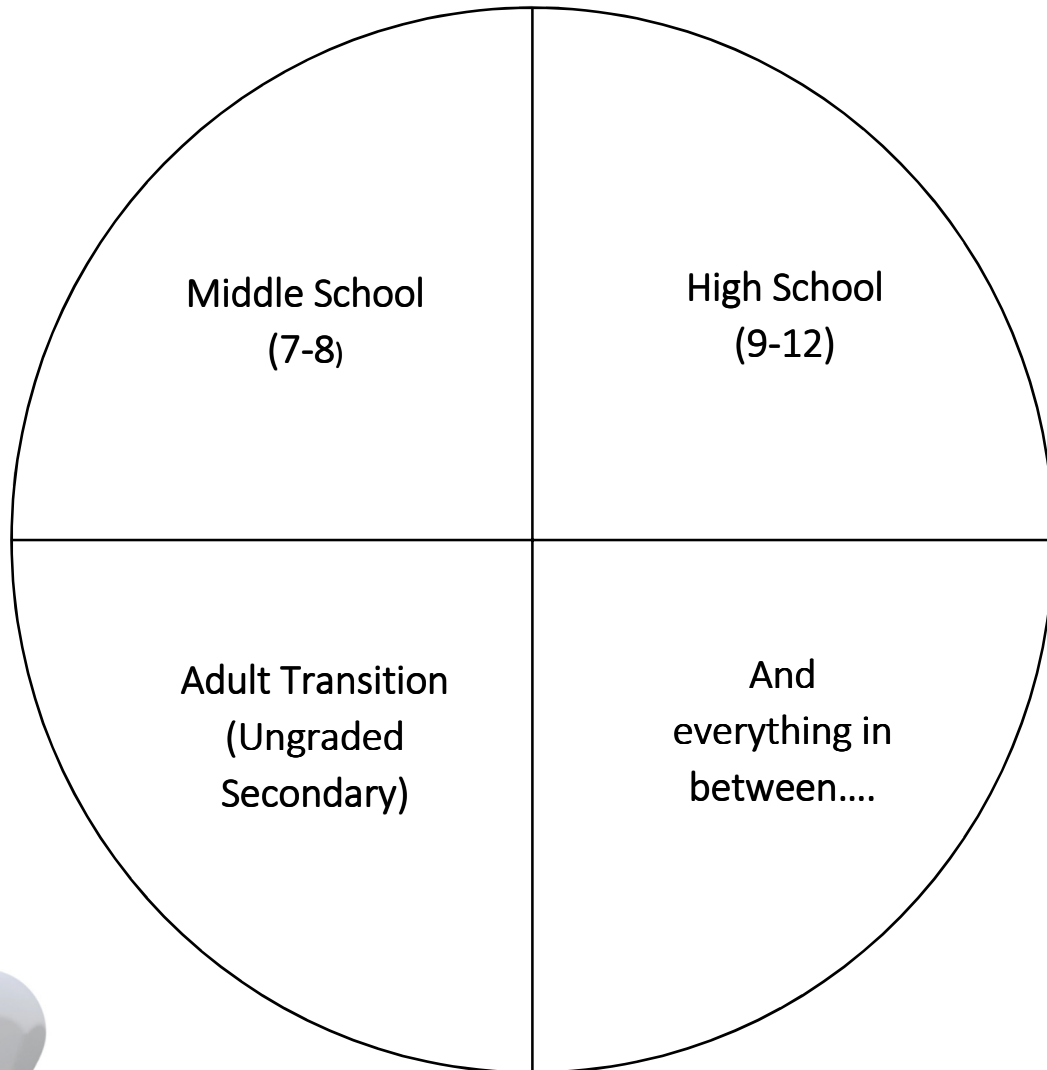


Quick Reference Guide
Grades 7-12
and
Ungraded Secondary



Grade Reporting Dashboard -> Transcripts -> Transcripts

The screenshot shows the 'SECONDARY GRADES DASHBOARD' with a sidebar menu on the left. The sidebar includes sections like 'STUDENT FLAGS', 'STUDENT DATA', 'ATTENDANCE ACCOUNTING', 'GRADE REPORTING' (which is expanded to show 'Grade Reporting Dashboard', 'Grades', 'Grades By Teacher', 'Grade History', 'Transcripts', 'Graduation Status', 'Gradebook Summary', 'Gradebook Details', 'Configurations', 'Functions', 'Reports', 'STANDARDS BASED GRADES', 'SUPPLEMENTAL ATTENDANCE', 'SCHEDULING PROCESS', 'SCHOOL INFO', 'AERIES ANALYTICS', 'SERVICE LEARNING', 'DISTRICT ASSETS', 'TEACHER EMULATION', 'View All Reports', 'View All Forms', 'Query', 'SECURITY', 'Change School', and 'Log Out'). The main content area is titled 'SECONDARY GRADES DASHBOARD' and contains a list of steps: A. Setup / Config, B. Initialize, C. Enter Grades, D. Finalize, E. Print Grade Reports, and F. Transcripts. Step F is selected, showing a list of 10 tasks: 1. Copy Grades to Transcripts, 2. Recompute Cumulative GPAs and Class Rank, 3. Transcripts, 4. Student Transcript, 5. Graduation Status Report by Student, 6. CSU Eligibility Report, 7. UC Eligibility Report, 8. CSF Eligibility Report, 9. GPA Summary Listing by Term (HIS), and 10. Honor Roll and Class Rank Listing from Transcripts.

Information Services will mass populate students graduating with a standard high school diploma after grades are moved to history. **DO NOT** code these students.

Existing data will NOT be overwritten (i.e., if a student did not graduate from high school as seen below). Code these students **before grades are moved to history**. Creekside and San Joaquin will key in the graduation status for all students at their site.

| Student Flag | Student number | Last Name | First Name | Middle Name |
|--------------|----------------|-----------|------------|-------------|
| | 124 | Doe | Two | |

| Graduated | Grad Stat | Expected Grad |
|------------|-----------|---------------|
| 06/09/2016 | 100 | |

Graduates/Completers

Graduate reporting cycle

The graduate reporting cycle is August 16 of Year 1 through August 15 of Year 2 (i.e., the reporting year).

- For example, for the 2013 reporting year, the graduate reporting cycle is:
August 16, 2012 through August 15, 2013.

Definition of a graduate

A high school graduate is defined as a student who has received a diploma by meeting all local and state high school graduation requirements, including passing the California High School Exit Exam (per Senate Bill 172, this only applies to graduating class years 2011-12 and before).

Who is not a graduate?

Students with high school equivalencies (e.g., GED, HiSET, or TASC) or special education students completing Individualized Education Programs who receive certificates of completion are not included in the high school graduate counts and are considered *completers*.

Graduates, completers and associated student school completion status codes

The table below shows graduates, completers, and the student/school completion status codes used to determine the respective graduate types.

NOTE: Each *graduate* and *completer* exit record must have a Student Exit Category of E230 (Completer Exit) and a School Completion Status.*

| Type | Graduate | Completer | School Completion Status |
|--|-----------|-----------|--|
| Graduate, Standard High School Diploma | Yes | Yes | 100: Graduated, Standard High School Diploma * NOTE: 100 in Aeries is a non-graduate. The field is cross-referenced to the CALPADS Code of 360. Graduates in Aeries are coded as a 110. |
| Special Education Certificate of Completion | No | Yes | 120: Spec Education Certificate |
| Adult Education High School Diploma | Yes | Yes | 250: Adult Education High School Diploma |
| Received a High School Equivalency Certificate (and no Standard High School Diploma) | No | Yes | 320: Received a High School Equivalency Certificate (and no standard HS diploma) Note: This now includes the General Educational Development (GED) exam, the High School Equivalency Test (HiSET), and the Test Assessing Secondary Completion (TASC). |
| Passed CHSPE (and no Standard High School Diploma) | Yes | Yes | 330: Passed CHSPE |

Early Graduates

To comply with CALPADS enrollment and attendance requirements, the following procedure insures accurate reporting to the state.

Student Profile

- STU.TG = "I-Inactive" as the student will no longer have an active enrollment record. This prevents erroneous counts that affect enrollment, staffing and class size.
- Drop classes.
- DO NOT drop lockers or counselor.

| Student Profile | | | | | | | | | | | | | | | | |
|-----------------|-----------|------------|-------------|-------------|-------|--------|-------|-------|-----|-----------|------|-------|--------|---------|---------|---------|
| StuNum | Last Name | First Name | Middle Name | Perm ID Num | State | Stu ID | Sex | Grd | Age | Birthdate | Prog | Track | Status | CorrLng | RptgLng | LangFlu |
| 124 | Doe | Two | | 900020002 | | | M | 12 | 18 | 6/27/1998 | | A | Active | Arabic | Arabic | LEP |
| Ethnicity | Race | Counselor | User1 | User2 | User3 | Gate | User5 | User6 | PS | User8 | MG | Sarb | User11 | User12 | RepCrd | |
| N | White | Unassigned | | | | | | | | | | | | | | |

Grades -> Transcripts



| Graduated | Grad Stat | Expected Grad | Comment |
|------------|-----------|---------------|-----------------|
| 01/27/2016 | 110 | | Early graduate. |
| | | | Save |

Data from the Transcripts screen will update Enrollment History with the correct coding for extract to CALPADS. See below.

Enrollment History

Other District Enrollment

Print

| Year | School | Stu# | Trk | Prg | AttPrg1 | AttPrg2 | Grd | Teacher | Enter Date | Leave Date | Reason | Exit |
|---|----------------------------------|------|-----|-----|---------|---------|-----|---------|------------|------------|--------|------|
|  | 2015 Irvine Control School (990) | 124 | A | A | | | 11 | | 8/26/2015 | | | |
|  | 2016 Irvine Control School (990) | 124 | A | A | | | 11 | | 8/26/2015 | 1/27/2016 | 230 | |

Student Data -> Attendance Enrollment

| Current Atte | | | | | | |
|--------------|--------|-----|-----|-----|--------|--|
| Date | Ent/Lv | Grd | Prg | Trk | Reason | |
| 1/27/2016 | L | 12 | | A | 230 | |
| 8/26/2015 | E | 11 | A | A | | |

Special Ed Completers/Certificate of Completion (Irvine Adult Transition Students)

Students pursuing a Certificate of Completion have the option to attend a school until they reach the age of 22. These students are ungraded secondary special education students with a Grad Plan of 20 - Certificate of Completion.

Students on track to receive the Certificate of Completion will attend Irvine Adult Transition (IATP), School 617. Some students complete a traditional high school and continue their education until they “age out” by attending School 617 or remain at one of the traditional high schools.

There are basically two steps for a student on this path:

- Student finishes the traditional four years at a high school and receives a Certificate of Completion. They will not count in the graduate cohort (are not graduates or dropouts). The student is a completer: completed 12th grade.
- Student attends additional schooling beyond grade 12, usually at IATP. The exit reason will be 125- Special Ed Prior Completer.

The completion code for a student receiving a Certificate of Completion is 220. This is found on the student transcript screen.

| Graduated | Grad Stat |
|------------|-----------|
| 06/09/2016 | 220 |

<-Traditional school

Once a student exits IATP, use exit code 125. This is performed on the Student Data 2 screen.

Student Data -> Demographics -> Student Data2

| End of Year | | Comp Status | |
|-------------|-----------|-------------|------------|
| Status | Next Schl | Code | Date |
| 125 | 0 | | 06/09/2016 |

<- IATP

| | |
|------|---|
| E125 | PriorComplSpecEd: Student exited a special education transition program and was previously reported as receiving a special education certificate of completion, passing the CHSPE, or passing the GED test. |
|------|---|

Cheat Sheet for Graduates




TRANSCRIPT SCREEN

- **Early Graduates** – Transcripts Screen. Information will update the Enrollment History.
 - **Also** complete the Attendance Enrollment. The student left prior to the end of the school year. See page 4.
- **Standard graduates** (end of school year) – Transcripts. Do not add data into any other field. Aeries will close out the record for submission to CALPADS.

STUDENT DATA 2 SCREEN

- **End of the year** (last day of school) – Student Data 2

Grades -> Transcripts

| Graduated | Grad Stat | Expected Grad |
|--|---|---|
| 06/09/2016  | 110  |  |

Student Data -> Demographics -> Student Data 2

Fill out when a student **completes the school year, before rollover**

| Status | End of Year Next Schl | Comp Status Code | Date |
|--------|--------------------------|---------------------|------|
| | | | |

Drop Outs

Leave Reasons Interpreted as Dropouts (Gr 7-12)

| Code | Description |
|------|---|
| 140 | Withdrew. No known enrollment. |
| 160 | *Lost transfer. Student was expected to transfer to another California public school and did not re-enroll in the state for the returning year. |
| 270 | Enrolled in adult ed then dropped. |
| 300 | Expelled with no further participation in an academic program. |
| 360 | Completed gr 12. Did not graduate. |
| 380 | Entered institution (not for HS diploma). |
| 400 | Other (count as dropout). |

Query for potential dropouts

*Important: Check the box to include inactive students. The students are no longer “active”. Remember to de-select the option or you will obtain results for active and inactive students.

☒ **Include Inactive Students**

Query for potential dropouts with comments

LIST STU ATT STU.CID STU.SN STU.LN STU.FN STU.LD STU.CO ATT.RS IF ATT.CD = L AND
(ATT.RS = 104 OR ATT.RS = 140 OR ATT.RS = 270 OR ATT.RS = 300 OR ATT.RS = 360 OR ATT.RS =
380 OR ATT.RS = 400)

IMPORTANT NOTE: If a student’s status changes, i.e., attends summer school and becomes a graduate BEFORE August 15th or the student has been located, notify Information Services immediately. A change to the student’s graduation status in CALPADS will be made and applied to the upcoming Fall1 CALPADS Enrollment/Graduation/Dropout reporting cycle.

California Dashboard URL: <https://caschooldashboard.org>

California School Dashboard

Enter a portion of a school name, district name, or county office of education, and then select the Search button to obtain a list of results.

| | |
|---|---------------------------------------|
| <input type="text" value="Irvine Unified"/> | <input type="button" value="Search"/> |
|---|---------------------------------------|

Select an organization in the search results listing to get a Dashboard report.

Search Results

| CDS Code | Organization | City |
|--------------------------------|----------------|--------|
| 30736500000000 | Irvine Unified | Irvine |

Status and Change Report

Irvine Unified - Orange County






Enrollment: 32,319 Socioeconomically Disadvantaged: 15% English Learners: 18% Foster Youth: N/A

Reporting Year: Spring 2017 ▼

Grade Span: P-Adult Charter School: No

| | | | |
|--|---|---|---|
| <input type="button" value="Equity Report"/> | <input type="button" value="Status and Change Report"/> | <input type="button" value="Detailed Reports"/> | <input type="button" value="Student Group Report"/> |
|--|---|---|---|

The status and change report provides the performance level for all students on state indicators. It also shows how the current year (status) compares to prior years (change) for each state indicator. Status and change each have five possible levels, which are displayed with the data for each indicator. Select any of the underlined indicators for more detailed information.


| State Indicators | All Students Performance | Status | Change |
|---|---|--|---------------------------|
| Chronic Absenteeism | N/A | N/A | N/A |
| Suspension Rate (K-12) |  | Low 1.2% | Maintained +0.1% |
| English Learner Progress (K-12) |  | Very High 87.4% | Increased +1.9% |
| Graduation Rate (9-12) |  | Very High 95.9% | Maintained -0.6% |
| College / Career <small>Available Fall 2017. Select for Grade 11 assessment results.</small> | | N/A | N/A |
| English Language Arts (3-8) |  | Very High 66.1 points above level 3 | Maintained +4.9 points |
| Mathematics (3-8) |  | Very High 61.2 points above level 3 | Maintained +3.7 points |

Ed-Data URL: www.ed-data.org

Fiscal, Demographic, and Performance Data on California's K-12 Schools

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CDE/EdSource/FCMAT

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County

Orange

District

Irvine Unified

☐ Include merged/closed schools & districts

School

Select a School

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[Student](#) [Staff](#) [Local Revenue Elections](#) [Financial Data](#)

[Years Displayed](#)

[2011-12](#) [2012-13](#) [2013-14](#)

Demographics

Enrollment

Irvine Unified
CDS Code 30-73650-0000000

[View by Ethnicity, Grade & More](#)



| Year | Number of Students |
|---------|--------------------|
| 2011-12 | 24,000 |
| 2012-13 | 24,500 |
| 2013-14 | 25,000 |
| 2014-15 | 26,000 |
| 2015-16 | 28,000 |

[View Table Data](#)

[Chart Notes](#) [Source](#)

Data collected by the California Department of Education (CDE) through the California Longitudinal Pupil Achievement Data System (CALPADS). Aggregate data files are provided by the CDE - Data Reporting Office at <http://www.cde.ca.gov/ds/sd/sd/filesenr.asp>.

Average Daily Attendance (ADA)

Irvine Unified
CDS Code 30-73650-0000000



| Year | Number of Students |
|---------|--------------------|
| 2011-12 | 28,000 |
| 2012-13 | 28,500 |
| 2013-14 | 29,000 |
| 2014-15 | 29,500 |
| 2015-16 | 30,000 |

[View Table Data](#)

[Chart Notes](#) [Source](#)

Data collected by the California Department of Education (CDE) through the California Longitudinal Pupil Achievement Data System (CALPADS). ADA displayed in this graph is from the CDE School Fiscal Services Division's Current Expense of Education calculation.

Unduplicated Pupil Count of Free/Reduced-Price Meals, English Learners & Foster Youth

Irvine Unified
CDS Code 30-73650-0000000

<#> [%](#)



| Year | Number of Students |
|---------|--------------------|
| 2011-12 | 8,000 |
| 2012-13 | 8,500 |
| 2013-14 | 8,800 |
| 2014-15 | 9,000 |
| 2015-16 | 9,200 |

[View Table Data](#)

[Chart Notes](#) [Source](#)

Data collected by the California Department of Education (CDE) through the California Longitudinal Pupil Achievement Data System (CALPADS). Aggregate data files are provided by the CDE - Data Reporting Office at <http://www.cde.ca.gov/ds/sd/sd/filesucpc.asp>.

DataQuest URL: <http://dq.cde.ca.gov/dataquest/>



[CDE Home](#) | [Enrollment and Staffing Data Files](#) | [API Home](#) | [AYP Home](#) | [CAHSEE Home](#) | [CELDT Home](#) | [CAASPP Home](#) | [STAR](#) | [Testing Home](#)

DataQuest helps you find facts about California schools and districts.

To create a report: (1) select a Level, (2) select a Subject, and (3) click on the "Submit" button.

- [What's NEW?](#) DataQuest Change Log
- [What's in DataQuest?](#)
- [QuickQuest](#) lets you find answers fast!
- [Our Parents Page](#) is another way to find data.
- [Contact information for program related questions](#)
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- [Data Privacy](#)

1. Select Level:

Level:

2. Select Subject:

Subject:

3. Click Submit:

Questions: [DataQuest](#) | [Data Reporting Office](#) | 916-327-0219

Sample Report

CDE » DataQuest » Cohort Report

Cohort Outcome Multi-Year Summary

Irvine Unified District Results

Select a School

| Class Of | Cohort Students | Cohort Graduates | Cohort Graduation Rate | Cohort Dropouts | Cohort Dropout Rate | Cohort Special Ed Completers | Cohort Special Ed Completers Rate | Cohort Still Enrolled | Cohort Still Enrolled Rate | Cohort GED Completer | Cohort GED Completer Rate |
|----------|-----------------|------------------|------------------------|-----------------|---------------------|------------------------------|-----------------------------------|-----------------------|----------------------------|----------------------|---------------------------|
| 2015-16 | 2,298 | 2,213 | 96.3 | 35 | 1.5 | 30 | 1.3 | 19 | 0.8 | 1 | 0.0 |
| 2014-15 | 2,361 | 2,237 | 94.8 | 67 | 2.8 | 30 | 1.3 | 27 | 1.1 | 0 | 0.0 |
| 2013-14 | 2,132 | 2,042 | 95.8 | 55 | 2.6 | 22 | 1.0 | 12 | 0.6 | 1 | 0.0 |
| 2012-13 | 2,234 | 2,133 | 95.5 | 53 | 2.4 | 23 | 1.0 | 22 | 1.0 | 3 | 0.1 |
| 2011-12 | 2,225 | 2,132 | 95.8 | 43 | 1.9 | 23 | 1.0 | 20 | 0.9 | 7 | 0.3 |
| 2010-11 | 2,188 | 2,124 | 97.1 | 26 | 1.2 | 13 | 0.6 | 24 | 1.1 | 1 | 0.0 |
| 2009-10 | 2,253 | 2,179 | 96.7 | 43 | 1.9 | 2 | 0.1 | 26 | 1.2 | 3 | 0.1 |