

AERIES GUIDE TO UPDATE NATIONAL STUDENT CLEARINGHOUSE DATA

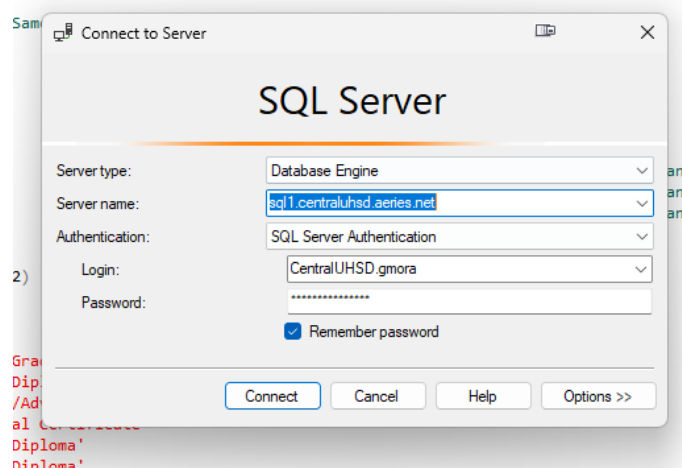
*The following guide require access to SQL Management Studio or any other mean to pull a SQL query directly from the Database

Generating and updating NSC (Student Tracked) Data from Aeries will require the following:

1. Access to the Aeries SQL Database
2. Aeries data correctly populated on specific sections
3. Post file checks and formatting before submission

1 SQL Query and data extract

Access your Aeries database using your credentials:



After you are in, copy and paste the query to get this data, or better yet, download from our website www.cuhsd.net:

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NATIONAL STUDENT CLEARINGHOUSE

AERIES EXTRACT GUIDE AND QUERY DOWNLOAD

- For the Aeries Extract guide, click here. (Access to Aeries SQL Server Required)
- For the sql file, click here.

STUDENT TRACKER FOR HIGH SCHOOLS

StudentTracker® for High Schools is a unique program designed to help high school districts more accurately track their graduates by answering such key questions as:

- How many of my high school graduates enroll in college?
- Do they persist and graduate from college?
- How long does it take for them to get their degree?
- Do they go in or out of state?
- Do they attend a 2- or 4-year school?
- Which colleges do they most commonly attend?
- Did any students go on to college who started 9th grade in my high school but did not graduate?

The first thing you will do is update the following:

1. The database you want to work with
2. The **@Cyear** variable (Same as the current year of the database you are using)

```

National Student C...IUHSD.gmora (574)
1  --NOTE: Requires a header row:
2  -- PH3,10000876,Central Union High School District,P,20170613,2016-2017
3  --On Excel, make sure School ID have a leading zero. Check for no duplicates (remove duplicates)
4  --It will require a finish row: PT3 ### last row with student data, before this indicator
5
6  USE DST21000CentralUHSD  Update to your current database name and year, you want to work with
7
8  DECLARE @CYear varchar(4)
9  SET @CYear = '2021'  --<--Same as in current year database
10
11 SELECT DISTINCT  Update to the same database year, as instructed
12
13 'PD3' 'Required header column',
14 'NO SSN' 'Social Number',
15 STU.FN 'First Name',
16 REPLACE(STU.MN, '.', '') 'Middle Name', --<--Replace function to delete dots if any
17 REPLACE(STU.LN, '.', '') 'Last Name', --<--Replace function to delete dots if any
18 REPLACE(STU.SF, '.', '') 'Suffix', --<--Replace function to delete dots if any
19 STU.LNA 'Previous Last Name',
20 STU.FNA 'Previous First Name',
21 CONVERT(VARCHAR(8),STU.BD,112) 'Date of Birth', --<--Formatted to their standard
22 STU.ID 'Student ID Number',
23
24 CASE STU.HSG
25 WHEN '100' THEN 'Did not Graduate from HS'
26 WHEN '101' THEN 'Regular Diploma'
27 WHEN '102' THEN 'Endorsed/Advanced Diploma'
28 WHEN '103' THEN 'Vocational Certificate'
29 WHEN '104' THEN 'Regular Diploma'
30 WHEN '106' THEN 'Regular Diploma'
31 WHEN '110' THEN 'Regular Diploma'
32 WHEN '111' THEN 'Regular Diploma'
33 WHEN '120' THEN 'Endorsed/Advanced Diploma'
34 WHEN '130' THEN 'Regular Diploma'
35 WHEN '140' THEN 'Regular Diploma'
36 WHEN '150' THEN 'Regular Diploma'
37 WHEN '170' THEN 'General Education Development (GED) Credential'
38 WHEN '190' THEN 'International Baccalaureate'
39 WHEN '210' THEN 'Other'
40 WHEN '220' THEN 'Modified Diploma'
41 WHEN '230' THEN 'Modified Diploma'
42 ELSE ''
43 END 'Diploma Type', --<-- Descriptions arbitrarily changed to their standard de
44
45 CONVERT(varchar(8),STU.DG,112) 'High School Graduation Date'.

```

This query will pull all data from Aeries itself without the need to take it from other sources as long as it is correctly populated, to know where data is taken from, please see the following table:

Field Name	Aeries Field	Aeries Screen Located	Comments
Required header column	N/A	N/a	Always PD3
Social Number	N/A	N/A	Aeries Discontinued gathering this data
First name	STU.FN	Demographics	
Middle Name	STU.MN	Demographics	
Last Name	STU.LN	Demographics	

Suffix	STU.SF	Demographics	
Previous Last Name	STU.LNA	Demographics	
Previous First Name	STU.LNA	Demographics	
Date of Birth	STU.BD	Demographics	
Student ID Number	STU.ID	Demographics	
Diploma Type	STU.HSG	Demographics	Modify if you use other codes or less codes
High School Graduation Date	STU.DG	Demographics	
FERPA Block	STU.DNR	Demographics	This fields might be adjusted to your custom values. In this case, 2 = Universities. If 2, is set to Yes, other is set to No (Automatically).
High School Name	STU.SC	Demographics	This information must also be changed to your district current school numbers and names.
ACT Code	N/A	N/A	Your district custom assigned code
Gender	STU.GN	Demographics	
Ethnicity	STU.ETH	Demographics	
Economically Disadvantaged Indicator	FRE.CD	Free and Reduced	
8th Grade Math SBAC	TST	Test Scores	This data is taken from this table, but not directly but through *specially generated tables. It will work fine as long as data is populated in the TST table. It will only pull the data where TST.ID = 'SBAC', TST.PT = '2', and TST.GR = '80'
8th Grade Math SBAC	TST	Test Scores	Same as above, except TST.PT = '1'
Math SBAC	TST	Test Scores	Proficiency Level of the corresponding 8 th Grade test
Eng SBAC	TST	Test Scores	Same as above
English Learner Indicator	STU.LF	Demographics/Language Assessment	

Number of Math Semesters Completes	HIS/CRS	Transcripts/Courses	This is another complex calculation which search for student's Math classes by looking at CRS.S1 (subject Area Codes) to check for Math Courses, and HIS.CC (credits Completed) not Zero
DE Indicator	HIS	Transcripts	Please be very careful with this, currently, this value is decided by specifying the course numbers that are Dual Enrollment. Read about this further int his guide.
Disability Code	CSE.DI	Special Education	Set to 'Yes if it's not blank
Program Code	Various	Various	See Appendix A
END Column Indicator	N/A	N/A	Always ED

Conditions for this data

The following data use the following conditions, which can /must be modified accordingly.

```
--Conditions are:
WHERE STU.GR = '12'           -- -> If they are grade 12
AND STU.HSG <> ''             -- -> If they have any graduation code
AND STU.SC IN ('1','2','10') -- -> the school(s) number(s) we are pulling data from
AND STU.TG NOT IN ('S','C')  -- -> S and C are our own TAG codes when a student move between our own sites, and if not excluded we will get many more duplicates
AND STU.HSG <> '100'         -- -> Not a grad if it has this graduation code
```

Students will appear in this report if:

1. They are grade 12
2. They have a graduation code (Any, since we separate those non grads down below)
3. They belong to the schools specified here (*This need to be changed accordingly, just change the school numbers here for those of the schools you want to pull students from)
4. The student does not have a Tag that means it was in another school*
5. Graduation code is not '100' (Not Grad).

*This will minimize the amount of duplicate and invalid records. For our district, the following codes mean a student moved between our schools: S, C, D. The rationale is that when a student moves between your district, you will have duplicated records, each for any new enrollment. The tags determine in our case the school they went to, so for us, those tags mean that records will be a duplicate of an active enrolment, which would be a student with an empty tag (active).

General Notes

Header

You can see this at the top of the query:

```
1 --NOTE: Requires a header row:
2 -- PH3,10000876,Central Union High School District,P,20170613,2016-2017
3 --On Excel, make sure School ID have a leading zero. Check for no duplicates (remove duplicates)
4 --It will require a finish row: PT3 ### last row with student data, before this indicator
5
```

Just some general notes about the header row we need to add, of course it will be different for your district

Footer

At the end of the query, you can see the following:

```
/* PREVIOUS ERRORS TO CHECK

Our system is unable to process the file for the following reason:
1. Student Detail Rows: Full ACT Code is needed in column 0 (050810 instead of 50810)
2. Student Detail Rows: The High School Name is not recognized, please enter the name of the school exactly as listed on the account reference sheet (should be submitted as CENTRAL UNION HIGH SCHOOL)
3. Student Detail Rows: File cannot contain any special characters. Please remove "." from all fields in the file.
4. Student Detail Rows: 104 records have an unrecognized diploma type. While it is okay to submit district specific diploma types, if possible, we encourage you to use a diploma type defined by IPEDS.
   (see attached graduate file formatting guide).
5. Student Detail Rows: 25 records have been found as duplicates in this file. Please ensure that each record is only entered once and that all duplicates are removed from the file.
6. Student Detail Rows: Account number is not valid for this account. Please make sure you enter 10000876 as your account number in the header row.
7. Student Detail Rows: Please make sure the trailer row equals the number of rows in the file.

*/
```

These are just some notes I added every time I got an error when attempting to upload the file, it might be useful.

Query Notes

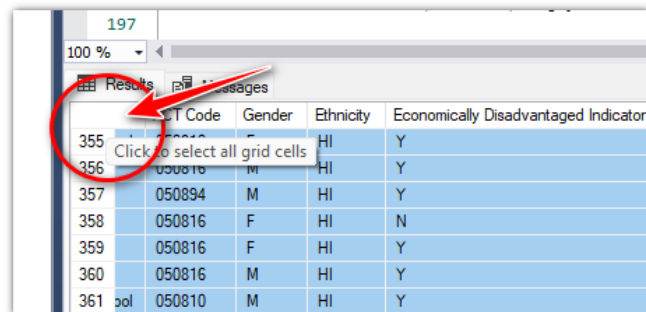
Some parts of the code might seem a little out of the ordinary, if you have any questions, or, you check the results and you think they reflect something different from what you were expecting, let me know: gmora@mycuhsd.org.

Again, please do not forget to change the following before running the query:

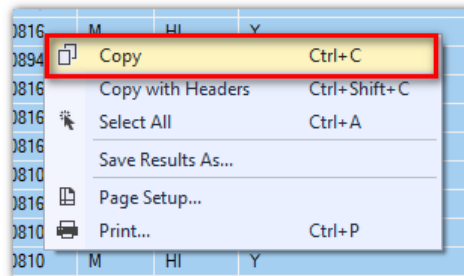
1. Your District Database on USE DTS0000XXXX at the top
2. The @Cyear variable to match your database year
3. Check if you need to remove/add graduate codes you might be using on 'Diploma Type'
4. Check if you also have the same value of 2 to block universities on 'FEPA block'
5. Change your school numbers and names on 'High School Name'
6. Change your schools and ACT codes for your schools on 'ACT Code'
7. At the end of the query, change your conditions:
 - a. Change your school numbers on STU.SC IN ('SC1','SC2',...)
 - b. Change your exclusion tags on STU.TG NOT IN ('TG1', 'TG2', ...)

Formatting the file for submission

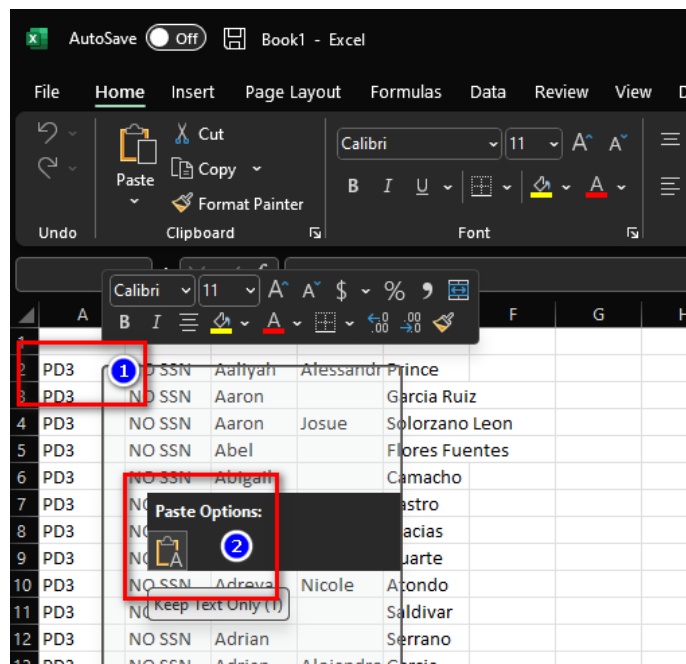
After running your query, click on the upper right corner of the results to select all cells.



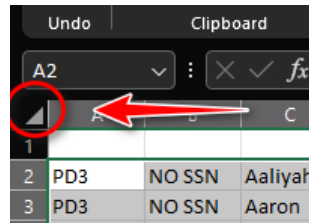
With the cells selected, left click over the data and select 'Copy'.



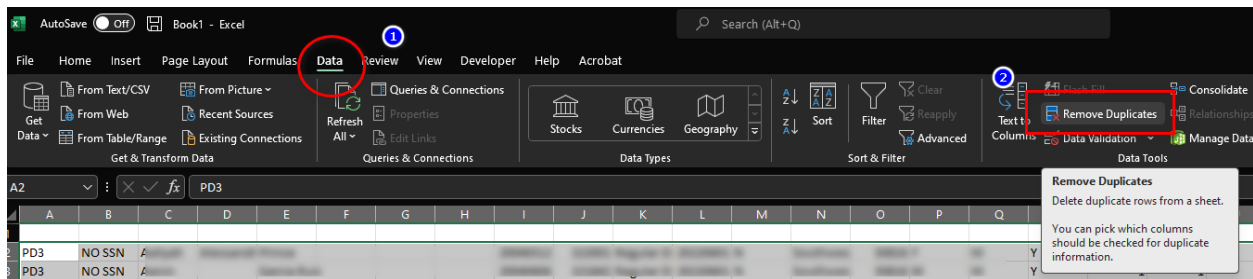
Open a new spreadsheet in excel, click on cell A2, then right click over it and paste the data:



Students should be listed only once. If for any reason our SQL query brought repeated results, we must check/remove duplicate records. To do this, click on the spreadsheet upper left corner to select all cells.

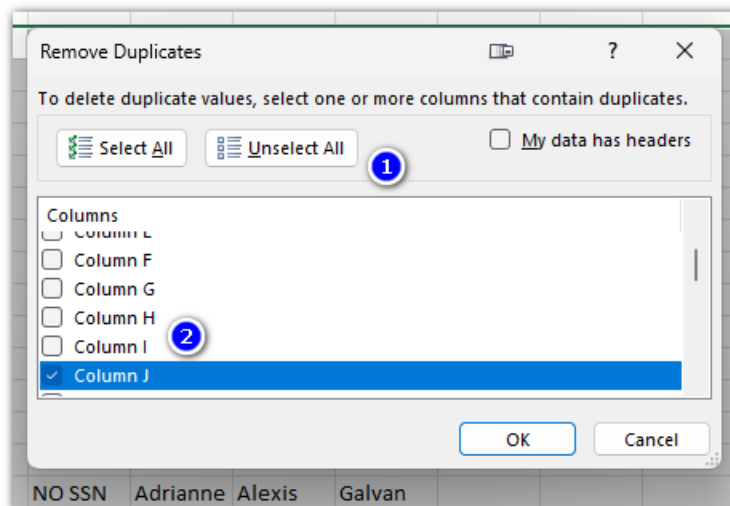


Click on the Data tab, now select 'Remove Duplicates' from the 'Data Tools' group.

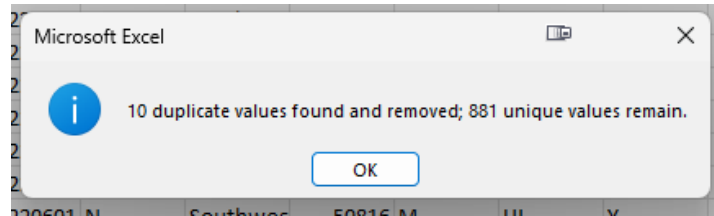


**The way this command look might be a little different depending on your Excel version, but it will always be on Data->Data Tools.*

On the **Remove Duplicates** option screen, first, click on 'Unselect All', and then, look and check *Column J*, which is the Student ID. If all steps were followed correctly, this will always be the case. If you think the student ID is in a Column other than J, something might be missing on prior steps.



Click OK, and you will see a message about how many rows were deleted. Sometimes blank rows will be detected as duplicates too.

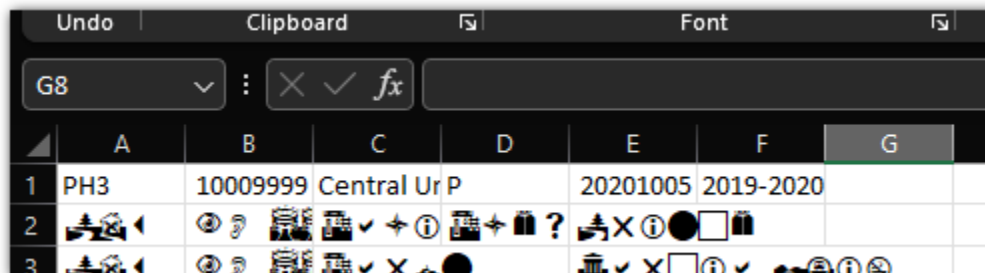


**This is just an example, the number of rows displayed will vary.*

Next, we will add header row. Following NSC instructions, the fields will be filled as follows:

Cell	Value
A1	The default value of PH3
A2	Your account number, provided by NSC
A3	Your account name, as NSC have it registered
A4	The default value of P
A5	The date you are submitting the data
A6	The school year this data belongs to

**This is just informative, please refer to NSC instruction manual*

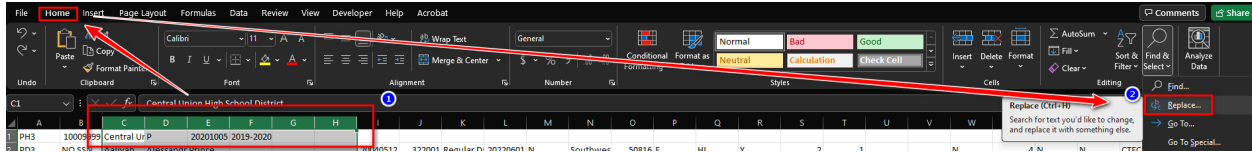


A few more adjustments

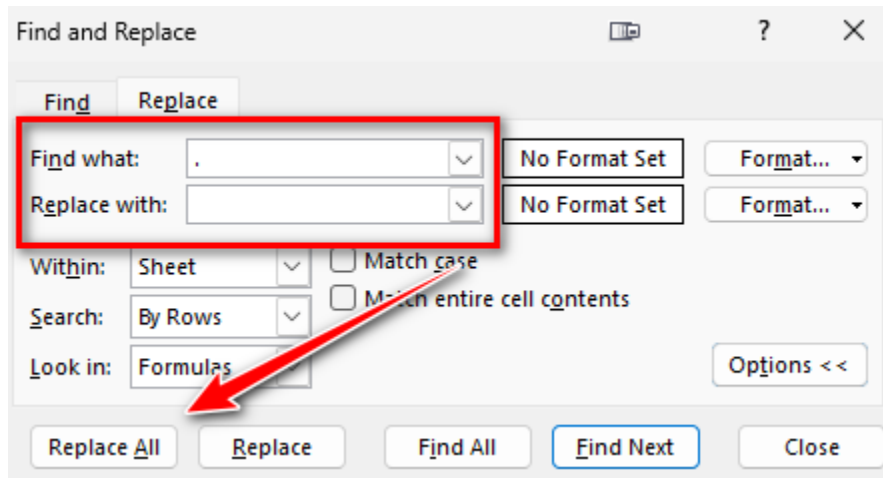
Removing dots/special characters from names

One of the conditions NSC have is that they don't want to have punctuation marks on the student names, last name, suffix, etc. One of the most common signs we will find is **dots (.)**. To remove them from the name fields:

Click on *Column C*, then drag your mouse all the way to column H. Then with those columns selected, go all the way to the right from your **'Home'** tab and select **'Replace'** from **'Find & Select'**:



On 'Find what:' type a dot (.). On 'Replace with' leave blank, then, click on 'Replace All'.



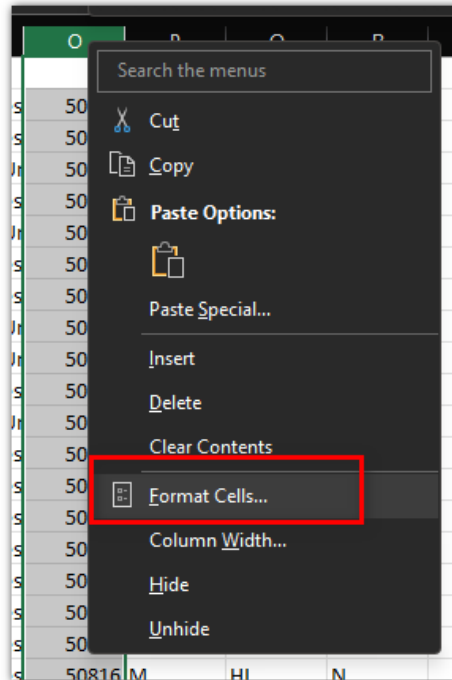
You will get a message if something was replaced, or if nothing was found. You can repeat this process in case you think you could have other characters to replace, like commas, dashes, etc.

ACT Code

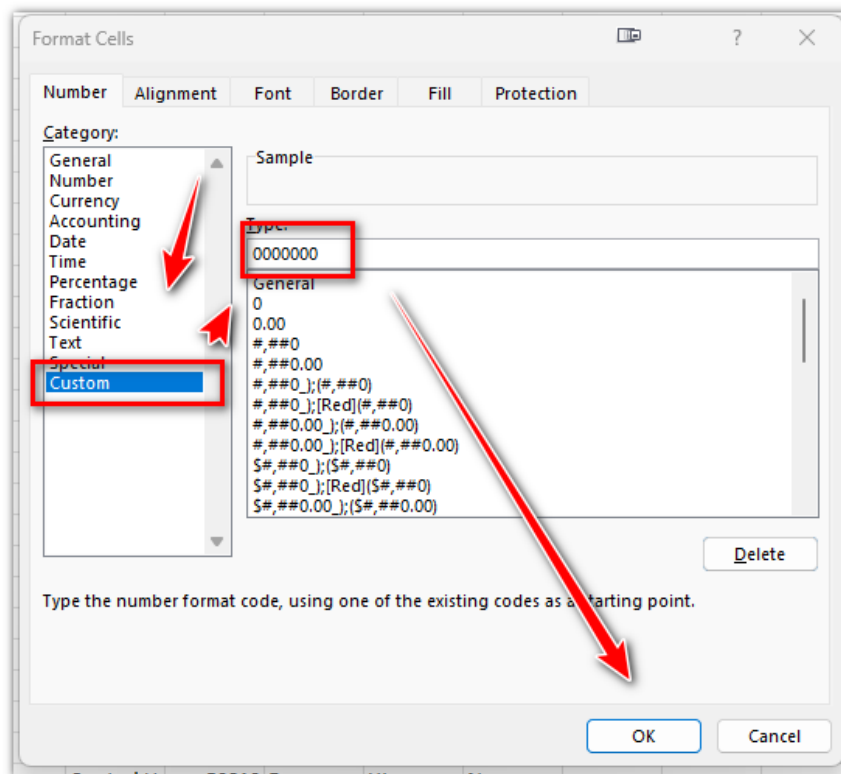
The ACT code is specified to be 6 characters. One of the problems we could have is to have an ACT code that is only 5 characters, so it will require to have a leading zero added to it.

In this case, the code is 5. To add a leading zero:

- Select the ACT Code column, it will be *Column O*.
- Now with the column selected, right click on a field and select 'Format Cells'



Click on 'Custom', type Six (6) zeroes (You might see the word 'General' on that field, but you can type over it). The click Ok.



**In this example I mistakenly added 7 zeroes, just remove one to make them 6).*

Now you will have a leading zero:

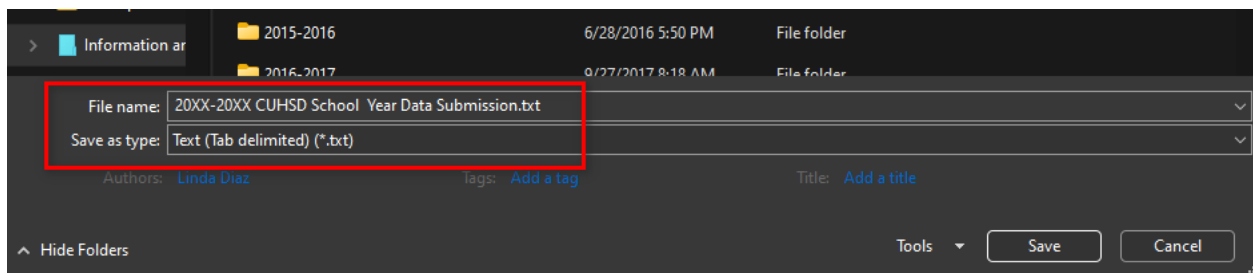
050816	F
050816	M
050810	M

Adding the final row

Go to the end of your student list, then add the final/trailer row by adding the word PT3 on the first cell below the last name, and the number of the row you are on the next cell on the right:

882	PD3	NO SSN	Zoe
883	PT3	883	
884			
885			

Save your file as a **Tab Delimited Text** File, using the file name you want with no special characters:



Now follow your submission instructions to their ftp site.

Appendix A – Program Codes

After program codes were decided and standardized, we decided to use the following:

- CTEC: CTE Completers
- AVID: AVID Students
- FOST: Foster Care Students
- HOMEL: Homeless Students

We are supposed as districts to use codes as we think they would be helpful, so maybe each district can use some other program codes.

CTEC

The query looks for students who have the CTE Completion tag set to Yes, for the same year of the database selected and mark them as CTEC on the program code.

AVID

The query will look if a student is enrolled on program code 160, which I AVID for us. If this is not your code for AVID you have to change it here:

```
182 |  
183 | --Here we are listing those participating in AVID  
184 |  
185 | LEFT JOIN (SELECT STU.CID, '.AVID' as ISAVID FROM PGM INNER JOIN STU ON STU.ID = PGM.PID WHERE PGM.CD = '160' AND ( PGM.PSD IS NOT NULL AND PGM.PED IS NULL ) AND  
186 |
```

FOST & HOMEL

The query will look if the student has a program code of 190 and/or 191 and add the corresponding tags.

Support at NSC instructed us to separate our codes with DOTS (.). In the event a student falls into different categories, they will be added like this:

Code	Program Code	E
	CTEC	E
	CTEC	E
	CTEC	E
		E
	CTEC	E
		E
	CTEC	E
	CTEC	E
		E
	AVID	E
	AVID.CTEC	E
	CTEC	E
	HOMEL.CTEC	E
		E