shows the navigation menu with the following structure:

- Admin
- Reports
 - Create-A-Report
 - Finder
 - Attendance
 - Crossed Records
 - Enrollment
 - Export
 - External Bridging
 - Scheduler
 - School
 - Staff
 - State/Federal
 - CAL Grant
 - CALPADS
 - CALPADS
 - Data Reconciliation
 - EOY Compliance
 - Fall 1 Compliance
 - Fall 2 Compliance
 - SSID Enrollment
 - CBEDS-ORA
 - Civil Rights
 - LCFF/LCAP
 - School Directory
 - CALPADS Status Link
 - EOY
 - Fall 1
 - Fall 2
 - Ongoing SSID Update

Step 10

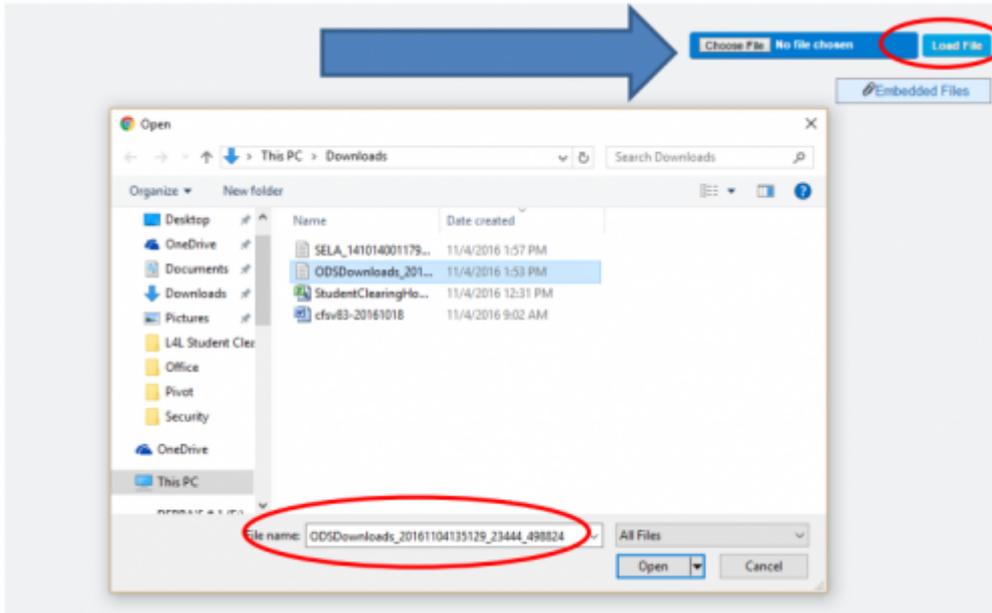
On the right side of the page is a link that reads **Click here to load a SELA ODS Extract**. Click on it.

The screenshot shows three links on a page:

- Click here to load a Direct Certification Extract (Click here to view latest Direct Cert data loaded)
- Click here to load a SELA ODS Extract (Click here to view latest SELA data loaded)
- Download SPRG to automatically close prior year NSLP records

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.

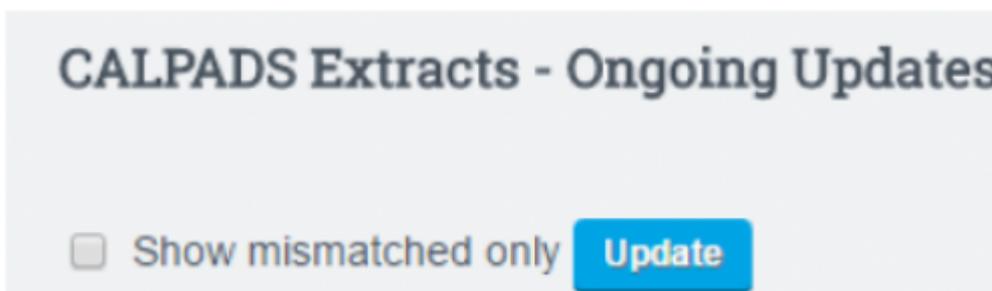
Step 12

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	04/03/2013	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.



Step 15

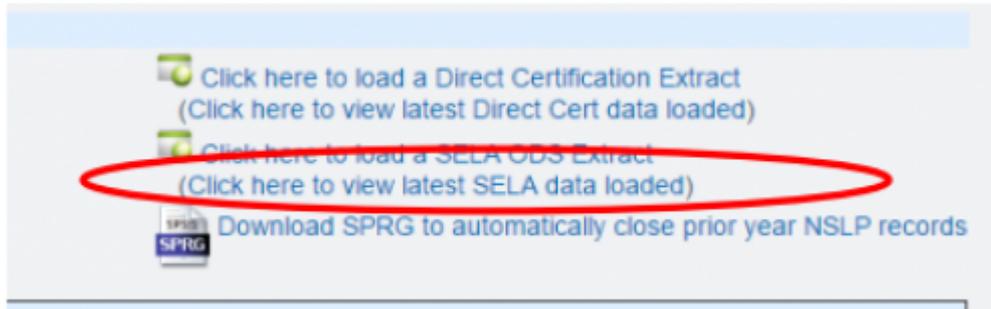
Enter **CONFIRM** and hit the **Load ELA Data from CALPADS** button. Please be aware that this will override existing data for the student in the SIS.

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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