

Missing Demographic Data Clean-Up Procedures

Need for CALPADS state reporting & to obtain Student State ID (SSIDs)

Directions:

Student records that are missing ***one or more*** of the following demographic fields are incomplete in Infinite Campus:

1. Gender
2. Birth Date
3. Race/Ethnicity: Hispanic/Latino and/ or Race(s) - *When Hispanic/Latino is "No"*
- 4. Birth Country**
5. Date Entered US School (Not PreK)
6. Home Primary Language
- 7. Education Level (for parent)**

Birth Country and Education Level for parent is the most commonly missed student demographic.

An AdHoc Filter has been created containing only the records missing *one or more* of the above student demographic information. Please note, as you check the filters, you may have no records listed, which indicates you have no records requiring clean up.

This information affects CALPADS submission process and state testing.

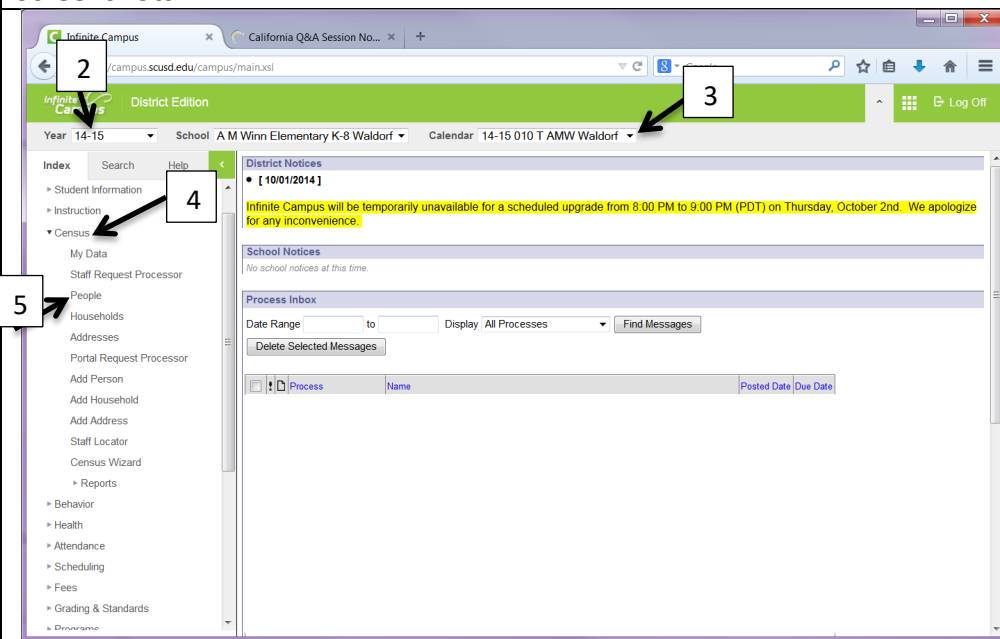
CALPADS require that ***all students have complete demographic records***. Below are instructions to locate the Ad Hoc Filters, followed by instructions for where these fields are located so that records can be updated.

If you have any questions, please contact SCUSD Support at support@scusd.edu or 916.643.9445.

Instructions

1. Log onto Infinite Campus and navigate through the following steps:
2. Select: Current School Year
3. Confirm: Traditional Calendar (*not in Summer School or "YES"*)
4. Click: "Census" from the Index List
5. Click: "People" from the sub-heading under "Census"

Screenshots



Missing Demographic Data Clean-Up Procedures

Need for CALPADS state reporting & to obtain Student State ID (SSIDs)

6. Select: “Student” from the pull down list
7. Click: “Advanced Search”
8. Open the “**Ad Hoc Reporting**” Folder by clicking on the “+” sign next to the name.

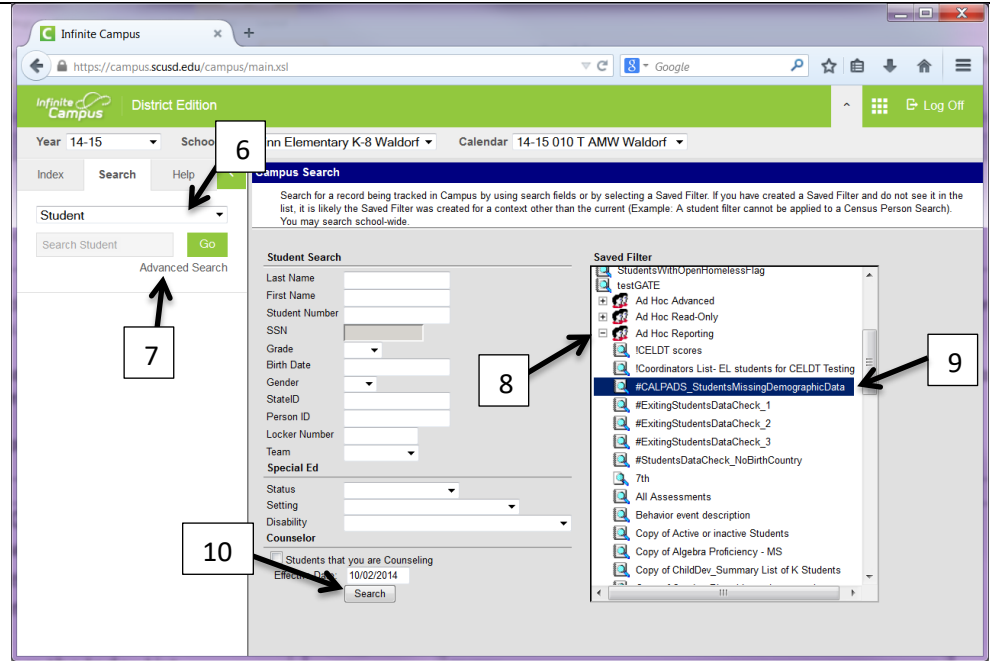
There is a filter called:

“#CALPADS_StudentsMissingDemographic”

This filter contains the students who are or were enrolled at your site during current school year and are missing one or more student demographic information.

Follow Steps 9 - 14 to check for students and update their records.

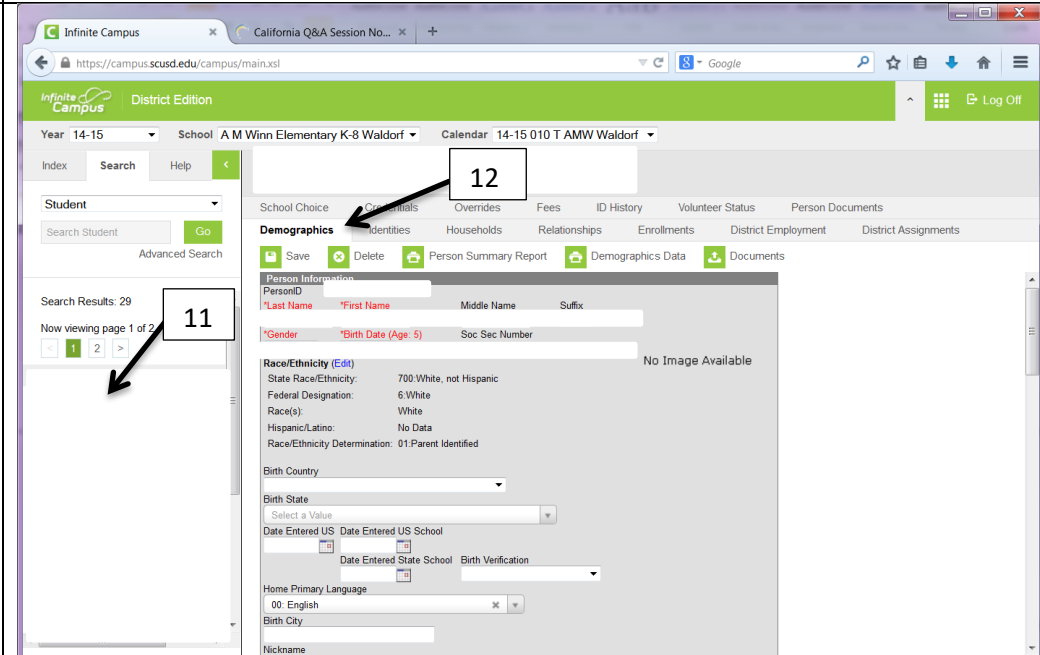
9. Select: **“#CALPADS_StudentsMissingDemographic”** so it is highlighted.
10. Click on the “Search” button.



11. Incomplete student records are listed on the left; select one student name at a time.

a. Note: You may see “Search Results: 0” this indicates there are NO records within this filter requiring any updates to the student’s demographics.

12. Select: “Demographics” tab.



Missing Demographic Data Clean-Up Procedures

Need for CALPADS state reporting & to obtain Student State ID (SSIDs)

13. **Enter the one or more** of the following required student demographic information to the student's demographics record.

- A. Gender
- B. Birth Date
- C. Race/Ethnicity – click on **Edit**
 - a. Hispanic/Latino
 - i. Fill in ***Is the individual Hispanic/Latino?**
 - b. Race(s) - *When Hispanic/Latino is "No"*
 - i. Fill in ***Is the individual from one or more of these races?**
- D. **Birth Country**
- E. Date Entered US School (Not PreK)
- F. Home Primary Language
- G. **Education Level(for parent)**

Birth Country and Education Level for parent is the most commonly missed student demographic.

14. Click on the "Save" button

Continue down the student list, repeating the steps

To print the list of students to correct, use the Data Export feature of Ad Hoc Reporting

1. Go to: Ad Hoc Reporting
2. Select: "Data Export" option
3. Open the **"Ad Hoc Reporting"** Folder by clicking on the "+" sign next to the name.
4. Select: **"#CALPADS_StudentsMissingDemographic"**
5. Select: Delimited values (CSV)
6. Chose the "Export" button

