

## Information Day: Sites Responsibilities and Queries – Elementary Schools

All students enrolled and active on October 4, 2023 must be entered into Aeries so that we can view accurate 2023-24 Information Day Enrollment counts. The data will be submitted to CALPADS and posted on Dataquest. Site support staff must run each query below to ensure **data accuracy**. These queries should be run prior to **Information** day. Good data management recommends that they are run throughout the school year as well.

### Student Residence

- Sites will need to update student's residence address, no missing residence addresses are allowed.  
**LIST STU ID NM RAD RCY RST RZC IF RAD = " "**

### Ethnicity/Race Indicators

- Sites will need to make sure to obtain ethnicity/race indicator for students.  
**LIST STU ID NM ETH RC1 RC2 IF ETH = "N" AND RC1 = 900**

### Teacher Records Linked to Staff ID

- Sites will need to make sure all valid teachers' records are linked with a staff ID.  
**Elementary school query:**  
**LIST TCH TCH.ID TCH.TN TCH.TE TCH.TF TCH.TLN TCH.EM TCH.CB BY TCH.ID IF TCH.TS > 0 AND TCH.ID = 0**

### LONG TERM SUBS

- Sites will need to work with HRD to make sure long term sub on **Census** day are assigned a staff record and staff ID is linked to the teacher's data.

### English Learners and English Only

- Ensure that we have accurate records for English learners (ELs) enrolled on Census Day.
- Sites will need to make sure that all English learners are tagged accurately in Aeries.
- Sites need to enter US school enter date for EO students.

#### **EOs need US school entry date**

**LIST STU LAC STU.ID STU.LN STU.FN STU.MN STU.GR STU.LF STU.BD STU.BCU LAC.USS STU.ED BY LAC.USS IF STU.LF = E AND LAC.USS = NULL**

**KEEP STU LAC IF STU.LF = E AND LAC.USS = NULL**

### Program Records: TK, Homeless

**TK:** Student identified as TK, there must be a record in the program table with start date.

**LIST STU PGM STU.ID STU.FN STU.LN STU.GR PGM.PSD PGM.CD IF STU.GR = -1**

**Homeless Students:** Student identified as Homeless, there must be a record in the program table with start date.

**LIST STU PGM STU.ID STU.FN STU.LN STU.GR PGM.PSD PGM.CD IF PGM.CD = 191**