**A – District and School Setup**

* Navigation
	+ Pages
	+ Reports
	+ Favorites
* Verify settings in District and Schools
	+ *Highlight State Reporting Fields* Option
* Define Required Fields
* **Course History Institutions**
	+ Required for students transferring in/out of district
* **Teacher** Table vs **Staff** Table
	+ **Staff ID** must be linked on **Teacher** record

**B – Required Data Pages**

* **Demographics**
	+ - * + **School Enter Date** (STU.ED)
				+ **Enrollment Status/Program** (STU.SP)

Primary Enrollment defaulted is Regular Education – Primary Enrollment

* + - * + **Interdistric**t (STU.IT)
				+ **District of Residence** (STU.ITD)
				+ **Home Reporting School** (STU.HS)
				+ No Shows (summer exits)
* **Attendance Enrollment**
* **Attendance History**
	+ Populates the **STAS** Extract
* **Special Programs** vs Defined Program Page
* [CALPADS Special Programs Chart](https://aeriessis.freshdesk.com/support/solutions/articles/14000084898-sprg-calpads-special-programs-chart)
	+ - **504 Plans**
			* Use FOF or PGM 101 in **Special Programs**
		- **Career Pathways**
			* **Career Pathways Management**
		- **Free and Reduced**
		- **GATE**
			* Use GTE or PGM 127 in **Special Programs**
		- **Language Assessment**
			* ELAS Code and Date determine SELA Extract
		- **Special Education**
			* Submitted through IEP vendor
		- **Special Programs**
* All other programs
* **Activities and Awards**
	+ Golden State Seal Merit Diploma
	+ State Seal of Biliteracy
* **Assertive Discipline**
	+ - Update **Suspendable Offense Codes**
		- Special Education required reporting
	+ **Course Data**
		- Course data fields become default on section
	+ **Master Schedule**
		- Linked to **Staff** table
		- Linked to **Course** table
		- Linked to **Students**
		- Course data fields specific to section
	+ **Course Attendance**
		- Course enrollment dates
		- [**Course Attendance Audit Report**](https://aeriessis.freshdesk.com/support/solutions/articles/14000077980-course-attendance-audit-report) displays anomalies, overlapping dates, etc.
* **Transcripts**
	+ - Map Transcript Terms
		- Course Completion required for Grades 7-12
		- When updating using Aeries Grade Reporting, section information and Staff ID auto-populate through links
		- When updating manually, section information and Staff ID is required

**C – CALPADS Extracts**

* + - **Enrollment Update**
		- Create Enrollment Update: **SENR SINF SPRG** Extract
		- Create Student Language Acquisition File: **SELA** Extract
		- Extract Only Data Changes Option
		- **Identifiers**
		- Create **SSID** Request File
		- Process School Before Start Date (must have a calendar created)
		- Create **SELA** Extract for TBD Students
* **ODS Reconciliations, SELA Import**
* Enrollment Data: **SENR** ODS
* Program Data: **SPRG** ODS
* Student Language Acquisition: **SELA** Import
* **Fall 2**
* Fall 2 Info Day
* Create Staff Files: **SDEM** **SASS** Extract
* Create Course Files: **CRSE SCSE** Extract
* Create Post-Secondary File: **PSTS** Extract
	+ Pulls data from previous year database
		- **End of Year (EOY)**
		- [FAQ: What order should EOY be submitted?](https://support.aeries.com/support/solutions/articles/14000086338-eoy-in-what-order-should-the-eoy-files-be-submitted-)
		- Create Course and Staff Files: **CRSE SCSC SDEM** Extract
		- Create Discipline Files: **SINC SIRS SOFF** Extract
		- Create Career Technical Education File: **SCTE** Extract
		- Create Absence Summary File: **STAS** Extract
		- **Direct Certification**
		- Select **Direct Certification** File
		- Update Free and Reduced
		- **Other Extracts**
		- Create Student Information Address File: **SIAD** Extract
		- **Other Options**
		- Short Term Enrollment Identifier
		- Blank Race Field Mapping
		- Independent Charter School
		- Pull County-District School from School LOC records
		- Do Not Change Exit Reasons to E450 if Student is in Grade 6 or Lower
		- Golden State Seal Mapping
		- State Seal of Biliteracy Mapping
		- Student Tags (STU.TG) to Skip
		- Enrollment Status (STU.SP) to Skip
		- **STAS** Exemptions
		- Post Secondary/Transition Status Mapping
		- Certification Program Completion Mapping
		- **Code Translations Mapping**
		- Completer Status (STU.HSG)
		- Enrollment Status (STU.SP)
		- Gender (STU.GN)
		- Language Fluency (STU.LF)
		- Program Code (PGM.CD)
		- Student Grade (STU.GR)
		- Staff Gender (STF.GN)
		- Discipline Action Taken (Disposition) (DSP.DS)
		- Behavioral Emergency Action Taken (BER.CD)
		- Discipline Offense Code (ADS.CD)
	+ **LTEL Import**
		- Select Full **LTEL** File
		- Select District **LTEL** File
		- **Schools**

**D – CALPADS Data Management**

* **Audit Reports**
* Attendance Audit Listing
	+ Set Attendance Program for TK Non-ADA
* Student Data Audit
	+ CALPADS Data option
	+ Sort by Error
	+ Export to Excel
	+ Use **Search** to create **KEEP** Statement
	+ Preparing for **Fall 1** Reporting
		- Ensure all 3rd party vendor data is imported
		- Free and Reduced (NSLP) importing as expected
* [CALPADS Start of School Year Maintenance](https://aeriessis.freshdesk.com/support/solutions/articles/14000068497-calpads-annual-maintenance-start-of-the-school-year)
* [SELA Import Process](https://aeriessis.freshdesk.com/support/solutions/folders/14000117111)
* [CALPADS Annual Ongoing Maintenance](https://aeriessis.freshdesk.com/support/solutions/articles/14000068498-calpads-annual-maintenance-ongoing)
* Preparing for End of Year (EOY)
* Graduates/Completers/Matriculators (school completion status)
* Next Fields:
* Next Grade
* Next School
* Next Teacher
* [CALPADS Closing Out the School Year Maintenance](https://aeriessis.freshdesk.com/support/solutions/articles/14000068499-calpads-annual-maintenance-closing-out-the-school-year)
* [CALPADS Student Withdrawal Data Population Chart](https://aeriessis.freshdesk.com/support/solutions/articles/14000085801-eoy2-calpads-student-withdrawal-data-population-chart)

**E – CALPADS Support Resources**

* [CALPADS Category Documentation](https://support.aeries.com/support/solutions/14000072241)
* [CALPADS Video Library](https://aeriessis.freshdesk.com/support/solutions/folders/14000119149)
* [CALPADS Submission Chart](https://aeriessis.freshdesk.com/support/solutions/articles/14000081560-calpads-submissions-chart-guide)
* [CALPADS Cross Reference by Aeries Page](https://aeriessis.freshdesk.com/support/solutions/articles/14000082478-calpads-cross-reference-by-aeries-page)
* [CALPADS Cross Reference by Extract](https://support.aeries.com/support/solutions/articles/14000100649-aeries-calpads-cross-reference-by-extract)
* [CALPADS FAQs](https://support.aeries.com/support/solutions/folders/14000111480)
* [CALPADS Common Errors](https://support.aeries.com/support/solutions/folders/14000111479)
* [CALPADS Extracts](https://support.aeries.com/support/solutions/folders/14000115594)
* Reporting Validations:
	+ [Fall 1 Queries and Reports](https://support.aeries.com/support/solutions/articles/14000081670-fall-1-queries-and-reports)
	+ [Fall 2 Queries](https://support.aeries.com/support/solutions/articles/14000082404-fall-2-queries)
	+ [EOY 2 Program Queries and Reports](https://support.aeries.com/support/solutions/articles/14000081710-eoy-2-program-queries-and-reports)
	+ [EOY3 Discipline Queries and Reports](https://support.aeries.com/support/solutions/articles/14000081671-eoy-3-discipline-queries-and-reports)
	+ [EOY3 Attendance Queries](https://support.aeries.com/support/solutions/articles/14000081672-eoy-3-attendance-queries)
	+ [EOY Course and Career Pathway Queries](https://support.aeries.com/support/solutions/articles/14000081711-eoy1-course-and-career-pathway-queries)