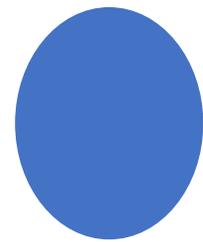


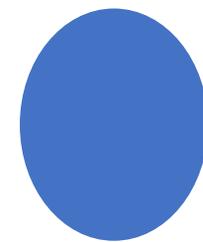
+

# Speaking today:



**PRESENTER | Sandy Madrid**

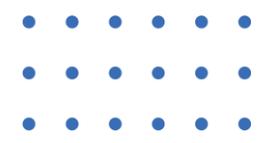
Aeries Trainer



**Presenter | Moderator**

Aeries Trainers

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# **Q&A Fall 2 – CALPADS in Aeries**

**Where do we go with our questions? How do we prepare the data for submission**



# Need to Know

During the Fall 2 Submission where do we go when various scenarios in our own LEA produce questions of Compliance or Correction of Errors

Taking a logical look at your scenarios – Ask – In each scenario, what data fields are needed for submission, or what impacts Fall 2 submission.

What is needed for this Staff (SDEM), What is needed for that Staff Assignment (SASS). What is needed for the Course Sections(CRSE) and the Master Schedule data elements

Students assigned to classes (SCSE), courses, teachers on Census Date – Ask – Do these rosters of students have any other reporting need? (Attributes...)

- A-G courses get defined at the course level (course page)?
- SPED, did I indicate the Instructional Strategy (master schedule or teacher page)?
- EL did I indicate the correct Education Service and if needed, the Language of Instruction if primary language support?
- Independent Study, data fields or attributes... did the data get entered
- Or The Online course attributes?
- Or CTE attributes?
- CTE Pathways?

Each LEA has unique scenarios BUT the data fields that are required are the same for all. The data entered will convey the information or story of your LEA to CALPADS for Staff, Courses, and Students enrolled in those courses. Also, Itinerant Staff and Non-classroom Based Staff.

Understand in Aeries where these data fields are and how are they Mapped to the CALPADS fields for compliance.

# Need to Know SDEM

Key areas for questions

- Calculate Time in Service

Increase by 1 for single or all staff members

- Primary School and School assignments

Many more questions to ask, but this is a start

**Questions:** Can this be run the automation more than once? No, once the staff years has been incremented you can only do update every 9 months  
Can I manually change the Years of Service if I made a mistake? Yes, you can manually change data field

The screenshot shows a software interface for managing staff records. At the top, there is a dark blue header with the text "Time in Service" and a button labeled "Update Totals" with a refresh icon. Below the header, there are three data fields: "Years of Educational Service: 23", "Years in District: 14", and "Year Incremented: 05/12/2020". A modal dialog box is open on the right side, titled "Calculate Time in Service". The dialog contains the question: "Would you like to update All Staff having the current school as their Primary School or Just This One?". At the bottom of the dialog, there are three buttons: "Just This One", "All Staff in School", and "Cancel".

Your counts are not correct on the CALPADS reports for your Staff Members... Did you check the Primary School AND School assignments

**Primary School: Screaming Eagle High School-994**

School (if other than Screaming Eagle High School)

Aeries Continuation School

Flex Soaring Eagle High School

# Need to Know SASS

## Key areas for questions Reportable Staff

- Who are the Certificated Staff Members employed on Census Day?

- Primary School of assignment
- Job Classification
- Non-Classroom assignment
- FTE Percentage

More questions to ask, but this is a start

## Questions:

Who do I report, only those employed on Census Day?

Do I have the Staff Assignments in correctly - FTE percentage, Non-Classroom Assignment?

Job Assignments (STJ)					
	Job Classification	FTE	Start Date	End Date	School (if other than
	Itinerant Teacher (27)	100.00			
Non Classroom Based Job Assignment Codes:		6028 - Teacher on Special Assignment			

**Question:** How do I report changes to Staff to another school or assignment?

Job Assignments (STJ) <span style="float: right;">+ Add</span>					
	Job Classification	FTE	Start Date	End Date	School (if other than Screaming Eagle High School)
	Teacher (12)	100.00	8/17/2023	9/29/2023	Golden Eagle Elementary School
	Administrator (10)	100.00	10/2/2023		
Non Classroom Based Job Assignment Codes:		0301 - Principal			



# Need to Know SCSE

## Key data

- Make sure to submit the files in order and that each file is posted error free before next file is submitted.
- CRSE
- SCSE

More questions to ask, but this is a start

## Questions:

Do you know how this last file, SCSE, is connected to all of the other three files (SDEM, SASS and CRSE)?

Record Type Code	Transaction Type Code	Local Record ID	Reporting LEA	School of Course Delivery	Academic Year ID	SSID	Local Student ID	Student Legal First Name	Student Legal Last Name	Student Birth Date	Student Gender Code
SCSE		10_201_279	206222	6110217	2023-2024	123456789	2409	Liamb	Dee	20190131	M

Local Course ID	Course Section ID	Academic Term Code	Student Credits Attempted	Student Credits Earned	Student Course Final Grade	UC/CSU Admission Requirement Code	Marking Period	Carnegie Units Earned
00TK	10_201	FY						

Understanding that this last file, SCSE, connects the student's (rosters) to the Course

- One thing to remember is that Fall 1 certified the Enrolled Students and their Programs on Census Day (EL or Student with Special Needs)
- Fall 2 is used to submit data to the CalSAAS system for Assignment Monitoring

Because this will be the largest file as it contains all of the student rosters assigned to Teachers the error count can be high, but it may only point back to either a Teacher or a Course

- If the Staff assigned to the course has the incorrect Job Classification this will cause the error. If you have the incorrect staff or primary school location (school of course delivery)
- A page in Aeries that can assist in clearing errors is the Course Attendance page, checking start/stop dates

# Need to Know

## Aeries Field Mapping

- By Page  
Will show fields mapped from a table view
- By Extract  
Will show the mapping based upon the Extract File for all reporting.
- By Aeries page  
Will contain the same table mapping, but include a snapshot of the page

## CALPADS in Aeries Basics - Field Mapping

<https://support.aeries.com/support/solutions/folders/14000116298>

The Aeries Field Mapping documents provide a great resource if you are new to CALPADS reporting for Fall 2. They provide the CALPADS Name, and the mapping to where the data is on Aeries.

For those who are familiar with Fall 2 reporting they can also provide a good resource when attempting to identify data location to assist with clearing errors

Staff ↑			
7.04	Effective Start Date	STF.HD	SDEM For Fall 1, July 1st of each academic year for returning staff or hire date for new staff. For EOY, May 1st of each academic year or hire date for staff hired after May 1st. Automatically populated in SDEM extract.
7.05	Leave Date	STF.LD	SDEM
7.08	State Educator ID (SEID)	STF.SID	SDEM
7.09	Staff ID	STF.ID	SDEM Unique Aeries staff identifier.
7.10	First Name	STF.FN	SDEM
7.11	Middle Name	STF.MN	SDEM
7.12	Last Name	STF.LN	SDEM

Primary School: Screaming Eagle High School- Female Birth Year: 1962  
994

Hired: 08/31/2010 Position Status: Tenured Time% (FTE): 100

1234 Teacher lane Eagle Rock, CA 98765-1234

(777) 998-3475 Emergency Contact : Edward Acosta Emergency : (777) 998-3475

Time in Service Update Totals

Years of Educational Service: 12 Years in District: 12 Year Incremented: 09/27/2019

ESL Teaching: Teacher Ed. Level: Bachelor's degree plus 30 or more semester hours Degree Year: 1993

Prev. First Name: Julia

TB Test Date: 11/11/2015 TB Test Type: PPD TB Test Exp: 11/11/2020  
Notification Preference: General and Emergency Announcements

Last Updated: 2/19/2020 12:54:08 PM

---

Security User Accounts (UGN) Add New User Account

Associated Teacher Records (TCH) Add New Teacher Record

Job Assignments (STJ) Add New Job Assignment

Credentials (STC) Add New Credential

Assignments (STA) Add New Assignment

Highly Qualified Teacher Status (STH) Add New Highly Qualified Teacher Status

Aeries Field Name	Aeries Table.Field	CALPADS FldNum	CALPADS Name	Comment
Staff ID	STF.ID	07.09	Local Staff ID	This should be the ID used in your district's HR system.
Last Name	STF.LN	07.12	Staff Legal Last Name	

# Need to Know

Aeries FALL 2 Q&A  
page

When on that page  
here you will find some  
questions previously  
addressed.

Link:

<https://support.aeries.com/support/solutions/articles/14000126225-fall-2-faqs>

## Fall 2 FAQs

Modified on: Wed, Sep 14, 2022 at 12:34 PM (always check the age of the articles)

Can classified employees be included in the staff table (STF)? Should the staff table contain certificated employees only?

How is the local mapping to the CALPADS Course Group State Codes managed for a district's courses?

How is a course section or class reported that has more than one instructional strategy?

How should a student be reported if on a short term independent study contract during CBEDS Information Day?

Where does a district designate that a course is a Special Education self contained class?

Does a district need to identify the content with the appropriate State Course Code on a credit recovery course for Fall 2 reporting?

How should a Teacher be reported if the Teacher was on leave on Information Day? May the School Site Administrator be reported with the assignment and course enrollment?

How should inactive Staff records be handled?

What does an LEA do if a teacher is on a local assignment option but that local assignment option is not available in the CALPADS Local Assignment Option code set?

# Need to Know

PSTS

Fall 2

Post Secondary Survey

\*Errors may be no longer valid or new errors not listed but many are still addressed

Link:

<https://support.aeries.com/support/solutions/folders/14000111479>

LINK:

<https://support.aeries.com/support/solutions/articles/14000107394-calpads-extract-fall-2-post-secondary-file-psts->

*Note: When entering the Post-Secondary Status for students, make sure to populate the PSS fields in the prior year's database at the school where the primary enrollment's final exit was recorded for the student, regardless of where the CTE Completer status was earned. It should NOT be entered into a student's secondary enrollment school.*

General Post-Secondary Survey

### Post-Secondary Survey + Add

**i** Enter survey responses for CTE Completers who had a H.S. Completion Status of the following:

- 100-Graduated, standard HS diploma
- 120-Student with Disabilities Certificate of Completion
- 250-Adult Ed High School Diploma
- 320-Received a High School Equivalency Certificate (and no standard HS diploma)
- 330-Passed CHSPE (and no standard HS diploma)
- 360-Completed grade 12 without completing graduation requirements, not grad

**i** **Date:** 11/2/2023 **Code:** Enrolled in a Four-year college/university **Educational Institution Type:** Public **Industry Field:** Agriculture and Natural Resources  
**Post High School Credential:** Certificate issued by a postsecondary institution

**Created by:** admin **More Info** ⌵ **Last Updated:** 11/2/2023 6:50 PM

# Need to Know

## Aeries FALL 2 Queries

To aide with continued analysis of your data, listed are some suggested queries that mimic some of the certification reports that will report the data to CALPADS

- Both query links will assist in looking at your data
- The second query link helps with running a query, then using the change button to update course attributes

Links: <https://support.aeries.com/support/solutions/articles/14000082404-fall-2-queries>

CALPADS Report	Verify with Aeries Reports/Queries
2.4 English Learner Education Services - Student Count Unduplicated	<p>At an elementary school environment, run the following query to verify English Learner Services: LIST STU TCH STU.ID STU.NM STU.LF TCH.TE TCH.ESR TCH.LI TCH.INS IF STU.LF = 'English Learner code'</p> <p>At a secondary school environment, run the following query to verify English Learner Services: LIST STU SEC MST TCH STU.ID STU.NM STU.LF TCH.TE MST.SE MST.ESR MST.LI MST.INS IF STU.LF = 'English Learner code'</p> <p>Change the code number in the IF statement to the applicable code for EL. Extract to Excel to manipulate the data for totals.</p> <p><b>Flex:</b> LIST STU SEC MST CRS SSE STF STU.ID STU.NM STU.LF STF.LN STF.FN MST.SE MST.ESR MST.LI MST.INS IF STU.LF = 'English Learner code'</p>
2.5 English Learner Education Services - Unduplicated Count of Teachers Providing EL Services	<p>At an elementary school environment, run the following total query to verify teacher services: TOTAL TCH ESR LI INS BY ESR LI INS</p> <p>At a secondary school environment, run the following total query to verify teacher services: TOTAL MST ESR LI INS BY ESR LI INS</p>

<https://support.aeries.com/support/solutions/articles/14000104815-course-attribute-queries-for-2019-2020-transition>

Run this LIST query first:

```
LIST CRS MST TCH MST.SE MST.CN CRS.CO  
CRS.C3 CRS.S1 CRS.S1? TCH.TE CRS.CSC  
CRS.SGR CRS.CSA CRS.ACC CRS.MSC  
CRS.CNC BY CRS.S1
```

After obtaining the LIST results, click the Change button.

The screenshot shows a web browser window displaying the 'Query Results' for a specific query. The query text is: LIST CRS MST TCH MST.SE MST.CN CRS.CO CRS.C3 CRS.S1 CRS.S1? TCH.TE CRS.CSC CRS.SGR CRS.CSA CRS.ACC CRS.MSC CRS.CNC BY CRS.S1. The results table has columns: Section#, Course#, Cours..., State..., Subjec..., Descri..., Teach..., and Conte... The table contains several rows of data, including Section# 1008, 1014, 2007, 2017, 3010, 3011, and 3019. A 'Change' button is highlighted in yellow in the bottom right corner of the interface, with a red arrow pointing to it.

# Need to Know

## Managing Errors Resource pages

Point to  
remember:

- Once all of the files (SDEM, SASS, CRSE, SCSE) are posted error free Certification Errors will be produced

Using the Common Errors documentation from Aeries

<https://support.aeries.com/support/solutions/folders/14000111479>

Using the CALPADS Documentation

<https://documentation.calpads.org/Troubleshooting/ErrorList/>

<https://documentation.calpads.org/Training/Fall2ReportingRoadmap/#fall-2-training-resources>

All article categories / CALPADS / CALPADS Common Errors

## CERT077 - No Student Course Section Data for a Primarily Enrolled Student (SCSE)



Modified on: Thu, Dec 7, 2023 at 4:58 PM

No student course section data were submitted for an enrolled student with enrollment status of Primary, excluding Students with Disabilities on IEPs enrolled at the District Level that are not in participating Adult Age Students with Disabilities in Transition Status

### Resolution:

Assess the student's enrollment and Enrollment Status on Census Day. If the student's enrollment and status are incorrect, correct the enrollment status in CALPADS. If the student's enrollment and status are correct, determine if course section records were submitted.

Course Section Enrollment records are submitted based on CAR data that overlaps Census day. Course Section Completion Records are submitted based on Transcripts.

**NOTE:** Resolve CERT errors after the enrollment updates (SENR, SINF, SELA and SPRG) and Fall 2 submission (SDEM, SASS, CRSE and SCSE) files have been posted with few to no errors. Most CERT errors are caused by file extracts that have not yet been posted error-free or from data that has not been correctly populated in Aeries.

### CERT077 - No Student Course Section Data for a Primarily Enrolled Student (SCSE)

#### Student Enrollment

Reporting LEA	School of Attendance	NPS School of Attendance	Enrollment Status	Grade Level	Enrollment Start Date	Enrollment Exit Date	Student Exit Reason	Expected School of Attendance	Completion Status	School Transfer Code	District of Geographic Residence	Merit Diploma	Seal of Biliteracy	Met All UC/CSU Requirements	Academic Year ID
Open	CSS Training Berkeley Unified 9998152	CSS Training Emerson Elementary 9998179	10	02	08/23/2023										2023-2024

#### Student Course Section

Academic Year	Submission Type	Reporting LEA	School of Course Delivery	CRS - State Course Code	CRS - Local Course ID	CRS - Course Name	Academic Term Code	Course Section ID	Class ID	Marking Period Code
0										

#### Cause of Error

A student reported as Primary enrolled in CALPADS on census day (**SENR**) but no SCSE records were reported for current academic year.

Fall 2 Reports and Certification v1.1 January 12, 2024



# Thanks for joining us!

## Info and links

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- [Aeries Academy](#)
- [Good-Morning-Aeries-Survey](#)
- [Aeries.com/aeriescon](https://aeries.com/aeriescon)