

9Information Day: Sites Responsibilities and Queries – Secondary Schools

All students enrolled and active on October 4, 2023 must be entered into Aeries so that we can view accurate 20203-24 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 = ''`

Teacher Records Linked to Staff ID

- Sites will need to make sure all valid teachers' records are linked with a staff ID.
Secondary school query:
`LIST TCH MST TCH.ID TCH.TN TCH.TE TCH.TF TCH.TLN TCH.EM TCH.CB BY TCH.ID IF MST.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.

COURSE ENROLLMENT

- **Course Attendance** - When adding courses to the student's schedule, make sure the Course Attendance Date is correct. For example, this date defaults to the next day, so if the student is enrolling in classes on Census date (10/4/23) and are registered on 10/04/23, it will default to 10/5/23. Counselors or clerical staff will need to make sure to change the date to the correct day – 10/04/23..
- **Course ID** (OL/AG, PD/PC, AC...)
- **No Place holders**

Dropouts & Exit Reasons

- Sites will work with SIS staff to find students who have dropout Exit reasons in Aeries and investigate if they received a CUM request and change exit reasons to non-dropout codes.

All Middle and High Schools

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LIST STU ATT STU.ID STU.LN STU.FN STU.GR ATT.CD ATT.RS ATT.RS? BY
ATT.RS IF ( ATT.CD = L AND ATT.RS # 160 AND ATT.RS # 440 AND ATT.RS #
180 AND ATT.RS # 200 AND ATT.RS # 240 AND ATT.RS # 470 AND ATT.RS #
230)
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Alvord High and Alternative Continuation HS

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LIST STU ATT STU.ID STU.SC STU.NM STU.GR ATT.CD ATT.RS ATT.RS? STU.HSG STU.DG BY
ATT.RS IF ( ATT.CD = L AND ATT.RS # 160 AND ATT.RS # 440 AND ATT.RS # 180 AND ATT.RS # 200
AND ATT.RS # 240 )
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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: Homeless, Pregnant Minor

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

Pregnant minor: Student identified as Pregnant Minor, there must be a record in the program table with start date (**Only for Norte Vista**)

LIST STU CAR PGM STU.CID STU.ID STU.NM STU.GR STU.ED STU.LD STU.TG CAR.CN
CAR.PD CAR.TN CAR.SE CAR.DS CAR.DE PGM.CD PGM.ESD BY STU.NM CAR.DS IF CAR.CN = 9104