

**Closing Out the Academic School Year in Aeries**

- ☞ CALPADS reports data by academic school year, throughout the year. An academic school year is July 01-June 30.
- ☞ If an exit reason does not exist for the student, Aeries automatically closes enrollment records with an exit reason of 155 (student returning to same school the following year).
- ☞ Data is constantly uploaded to CALPADS, at least a few times a month.
- ☞ Insure data is accurate for all students, staff, courses, schedules, etc.
- ☞ Correct data prior to “closing out” the year before rollover, o/a June 30, 2015. We want accurate data rolled into the 2015-16 year.
- ☞ If the student is not returning the following school year, close out the 2014-15 enrollment record with the appropriate exit reason. We can always bring their record forward. Otherwise, let the record roll over to the next year.

** Once rollover is complete, **DO NOT** make changes to the prior year Aeries database. These changes will not be picked up for CALPADS reporting.

Common Attendance Errors

Code	Description
140	Gr 7-12 Withdrew. No known enrollment.
450	K-6. No known enrollment.
440	Program change (i.e., different teacher). Student REMAINS at your site and is active.
160	Any known transfer to a public California school, even within our district

Leave Reasons Interpreted as Dropouts (Gr 7-12)

Code	Description
104	Withdrew. Failed California High School Exit Exam (CAHSEE).
140	Withdrew. No known enrollment.
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

A 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)

*Note: If a student has a comment, a record will display regardless of the exit reason.

When a cum file is requested and the original exit reason falls within one of the dropout codes, change the code to the proper exit reason on the attendance screen to update CALPADS. This may lower your dropout rate. If the cum is requested **after** the new academic year, please let us know so we can update CALPADS. CALPADS reports two years worth of data on "CBEDS Day". The current enrollment and last years graduates and dropouts.

Matriculating/Graduating Students (Gr. 6 and Gr. 8)

- ☞ We will mass change graduating and matriculating students after grades are moved to history.
- ☞ Creekside and San Joaquin Schools will key in the completer/graduation exit reasons.
- ☞ We will **NOT** overwrite existing records for matriculators/graduates.
- ☞ Sites are responsible for validating the exit reason for students who did not receive a standard high school diploma.

LIST STU SN ID CID LN FN GR ED LD HSG TG IF HSG # 110 AND GR = 12

High School Students transferring to Adult Transition (Sch 617) or continuing education until 22

- ☞ The student should have a Completion Status of 220 (Certificate of Completion, found on the StudentData3 Tab) from the traditional school. Do not use code 160-transfer. The student is a Completer and will continue to receive services as an adult. The student has the option to continue their education until they reach the age of 22. Once the student leaves Irvine Adult Transition school, exit reason 125 (Prior Special Ed Completer) will be used.

LIST STU SN ID CID LN FN GR ED LD HSG TG IF HSG = 220 AND GR = 12

Reminders

- ☞ **DO NOT** put an I-inactive in the status tag
- ☞ The student finished the school year and will be counted in attendance for the entire year. The leave date should be the last day of the school year: June 18, 2015.
- ☞ Taking a proactive approach to correct data errors minimizes frustration, saves time. It is in the District's best interest to resolve the issues ASAP and have accurate data for reports – big decisions are based on the output.

All Sites (K-12)

- ☞ EOY 2 – Program Participation
- ☞ EOY 3 – Student Discipline

Secondary Sites (Grades 7-12)

- ☞ EOY1 – Course Completion
- ☞ EOY4 – Student Waivers (CAHSEE)
- ☞ Graduates – (CHS/SJHS will perform their own coding)
- ☞ UC/CSU meeting requirements (2014-15 – verification)
- ☞ Possible dropouts – this will be ongoing
- ☞ UC Eligibility in the Local Context (11th graders)
- ☞ Certificate of Completion and Ungraded Secondary Students
- ☞ Goal is to close out all records pertaining to the student by June 25, 2015 (before the rollover). This includes enrollment, program data, discipline records, demographic data, and student information.