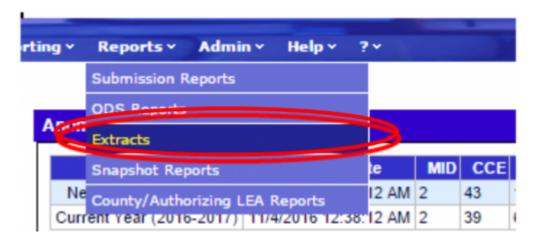
state reporting, fall 1, CALPADS, ongoing updates

SELA Reconciliation

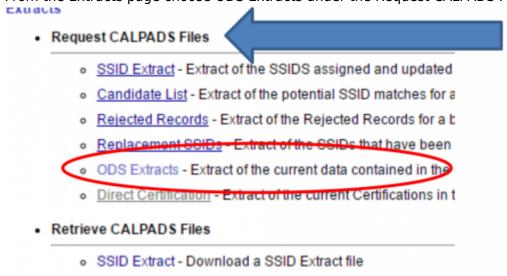
Step 1

- Log in to CALPADS
- Go to Reports > Extracts



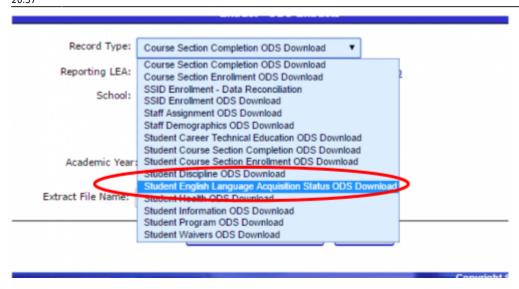
Step 2

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



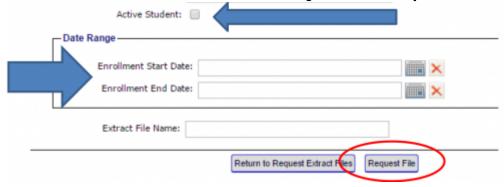
Step 3

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



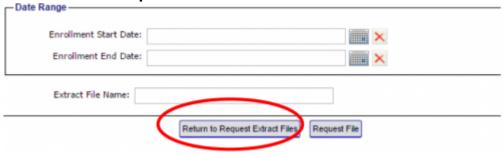
Step 4

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



Step 5

Click Return to Request Extract Files



Step 6

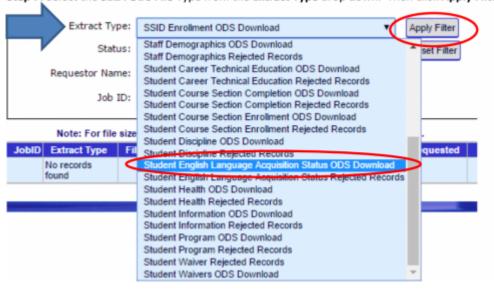
From Retrieve CALPADS Files, select ODS Extracts

Retrieve CALPADS Files

- 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 ε
- Student Program Rejected Records Download a Student Program Rejected
- Student Discipline Rejected Records Download a Student Discipline Rejected
- Student Career Technical Education Rejected Records Download a Student
- Student Waiver Rejected Records Download a Student Waiver Rejected Rev
- o Staff Demographics Rejected Records Download a Staff Demographics Rejected Records Download Records D
- 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
- <u>Direct Certification Download a Direct Certification file</u>
- 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.**



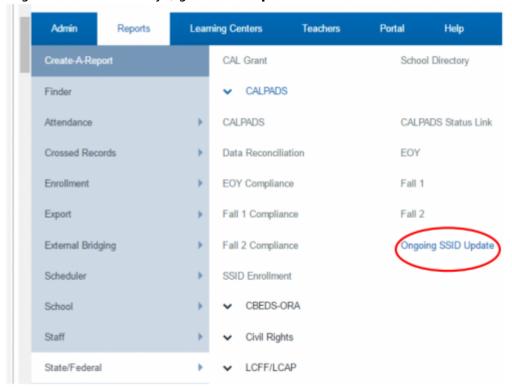
Step 8

Download File



Step 9

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



Step 10

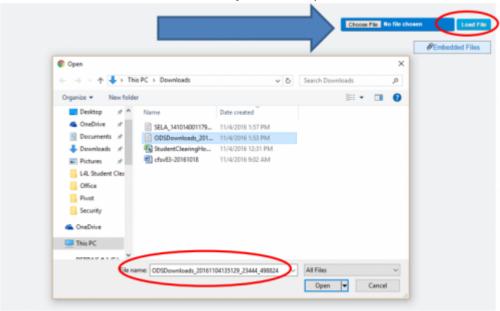
On the right side of the page is a link that reads **Click here to load a SELA ODS Extract.** Click on it.



Step 11

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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.

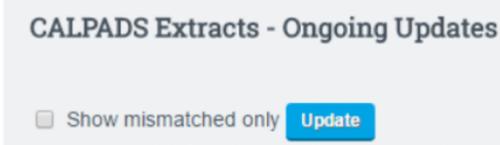
Step 12

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



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



Step 13

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



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.



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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: 2017/01/25 20:37