

SYNERGY SIS[©]

CALPADS State Reporting Administration and User Guide



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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. This documentation is released in multiple volumes to meet this commitment.

The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Software and Document History

Date	Volume	Edition	Revision	Content
November	1	4	1	Added Assign to District functionality on the Staff screen.
June 2012	1	4	0	Added EOY formats and revised format for new CALPADS functionality
October 2011	1	3	1	Added Student SINF Sync, SINF ODS Import, Mass update programs, School wide programs
September 2011	1	3	0	Updated documentation for 2011 – 2012 school year
July 2011	1	2	3	Clarified field name location values for grid values 2.45, 7.13, 7.14, 7.15, 9.19, 10.15
June 2011	1	2	2	Added new report section for ELL Cross Check Report and setup Added Update Highly Qualified Staff Process
May 2011	1	2	1	Added updates for Fall 2 and Staff assignment examples Added additional process information for Spring
March 2011	1	2	0	Spring update information and minor changes
January 2011	1	1	0	Initial release of this document

CONVENTIONS USED IN THIS MANUAL

Bold Text

Bold Text - Indicates a button or menu or other text on the screen to click, or text to type.



Tip – Suggests advanced techniques or alternative ways of approaching the subject.



Note – Provides additional information or expands on the topic at hand.



Reference – Refers to another source of information, such as another manual or website



Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to rescreen the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.



Caution: The Edupoint family of software does not support the use of pop-up blockers. Please disable any pop-up blockers (also known as pop-up ad blockers) on the system before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at support@edupoint.com or by phone at 1-877-899-9111 option 1.

Chapter One: INTRODUCTION

The California CALPADS Reporting Guide provides detailed information on how to use the Synergy SIS software for California CALPADS state reporting. Synergy SIS uses three types of processing for CALPADS. The following section explains how Synergy SIS processes each of the three types of processing required by CALPADS.

Transaction Processing

A date time stamp is stored in the Synergy SIS record(s) where the data for the CALPADS record is recorded. The date time stamp represents the last time the data was submitted to CALPADS. The stored date time will be compared to the change date, time stamp, which is also present in the Synergy SIS record. If the change date, time stamp is greater than the “new” date time stamp then the record will be submitted to CALPADS with a blank, (add/update) transaction type.

An additional table is used to handle deletion of records from Synergy SIS. Just before a record in Synergy SIS is deleted, a new record will be added to the new table. When generating the CALPADS records, if the focus of the record (a student) has a record in the new table then all the records will be submitted to CALPADS for the current school year. The first record will have a Transaction Type code of R, and all other records will have the Transaction Type set to blank (add/update).

Effective Date Processing

A copy of the most current CALPADS record will be kept in a Synergy SIS table. The CALPADS record will be generated and compared to the record in the Synergy SIS table. If any field in the CALPADS record is different than the fields in the Synergy SIS table, then the Effective Start Date will be updated with the values from the UI and the CALPADS Transaction type will be updated with a blank (add/update). The record will also be saved in the Synergy SIS table, and the local record ID field in the CALPADS record will be filled in with the primary key value of the record from the Synergy SIS table.

Replacement Processing

Records, which use replacement processing, are extracted every time a submission takes place. The records will be treated as a collection, with the first record having transaction type code set to replace type code of R, and all other records in the collection will have the transaction type code set to blank.

Chapter Two: ORGANIZATION SETUP

In this chapter, the following topics are covered:

- Organization Setup
 - District Setup
 - School Setup

ORGANIZATION SETUP

Use the **Organization** screen to define the district structure within Synergy SIS. Verify that the District and Schools within the district contain the correct California District School code known as the CDS code.

Organization – District

1. Navigate to **Synergy SIS> System> Setup> Organization** screen.
2. Locate the District organization.
3. In the District organization, locate and select the **District** tab.
4. On the **District** tab, locate the **District Number** field.
5. Verify the five-digit district number portion of the CDS (County District School Number) is entered correctly, (xxDDDDDDxxxxxxx) where D equals the District Number of the CDS code.
6. In the **County Code** field, verify the 2-digit county code number portion of the CDS number is present, (CCxxxxxxxxxxxx) where C equals the County number portion of the CDS code.

Organization Name: District	
District	Special Education
District Setup Options	
District Information	
Organization Name	District Number
District	55555
County Code	County
22	

Organization – School

1. Navigate to **Synergy SIS> System> Setup> Organization** screen.
2. On the **Organization** screen, select the appropriate school you will be working with.
3. In the **Other Information** group box, locate the **State CTDS Code** field.
4. Verify the seven-digit school code number of the CDS (County District School Number) is entered correctly, (xxxxxxxSSSSSSS) where S equals the School Code number of the CDS code.

Other Information		
Phone	Fax	Counselor Dept Phone
999-999-9999		
Sis School Code	State CTDS Code	Alt Funding School Code
001	7777777	

5. Repeat for each school in the district.

Organization – Alternative Education Schools

Alternate education requires the withdrawal reason of T160 transaction to have the destination school defined during an inactivation process as outlined in the CALPADS business rules requirements. This setup is only required for Alternate Education Schools.

1. Navigate to **Synergy SIS > System> Setup> Organization** screen.
2. On the **Organization** screen, select the appropriate school you will be working with.
3. Select the **Use Alternate District CTDS** if the school is an Alternative Education school.

Alternate Information	
Alternate District CTDS	<input type="checkbox"/> Use Alternate District CTDS



Note: By selecting this check box, the school will be required to enter a Receiver school value when exiting students with a T160 exit reason. Only set this option for alternative schools.

DISTRICT SETUP

District Setup – Increment Staff Years

Use the Increment staff years function in District Setup to increase the years in district and years educational service by one year. Run this process prior to the Fall 2 submission.

1. Navigate to **Synergy SIS> System> Setup> District Setup> Options** tab.
2. From the **Staff Years** group box, locate the **Increment Staff Years** button.





Note: New staff members that are entered into the system should have data entered for staff years through generic conversion or manual entry. This process only updates records where the value of the field is not empty.

District Setup – Graduation Cohort

Graduation Cohort from the District Setup is used to report the initial ninth grade year calculation needed for the graduation cohort year that will be reported to CALPADS.

1. Navigate to **Synergy SIS> System> Setup> District Setup screen> Grade Setup** tab.
2. In the **Years until Graduation** area, enter the number of years until graduation for each of the grades listed in the table.

Grades				
Line	Grade	Next Grade	Years Until Graduation	ADA Group
1	07	08	5	
2	08	09	4	
3	09	10	3	
4	10	11	2	
5	11	12	1	
6	12		0	



Note: The ability to override the cohort calculation for retained students is available on the other info tab of the student screen.

District Setup – Allowing No-Shows

District setup has two settings that must be enabled in order to collect leave codes and leave dates for students who are No Shows. These two settings are Allow “No Show” and Require Summer Withdrawal Code for “No Show”.

1. Navigate to **Synergy SIS> System> Setup> District Setup screen> System** tab.
2. Select the **Allow “No Show”** and **Require Summer Withdrawal Code/Date for “No-Show”** on the **System** tab and save the record.

The screenshot shows a form titled "Enrollment Options". It has two dropdown menus: "New Student Add Type" set to "Synergy" and "Permanent ID Update Type" set to "Synergy update of permanent ID". Below these are two checked checkboxes: "Allow 'No Show'" and "Require Summer Withdrawal Code/Date For 'No Show'". A red box highlights these two checkboxes.



Note: Turning on the No Show boxes will allow for a secondary box to appear when the user selects to No Show a student. The user will then be required to enter a Summer Withdrawal Code and Summer Withdrawal Date.

District Setup – Program Exits

District setup has two settings that schools must decide upon in order to collect leave dates for Programs. These two settings are Exit Programs/Services On Student Inactivation and Auto-Generate Needs Transactions. Exit Programs/Services On Student Inactivation requires manual entry when a student returns to a school. Make sure that Exit Programs/Services On Student Inactivation is turned off.

The use of **Auto-Generate Needs Transactions** is required for CALPADS submission. Selecting this option automatically exits the student from all programs when they switch schools. Auto-Generate Needs Transactions uses the enrollment history to automatically exit and re-enroll the student when they transfer from school to school.

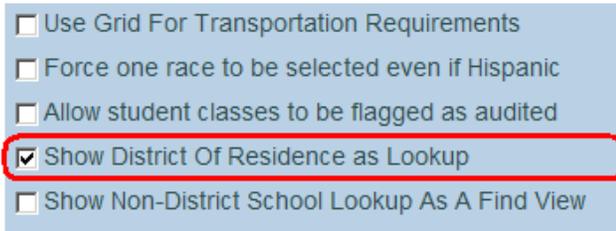
1. Navigate to **Synergy SIS> System> Setup> District Setup screen> System** tab.
2. Select **Auto-Generate Needs Transactions**.

The screenshot shows a form titled "Enrollment Date Validation". It has a dropdown menu set to "Must be within school calendar (excluding weekends and holidays as valid days)". Below this is a note: "NOTE: All enrollment and attendance dates are validated at runtime by all reports : school calendar. Changes to this field do not initiate a retroactive validation." At the bottom, there are two checkboxes: "Exit Programs/Services On Student Inactivation" (unchecked) and "Auto-Generate Needs Transactions" (checked). A red box highlights these two checkboxes.

District Setup – Show District of Residence as Lookup

Use the **Show District of Residence as Lookup** option to change the free form field located on the **Student Enrollment** tab into a lookup table.

1. Navigate to **Synergy SIS> System> Setup> District Setup screen> System tab**.
2. From the **Enrollment Options** group box, locate **Show District of Residence as Lookup**.
3. Select **Show District of Residence as Lookup**.
4. **Save** the record.



A screenshot of a software interface showing a list of options. The option 'Show District Of Residence as Lookup' is checked and highlighted with a red rectangle. Other options include 'Use Grid For Transportation Requirements', 'Force one race to be selected even if Hispanic', 'Allow student classes to be flagged as audited', and 'Show Non-District School Lookup As A Find View'.

District Setup – Enable Historical Tracking of Staff in Sections

Use the Enable historical tracking of staff in sections to allow tracking of section changes when teachers change for a section.

1. Navigate to **Synergy SIS> System> Setup> District Setup screen> System tab**.
2. From the **Other Options** group box, select the **Enable historical tracking of staff in sections** option.
3. **Save** the record.



A screenshot of a software interface showing a group box titled 'Other Options'. The option 'Enable historical tracking of staff in sections' is checked and highlighted with a red rectangle. Other options include 'Discipline Type' (Incident), 'Student Notification' (Icon), 'Incident Violation Display' (Lowest Level Violation Only), 'Badge Number Update Type' (Manual update of badge number), 'Adult ID Update Type', and 'Fee Total Type' (Total fees for all years and all organizations).



Note: Turning on this option will enable a new tab on the sections screen to track historical staff records for all sections. Use of this functionality is only for CALPADS and PRE-ID extracts.

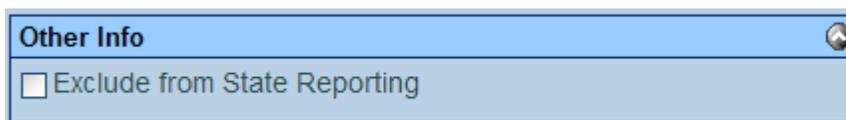
SCHOOL SETUP

Use the **School Setup** screen to exclude schools from state reporting, define term durations used for Fall2 state reporting and school wide need information.

School Setup – Exclude from State Reporting

Use the **Exclude from State Reporting** option, located on the School Setup general tab, to exclude school years from state reporting.

1. Navigate to **Synergy SIS>System>Setup>School Setup>Basic Info** tab.
2. From the **School Setup** screen, locate the **Other Info** group box.
3. Select the **Exclude from State Reporting** option.
4. **Save** the record.



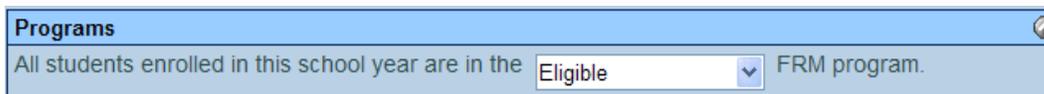

Note: By using this selection, the school is excluded from state reporting, but will show in the list to be selected from the extract screen but data will not be generated for the school.

School Setup – School Wide Programs

The ability to defined school wide programs for the National School Lunch program and other programs administered to an entire school, are configurable from the **School Setup** screen.

School Wide - NSLP

1. Navigate to **Synergy SIS>System>Setup>School Setup>Basic Info** tab.
2. From the **School Setup** screen, locate the **Programs** group box.



3. For NSLP, select the code that will be assigned to all students in the school.
4. **Save** the record.

School Wide – Other Programs/Needs

Programs defined as school wide require additional setup in the **Synergy Needs** definition prior to completing school wide setup.

1. Navigate to **Synergy SIS > Student Programs > Setup > Needs/Programs Definition**.
2. From the **Needs Programs/Levels Definition** screen, locate each program defined as School Wide.
3. From the **Menu** area drop down, select **Edit Need Definition Data**.
4. Select the **School Based** check box and save the record.

Programs/Levels Definition

State Code: 122 Description: Title 1

Levels

State Code	Description	School Based
122	Title 1	<input checked="" type="checkbox"/>

5. Repeat these steps for each program that will be used as a school-based program.
6. Navigate to **Synergy SIS > System > Setup > School Setup > Basic Info tab**.
7. From the **School Setup** screen, locate the **Programs / Needs** group box.

Programs / Needs

Line	Description	Detail
1	Title 1	Show Detail

8. Select the show detail link. The **School Need Detail** screen appears.
9. From the **School Need Detail** screen, locate the **Program Grade Availability** group box.
10. From the **Program Grade Availability**, select all grades to which the program will be available.

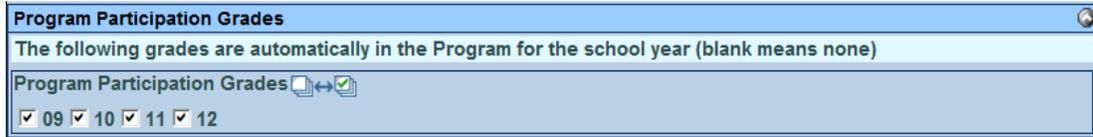
Program Grade Availability

The Program is available for the following grades (blank means none)

Program Grade Availability ↔

09 10 11 12 12+

11. **Save** the record. Once completed, the **Program Participation Grades** group box becomes available for selection.
12. From the **Program Participation Grades** area, select each grade that will participate in the program



13. **Save** the record.

Chapter Three: LOOKUP TABLE DEFINITIONS

In this chapter, the following topics are covered:

- Lookup Definition Setup
- Special table Setup

LOOKUP DEFINITION SETUP

Lookup Definition requires that all state codes are setup prior to submitting to CALPADS. Some lookup table definitions require additional setup to activate specific user prompts or functionality as defined in this chapter.

1. Navigate to **Synergy SIS > System > Setup >Lookup table Definition**.
2. From the **Lookup table Definition** screen, locate the appropriate node and table entry from the table below.
3. Verify that the **State code** field in the Synergy SIS table matches the CDE table values for the state code for each of the tables.



Reference: Verify that all tables defined in the CALPADS data-mapping portion of this guide are setup in accordance with the associated state values. Valid values are located at the following state website: <http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp>

Synergy SIS - table Definitions	CALPADS - Code Set Name
K12	
K12 > Education Level	Highest Education Level
K12 > Grade	Grade Level
K12 > Language	Language
K12 > Staff Education Level	Degree
K12.CA	
K12.CA > Health Code 504	*See Student 504 in this Chapter
K12.Course History Info	
K12.CourseHistoryInfo > Term Code	Academic Term
K12.Course Info	
K12.Course Info > ELL indicator	Education Service English Learners
K12.Course Info > Funding Source	Education Program Funding Source
K12.Course Info > Instructional Level	Course Non Standard Instructional Level
K12.Course Info > NCLB CORE	NCLB Core Course Indicator and Instructional Level
K12.Course Info > State Cat	Course Group State
K12.Course Info > Technical Provider	Career Technical Education Funding Provider Category
K12.Course Info > University Subject Area	College Admission Requirement
K12.Course Info > VOC Ed Type	Education Program Course Content
K12.Demographics	
K12.Demographics > Dwelling Type	Primary Residence Category
K12.Demographics > Summer Withdrawal Code	Student Exit Category
K12.Demographics > Year End Status	*Student Exit Category
K12.Discipline	
K12.Discipline > Modifications	Expulsion Modification Category
K12.Discipline Info	
K12.DisciplineInfo > Authority	Disciplinary Action Authority
K12.DisciplineInfo > Severity	*See Severity Setup in this Chapter

*Setup requires special setup defined in this chapter.

K12.Enrollment	
K12.Enrollment > Attend Permit Reason	Interdistrict Transfer Category
K12.Enrollment > Completion Status	*School Completion Status
K12.Enrollment > Enter Code	Enrollment Status
K12.Enrollment > Leave Code	Student Exit Category
K12.Enrollment > Receiver School	*See Receiver School Setup in this Chapter
K12.Enrollment > Special Ed School Of Attendance	*See Special Ed School of Attendance in this Chapter
K12.Program Info	
K12.Program Info > ELL IDEA Level	ELL IDEA Level
K12.Program Info > FRM Code	*See Free and Reduced Meals in this Chapter
K12.Program Info > GATE Code	*See Gifted and Talented in this Chapter
K12.Schedule Info	
K12.Schedule Info > Instructional Strategy	*Instructional Strategy
K12.Schedule Info > Team Teaching	Multiple Teacher Instruction Strategy Category
K12.Schedule Info > Term Codes	Academic Term
K12.Setup	
K12.Setup > District Number	*See District of Residence Setup in this Chapter
K12.Special Ed	
K12.Special Ed > Disability Code	Disability Code
K12.Staff	
K12.Staff > Job Class	Educational Service Job Classification
K12.Staff > Position Status	Employment Status Category
K12.Staff > Qual. Method	Content Area Competency Category
K12.Staff > Support Type	Non Classroom Based or Support Assignment
K12.Test Info	
K12.TestInfo > Waiver Outcome	Regulatory Exemption Outcome
Revelation	
Revelation > Country	Country International Standards Organization
Revelation > Ethnicity	Race Category
Revelation > Gender	Gender
Revelation > State	State / Province

*Setup requires special setup defined in this chapter.



Caution: Only change the state code column value for the corresponding state table. Do not change or remove table code values that are already in use. If a code is no longer used for state reporting, use the fields Year Start and Year End to deprecate codes that will no longer be used.

Year End Status

Year End Status creates enrollment records for active students who matriculate or move to another school. The Year End Status table includes additional setup to turn on the process of generating enrollment records. Multiple codes with the same State Code values can be utilized for specific district tracking purposes in the lookup table definition. Only values with state code and alt code 3 are extracted.

1. Navigate to **Synergy SIS> System> Setup> Lookup Table Definition**.
2. From the **Lookup Table Definition** screen, locate **K12.Demographics**.
3. From **K12.Demographics** locate, **Year End Status**.
4. In the **State Code** field, enter the state exit code reason
5. In **Alt Code 3**, enter a **Y** to activate the state code field for enrollment records.
6. **Save** the record.

Name: **Year End Status** Namespace: **K12.Demographics** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to

Lookup Values								
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF
<input type="checkbox"/>	1		160	Transfer to another CA School		T160	Y	
<input type="checkbox"/>	2		230	Completer - Highest Grade / School		E230	Y	
<input type="checkbox"/>	3		450	Grade (K - 6) - Exited School		E450	Y	
<input type="checkbox"/>	4		G	Graduated High School		E230	Y	
<input type="checkbox"/>	5		P	Promoted				
<input type="checkbox"/>	6		R	Retained				



Caution: Codes that do not have a value of **Y** will not generate an SENR enrollment line with the accompanying state code value. Other values that do not require a **State Code** value should not have **Alt Code 3** populated.

Completion Status

Additional setup is required for completion status codes. Students that exit with an E230 code must have a completion status code populated

1. Navigate to the **Synergy SIS> System> Setup> Lookup Table Definition**.
2. From the **Lookup Table Definition** screen, navigate to **K12.Enrollment> Completion Status**.

Name: **Completion Status** Namespace: **K12.Enrollment** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code until

Lookup Values							
✕	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
<input type="checkbox"/>	1		100	Graduated		100	Y
<input type="checkbox"/>	2		480	Promoted(matriculated)		480	

3. In the **State Code** field, enter the state code for each completion code defined by the state.
4. In the **Alt Code 3** field, enter **Y** for each code where **State Code 100, 106, 108** is present.
5. **Save** the record.



Note: Only **State Code** values of **100, 106, 108** require an **Alt Code 3** value of **Y** to allow Synergy SIS to generate the UC/CSU calculation defined in CA Setup for the SENR extract. If the **Alt Code 3** field is not populated for **State Code 100, 106, 108**, students will not extract the UC/CSU calculated value.

Receiver School Setup

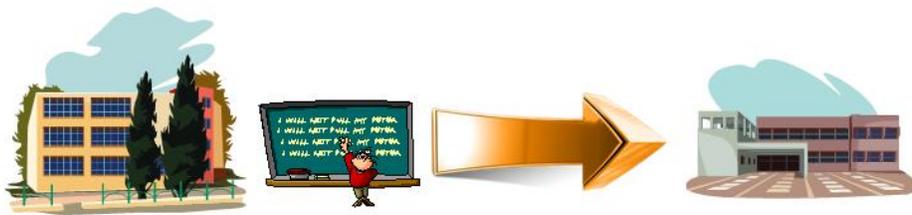
The Receiver school is required for T165 exits for Non-Voluntary Transfer records. In addition, Receiver school values for T160 exit codes are required when the school is marked as an Alternative school in the **Organization** screen.

1. Navigate to **Synergy SIS> System> Setup> Lookup table Definition**.
2. From the **Lookup table Definition** screen, locate **K12.Enrollment**.
3. From **K12.Enrollment**, locate **Receiver School**.
4. From the grid, add each school that a student could attend.
5. In the **State Code** field, enter the 7 digit school number of the school.

Name: **Receiverschool** Namespace: K12.Enrollment Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the

Lookup Values						
✕	Line	ListOrder	Code	Description	Other SIS	State Code
<input type="checkbox"/>	1	1	1	School 1		1111111
<input type="checkbox"/>	2	2	2	School 2		2222222
<input type="checkbox"/>	3	3	3	School 3		3333333
<input type="checkbox"/>	4	4	4	School 4		4444444
<input type="checkbox"/>	5	5	5	School 5		5555555
<input type="checkbox"/>	6	6	6	School 6		6666666
<input type="checkbox"/>	7	7	7	School 7		7777777
<input type="checkbox"/>	8	8	8	School 8		8888888



If a student is non-voluntarily expelled from a school and sent to an alternative school, they require a T165 exit code and a receiver school value.



If a student attends an alternative school but goes back to the regular school, then they require a T160 exit code and a receiver school value.

Free and Reduced Meals

NSLP requires additional setup to define if a program will be Eligible or Participation.

1. Navigate to the **Synergy SIS> System> Setup> Lookup table Definition**.
2. From the **Lookup table Definition** screen, locate **K12.ProgramInfo**.
3. From **K12.ProgramInfo**, locate **FRM Code**.

Name: **Frm Code** Namespace: **K12.ProgramInfo** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not

Lookup Values							
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
<input type="checkbox"/>	1	1	136	Free	136	175	3
<input type="checkbox"/>	2	2	137	Reduced	137	175	3

4. In the **State Code** field, enter **175** for both Free and Reduced Values.
5. In the **Alt Code 3** field, Enter **1** (Eligible) or **3** (Participation) for each value designated with a state code.
6. **Save** the record.

Gifted and Talented

There are two locations where GATE information can be stored in Synergy SIS. Continue with the following table setup only if you store GATE data in **Student GATE** screen. If GATE is stored in **Student Needs**, then additional setup is required in the Needs portion of this manual. Edupoint recommends that the **Gifted and Talented** screen be used.

1. Navigate to the **Synergy SIS> System> Setup> Lookup table Definition**.
2. From the **Lookup table Definition** screen, navigate to **K12.ProgramInfo**.
3. From the **K12.programInfo**, locate **Gate Code**.

Name: **Gate Code** Namespace: **K12.ProgramInfo** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not

Lookup Values							
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
<input type="checkbox"/>	1	1	P	Participating	P	127	P
<input type="checkbox"/>	2	2	E	Eligible	E	127	E

4. In the **State Code** field, enter the state code of **127** for each code that qualifies for GATE.
5. In the **Alt Code 3** field, enter **E** (Eligible) or **P** (Participating) for each value designated with a state code in step 3.
6. **Save** the record.

Student 504

There are two locations where Student 504 information can be stored in Synergy SIS. Continue with the following table setup only if you store Student 504 data in **Student 504** screen. If Student 504 data is stored in **Student Needs**, then additional setup is required in the Needs portion of this manual.

1. Navigate to the **Synergy SIS> System> Setup> Lookup table Definition**.
2. From the **Lookup table Definition** screen, navigate to **K12.CA**.
3. From the **K12.CA**, locate **Health Code 504**.

Name: **Health Code 504** Namespace: K12.CA Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code and not e

Lookup Values							
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
<input type="checkbox"/>	1	0	101	504 Accomodation		101	P

4. In the **State Code** field, enter the state code of **101** for each code that qualifies for 504.
5. In the **Alt Code 3** field, enter **E** (Eligible) or **P** (Participating) for each value designated with a state code.
6. **Save** the record.

Special Ed School Of Attendance

1. Navigate to **Synergy SIS>System>Setup>Lookup table Definition**.
2. From the **Lookup table Definition** screen, locate **K12.Enrollment**.
3. From **K12.Enrollment**, locate **Special Ed School Of Attendance**

Name: **Special Ed School Of Attendance** Namespace: **K12.Enrollment** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and no

Lookup Values							
✕	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
<input type="checkbox"/>	1	0	0	School 1		1111111	
<input type="checkbox"/>	2	1	1	School 2		2222222	
<input type="checkbox"/>	3	2	2	School 3		3333333	

4. From the grid, add each school that a student could attend.
5. Enter a unique value for the **Code** field and a descriptive name for the school in the **Description** field.
6. In the **State Code** field, enter the 7 digit school number of the school.
7. **Save** the record.

District of Residence

1. Navigate to **Synergy SIS> System> Setup> Lookup table Definition**.
2. From the **Lookup table Definition** screen, locate **K12.Setup**.
3. From **K12.Setup**, locate **District Number**.

Name: **District Number** Namespace: **K12.Setup** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and no

Lookup Values							
✕	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
<input type="checkbox"/>	1	0	1111111	District 1		1111111	
<input type="checkbox"/>	2	0	2222222	District 2		2222222	
<input type="checkbox"/>	3	0	3333333	District 3		3333333	

4. From the grid, add each district that a student could attend.
5. Enter the 7 digit numeric value in the **Code** field and a descriptive name for the district in the **Description** field.
6. In the **State Code** field, enter the 7 digit District Number.
7. **Save** the record.

Instructional Strategy

In addition to the state codes required for Instructional Strategy, the ELL Cross Check report uses the **Alt Code 3** field value of **EL** to determine EL specific sections. All Instructional Strategy alt code 3 values must contain a value.

1. Navigate to the **Synergy SIS> System> Setup> Lookup table Definition**.
2. From the **Lookup table Definition** screen, navigate to **K12.Schedule Info> Instructional Strategy**.

Name: **Instructional Strategy** Namespace: **K12.ScheduleInfo** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code un

Lookup Values							
×	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
<input type="checkbox"/>	1	1	300	Home and Hospital		300	HH
<input type="checkbox"/>	2	2	400	Dual Immersion		400	EL
<input type="checkbox"/>	3	3	500	Structured English Immersion		500	EL
<input type="checkbox"/>	4	4	600	Bilingual		600	EL
<input type="checkbox"/>	5	5	650	English Learner Mainstreaming		650	EL
<input type="checkbox"/>	6	6	700	Special Education		700	SE

3. In the **State Code** field, enter the state code for each Instructional Strategy code defined by the state.
4. In the **Alt Code 3** field, enter **EL** for each code defined as an EL Instructional Strategy. For Home and Hospital enter **HH**, and for Special Education enter **SE**.
5. **Save** the record.

Severity

The **Severity** drop down table is used in place of the free form field on District Disposition Code, District Discipline Code and Violation Severity Field. Only numeric values can be stored in this table. By default, this table only contains five values as an example but can be modified.

1. Navigate to the **Synergy SIS> System> Setup> Lookup table Definition**.
2. From the lookup table definition screen, locate the **K12.DisciplineInfo**.
3. From **K12. DisciplineInfo**, locate **Severity**.
4. In the **Code** field, enter a numeric value from 1 – 99.
5. In **Description**, enter a descriptive value for the severity.
6. **Save** the record.

Name: **Severity** Namespace: **K12.DisciplineInfo** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not eva

Lookup Values							
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
<input type="checkbox"/>	1	1	1	1 - Highest Severity			
<input type="checkbox"/>	2	2	2	2			
<input type="checkbox"/>	3	3	3	3 - Moderate Severity			
<input type="checkbox"/>	4	4	4	4			
<input type="checkbox"/>	5	5	5	5 - Lowest Severity			



Caution: Only use numeric values for the code value.

Chapter Four: PROGRAM SETUP

In this chapter, the following topics are covered:

- Student Needs Setup
- Gifted and Talented Setup
- Free and Reduced Meals Setup
 - Student 504 Setup
- CALPADS Program Setup

PROGRAM SETUP

This section will outline the specific setup needed for CALPADS programs. Special consideration is needed for programs such as Student GATE and Student 504 programs.

Program Setup – Needs

1. Navigate to the **Synergy SIS> Student Programs> Setup> Needs/Programs Definition**.
2. Rescreen the existing programs in the Needs/Program Definition.
3. Verify programs defined by your district are defined correctly with state code values

Programs/Levels Definition

State Code: 135 Description: Migrant Education

State Code	Description	School Based	Closes At End Of Year
135	Migrant Education	<input type="checkbox"/>	<input type="checkbox"/>

Levels Add

X	Line	Limit Code	Limit Description	State Code	Valid Year Range	
					Year Start	Year End

4. For School wide programs, select the **School Based** check box for the program. This will allow the program to display in school wide program setup defined later in this chapter.



Caution: Do not add 175 – NSLP, or 144 – Special Education to the needs definition screen. In addition, do not add code 127 – GATE or 101 – Student 504, if you are using the specific program module instead of Needs. *Unexpected results in program extraction will occur.*

Program Setup – NSLP

National School Lunch Program setup requires that the lookup table be defined in system setup.

1. Navigate to the **Synergy SIS> System> Setup> Lookup table Definition**.
2. From the **Lookup table Definition** screen, locate **K12.ProgramInfo**.
3. From **Lookup table Definition**, locate **FRM Code**.

Name: Frm Code Namespace: K12.ProgramInfo Locked: N								
<input type="checkbox"/> Use Code as the State Code - all values reported to state will be used from the lookup code and n								
Lookup Values								
✕	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	
<input type="checkbox"/>	1	1	136	Free	136	175	3	
<input type="checkbox"/>	2	2	137	Reduced	137	175	3	

4. In the **State Code** field, enter **Lookup table Definition** for both Free and Reduced Values.
5. In the **Alt Code 3** field, enter a **1** (Eligible) or **3** (Participation) for each value designated with a state code.
6. **Save** the record.

Program Setup – Special Education

There are two locations in Synergy SIS where Special Education information can be stored.

Synergy SE: Program 144 records are extracted from the students Initial IEP document in the system. The initial IEP date is used as the eligibility date for the program record generated for CALPADS.

Synergy SIS: Program 144 records are extracted from the **Student Special Education** screen. The students Initial IEP date is extracted as the start date while the exit date is extracted from the **Membership End Date** field. Only lookup table setup is required for Special Education Programs.

Program Setup – GATE

There are two locations where GATE information can be stored in Synergy SIS. Only one location is used for CALPADS reporting. The exact location of where GATE information will be extracted for CALPADS will need to be identified.

1. Navigate to the **Synergy SIS> CA> Setup> CA Setup** screen.
2. Select the **CALPADS** tab from the **CA Setup** screen.
3. From the **Student Gate Location** drop down, select the location from where GATE programs will be extracted for CALPADS.

The screenshot shows the 'Settings' section of the 'CA Setup' screen. The 'Student Gate Location' dropdown menu is open, showing 'Student Gate' as the selected option. Other visible options include 'UC/CSU Graduation Requirement' (set to 'UC/CSU'), 'Class ID Method' (set to 'Use begin period, room name, i'), 'Student 504 Location', and 'Student Needs'.

4. Based on the student gate location selected in the above steps, verify that the associated GATE location has been properly setup and defined in the following sub section.

Student Gate screen Setup

If the system is configured to use the **Student Gate** screen, additional table setup is required.

1. Navigate to the **Synergy SIS> System> Setup> Lookup table Definition**.
2. From the **Lookup table Definition** screen, navigate to **K12.ProgramInfo> Gate Code**.

The screenshot shows the 'Lookup Values' table for the 'Gate Code' lookup table. The table has columns for Line, ListOrder, Code, Description, Other SIS, State Code, and Alt Code 3. Two rows are visible: Line 1 with Code 'P' and Description 'Participating', and Line 2 with Code 'E' and Description 'Eligible'. The 'State Code' and 'Alt Code 3' fields for both rows are highlighted with a red box, showing '127' and 'P' for the first row, and '127' and 'E' for the second row.

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
1	1	P	Participating	P	127	P
2	2	E	Eligible	E	127	E

3. In the **State Code** field, enter the state code of **127** for each code that qualifies for GATE.
4. In the **Alt Code 3** field, enter **E** (Eligible) or **P** (Participating) for each value designated with a state code.

Student Needs screen Setup

If the system is configured to use **Student Needs** screen for GATE program, then additional table setup is required.

1. Navigate to the **Synergy SIS> Student Programs> Setup> Needs/Programs Definition**.
2. Rescreen the existing programs defined for your district and verify that the 127 GATE program is defined.

Program Setup – Student 504

There are two locations where Student 504 information can be stored in Synergy SIS. Only one location is used for CALPADS reporting. The exact location of where 504 information will be extracted for CALPADS will need to be identified.

1. Navigate to the **Synergy SIS> CA> Setup> CA Setup** screen.
2. Select the **CALPADS** tab from the **CA Setup** screen.
3. From the **Student 504 Location** drop down, select the location from where 504 programs will be extracted for CALPADS.

The screenshot shows the 'Settings' section of the 'CA Setup' screen. It includes three dropdown menus: 'UC/CSU Graduation Requirement' (set to 'UC/CSU'), 'Class ID Method' (set to 'Use begin period, room name, :'), and 'Student Gate Location' (set to 'Student Gate'). A red box highlights the 'Student 504 Location' dropdown menu, which is currently set to 'Student 504'.

4. Based on the student 504 location selected in the above steps, verify that the associated 504 location has been properly setup and defined in the following sub section.

Student 504 screen Setup

If the system is configured to use the **Student 504** screen, additional table setup is required.

1. Navigate to the **Synergy SIS> System> Setup> Lookup Table Definition**.
2. From the **Lookup Table Definition** screen, navigate to **K12.CA> Health Code 504**.

The screenshot shows the 'Health Code 504' Lookup Table Definition screen. It includes a header with 'Name: Health Code 504', 'Namespace: K12.CA', and 'Locked: N'. Below the header is a checkbox labeled 'Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless'. The main table is titled 'Lookup Values' and has columns for 'Line', 'ListOrder', 'Code', 'Description', 'Other SIS', 'State Code', and 'Alt Code 3'. A red box highlights the 'State Code' and 'Alt Code 3' columns for the first row, which contains the values '101' and 'P' respectively.

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
1	0	1	504 - Plan		101	P

3. In the **State Code** field, enter the state code of 101 for each code that qualifies for 504.
4. In the **Alt Code 3** field, enter **E** (Eligible) or **P** (Participating) for each value designated with a state code.

Student Needs screen Setup

If the system is configured to use student needs screen for the 504 program, then additional setup is required.

1. Navigate to the **Synergy SIS> Student Programs> Setup> Needs/Programs Definition.**
2. Rescreen the existing programs defined for your district and verify that the 101 Student 504 program is defined.

CA Setup – Program Configuration Setup

Once all programs are defined in Synergy SIS, open the **CA Setup** screen to define the Extract Submission and Participation or Eligibility for each program.

1. Navigate to the **Synergy SIS> CA> Setup> CA Setup** screen.
2. Select the **CALPADS** tab from the **CA Setup** screen.
3. From the **Program Configuration** area, select a program line.
4. Highlight a program that will be reported to CALPADS and select the **Show Details** button.

Line	State Code	Description	Tasks
1	101	504	EOY II
2	108	Opportunity Program	EOY II
3	113	California Partnership Academy	EOY II
4	122	Title 1	EOY II
5	127	GATE	Fall I, EOY II
6	131	NCLB Title X Homeless	Fall I, EOY II
7	135	Migrant	EOY II, Fall I

5. Select the check box for each **CALPADS Task Type** group and save the record.

Line	State Code	State Code	Description
1	101	135	Migrant
2	108		
3	113		
4	122		
5	127		
6	131		
7	135		
8	144		

Calpads Task Type

Enrollment Update EOY I EOY II EOY III

EOY IV Fall I Fall II Spring

SSID Request

Participation / Eligibility

Eligibility

6. From the **Participation / Eligibility** drop down, choose the value you wish to use for the program.



Note: NSLP will not have a **Participation / Eligibility** drop down in the **Program Configuration** screen and uses the Alt Code 3 lookup table configuration for Participation / Eligibility.

In addition, when CA Setup is set to use the **Student 504** or **Student GATE** screens, the Alt Code 3 lookup table values are used for Participation / Eligibility.

7. Repeat steps for all programs defined in the following grid for each submission.

Code	Program Name	Type	Fall 1	Fall 2	Spring	EOY 1	EOY 2	EOY 3	EOY 4
101	Student 504	P					X		
108	Opportunity Program	P					X		
113	California Partnership Academy	P					X		
122	NCLB Title I Part A Basic Targeted	P					X		
127	Gifted and Talented Education (GATE)	E	X		X		U		
131	NCLB Title X Homeless	P					X		
135	Title I Part C Migrant	E	X		X		U		
144	Special Education	E	X		X		U		
162	California School-Age Families Education (Cal-SAFE)	P					X		
164	NCLB Title I Part D Delinquent	P					X		
171	NCLB Title I Part D Neglected	P					X		
172	NCLB Title I Part D At Risk	P					X		
173	NCLB Title I Part D Juvenile Detention	P					X		
174	NCLB Title I Part A Neglected	P					X		
175	Free or Reduced Price Meal Program	E	X		X		U		
180	CAHSEE Intensive Instruction	P					X		



Reference: Verify that the programs codes, Eligibility, Participation and submission types are setup in accordance with the associated state requirements. State codes and submissions are located at the following state website:

<http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp>

Chapter Five: UC/CSU GRAD REQUIREMENTS

In this chapter, the following topics are covered:

- UC/CSU Graduation Requirement Setup

GRADUATION REQUIREMENTS

Use the Graduation Requirements screen to setup the UC/CSU Subject area requirements. A single graduation requirement definition is required for CALPADS submission.

Options tab

Use the options tab of the graduation requirements screen to add the UC/CSU Requirement used for the calculation for UC/CSU subject area requirements setup.

1. Navigate to the **Synergy SIS> Grading> Setup> Graduation Requirements**.
2. From the **Options** tab, locate the defined UC/CSU Graduation Requirement definition if present or create a definition if necessary with the following values.
3. **Save** the record.

The screenshot shows the 'Options' tab for 'Graduation Requirements'. The 'Name' field contains 'UC/CSU' and the 'Subject Area Group' dropdown is set to 'University'. Below this, the 'Requirement Information' section is expanded, showing 'Credit Load Theory' set to 'Chronological (oldest to most recent)' and 'Credit Application Sort Order' set to 'Calendar Year, Calendar Month'. There are also fields for 'WIP Filter' and 'Calculate CHS' (with an unchecked checkbox). At the bottom, there is a 'CHS Type Filter' section with checkboxes for 'Default', 'Jr. High School', 'High School', and 'Other'.

Field	Required	Note
Name	Yes	Value used to define the Graduation Requirement for UC/CSU.
Subject Area	Yes	Area where the UC/CSU values are present on the District Course screen
Credit Load Theory	Yes	Order in which the credit will be loaded into the specific subject areas
Credit Application Sort Order	Yes	Order in which the credit information will be sorted prior to loading credit

Class of Credit

Use the Class of Credit tab of the graduation requirements screen to define the total credits required for the UC/CSU Subject area requirement setup.

1. Navigate to the **Synergy SIS> Grading> Setup> Graduation Requirements**.
2. From the **Class of Credit** tab, locate the defined UC/CSU Graduation Requirement.
3. If necessary, create new Class of Year for the Graduation requirements.
4. From the **Graduation Credit Class Requirements** group box, locate **Credits Required** and enter the appropriate number of credits for each subject area.

Graduation Requirements

Options | **Class Of Credit** | Class Of Test Groups | Class Of GPA | Class Of Service Learning

Name: UC/CSU Graduation Requ | Subject Area Group: University | Class Year: Class of 2009 and beyond

Buttons: Copy Class Of, New Class Of, Delete Class Of

Class of Credit Requirements

Default Subject Area: College Electives

Graduation Credit Class Requirements

Line	Subject Area	Credits Required
1	Mathematics	30.000
2	College Prep Electives	10.000
3	History/Social Science	20.000
4	Laboratory Science	20.000
5	English	40.000
6	Visual and Performing Arts	10.000
7	Language Other than English	20.000

Course Filters

Passing Marks

If not all marks count toward graduation requirement then select the marks that do count towards graduation.

Passing Marks: A+ A A- B+ B B- C+ C C- D+ D D- F+ F

5. From the **Passing Marks** group box, locate and select the passing marks that will receive credit towards the graduation requirement.
6. **Save** the record.

Chapter Six: CA SETUP

In this chapter, the following topics are covered:

- CAHSEE Setup
- CALPADS Setup

CA SETUP

Use the **CA Setup** screen to define CALPADS specific setup criteria as well program requirements and eligibility information.

CAHSEE Setup

Use the **CAHSEE Setup** tab of the **CA Setup** screen to define the Test Mapping for test Waivers, Exemptions and Pre-ID extracts.

1. Navigate to the **Synergy SIS> CA> Setup> CA Setup** screen.
2. Select the **CAHSEE Setup** tab from the **CA Setup** screen.
3. From the **Graduation Requirement** drop down, select the High School graduation requirement that will be used for CALPADS to define the CAHSEE test requirements.

The screenshot shows the 'CA Setup' interface. At the top, it displays 'Organization Name: Unified School District'. Below this are several tabs: 'CSIS ID/ENRA Setup', 'CAHSEE Setup' (which is selected), 'CELDT Setup', 'Submission Setup', 'District Setup', and 'CALPADS'. Under the 'CAHSEE Setup' tab, there is a 'Graduation Requirements' dropdown menu set to 'High School'. Below that is a 'Test Mapping' section with a table grid.

Line	CAHSEE Test	Class of 2005 through 2009	Class of 2010 and beyond
1	ELA	CAHSEE - English	CAHSEE - English
2	Math	CAHSEE - Math	CAHSEE - Math

4. From the **Test Mapping** grid, select the class of requirement for each Test for English and Math CAHSEE test definitions. This will be used to define the tests and parts required for the CAHSEE Test waivers value for EOY IV.

UC/CSU Grad Requirements

For High school graduating seniors, the UC/CSU Grad Requirements met must be set up in order for the SENR UC/CSU requirements met to be populated. Once the UC/CSU Graduation Requirements are set up, select the graduation requirement in the **CA Setup** screen.

1. Navigate to the **Synergy SIS> CA> Setup> CA Setup** screen.
2. Select the **CALPADS** tab from the **CA Setup** screen.
3. From the **UC/CSU Graduation Requirement** drop down, select the CSU/UC graduation requirement that will be used for CALPADS.

The screenshot shows a 'Settings' window with the following fields and options:

- UC/CSU Graduation Requirement:** A dropdown menu with 'UC/CSU' selected. This field is highlighted with a red rectangular box.
- Class ID Method:** A dropdown menu with 'Use begin period, room name, ;' selected.
- Student Gate Location:** A dropdown menu with 'Student Gate' selected.
- Student 504 Location:** A dropdown menu with 'Student 504' selected.
- Display special warnings (no parent "Highest Education Level" values set or no ELL data for ELL students)
- Remove dashes from the Course Section ID fields

4. By populating the **UC/CSU Graduation Requirement** field in the CA Setup, Synergy SIS will verify all students that have a completion status of 100 against the UC/CSU graduation requirements screen.



Note: If there is a special instance where a student has met the UC/CSU Graduation requirement, an override field can be populated in the **Student** screen to allow the student to be marked as **Y**.

Student Gate Location

There are two locations where GATE information can be stored in Synergy SIS. Only one location is used for CALPADS reporting. The exact location of where GATE information will be extracted for CALPADS will need to be identified. For additional information on GATE, see the program area of this document.

1. Navigate to the **Synergy SIS > CA > Setup > CA Setup** screen.
2. Select the **CALPADS** tab from the **CA Setup** screen.
3. From the **Student Gate Location** drop down, select the location where GATE programs will be extracted from for CALPADS.

The screenshot shows the same 'Settings' window as above, but with the 'Student Gate Location' dropdown menu highlighted by a red rectangular box. The 'Student Gate' option is selected in this dropdown.

4. **Save** the record



Note: Edupoint recommends the use of the **Student Gate** screen as the location for Student GATE information. Student Gate gives the flexibility to track additional information concerning GATE students programs.

Student 504 Location

There are two locations where Student 504 information can be stored in Synergy SIS. Only one location is used for CALPADS reporting. The exact location of where Student 504 information will be extracted for CALPADS will need to be identified. For additional information on 504, see the program area of this document

1. Navigate to the **Synergy SIS> CA> Setup> CA Setup** screen.
2. Select the **CALPADS** tab from the **CA Setup** screen.
3. From the **Student 504 Location** drop down, select the location where 504 programs will be extracted from for CALPADS.

The screenshot shows the 'Settings' window in Synergy SIS. The 'UC/CSU Graduation Requirement' is set to 'UC/CSU'. The 'Class ID Method' is set to 'Use begin period, room name, ;'. The 'Student Gate Location' is set to 'Student Gate'. The 'Student 504 Location' dropdown menu is open, showing 'Student 504' selected. There are also checkboxes for 'Display special warnings (no parent "Highest Education Level" values set or no ELL data for ELL students)' and 'Remove dashes from the Course Section ID fields'.

4. **Save** the record.

Class ID Method

The **Class ID Method** field generates a unique classroom ID for use in the CSRE file. Two options are available from the drop down. **Use begin period, room name and primary teacher badge number** or **Use section ID**. Edupoint recommends the use of **Use begin period, room name, and badge Number** as the Class ID Method.

1. Navigate to the **Synergy SIS> CA> Setup> CA Setup** screen.
2. Select the **CALPADS** tab from the **CA Setup** screen.
3. From the **Class ID Method** drop down, select **Use begin period, room name, and badge number**.
4. **Save** the record.

The screenshot shows the 'Settings' window in Synergy SIS. The 'UC/CSU Graduation Requirement' is set to 'UC/CSU'. The 'Class ID Method' dropdown menu is open, showing 'Use begin period, room name, ;' selected. The 'Student Gate Location' is set to 'Student Gate'. The 'Student 504 Location' is set to 'Student 504'. There are also checkboxes for 'Display special warnings (no parent "Highest Education Level" values set or no ELL data for ELL students)' and 'Remove dashes from the Course Section ID fields'.

Display Special Warnings

Use the display special warnings check box to display warning messages where data is calculated based on missing data in the extract file. Synergy SIS generates the parent Highest Education level for student records by selecting the highest education level from the parents. If all parents associated to the student do not contain a highest education value, Synergy SIS will automatically assign the value 15 – Declined to state to the student record.

In addition, if a student has a primary home language other than English or America Sign language and the student does not have a Language Proficiency the system will extract that student as a TBD. Selecting this option will generate a warning for each student where the highest education level value is blank for all parents or the student does not have completed EL records.

1. Navigate to the **Synergy SIS> CA> Setup> CA Setup** screen.
2. Select the **CALPADS** tab from the **CA Setup** screen.
3. From the **Settings** group box, locate the **Display special warnings (no parent “Highest Education Level” values set or ELL data for ELL student)**.

The screenshot shows a 'Settings' window with several configuration options. The checkbox for 'Display special warnings (no parent "Highest Education Level" values set or no ELL data for ELL students)' is checked and highlighted with a red rectangular box. Other options include 'UC/CSU Graduation Requirement' (UC/CSU), 'Class ID Method' (Use begin period, room name, ;), 'Student Gate Location' (Student Gate), 'Student 504 Location' (Student 504), and 'Remove dashes from the Course Section ID fields' (unchecked).

4. Select the check box for the option and save the record.

Remove Dashes from Course Section ID Fields

The remove dashes from course section ID field option, removes the dash value from the section ID in the CRSE and SCSE files. Use this option when section lengths are 11 characters in length counting the dash value. Use of this option will remove the dash from the section ID value and generating a 10-character section ID.

1. Navigate to the **Synergy SIS> CA> Setup> CA Setup** screen
2. Select the **CALPADS** tab from the **CA Setup** screen
3. From the **Settings Group** box, locate the **Remove dashes from the Course Section ID fields** check box.

The screenshot shows the same 'Settings' window as above. In addition to the 'Display special warnings' checkbox, the checkbox for 'Remove dashes from the Course Section ID fields' is now checked and highlighted with a red rectangular box.

4. Select the check box for the option and save the record.

Program Configuration Setup

In order to generate program files need for CALPADS all programs used by the district must exist in Synergy SIS. To define what programs will be generated for CALPADS, open the **CA Setup** screen to select the Extract Submission type and Participation or Eligibility per program.

1. Navigate to the **Synergy SIS> CA> Setup> CA Setup** screen.
2. Select the **CALPADS** tab from the **CA Setup** screen.
3. From the **Program Configuration** area, select a program line.
4. Highlight a program that will be reported to CALPADS and select the **Show Details** button.

CA Setup

Organization Name: Unified School District

CSIS ID/ENRA Setup | CAHSEE Setup | CELDT Setup | Submission Setup | District Setup | **CALPADS**

Settings

UC/CSU Graduation Requirement: UC/CSU
 Class ID Method: Use begin period, room name
 Student Gate Location: Student Gate
 Student 504 Location: Student 504
 Display special warnings (no parent "Highest Education Level" values set or no ELL data for ELL students)
 Remove dashes from the Course Section ID fields

Program Configuration

Line	State Code	State Code	Description
1	101	122	Title 1
2	108		
3	113		
4	122		
5	127		
6	131		
7	135		
8	144		

Calpads Task Type: Enrollment Update EOY I EOY II EOY III
 EOY IV Fall I Fall II Spring
 SSID Request

Participation / Eligibility: Participation

5. Select the check box for each **CALPADS task type** group and save the record.
6. From the **Participation / Eligibility** drop down, choose the value you wish to use for the program.



Note: For additional information on program setup and configuration, see the program area of this document.

Chapter Seven: DISTRICT DISCIPLINE SETUP

In this chapter, the following topics are covered:

- District Discipline Code Setup
- District Discipline Options
- District Disposition Code Setup

DISTRICT DISCIPLINE OPTIONS

Use the **District Discipline Options** screen to configure CALPADS to use the incident based discipline records for state reporting.

1. Navigate to the **Synergy SIS> Discipline Incident> Setup> District Discipline Options**.
2. From the **Discipline Options** tab, locate and populate the following fields.

The screenshot shows the 'District Discipline Options' configuration window. The 'Discipline Type' dropdown menu is set to 'Incident'. Under the 'Incident Discipline Options' section, the 'Unique number across all year types which resets at the beginning of the year (Default)' dropdown is set to 'Default'. The 'Disposition Add Option' dropdown is set to 'Link added dispositions to student violations not already associated with a disposition. (Default)'. The 'Incident Violation Display' dropdown is set to 'Entire Violation'. The 'Show Severity Level as Lookup' checkbox is currently unchecked.

Field	Required	Note
Discipline Type	Yes	Value of 'Incident' is required for CALPADS state reporting.
Show Severity Level as Lookup	No	Selecting this check box turns the severity free form text field into a lookup table. If this option is used, numeric values are required for the lookup table values. See the Lookup Definition Setup chapter of this guide for the lookup table location and setup.

DISTRICT DISCIPLINE CODE SETUP

Discipline code setup is required for CALPADS extracts for Synergy. Synergy will extract all discipline codes where the **Report to State** and **State Code** are populated. In the case of multi-tiered discipline code configuration, Synergy will process from the lowest tier up to the base level.

1. Navigate to the **Synergy SIS> Discipline Incident> Setup> District Discipline Code Setup**.
2. From the **Discipline Code** tab, locate the discipline code that will be modified.
3. Enter the following fields.

District Discipline Code Setup

Discipline Code: 48900b Description: 48900.b State Code: 101 Alt State Code:

Code	Description	State Code	Alt State Code	Security	Old Sis Code
48900b	48900.b	101		5-Highest	

Display Order: 3 Severity Level:

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Line	Display Order	Code	Description	State Code	Alt State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE	Severity Level
X									

Field	Required	Note
State Code	Yes	Enter the valid state code value for each violation. This will be the code that will extract for each violation
Alt State Code	No	Use this field to store the Ed Code value for each state code. This field is not used in reports but can be used for query purposes.
Severity Level	Yes	Use this field to define the default severity of the incident. 1-Highest - 99-Lowest.
Report To State	Yes	Selecting the Report To State box includes the Discipline Code in the extract.

DISTRICT DISPOSITION CODE SETUP

Disposition code setup is required for CALPADS submissions. Discipline records where a disposition is not marked as report to state will not extract for end of year reporting. Use the following screen to identify all dispositions that need to be reported to the state.

1. Navigate to the **Synergy SIS> Discipline Incident> Setup> District Disposition Code Setup**.
2. From the **Disposition Code** tab, locate the disposition code that will be modified.
3. Enter the following fields.

The screenshot shows the 'District Disposition Code Setup' interface. At the top, it displays 'Disposition Code: EXP', 'Description: Expulsion', 'State Code: 200', and 'Alt State Code: X'. Below this is a table with the following data:

Disposition Code	Description	State Code	Alt State Code
EXP	Expulsion	200	

Below the table, there are several fields: 'Report To State' (checked), 'Old Sis Code' (empty), 'Mandatory' (unchecked), and 'Severity' (1). At the bottom, there are 'Add' and 'Show Detail' buttons, and a table header for 'Disposition Codes' with columns: Line, Disposition Code, Description, State Code, Alt State Code, and Severity.

Field	Required	Note
State Code	Yes	Enter the valid state code value for each Disposition. This will be the code that will extract for each violation
Severity Level	Yes	Use this field to define the default severity of the Disposition. 1-Expulsion, 2-Suspension, 3-In School Suspension, 4-No Expulsion or Suspension
Report To State	Yes	Selecting the Report To State box includes the Disposition Code in the extract.

Chapter Eight: STUDENT SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- State Specific Student Data

STUDENT SCREEN

Use the **Student** screen to collect student information required for California state reporting. Complete the following fields in the **Student** screen for students.

Demographics tab

1. Navigate to the **Synergy SIS> Student> Student**.
2. From the **Demographic** tab, search for a student and modify the fields as needed.

Field	Required	Note
First Name	Yes	Student Legal First Name
Middle Name	No	Student Legal Middle Name
Last Name	Yes	Student Legal Last Name
Suffix	No	Student Legal Name Suffix Code
Perm ID	Yes	Local Student ID
Grade	Yes	Student Current Grade
SSID	Yes	State ID
Gender	Yes	Student Gender Code
Home Language	Yes	Primary Language Code
AKA Last Name	No*	Student Alias Last Name, required if AKA First Name is Populated
AKA First Name	No*	Student Alias First Name, required if AKA Last Name is Populated
AKA Middle Name	No	Student Alias Middle Name
Birth Date	Yes	Student Birth Date
Birth Place	No	Student Birth City
Birth State	No*	Student Birth State Province Code
Birth Country	Yes	Student Birth Country Code

*Required under certain business rules only

Demographics tab Cont.

Field	Required	Note
Hispanic / Latino	No	The Hispanic / Latino field is used to satisfy the Hispanic/Latino portion of the two-part question. The field has three options that can be used, If this field is left blank or Declined to state is selected it will be reported as missing Hispanic Indicator
Secondary Race	No	The following check boxes are used to satisfy the race portion of the two-part question. If all boxes are left blank or a table value is defined as Declined to state, The extract will report a Y in the missing race indicator.

Field	Required	Note
Address	Yes	Address of Student used for CALPADS; ensure to use postal standards for the address as it is used for Direct Certification.
City	Yes	City of Student
State	Yes	State of Student
Zip Code	Yes	Zip Code of Student
Reason for Attendance	Yes	This field is required for all inter district transfers. table setup is required for this field.

Other Information tab

Field	Required	Note
Initial Ninth Grade Year	No*	Only populate this field for retained students. The initial Ninth Grade Year field is used as an override for retained students for the Graduation Cohort year. This field overrides the calculation that is performed by the district setup in Synergy SIS. This field is used to calculate the graduation cohort value. To populate this field for retained students locate the Initial Ninth Grade Year field on the Other Info page of the Student screen.
Special Ed School Of Attendance	No*	This field is used to designate the NPS school of the child. Setup for this table is needed.
District of Special Education Accountability	No*	Enter the seven digit number of the District of the student that is attending your school for special ed.
Dwelling Type	Yes	The Dwelling type field must be populated for all students.
Migrant	No*	Required for all students with a student need of 135
Partnership Academy	No*	Required for all students with a student need of 113

*Required under certain business rules only

Field	Required	Note
UC/CSU Requirements Met	No*	Use this field to override the Graduation requirements calculation, calculated field based on the Graduation Requirement defined in CA Setup.

*Required under certain business rules only

Enrollment tab

1. Navigate to the **Synergy SIS> Student> Student**.
2. From the **Enrollment** tab, search for a student and modify the fields as needed.

Field	Required	Note
District of Residence	No*	Enter the value of the District of Residence for students that have an Interdistrict Transfer Code.
EOY Status	No*	Required at the end of the year for the highest grade at each school, this field requires additional setup for tables.
US School Entry Date	Yes	The date when the student first entered a US school for grades KN through 12
Enrolled in US Less than three years	No*	Used as an override for the enrolled in US less than three years calculation based on US School Entry Date. The current calculation takes the US School Entry Date and checks to see if the student has attended more than 3 years. If the student has not attended more than 3 years, this field can be used as an override to allow for students with mobility that would still allow funding.
Completion Status	No*	Field required to define the Completion status value for all E230 codes.

*Required under certain business rules only

Enrollment History tab

School Enrollment								
Line	Enter Date	Enter Date	Enter Code	ADA/ADM	Track			
1	08/29/2011	08/29/2011	E0-New Yr Rollover					
		Leave Date	Leave Code					
					Receiver School	School Completion Code		
Enrollment Activity								
X	Line	Effective Date	Grade	Previous Grade Exit Code	FTE	Inst Setting	Access 504	DOR
<input type="checkbox"/>	1	08/29/2011	10		1.00	R		

Field	Required	Note
Enter Date	Yes	Used for the school mobility start date of the student. Synergy SIS will find the first enrollment date of the student in Synergy SIS then compare that date to the ODS start date to determine the School Mobility start date.
Enter Code	Yes	Used to designate the Enrollment status code value of 10, 20, 30 or 40, Additional setup is required for this table
Leave Date	No*	Used to designate the end date of the continuous enrollment line for the student.
Leave Code	No*	Used to designate the exit reason for the student. Additional setup is required for this table
Receiver School	No*	Populated on inactivation of students that have a T165 record or for students leaving an alternative education school with a T160 code.
ADA / ADM	No*	The ADA/ADM field on the Enrollment tab of the student screen is used to determine if a student will be counted as concurrent during the extract process. If the concurrent value is found in this field on the Enrollment page, the student is extracted with a value of 20 in the SENR extract. If the student is defined as concurrent then the SINF will not extract for the student.
School Completion Status	No*	This field is populated only when inactivating students where the state code is equal to E230.

*Required under certain business rules only

Chapter Nine: PARENT DATA ENTRY

In this chapter, the following topics are covered:

- State Specific Parent Data

PARENT SCREEN

Use the **Parent** screen to collect parent information required for California state reporting. To collect parent information for CALPADS, complete the following fields.

Parent Demographics tab

1. Navigate to the **Synergy SIS> Parent> Parent**.
2. From the **Demographics** tab, search for a parent and modify the fields as needed.

Field	Required	Note
Last Name	Yes	Used in CALPADS to designate the Guardian values in SINF records
First Name	Yes	Used in CALPADS to designate the Guardian values in SINF records
Parent Ed Level	Yes	Used to determine social economic status, if this field is left blank will be extracted as 15 if both parents do not have a value. Otherwise, it will take the highest education level value for the two parents. Lookup table K12.Education Level.

Chapter Ten: ENGLISH LEARNER DATA ENTRY

In this chapter, the following topics are covered:

- State Specific ELL Data

ENGLISH LEARNER SCREEN

Use the **English Language Learner** screen to collect ELL information required for California state reporting. To collect ELL information for CALPADS, complete the following mandatory fields. All English learner students must have an ELL record.

1. Navigate to the **Synergy SIS> Student Programs> English Language Learners**.
2. From the **ELL** tab, search for a student and modify the fields as needed.

ELL tab

Field	Required	Note
English Language Acquisition Status	Yes	This field represents the most recent ELL proficiency status of the student.
FEP Date	N/A	This field is read only and is for display purposes only of the original IFEP or RFEP date found on the ELL History tab.
ELA CST Proficient 3 Years	Yes	This field is only populated if the student has scored as proficient or advanced for 3 years on the CST

ELL History tab

ELL History					
×	Line	Date	Instructional Setting	English Language Acquisition Status	Instructional Support
<input type="checkbox"/>	1	01/25/2008		4-Reclassifier	
<input type="checkbox"/>	2	03/01/2004		3-English Les	331-ELD SDAIE
<input type="checkbox"/>	3	02/05/2004		5-To Be Dete	

Field	Required	Note
Date	Yes	Used to find the English Language acquisition date based on the oldest date found for the corresponding Language ability
English Lang Acquisition Status	Yes	Values of TBD, IFEP, RFEP, EO, and EL are used for this table. Values of IFEP, RFEP and EL are used to find the EL Acquisition date.

Chapter Eleven: PROGRAM DATA ENTRY

In this chapter, the following topics are covered:

- NSLP Data Entry
- Gifted and Talented Data Entry
 - Student Needs Data Entry
 - Special Education Data Entry

FREE AND REDUCED MEALS

Use the **Free and Reduced** screen to collect NSLP (National School Lunch Program) information required for California state reporting. To collect NSLP information for CALPADS, complete the following fields.

FRM tab

1. Navigate to the **Synergy SIS> Student Programs> Free and Reduced Meals**.
2. From the **FRM** tab, search for a student and modify the fields as needed.

Line	Enter Date	Frm Code	Exit Date
1	08/30/2010	175-Free or Reduced	
2	09/14/2009	136-Free	06/17/2010

Field	Required	Note
Enter Date	Yes	Used to determine the start date of the free and reduced program
FRM Code	Yes	The lookup state determines if a program is extracted, based on the state code value. If the state code is 175, the record will extract. Additional setup is required on this table to determine if a code is eligible for participation.
Exit Date	No*	Used to determine the exit date of the free and reduced program

*Required under certain business rules only

FRM Transactions tab

Line	Fiscal Year Start Date	Need	Entry Date	Exit Date	Receiving School CTDS	Grade	Organization Name	Error
1	07/01/2009	Free	09/14/2009	06/17/2010			Elementary	
2	07/01/2010	Free or Reduced	08/30/2010	06/15/2011			Elementary	

LEGEND
 Bolded Text: Calculated Values
 Highlighted Row: Indicates an Error condition

The **FRM Transaction** tab is used as a visual queue to see what will extract for the Free and Reduced program. Synergy SIS will take the existing programs and automatically exit the student in the New Year from the program if the program extends into the New Year if Auto Generate is used.

STUDENT GATE

Use the **Student GATE** screen to collect program information required for California state reporting. To collect GATE information for CALPADS, complete the following fields.

1. Navigate to the **Synergy SIS> Student Programs> Student GATE**.
2. Search for a student and modify the fields as needed.

Gate History

The screenshot shows the 'Current GATE Code' section with fields for Gate Code (E-Eligible), Enter Date (01/13/2010), Gate Grade, Gate Program, and Number Times Tested. Below this is the 'GATE History' table with columns: Line, Enter Date, Gate Code, Gate Grade, Exit Date, Exit Reason, Test, FS, Partial, and Screen. The 'Enter Date' and 'Gate Code' fields in the first row of the history table are highlighted with red boxes.

Field	Required	Note
Enter Date	Yes	Used to determine the start date of the GATE program
Gate Code	Yes	This table will determine if a program is extracted, based on the state code value. If the state code is 127, the record will extract. Additional setup is required on this table to determine if a code is eligible for participation.
Exit Date	No*	Used to determine the exit date from the GATE program if auto generate is not used.

*Required under certain business rules only

STUDENT NEEDS

Use the **Student Needs** screen to collect program information required for California state reporting. To collect Program information for CALPADS, complete the following steps

1. Navigate to **Synergy SIS> Student Programs> Student Needs**.
2. Locate a student to modify
3. From the **Add Level** group box, select the program you wish to add.
4. Select the button **Add New Program**. A new window will appear.
 - The **Enter Date** will default to the current date
 - The **Grade** field will populate with the current grade of the student.
5. From the **Student Level Add** window, select the **Save Level** button.

Line	Need Description	Level Code	Enter Date	Level Grade	Exit Date	Exit Reason
1	Migrant Education (135)	-- No Level Needed --	08/24/2005	04		
2	NCLB Title 1 Part A Basic Targeted	05 T1-Instruction Mathematics	08/18/2009	04		

Field	Required	Note
Need Description	Yes	Description of Code extracted for CALPADS
Level Code	No*	Level Code is used for Title 1 programs only
Enter Date	Yes	Enter Date is used to extract the date the program started
Level Grade	No	Level Grade is not used for CALPADS
Exit Date	No*	Exit Date is only used if a student exits a program
Exit Reason	No	Exit Reason is not used for CALPADS

*Required under certain business rules only

STUDENT SPECIAL EDUCATION

Use the **Student Special Ed** screen to collect Special ED information required for California state reporting. To collect Special ED information for CALPADS, complete the following mandatory fields.

1. Navigate to **Synergy SIS> CA > Student Special Ed.**
2. Locate a student to modify.
3. Select the button **Add** from the **CASEMIS History** grid box. A new row will appear.
4. Enter the **Effective Date** for the Primary Disability record.
5. From the **Primary Disability** drop down, select the Primary Disability for the student.
6. Enter the **Initial IEP Date** for the student for the Primary Disability.
7. **Save** the record.

Line	Effective Date	Primary Disability	Initial IEP Date	School Setting	Sped Exit Date	Sped Exit Reason	District Of Residence
1	01/20/2011	220-Hard of H	01/20/2001				

Field	Required	Note
Effective Date	Yes	This field is used for internal tracking of Synergy SIS to show the date the record change became effective. This date is not used for CALPADS
Primary Disability	Yes	Disability code used for Special ED students. Additional setup is required for this table.
Initial IEP Date	Yes	This field is used as the Eligibility start date for Special ED students.
Sped Exit Date	No	This field is not required for CALPADS unless a student is truly exiting Special ED

STUDENT 504

Use the **Student 504** screen to collect 504 student information required for California state reporting. To collect 504 student information for CALPADS, complete the following mandatory fields.

1. Navigate to **Synergy SIS> CA > 504**.
2. Locate a student to modify.
3. Select the button **Add** from the **504** grid box. A new row will appear.
4. Enter the **Evaluation Date** for the 504 record.
5. Enter a descriptive value for the **CODE 504** field
6. From the **Health Code** drop down, select the 504 value.
7. **Save** the record.



Field	Required	Note
Evaluation Date	Yes	This field is used for locating students that are in a 504 program. This date is used for eligibility start date if the program is set to Eligible for CALPADS
Code 504	No	This field is not used for CALPADS but is used to enter a detailed description of the 504 program
Health Code	Yes	This field is used to determine which records will be extracted for CALPADS. Special setup is required in lookup table definition for this field, see lookup table definitions chapter for more details.
Exit Date	No	This field is not required for CALPADS unless a student is truly exiting 504 then the extract will extract the date entered.

Chapter Twelve: DISTRICT COURSE DATA ENTRY

In this chapter, the following topics are covered:

- State Specific District Course Data

DISTRICT COURSE

Use the **District Course** screen to collect course information required for California state reporting. To collect course information for CALPADS, complete the following mandatory fields.

Course tab

1. Navigate to the **Synergy SIS> Course> District Course**.
2. From the **Course** tab, locate the course record that will be modified.
3. Enter the following fields.

The screenshot shows the 'District Course' form with several fields highlighted by red boxes. The highlighted fields are: Course ID, Course Title, CBEDS Assignment Code, Instructional Level, NCLB Core, Technical Course, Technical Provider, Voc Ed Type, Funding Source, and University Area 1.

Field	Required	Note
Course ID	Yes	Local Course ID
Course Title	Yes	Course Name
CBEDS Assignment Code	Yes	State Course Code
Instructional Level	Yes	Instructional Level used to designate the type of course
NCLB Core	Yes	NCLB Core Course
Technical Course	No*	CTE Technical Course
Technical Provider	No*	Provider of Technical Course
Voc Ed Type	No*	Voc Ed Type
Funding Source	No*	Funding Source, this field is also used to determine ROP class generation of SIED of 999999999 for non-district funding.
University Area 1	Yes	UC/CSU Admission Requirement Code

*Required under certain business rules only

Chapter Thirteen: STAFF DATA ENTRY

In this chapter, the following topics are covered:

- State Specific Staff Data
 - Staff Assignments
- Update HQT Process

STAFF SCREEN

Use the **Staff** screen to collect Staff information required for California state reporting. To collect Staff information for CALPADS, complete the following mandatory fields.

1. Navigate to the **Synergy SIS> Staff> Staff**.
2. From the **General** tab area search for a staff member and modify the fields as needed.

General tab

The screenshot shows the 'Staff' screen with the 'General' tab selected. The form contains the following fields:

- Staff Name: Type: (dropdown)
- General | Schools | SpecialEd | Emergency | Credentials (tabs)
- Last Name, First Name, Middle Name, Suffix, Gender, Type (input fields)
- Staff Info section:
 - No Photo, On file (status indicators)
 - Abbreviated Name, Local ID, SEID (input fields)
 - Job Title, E-Mail (input fields)
 - Birth Date, Birth Place, Highest Education Level (input fields)

Field	Required	Note
Last Name	Yes	Last Name
First Name	Yes	First Name
Middle Name	No	Middle Name
Local ID	Yes	Badge Number of the Staff member
SEID	Yes	State ID number
Birth Date	Yes	Birth Date
Highest Education Level	Yes	Highest education level

General tab Cont.

Field	Required	Note
Hispanic / Latino	No	The Hispanic / Latino, used to satisfy the Hispanic/Latino portion of the two-part question. The field has three options that can be used. If this field is left blank or Declined to state is selected, it will be reported as a Y in the missing Hispanic Indicator
Race	No	Check mark boxes used to satisfy the race portion of the two-part question. If all boxes are blank or a table value is defined as Declined to State, the missing race indicator will extract as Y.

Field	Required	Note
Exclude From State Reporting	No*	Excludes the staff record from being generated, used to exclude staff members like ROP.
Default Position Status	Yes	Used to indicate if a position status as Tenured, Probationary, etc. This field is used as the default value for all records generated.
Default Job Class	Yes	Current Job Class, used as the default value for all records generated. <i>Only staff members with the Job Class field populated with a valid state code value will extract the Staff Demographic record.</i>
FTE	Yes	Used as the default FTE for the staff member. Values are used for the maximum amount of FTE for the staff assignment record. Valid values are 1.00 – 200.00.

Field	Required	Note
District Personnel	No*	Used only to generate a Non-Classroom Type Assignment record (SASS) for District Personnel; this check box activates the Default Job Class grid on the front page of the staff screen

General tab Cont.

The screenshot shows a software interface with several sections. Red boxes highlight the following fields:

- Years In District** and **Years Of Educational Service**: Two input boxes.
- ELL Indicator**: A dropdown menu.
- Language Of Instruction**: A dropdown menu.
- Default Support Type**: A dropdown menu with 'Superintendent' selected.
- Former Names**: Four input boxes labeled 'Last Name', 'First Name', 'Middle Name', and 'Suffix'.
- Employment History**: A table with columns 'Line', 'Hire Date', and 'Exit Date'. The first row shows '04/03/2006' in the Hire Date column.

Field	Required	Note
Years in District	Yes	Number of years in district service
Years Of Education Service	Yes	Total Years in Ed Service
ELL Indicator	Yes	ELL Indicator – This field is used as the ELL Service for the student on the section. See lookup table K12.CourseInfo.ELL_INDICATOR for valid values.
Language Of Instruction	Yes	Language of Instruction in the classroom used for EL sections
Default Support Type	No*	Used for non-Classroom Based Assignments. <i>Only used for individuals that have District Personnel selected.</i>
Last Name (AKA)	No*	AKA Last Name, required if AKA First Name is populated
First Name (AKA)	No*	AKA First Name, required if AKA Last Name is populated
Middle Name (AKA)	No	AKA Middle Name
Hire Date	Yes	Hire Date is used as the inclusion field for Staff Demographic records. Populate this field for all Staff records.
Exit Date	No*	Exit Date if staff member leaves district. This field is used to validate inclusion for Staff records.

Schools tab

1. Navigate to the **Synergy SIS> Staff> Staff**.
2. From the **School** tab area, modify the fields as needed.

Field	Required	Note
Assign To District	No*	Select this check mark box for all District staff that do not have a Staff School Assignment record. This check mark box will generate the SDEM record for district staff.
Job Class	No*	Only used to override the default Job Class value from the General tab of the Staff screen, this field is also present on the detail screen area.
FTE	No*	Only used to override the default FTE value from the General tab of the Staff screen, this field is also present on the detail screen area.

*Required under certain business rules only

Field	Required	Note
Default Support Type	No*	By selecting Show Detail from the school year line the additional support type values will display that only pertain to the current school and year. Use this field to designate councilors, department heads and other types of jobs at the school level.

*Required under certain business rules only

Credentials tab

1. Navigate to the **Synergy SIS> Staff> Staff**.
2. From the **Credentials** tab area, modify the fields as needed.

Field	Required	Note
Course ID and Title	Yes	Must be the current course that the staff member is teaching
Qual. Method	Yes	Highly Qualified value for Staff records based on course. See the additional section in this chapter for updating Highly Qualified values.
Start Date	No*	Used to show the start date of an additional job class; Additional Job Classes are only used if an additional job class is needed and could not be satisfied by the General or School tab settings.
End Date	No*	Used to show the End of an additional job class; Additional Job Classes are only used if an additional job class is needed and could not be satisfied by the General or School tab settings.
Job Class	No*	Used to show the Job Class of an additional job class; Additional Job Classes are only used if an additional job class is needed and could not be satisfied by the General or School tab settings.
FTE	No*	Used to show the percent of FTE on an additional job class; Additional Job Classes are only used if an additional job class is needed and could not be satisfied by the General or School tab settings. This field is only required if a set amount is needed.
Organization	No*	Used to generate the school record of an additional job class; Additional Job Classes are only used if an additional job class is needed and could not be satisfied by the General or School tab settings.

*Required under certain business rules only

STAFF ASSIGNMENTS

The following section contains examples of Staff Assignments needed for submission for Fall 2.

District Assignment – Superintendent

District Personnel non-classroom based jobs are populated from the front page of the **Staff** screen. These records are only reported if the District Personnel check box is selected.

1. Navigate to **Synergy SIS>Staff>Staff**.
2. Select the **General** tab of the **Staff** screen.
3. Locate the **Other Info** group box.
4. From the **Job Class** field select the value of Administrator.
5. Locate the **FTE** field and enter the total amount of FTE for the Teacher.
6. Locate and select the **District Personnel** check box.
7. From the **Default Support Type**, click **Add**.
8. From the **Support Type** drop down, select **Superintendent** and save the record.

The screenshot shows the 'Other Info' section of the Staff screen. The 'Job Class' dropdown is set to '10-Administra', the 'FTE' field contains '100.00', and the 'District Personnel' checkbox is checked. Below this is the 'Default Support Type' section, which contains a table with one row:

Line	Support Type
1	Superintendent

School Assignment – Teacher

1. Navigate to **Synergy SIS> Staff> Staff**.
2. Select the **General** tab of the **Staff** screen.
3. Locate the **Other Info** group box.
4. From the **Job Class** field, select the value of Teacher.
5. Locate the **FTE** field and enter the total amount of FTE for the Teacher.

Other Info

Current Hire Date Current Exit Date Exclude From State Reporting Do Not Display in ParentVUE

Position Status Job Class Default Assignment Type FTE District Personnel

1-Tenured 12-Teacher [] 100.00

Years In District Years Of Educational Service

4 4

ELL Indicator Language Of Instruction

School Assignment – Teacher Department Chair

1. Navigate to **Synergy SIS> Staff> Staff**.
2. Select the **General** tab of the **Staff** screen.
3. Locate the **Other Info** group box.
4. From the **Job Class** field select the value of Teacher.
5. Locate the **FTE** field and enter the total amount of FTE for the Teacher.

Other Info

Current Hire Date Current Exit Date Exclude From State Reporting Do Not Display in ParentVUE

Position Status Job Class Default Assignment Type FTE District Personnel

1-Tenured 12-Teacher [] 100.00

6. Select the **School Year** tab of the **Staff** screen.
7. Locate the **Staff School Assignment** group box.
8. Select the school and year that you need to modify.
9. Choose **Show Detail** for the row selected.

Staff School Assignments									Show Detail
Line	Year	School	Old SIS Number	Home Room	Department	Job Class	FTE		
1	2010-2011	Elementary		←					

10. Locate the **Default Support Type** group box and select the **Add** button
11. From the **Support Type** field, select Department Chair and save the record

Default Support Type Add

Line	Support Type
1	Department Chair

School Assignment – Principal

1. Navigate to **Synergy SIS> Staff> Staff**.
2. Select the **General** tab of the **Staff** screen.
3. Locate the **Other Info** group box.
4. From the **Default Job Class** field, select the value of Administrator.
5. Locate the **FTE** field and enter the total amount of FTE for the Principal.

The screenshot shows the 'Other Info' section of the staff record. It includes fields for 'Current Hire Date' (02/03/2006) and 'Current Exit Date'. There are checkboxes for 'Exclude From State Reporting' and 'Do Not Display in ParentVUE'. Below these are dropdowns for 'Default Position Status' (Tenured), 'Default Job Class' (Administrator), 'Default Assignment Type' (FTE), and 'FTE' (100.00). A 'District Personnel' checkbox is also present.

6. Select the **School Year** tab of the staff screen.
7. Locate the **Staff School Assignment** group box.
8. Select the school and year that you need to modify.
9. Choose **Show Detail** for the row selected.

Line	Year	School	Old SIS Number	Home Room	Department	Job Class	FTE
1	2011-2012	High School					

10. Locate the **Default Support Type** group box and select the **Add** button.
11. From the **Default Support Type** field, select Principal and save the record.

The screenshot shows the 'Staff School Assignments' screen with the 'Show Detail' button clicked. The 'Assignment Details' section shows 'Job Class' as 'FTE'. The 'Default Support Type' section has an 'Add' button and a dropdown menu with 'Principal' selected.

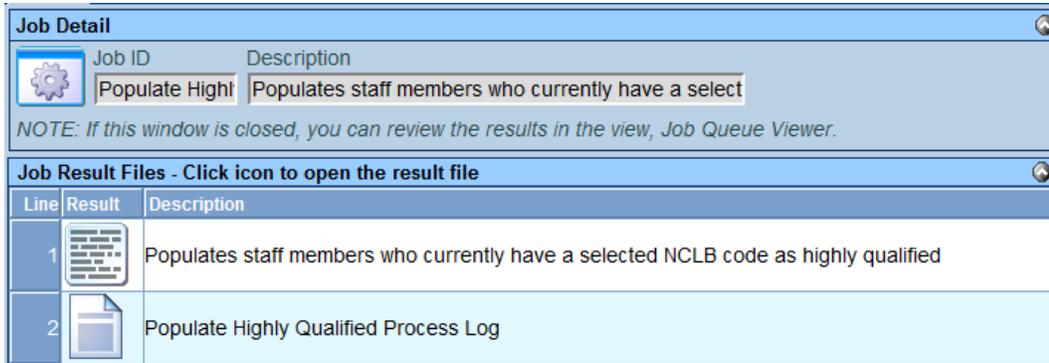
UPDATE HIGHLY QUALIFIED VALUES

An automated process is available to mass populate the Highly Qualified by Course matrix located on the **Credentials** tab of the **Staff** screen. The process searches for sections currently taught by the teacher considered as NCLB core courses. The process then allows for selection of a default Qualified Method for each NCLB Core Course found. Once this selection completes the process will generate a log of all courses added to each staff record for additional modification if needed.



Note: This process will add a record for each staff with a default Qualified Method selected. This process does not replace any data already populated for the staff member. Added records for staff members who require a different value from the default value selected will need to be manually changed.

1. Navigate to **Synergy SIS> Staff> Staff**.
2. Scroll to the first staff record.
3. From the **Menu** area, select **Populate Highly Qualified Staff**.
4. From the **NCLB Core** group box, select **Core Academic – Elementary and Core Academic – Secondary**.
5. From the **Qual Method** drop down, select the default Qualified Method that should be used.
6. Once all values are selected, click **Run Process**. A results window will appear with the total records rescreened, added and supporting process log.



7. Open the **Populate Highly Qualified Process Log** to view the records added for each staff member.
8. Using the **Process** log, modify any staff member record with result value of **ADDED** that should have a different Qualified Method than the default value used in the process.

Chapter Fourteen: SECTION DATA ENTRY

In this chapter, the following topics are covered:

- State Specific Section Data
- Additional Staff Data

SECTIONS

Use the **Section** screen to collect section specific information required for California state reporting. To collect section information for CALPADS, complete the following mandatory fields.

Current Students tab

1. Navigate to the **Synergy SIS> Schedule> Section**.
2. From the **Current Students** tab, modify the fields as needed.

Field	Required	Note
Section ID	Yes	Course Section ID
Term Code	Yes	Academic Term Code
Instructional Strategy	No*	Instructional Strategy field is used to designate ELL, Special Ed and other types of Instructional Strategy values for the section.
Category Code Override	No*	Used to override the CBEDS course code value of District course
Distance Learning	No*	Select this box to designate if a section is a District Learning section.
Independent Study	No*	Select this box to designate if a section is an Independent Study section.
Course Exclude From State Reporting	No*	This is a screen only field displaying if a course is excluded from state reporting
Exclude From State Reporting	No*	Used to override if a single section to be excluded or included in a submission
NCLB Core	No*	Used to override NLCB settings on a section that is different from the district course NCLB value.

Additional Staff tab

Use the additional staff tab of the **Section** screen to add Team and Shared teachers. This screen is also used to attach substitutes. Additional staff members are only reported to CALPADS if the Team Teaching value is present. Additional staff that should be excluded from CALPADS should have the Exclude from state reporting check box selected for the teacher.

1. Navigate to the **Synergy SIS> Schedule> Section**.
2. From the **Additional Staff** tab, modify the fields as needed.

The screenshot shows the 'Section' screen with the 'Additional Staff' tab selected. The 'Team Teaching' dropdown menu is highlighted with a red box. Below it, the 'Additional Staff' table is also highlighted with a red box. The table has columns for Line, Staff Name, Type, Local ID, EL Language, Teacher/VUE Security (Attendance, Grades), and Exclude From State Reporting. A 'Chooser' button is located to the right of the table.

Field	Required	Note
Team Teaching	No*	Use this field to denote if a section will be used for Team and Shared Staff
Additional Staff	No*	Use this field to enter additional staff records. Use the Exclude from state reporting area to exclude specific staff from state reporting from a section.

*Required under certain business rules only

Staff History tab

The **Staff History** tab is available if the District Setup option for historical tracking or staff in sections is selected. Use the staff history tab of the **Section** screen to view historical effective start date values for staff history per section. Prior to using this tab, the use of Synchronize Staff History process is required. Use this tab to validate staff enrollment per section on CBEDS day. Changes to the section will automatically populate this tab with information.

Synchronize Staff History

Run the following process to update the staff history tab of the **Section** screen. This is required for CALPADS submission to track the correct staff member that taught the class on the submission date.

1. Navigate to the **Synergy SIS> Schedule> Section**.
2. From the **Menu**, select **Synchronize Staff History**. The **Synchronize Staff History Options** box will appear.

Synchronize Staff History Options

Synchronize will create historical staff records based on the primary staff associated for each section within the current focus.

Synchronize all sections across the entire district

3. Only select the **Synchronize all sections across the entire district** option if all schools need updating in the district. Leaving this check mark unselected will only process the current focus school.
4. Select the **Synchronize** button to run the update process. A conformation message will appear, prompting if you are sure you want to synchronize staff history.
5. Select **OK** to run the process. A process log will appear showing the modifications made to each section that did not have a staff history line.

Primary Historical Staff Records

Historical Staff group box of the section screen is used to view historical effective start date values for the primary staff per section. This data is used to determine the primary staff that will be sent to CALPADS on for the FALL2 submission.

1. Navigate to the **Synergy SIS> Schedule> Section**.
2. Search for the specified section or teacher that needs to be modified.
3. From the **Staff History** tab, locate the **Historical Staff** group box.
4. Verify that at least one record exists for the section.

The screenshot shows the 'Section' screen with the 'Staff History' tab selected. Below the tabs, there are search fields for Section ID, Course ID, Course Title, Staff Name, and Room Name. The 'Historical Staff' group box is expanded, showing a table with columns for Line, Effective Date, and Staff Name.

Field	Required	Note
Effective Date	Yes	This date is used to find the primary staff that will be reported to CALPADS for Fall2 reporting.
Staff Name	Yes	This will be the staff that will be reported for Fall2 for the selected section based on the Effective date field.

 **Note:** One record must exist for all sections if this process is enabled.

Additional Historical Staff Records

Use the **Additional Historical Staff** group box of the **Section** screen to view staff members who are exited from the **Additional Staff** tab of the section. This group box displays staff members who are exited from the section. The functionality for staff members that are present in this grid is similar to the **Student Enrollment History** tab of the **Section** screen.

The screenshot shows the 'Historical Additional Staff' group box with a table containing columns: Line, Staff Name, Type, Badge Num, Start Date, End Date, EL Language, TeacherVUE Security (Attendance, Grades), and Exclude From State Reporting.

Field	Required	Note
Start Date	No*	This date is used to find the secondary staff that will be reported to CALPADS for Fall2 reporting if the sections are a Team.
Staff Name	Yes	Name of the additional staff that will be reported for Fall2 for the selected section based on the Start Date field.

Chapter Fifteen: DISCIPLINE

In this chapter, the following topics are covered:

- Discipline Incidents
- Discipline Student Incident

INCIDENTS

Use the incidents **Violation** screen to verify the Incident Date, Incident ID and the Severity Level Override violations in an incident.

Violation tab

1. Navigate to the **Synergy SIS> Discipline Incident> Incident**.
2. Search for the specified Incident that needs to be modified
3. From the **Violations** tab, locate the **Violations** group box.
4. Modify the severity level field if the desired result in the extract does not give the specific violation as the highest offense.

Field	Required	Note
Date	Yes	This date is used for the incident date in the SDIS extract file
Incident ID	Yes	This field is used as the incident ID number in the extract.
Severity Level	No*	Use this field to override the severity of the violations if there is a violation that should be the most severe.

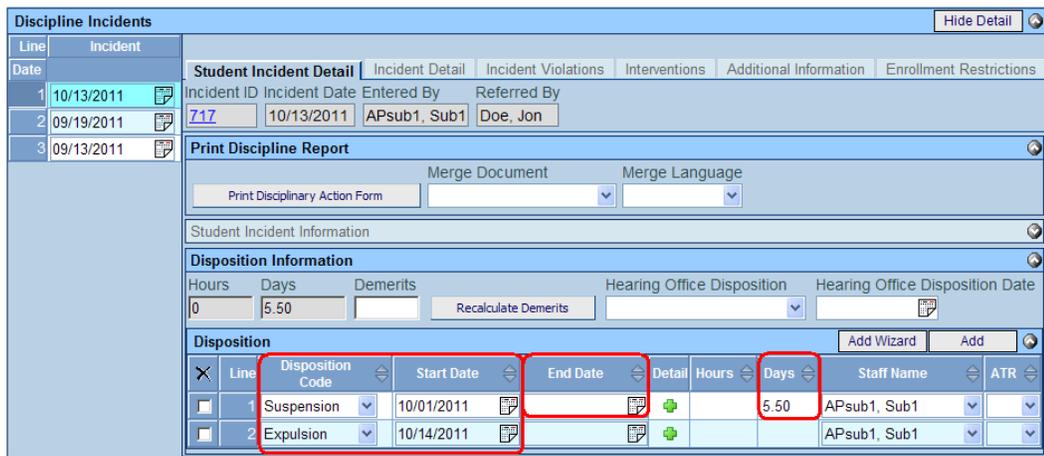
STUDENT INCIDENT

Use the student incidents screen to verify the correct information for CALPADS discipline reporting.

Student Incident Detail tab

Use the **Student Incident Detail** screen to verify correct Disposition information for CALPADS discipline reporting.

1. Navigate to **Synergy SIS> Discipline Incident> Student Incident**.
2. Search for the specified Student Incident that needs to be modified and select show detail.
3. From the **Student Incident** tab, locate the **Disposition** group box.
4. Verify that a **Disposition Code** values are entered correctly.



Field	Required	Note
Disposition Code	Yes	Disposition code is required for CALPADS SDIS records. System will take the most severe Disposition in the grid as the Disposition reported to CALPADS on the SDIS record
Start Date	Yes	Start date is required for calculating the days duration for suspensions and expulsions for special education students
End Date	No*	This field is required, but is not required for Expulsion dispositions unless the expulsion is modified or ends prior to the last day of school. SDIS will calculate the end date as the last valid school day for expulsions if this field is blank.
Days	No*	This field overrides the Start and End date calculation used for the SDIS extract. This field will extract the value as displayed in the field.

5. From the **Disposition** grid, select a disposition row and select **Show Detail**. The **Student Disposition Detail** screen will appear.
6. Verify the population of the following fields, and save the record when completed.

Field	Required	Note
Modification	Yes	Required for all students who have an expulsion
Authority Code	Yes	Required for students who are suspended or have an expulsion
Receives Support Services	No*	Required for all special ed students who are suspended or have an expulsion.

Student Incident Violations tab

Use the **Student Incident Detail** screen to verify that weapons are entered for each violation that contains a weapon state code.

1. Navigate to **Synergy SIS> Discipline Incident> Student Incident**.
2. Search for the specified Student Incident that needs to be modified and select show detail.
3. From the **Incident Violation** tab, locate the **Incident Violations** group box.
4. Verify that each Violation Code has a weapon value selected.

Line	Committed Violation	Number	Severity	Description	Weapons
1	<input checked="" type="checkbox"/>	960		Weapon > Possession, Sale, Furnishing a Firearm	Gun
2	<input checked="" type="checkbox"/>	969		48900.k	None
3	<input checked="" type="checkbox"/>	970		48900a2	None

* Incidents must be marked as Committed before a Severity can be assigned.

5. Select the hyperlink in the weapons column. The **Weapons Used** tab will appear.

Line	List Order	Weapon
1	1	Gun

6. Select the **Add** button to create a new row and select the weapon that will be associated to the violation.
7. Save the record and close the window.



Note: The **List Order** field is used in determining what weapon violation will extract in the SDIS. If the **List Order** value is blank then the first record in the list is used.

Chapter Sixteen: TEST WAIVERS

In this chapter, the following topics are covered:

- Test Waivers

STUDENT TEST WAIVER

Waiver tab

Use the **Student Waiver** tab on the **Student Test** screen to identify students who require a waiver/exemption for CALPADS EOY reporting.

1. Navigate to **Synergy SIS> Test History> Student Test**.
2. Search for the specified student record that needs to be modified.
3. From the **Wavier** tab, select the **Add** button on the **Waiver** group box. The **Student Test Waiver** screen will appear.

Waiver								Add
Line	Test Name	Part Description	Application Date	Application Type	Outcome Code	Outcome Date	Comment	
	HSEE Math - 2011	CAHSEE Math	05/03/2012	Exemption	Granted	05/18/2012		

4. From the **Student Test Waiver** screen, select the arrow next to the **Test Name** field. The Find: Test screen will appear.

Student Test Waiver

Student Test Waiver

Test Name ← Test Part Application Date Application Type

Find Close Select Clear Selection

Find: Test

Find Criteria

Test Name Test Type Test Level

Test Form Test Group

5. From the **Find Criteria** group box, locate the **Test Name** field.
6. Enter the **CAHSEE** test name and select **Find**.
7. Select the Test that will be given the waiver or exemption.
8. From the **Student Test Waiver** screen, enter the following fields, and save the record.

Student Test Waiver

Student Test Waiver

Test Name ← Test Part Application Date Application Type

CAHSEE Eng [] [] [] []

Outcome Code Outcome Date

[] []

Comment [] []

Field	Required	Note
Test Name	Yes	Required for linking the test back to CA Setup Waivers area to determine if the test is CAHSEE
Test Part	No*	If the CAHSEE test definition contains both parts of the test math and English and the test is being exempted then this is not required.
Application Date	Yes	Date the application was received for the waiver or exemption. This field is used to determine the order in which the records are processed.
Application Type	Yes	This field is used for defining the waiver or exemption value of the test. This field is extracted in the SWAV linked to the CAHSEE test setup in CA Setup.
Outcome Code	Yes	This field is used to define if the application was Granted, Denied or Withdrawn. This field is extracted in the SWAV as the outcome code
Outcome Date	Yes	This field is extracted in the SWAV as the outcome date
Comment	No	Not used for CALPADS

Chapter Seventeen: MASS UPDATE STUDENT PROGRAMS

In this chapter, the following topics are covered:

- Using Mass Update to Close Program Records

MASS UPDATE STUDENT PROGRAMS

Mass Update Student Programs screen is used to mass exit close programs. Run this process for programs that require exits for previous years for CALPADS submission.

Free & Reduced tab

Run the close function from the **Free and Reduced** tab at the end of each year. Completion of this process is required prior to reporting programs for Fall1 for previous years.

1. Change the focus to the year that you will be closing out programs for.
2. Navigate to **Synergy SIS> Student Programs> Mass Update Student Programs**.
3. From the **Mass Update Student Programs** screen, locate the **Free & Reduced Meals** tab.
4. Select the **Include In Process** check box.

5. Select the **Update Programs** button.



Caution: This process must be completed every year during the EOY II submission. NSLP must be exited every year.

Student Needs tab

Run the close function from the **Student Needs** tab at the end of each year for needs programs that require new records each year. Completion of this process is required prior to reporting programs for Fall1 for previous years. Leaving a needs record open will cause the program to continue to report the record until it is closed.

1. Navigate to **Synergy SIS> Student Programs> Mass Update Student Programs**.
2. From the **Mass Update Student Programs** screen, locate the **Student Needs** tab.
3. From the **Action** drop down, select **Close**.
4. From the **Effective Year Source** field, select **Focus Year**.
5. Select the **Include In Process** check box.

The screenshot shows the 'Mass Update Student Programs' interface. At the top, there is a button labeled 'Update Programs'. Below it, the title 'Mass Update Student Programs' is displayed. The organization name is 'High School' and the school year is '2010-2011'. There are two dropdown menus: 'Action' set to 'Close' and 'Effective Year Source' set to 'Focus Year'. A message states: 'Programs in the 2010-2011 school year will be closed. The last valid school day based on the students school of record will be used as the exit date for the program.' Below this, there are several tabs: 'Childhood Programs', 'English Language Learners', 'Free & Reduced Meals', 'Student GATE', 'Student Needs' (which is selected), and 'Special Ed Needs'. At the bottom, there is a checkbox for 'Include in Process' and a 'Needs Exit Reason' dropdown menu.

6. Select the **Update Programs** button.



Note: The **Needs Exit Reason** field is not required.

Chapter Eighteen: PROCESSING SSID NUMBERS

In this chapter, the following topics are covered:

- Requesting SSID Numbers for CALPADS
- Importing SSID Numbers into Synergy SIS
- Importing Replacement SSID Numbers into Synergy SIS

REQUESTING STATE ID NUMBERS

Use the **CALPADS Submission** screen to generate SSID request files for California state reporting. The extract will only process students that do not have an SSID in the student screen.

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Submission**.
2. Select **Acquire SSID Extract** from the **Submission Type** drop down.
3. From the **Records to Generate** area, click the **Add** button. A new drop down item is displayed.
4. Select **SSID Enrollment**.
5. Towards the middle of the screen locate the **Submission Date** field, and enter today's date.
6. From the top of the page locate and press the **Create** button to start the process.

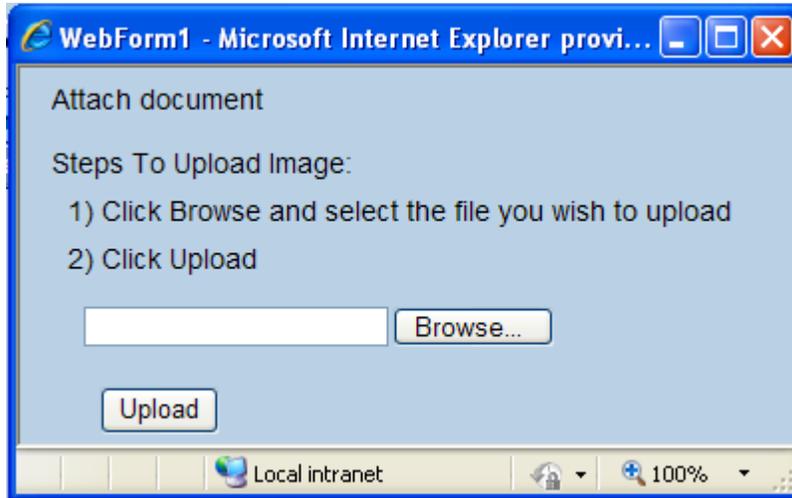


Note: When a Submission type is first selected, the records to generate are not pre-populated. Once a successful process has completed, the **CALPADS Submission** screen will save the settings and display the previous run at the bottom of the screen.

IMPORTING STATE ID NUMBERS

Use the **CALPADS Processes** screen to Import in State ID Numbers. Prior to running, download the SSID result file from CALPADS and save the file to the desktop.

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Processes**.
2. Select the **State ID Import** tab from the **CALPADS Processes** screen.
3. Choose the **Add** button and a new Web Form will appear.

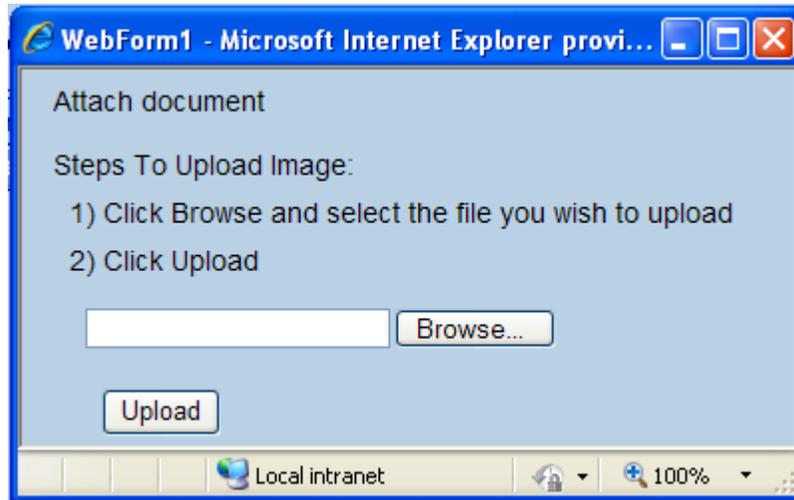


4. Click the **Browse** button and locate the CALPADS SSID Extract file to upload.
5. After selecting the CALPADS SSID Extract file, click **Upload**.
6. Once the file has been uploaded, select the **Process File** button to import the file into Synergy SIS.

IMPORTING REPLACEMENT STATE ID NUMBERS

Use the **CALPADS Processes** screen to Import in Replacement State ID Numbers. Prior to running, download the Replacement State ID result file from CALPADS and save the file to the desktop.

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Processes**.
2. Select the **State ID Import** tab from the **CALPADS Processes** screen.
3. Choose the **Add** button and a new Web Form will appear.



4. Click the **Browse** button and locate the CALPADS SSID Extract file to upload.
5. After selecting the CALPADS SSID Extract file, click **Upload**.
6. One the file has been uploaded select the **Process File** button to import the file into Synergy SIS. After the process is completed, a process log will appear showing the results of the import.



Note: Prior to replacing the state id for the student, this process will copy the current State ID value into the CALPADS Student ODS screen.

Chapter Nineteen: IMPORTING ODS RECORDS

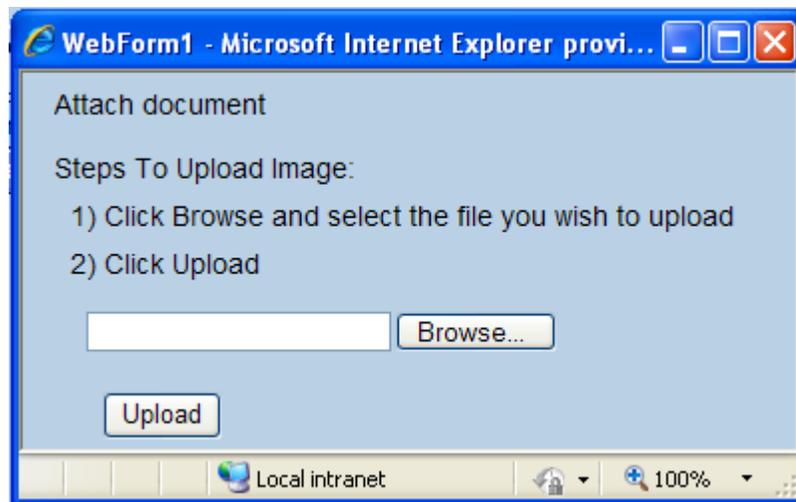
In this chapter, the following topics are covered:

- Importing SENR ODS files into Synergy SIS
- Importing SINF ODS files into Synergy SIS

IMPORTING SENR-R ODS FILES

Use the **CALPADS Processes** screen to Import the SENR ODS file used for reconciliation. Prior to running, download the SENR-R ODS from CALPADS and save the file to the desktop.

1. Request a CALPADS SENR-R ODS file for the current year 7/1 - to Today's Date.
2. Once the ODS is available from CALPADS, save the result to the desktop or folder.
3. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Processes**.
4. Select the **Enrollment Import** tab from the **CALPADS Processes** screen.
5. Choose the **Add** button and a new Web Form will appear.



6. Click the **Browse** button and locate the CALPADS ODS Extract file to upload.
7. After selecting the CALPADS ODS Extract file, click **Upload**.
8. After the upload completes, select the **Process File** button to import the file into Synergy SIS. The system will import and sort the file based on effective date.

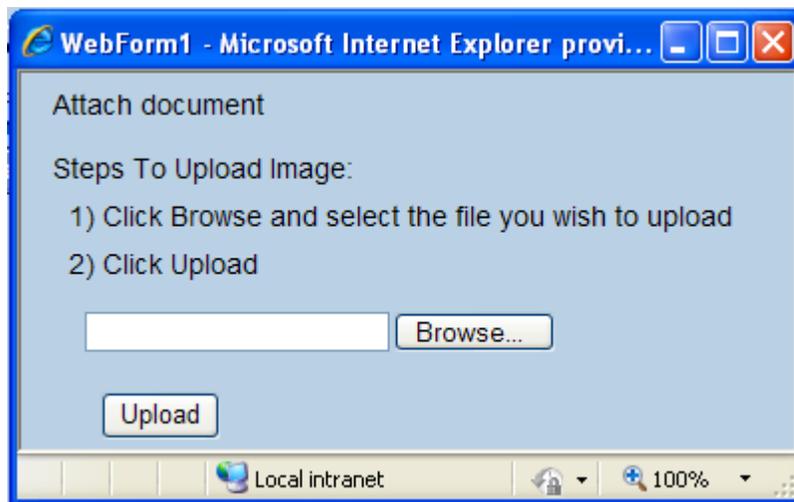


Note: The CALPADS Operational Data Store (ODS) download contains all of the enrollment records for the District based on the date range selected. It is recommended for new users of Synergy SIS to download an original ODS, spanning multiple years, to populate all historical student records. After the initial import of the historical data is completed, a smaller subset is required for ongoing maintenance.

IMPORTING SINF-R ODS FILES

Use the **CALPADS Processes** screen to Import the SINF ODS file used for reconciliation. Prior to running, download the SINF-R ODS from CALPADS and save the file to the desktop.

1. Request a CALPADS SINF-R ODS file for the current year 7/1 - to Today's Date.
2. Once the ODS is available from CALPADS save the result to the desktop or folder.
3. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Processes**.
4. Select the **Student Information Import** tab from the **CALPADS Processes** screen.
5. Choose the **Add** button and a new Web Form will appear.



6. Click the **Browse** button and locate the CALPADS ODS Extract file to upload.
7. After selecting the CALPADS ODS Extract file, click **Upload**.
8. After the upload completes, select the **Process File** button to import the file into Synergy SIS. The system will import and sort the file based on effective date.

Chapter Twenty: CALPADS ODS SCREEN

In this chapter, the following topics are covered:

- screening Imported SENR ODS records
- screening Submitted SINF Records

CALPADS STUDENT ODS - ENROLLMENT

Use the **Enrollment** tab on the **CALPADS Student ODS** screen to view the SENR ODS file imported from the enrollment import process. This screen will only show the most recent Enrollment ODS for a student.

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Student ODS**.
2. Select the **Enrollment** tab.
3. Scroll or **Find** a student record to view. The imported ODS record will appear for the student selected. This screen will show the most recent ODS record that was imported in for the student.

Field	Note
Academic Year ID	Academic Year of the ODS file that was imported into Synergy SIS
Reporting Lea	Seven digit district number of the student record
School of Attendance	Seven digit school number of the student record
NPS School of Attendance	Seven digit school number of the NPS school where the student attends for the enrollment record
Enrollment Status	Enrollment status of the most recent record for the student in CALPADS
School Start Date	School Mobility start date for the student for the most recent record in CALPADS. This field is used for Enrollment Synchronization
School Exit Date	School Mobility exit date for the student for the most recent record in CALPADS. This field is used for Enrollment Synchronization
Student Exit Reason	Exit Reason if populated at CALPADS for the most recent enrollment record
Completion Status	Completion Status value for the most recent ODS record in CALPADS.



Note: This screen ignores current year focus. So it is possible to see students that are not in the current school in this screen. All students that will be reported to CALPADS are required to have an ODS record.

CALPADS STUDENT ODS – STUDENT INFORMATION

Use the **Student Information** tab on the **CALPADS Student ODS** screen to view SINF records. This screen contains records generated by the system or downloaded from the state.

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Student ODS**.
2. Select the **Student Information** tab.
3. Scroll or **Find** a student record to view.

Field / Button	Note
Old State Student Number	Read only field updated by the Replacement SSID process to track historically the previous SSID value.
Clear All Tracking Button	This button allows the ability to delete all SINF records that were previously generated from Synergy SIS
Academic Year ID	Academic Year of the most recent file that was finalized in Synergy SIS
School of Attendance	Seven digit school number of the student record of the most recent file that was finalized in Synergy SIS
Effective Date	The last finalized student information record based on the first day of school for the student.
Last Updated	The Last Updated field will show the date and time for the selected student SINF Finalized record. Records that do not have a Last Updated field populated are records that were created in CALPADS Submission but are not finalized.
Show Detail Button	Selecting this button will show the contents of the SINF record that Synergy SIS created for the selected row.



Note: This screen ignores current year focus. So it is possible to see students that are not in the current school in this screen. This screen by default is blank until a record is finalized in the system.

SINF ODS Data

Use the **ODS Data** group box to view imported SINF-R records from CALPADS. The screen will only display the most recent ODS record from the state and shows all of the fields used in the SINF file. The **ODS Data** screen is used as a baseline to compare against when creating SINF records in Synergy. The importing of SINF-R is only required for this screen, running a SINF reconciliation is not required.

ODS Data					
Student Information					
Legal Last Name	Legal First Name	Legal Middle Name	Legal Name Suffix	SSID	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Alias Last Name	Alias First Name	Alias Middle Name	Gender	Grade	Local Student ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address			ELL Status		
Address 1			English Language Primary Language		
<input type="text"/>			<input type="text"/>		
Address 2			English Language Start Proficient Advanced ELA		
<input type="text"/>			<input type="text"/>		
Address City	Address State	Address Zip	<input type="checkbox"/> Enrolled in US less than three years		
<input type="text"/>	<input type="text"/>	<input type="text"/>	Initial US School Enrollment Date		
District Geographic	Interdistrict Transfer	Primary Residence	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Race and Ethnicity			Guardian Information		
Race 1	Race 2	Race 3	Race 4	Guardian 1 First Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Hispanic Ethnicity Indicator			Guardian 1 Last Name		
<input type="checkbox"/> Ethnicity Missing Indicator			<input type="text"/>		
<input type="checkbox"/> Race Missing			Guardian 2 First Name		
			<input type="text"/>		
			Guardian 2 Last Name		
			<input type="text"/>		
			Parent Highest Education		
			<input type="text"/>		
Birth Information		CTE Information		LEA Information	
Birth Date		CTE Pathway CTE Completer		Academic Year ID Reporting LEA	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Birth Special Circumstance		<input type="checkbox"/>		School Of Attendance Effective Start Date	
<input type="checkbox"/>				<input type="text"/>	
Birth City	Birth State	Graduation Cohort		<input type="text"/>	
<input type="text"/>	<input type="text"/>	Initial Ninth Grade Year		<input type="text"/>	
Birth Country		<input type="text"/>		<input type="text"/>	
<input type="text"/>				<input type="text"/>	

Chapter Twenty-one: SYNCHRONIZING FILES

In this chapter, the following topics are covered:

- Enrollment Sync Process
- Student Information Sync Process

RUNNING ENROLLMENT SYNC

Synergy SIS keeps an internal record of which enrollment records it has submitted to CALPADS. However, some reconciliation may be required if CALPADS has been modified and Synergy SIS has not been kept up to date. The enrollment synchronization tool allows districts to download the SENR ODS and update Synergy SIS with the changes made at CALPADS. This process can replace the need to run an SENR from the CALPADS submission window.



Tip: Download an ODS file from CALPADS with the date range of the last time the ODS was previously requested, up to the present date. If you are unsure of the last time an ODS was downloaded choose today's date back to fiscal year 7/1.

1. Request a new SENR ODS with the date of last ODS download - to Today's Date.
2. Import the file into Synergy SIS.
3. Navigate to **Synergy SIS > CA > CALPADS > CALPADS Processes**.
4. Select the **Enrollment Sync** tab from the **CALPADS Processes** screen.

The screenshot shows the 'CALPADS Processes' interface. The 'Enrollment Sync' tab is selected. It features a 'Synchronize' button, a checked 'Validation Mode' checkbox with a note that no internal flags are set in this mode, and a checked 'Do NOT flag student enrollment date mismatches as an error' checkbox with a note that this applies to ODS start dates prior to the first Genesis enrollment start date. There is also an unchecked checkbox for 'Generate SSID Enrollment records as of' with a date picker. At the bottom, there is a 'DO NOT Synchronize these Students' section with a 'Chooser' button and a table with columns for Line, Last Name, First Name, Middle Name, Perm ID, and SSID.

5. Select **Validation Mode** and **Do NOT flag student enrollment date mismatches as an error**.
6. Click the **Synchronize** button to start the synchronization process. Once the synchronization process has completed a result window will appear

Job Result Files - Click icon to open the result file		
Line	Result	Description
1		SynchronizeSynergySISEnrollment with CALPADS Enrollment ODS
2		Enrollment Synchronize Process Log
3		Enrollment Synchronize Error Log

- Open the Enrollment Synchronize Error Log and address any errors that show for students.
- Re-run the process until the **Enrollment Synchronize Error Log** is free of errors.



Caution: Do not continue until all errors are resolved in the Enrollment Synchronize Error Log. Only after all errors are resolved in the Enrollment Synchronize Error Log can you continue to the next step.

- Next, run the create process to generate an SENR file that will be sent to CALPADS.
- Select the **Do NOT flag student enrollment date mismatches as an error** and **Generate SSID Enrollment records as of** boxes, and enter today's date in the date window.

CALPADS Processes >> 

Enrollment Sync | State ID Import | Enrollment Import

Synchronize

Validation Mode
When in Validation Mode no internal flags are set, only log files will be created.

Do NOT flag student enrollment date mismatches as an error
This will only apply for ODS start dates that are prior to the first Genesis enrollment start date for the same school.

Generate SSID Enrollment records as of 

If this option is checked SSID enrollment records will be created when the synchronize process is completed. The records will NOT be created if Validation Mode is checked.

DO NOT Synchronize these Students Chooser 

X	Line	Last Name	First Name	Middle Name	Perm ID	SSID
---	------	-----------	------------	-------------	---------	------

- Click the **Synchronize** button to start the synchronization process. Once the synchronization process has completed a result window will appear.
- If an Enrollment Synchronize Error Log appears, address any errors that show for students. Re-run the process until the Enrollment Synchronize Error Log is free of errors.

13. Upload the SSID Enrollment Records file to CALPADS and process the file.
14. If errors are present at CALPADS, post the records that pass at CALPADS and continue to work on the errors in Synergy SIS.
15. Download a new ODS from CALPADS the following day and resynchronize the data.
16. Continue this process until the Enrollment Sync returns an empty result file.

RUNNING STUDENT INFORMATION SYNC

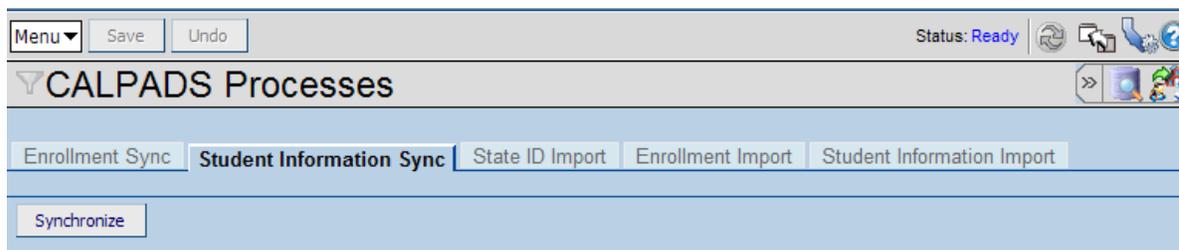
This process is not required. Use this process to reset Synergy SIS when SINF records have been finalized in Synergy accidentally or when SINF records are partially posted at CALPADS and all SINF records created in Synergy are finalized.



Note: This process does not create an SINF extract. The process is used to reconcile SINF records if CALPADS SINF records are finalized in the system but not all records passed at CALPADS and the system needs to be reset.

Synergy SIS keeps an internal record of each SINF record it has submitted to CALPADS. The CALPADS Sync process for SINF records allows the ability to finalize the SINF records from Synergy SIS and post the SINF records to the state that pass. Then by downloading a SINF-R from the state and importing the file, the sync process will clear the SINF records in Synergy SIS that did not post due to errors.

1. Request a new SINF-R ODS from the state.
2. Import the file into Synergy SIS.
3. Navigate to **Synergy SIS > CA > CALPADS > CALPADS Processes**.
4. Select the **Student Information Sync** tab from the **CALPADS Processes** screen.



5. Click the **Synchronize** button to start the synchronization process. Once the synchronization process has completed a result window will appear

Job Detail

	Job ID	Description
	STU INFO SYN	Synchronize Student Information Tracking

NOTE: If this window is closed, you can review the results in the view, Job Queue Viewer.

Job Result Files - Click icon to open the result file

Line	Result	Description
1		Synchronize Student Information Tracking with CALPADS Student Information ODS
2		Student Information Synchronize Process Log

6. Open the Student Information Synchronize Process Log to view records that were processed. This log is for informational purposes.

Chapter Twenty-two: CREATING RULES

In this chapter, the following topics are covered:

- Creating Error Messages
 - Creating Rules
 - Creating Rule Groups
- CALPADS Rules Examples

REVELATION MESSAGE

Use the **Revelation Message** screen to create custom error messages for California state reporting. Rule messages created in this screen can be used in real time when users enter data or in batch mode during a nightly process that can be configured in Rules Setup.

1. Navigate to **Synergy SIS> System> Setup> Revelation Message**.
2. Click the Add button. The **Revelation Message** box will appear.
3. Populate the following fields with values, and save the record.

The screenshot shows the 'Revelation Message' form. At the top, the title is 'Revelation Message'. Below it, 'Message Number: 100001' is displayed. There are input fields for 'Message Number' (containing 100001), 'Product Owned' (checkbox), and 'Msg Type' (dropdown menu set to 'Error'). A 'Base Message' section contains a 'Msg Group' dropdown (set to 'StateReportin'), a 'Message' text area (containing 'If student AKA First Name is populated, then student AKA Last Name must be populated'), and a 'Help Message' dropdown (set to a list of steps: '1. Navigate to Synergy SIS> Student> Student Screen', '2. Select the Demographic Tab', '3. Scroll or Find a student to view', '4. From the Student Information Group Box Locate AKA Last'). A 'Help Link' field is at the bottom.

Field	Required	Note
Message Number	Yes	Enter a value greater than 99,999. Values less than 99,999 are reserved for system owned errors.
Msg. Type	Yes	Select Error, Message, and Warning for the type of message that will be displayed.
Msg. Group	Yes	Select State Reporting for all messages created for state reporting.
Message	Yes	Enter a message that will be specific for the rule that you will be creating.
Help Message	No*	Enter the steps or information that will tell the user exactly where they should go to find the field and what to do in order to fix the issue. The help message is only shown in the batch process error log and will not show on the screen
Help Link	No*	Used to give a website with information but will not display for the user when entering data.

RULES GROUP

Use the **Rules Group** screen to create custom groups to send messages for California state reporting. Rule Groups created in this screen are used for batch processing to send emails to specific groups at scheduled times.

1. Navigate to **Synergy SIS> System> Setup> Rules Group**.
2. From the **Group Setup** tab, locate the **Groups** group box and select **Add**. A new row will appear.
3. Populate the following fields with values, and save the record.

Field	Required	Note
Group Name	Yes	Enter the name of the group that you will add specific rules into. For example, you may use CALPADS for CALPADS specific rules or PREID for PREID Specific Rules. Items defined in this Group are linked to rules in the rules setup portion of this guide.
Admin User List	Yes	Enter the email address of the person that will be receiving the notification of issues
Execute Time	Yes	Enter the execution time of when the report will run.

RULES SETUP

Use the **Rules Setup** screen to create custom rules for California state reporting. Rules created in this screen can be used in real time when users enter data or in batch mode during a nightly process that can be configured in Rules Setup.

1. Navigate to **Synergy SIS> System> Setup> Rules Setup**.
2. Click the **Add** button. The **Rules Setup** box will appear
3. Populate the following fields with values.

The screenshot shows the 'Rules Setup' window with the following fields populated:

- Rule Name:** CA - AKA (Last Name) Rule
- Category:** Student
- Enable Rule:**
- Run Type:** Real Time and Batch
- Error or Notification Caused When:** All Rules are False
- Email Template:** (empty)
- Year Start:** (empty)
- Year End:** (empty)
- Year Extensions:** Night Regular Summer

Field	Required	Note
Rule Name	Yes	Use a common naming convention when creating rules. For instance, use CA – in front of all state specific rules so that they are grouped together if you were trying to find something related to California.
Category	Yes	Select the Category that the rule will be configured in.
Enable Rule	Yes	This check box will turn on or off the rule.
Run Type	Yes	Values of Real Time and Batch, Real Time, Batch can be used; Real Time will prompt the user to enter values when saving a record. Batch will only generate an error when running the rules group process. Real Time and Batch will prompt the user during data entry but will also generate the batch error log generated by rules group processing.
Error or Notification Caused When	Yes	Enter the value that will create the error. For example if All Rules are False, then all rules defined must return a false value for the error to trigger.
Email Template	No*	Use the email template to determine how the rules group will be processed
Year Start	No*	This field can be left blank or can be used to have a rule only start on a certain year

Year End	No*	This field can be left blank or can be used to have a rule end on a certain year
Year Extensions	Yes	Always select Regular. Synergy only extracts from the Regular school year extension for CA State Reporting.

- From the **Processing Group** field, select **CALPADS** and select the **Include Validation Errors in Report** option. This setting will enable the rule to run as a report in rules group.

- From the **Message Number** field, select the find foreign key arrow. The Find Rev Message window will appear.

- From the **Find Criteria** box group box, locate the **Message Number** field.
- Type the error message number for the rule you are creating and press **Find**.
- Select the appropriate error message. This will return you to the previous screen with the error selected.

- From the **Rules Details** box, select the **Add** button to create a new row.
- Locate and enter the value of **1** into the **Order** field.
- From the **Type** field, select the area the rule will validate against in the system.

Rule Details

Rules

Line	Order	Description	Type
1			

Add Show Detail

12. **Save** the record.

13. From the **Rule Details** group box, select **Show Detail** for the newly created row.

Rule Details

Rules

Line	Order	Description	Type
1	1	Rule detail definition is invalid or has not been set up. Please click 'Show Detail' to set up the rule detail	Student Related Property Rule

Add Show Detail

14. From the **Rule** area of the **Rules Details**, enter the business objects and fields used in the validation.

15. **Save** the record.

Rule Details

Rules

Line	Description
1	If AKAFirstName (Student) has a value then AKALastName (Student) must have a value

This rule requires a "then" condition to be true for a property of Student or a one-to-one related object whenever the "if" condition is true for another property of Student or a one-to-one related object.

Rule

Description

If AKAFirstName (Student) has a value then AKALastName (Student) must have a value

Type

Student Related Property R

Rule Detail

Student Related Property Rule

If Business Object	If Property Name	If Condition
Student	AKA First Name (AKAFii)	Must Have A Value
Then Business Object	Then Property Name	Then Condition
Student	AKA Last Name (AKALa)	Must Have A Value



Note: The details area of rules detail returns different setup values based on the Category initially defined in Rules Setup. The following steps outline a student business object rule specific to the AKA last name field.

RULES EXAMPLES

The following section shows examples of CALPADS Rules that can be configured to be real time and batch. Always test rules in a test environment prior to releasing rules into production.



Note: The following chapter shows examples. Always verify that the codes used to validate in rules created are the most recent code set values as defined by CALPADS or the CDE.

AKA First Name Rule

The following example will generate an error if the **AKA Last Name** is populated and then **AKA First Name** is blank.

Rule Name	Category	Enable Rule
First Name AKA Rule	Student	<input checked="" type="checkbox"/>
Rule Definition		
Run Type	Error or Notification Caused When	
Real Time and Batch	Any Rule is False	
Year Start	Year End	Year Extensions
2009		<input type="checkbox"/> Night <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Summer

Message Number
100000
Error Message
If AKA Last Name (Student) is populated, then AKAFirstName (Student) must have a value

Rule Details				
Line	Order	Description	Type	
<input checked="" type="checkbox"/>	1	2	If AKALastName (Student) has a value then AKAFirstName (Student) must have a value	Student Related Property Rule

Student Related Property Rule		
If Business Object	If Property Name	If Condition
Student	AKA Last Name (AKALas	Must Have A Value
Then Business Object	Then Property Name	Then Condition
Student	AKA First Name (AKAFirs	Must Have A Value

Birth State - Canada

The following example will generate an error if the **Birth Country** is Canada and the **State** field is blank or has an invalid value.

Rule Name	Category	Enable Rule
CA - Birth State (Canada)	Student	<input checked="" type="checkbox"/>
Rule Definition		
Run Type	Error or Notification Caused When	Email Template
Real Time and Batch	All Rules are False	
Year Start	Year End	
2009		
Year Extensions		
<input type="checkbox"/> Night <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Summer		

Rule Details			
Rules			
			Add Show Detail
Line	Order	Description	Type
1	1	If BirthCountry (Student) is equal to 'CA' then BirthState (Student) must be in 'AB, BC, MB, NB, NF, NS, NT, NU, ON, PE, PQ, SK, YT'	Student Related Property Rule

Message Number

100010

Error Message

Invalid Code Combination: Student's Birth Country is Canada, therefore the student's birth state must be from Canada

Rule Detail	
Student Related Property Rule	
If Business Object	If Property Name
Student	Birth Country (BirthCount)
If Condition	If Value
Equal To	CA
Then Business Object	Then Property Name
Student	Birth State (BirthState)
Then Condition	Then Value
In List	AB, BC, MB, NB, NF, NS, NT, NU,

Birth State – Mexico

The following example will generate an error if the **Birth Country** is Mexico and the **State** field is blank or has an invalid value.

Rule Name: **CA - Birth State (Mexico)** Category: Student Enable Rule: Y

Rules Setup

Rule Name	Category	Enable Rule
CA - Birth State (Mexico)	Student	<input checked="" type="checkbox"/>

Rule Definition

Run Type: Real Time and Batch
 Error or Notification Caused When: All Rules are False

Year Start: 2009
 Year End:

Year Extensions:
 Night Regular Summer

Message Definition

Message Number: 100009

Error Message: Invalid Code Combination: Student's Birth Country is Mexico, therefore the student's birth state must be a state in Mexico

Student Related Property Rule

If Business Object	If Property Name	If Condition
Student	Birth Country (BirthCount)	Equal To
If Value: MX		
Then Business Object	Then Property Name	Then Condition
Student	Birth State (BirthState)	In List
Then Value: AG,BN,BS,CH,CL,CM,CS,CU,DF,		

Birth Country

The following example will generate an error if the **Birth Country** is US, Mexico, Canada and the **State** field is blank or has an invalid value.

Rule Name	Category	Enable Rule
CA - Birth Country	Student	<input checked="" type="checkbox"/>
Rule Definition		
Run Type	Error or Notification Caused When	Email Template
Real Time and Batch	Any Rule is False	
Year Start	Year End	Year Extensions
2009		<input type="checkbox"/> Night <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Summer
Message Number		
100008		
Error Message		
Birth State required if Birth Country is US, Mexico or Canada		

Rule Details					
Rules				Add	Show Detail
X	Line	Order	Description	Type	
<input type="checkbox"/>	1	1	If BirthCountry (Student) is in 'US,MX,CA' then BirthState (Student) must have a value	Student Related Property Rule	

Student Related Property Rule	
If Business Object	If Property Name
Student	Birth Country (BirthCount)
If Condition	If Value
In List	US,MX,CA
Then Business Object	Then Property Name
Student	Birth State (BirthState)
Then Condition	
Must Have A Value	

US School Entry Date

The following example will generate an error if the **Birth Country** is not United States and the **US School Entry Date** is blank.

Rule Name	Category	Enable Rule
CA - US Entry Date	Student	<input checked="" type="checkbox"/>

Rule Definition

Run Type: Real Time and Batch
 Error or Notification Caused When: Any Rule is False

Year Start Year End: 2009

Year Extensions: Night Regular Summer

Message Definition

Message Number: 1000007

Error Message:  

The US School Entry Date is required for students born outside of the United States. Please update the US School Entry date found on the Enrollment tab of the student screen.

Rule Details

Line	Order	Description	Type
1	1	If BirthCountry (Student) is not equal to 'US' then UsEntryDateSchool (Student) must have a value	Student Related Property Rule

Student Related Property Rule

If Business Object: Student
 If Property Name: Birth Country (BirthCount)
 If Condition: Is Not Equal To

If Value: US

Then Business Object: Student
 Then Property Name: US School Entry Date (UsEntryDate)
 Then Condition: Must Have A Value

Chapter Twenty-three: GENERATING EXTRACTS

In this chapter, the following topics are covered:

- CALPADS Submission Logic
 - Processing Fall 1 Extracts
 - Processing Fall 2 Extracts
 - Processing Spring Extracts
 - Processing EOY 1 Extracts
 - Processing EOY 2 Extracts
 - Processing EOY 3 Extracts
 - Processing EOY 4 Extracts
- Enrollment Maintenance Extracts

CALPADS SUBMISSION LOGIC

The **CALPADS Submission** screen is used to generate SSID Requests, Enrollment Updates, Fall 1, Fall2, SPRING and EOY Submissions. Internally, Synergy SIS keeps track of data elements reported to CALPADS by using hidden fields and database tables to compare files.

On the Action Bar, four buttons control the submission process, **Create**, **Rollback**, **Finalize** and **Validate**.

The **Validate** button is used to test selected extracts for errors. These extracts and reports are used to correct any errors and screen the extracts. Extracts generated by the Validate process should not be sent to CALPADS. While these extracts are correct, Synergy SIS does not mark the records included as submitted to CALPADS. Once Validate is free of errors the create process should be followed.

The **Create** button will run the extract process and mark all of the records included in the extract as sent to CALPADS. This process also creates the extracts needed for CALPADS submission. This process is only run if Validate does not return errors. If new errors are produced, use the rollback process to return Synergy SIS back to fix errors.

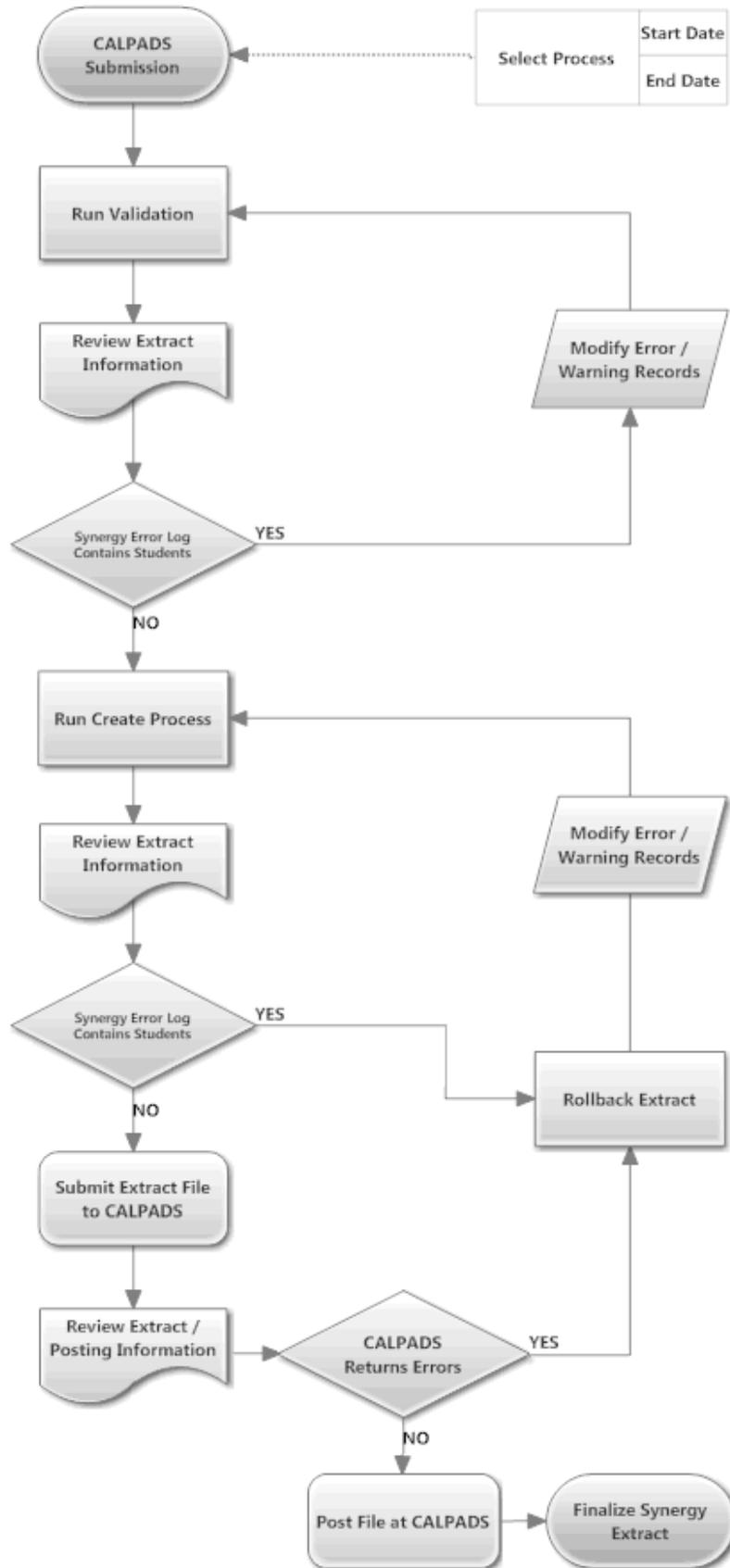
The **Rollback** button is used to undo the Create process. The Rollback process removes all of the hidden flags, created by the Create process. Rollback sets the database back to its previous state allowing modifications to the database. Do not modify CALPADS required data fields with Synergy SIS in Rollback mode.

The **Finalize** button is used to post the changes to Synergy SIS only after the file created by the Create process was error free and **ALL** records in the file were posted to CALPADS without errors.

When a submission type is first selected, the records to generate are not pre-populated. Once a successful process has completed the **CALPADS Submission** screen will save the settings and display the previous run at the bottom of the screen.



CAUTION: The extracts SINF, SENR, SPRG and SDEM files use the prior submit date to filter records. SENR and SPRG extracts require the Prior submit date before you can generate a file, while the SINF and SDEM do not. Leaving the prior submit date blank for the SINF and SDEM process will cause the SINF and SDEM extract to generate records for all years.



PROCESSING FALL 1 EXTRACTS

The Fall 1 submission requires three extract files, SENR, SINF and SPRG. The SENR file is submitted to CALPADS first to generate the needed Enrollment records. Followed by the SINF file to update the demographic records in CALPADS, only after the SENR and SINF are posted can the SPRG file be sent to CALPADS.

Step 1 - Creating SENR – Student Enrollment Files

1. Request a new SENR ODS with the date of prior year CBEDS date to Today's Date.
2. Import the file into Synergy SIS.
3. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Processes**.
4. Run the Enrollment Synchronization process for the current date to synchronize the data with CALPADS.
5. Submit the SENR file following the Enrollment Synchronization process steps.

Step 2 - Creating SINF – Student Information Files

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Submission**.
2. Select **Fall 1 Extract** from the **Submission Type** drop down list.
3. From the **Records to Generate** area, press the **Add** button. A new drop down item is displayed.
4. Select **SINF - Student Information**.
5. Locate the **Submission Date** field and enter CBEDS day for the date.
6. Locate and press the **Validate** button to start the process. Once the Fall 1 process has completed a result window will appear.
7. Select each error report generated for the schools and correct in Synergy SIS.
8. Once errors are corrected, re-run the Fall 1 extract in validate mode again until all errors are corrected. Once all errors are corrected, the creation process can begin and the file can be sent to CALPADS.



Caution: Do not continue until all errors are resolved in Synergy SIS. Only after all errors are resolved can you continue to the next step. The creation process in the next step flags the internal database and marks students as reported to state.

9. Locate and press the **Create** button to start the process. Once the Fall 1 process has completed in Create mode a result window will appear.
10. Send the file created to CALPADS and verify that no errors are present.
11. If errors are present at CALPADS, locate and press the **Rollback** button in the **CALPADS Submission** screen. This will roll the database back and allow the ability to fix the errors reported by CALPADS.



Tip: Optionally you can finalize the SINF record for Synergy SIS and post all SINF records that pass at CALPADS. If this option is used you will need to download a SINF-R file and run the SINF sync process in this document and then regenerate the SINF record from Synergy SIS.

12. Resolve errors for students, **Create** the file again, and send it to CALPADS.
13. Once CALPADS is error free you can then press the **Finalize** button on the **CALPADS Submission** screen. This will mark all records as sent to the state and the records will not extract again unless something changes for the student.

Step 3 - Creating SPRG – Student Program Files

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Submission**.
2. Select **Fall 1 Extract** from the **Submission Type** drop down list.
3. From the **Records to Generate** area, change the **SINF - Student Information** file to **SPRG - Student Program**.
4. Locate the **Submission Date** field and enter CBEDS day for the date.
5. Locate and press the **Validate** button to start the process. Once the Fall 1 process has completed a result window will appear.
6. Select each error report generated for the schools and correct in Synergy SIS.
7. Once errors are corrected, re-run the Fall 1 extract in validate mode again until all errors are corrected. Once all errors are corrected, the creation process can begin and the file can be sent to CALPADS.



Caution: Do not continue until all errors are resolved in Synergy SIS. Only after all errors are resolved can you continue to the next step. The creation process in the next step flags the internal database and marks students as reported to state.

8. Locate and press the **Create** button to start the process. Once the Fall 1 process has completed in Create mode a result window will appear.

Job Result Files - Click icon to open the result file		
Line	Result	Description
1		Create Fall_I
2		Student Information Records

9. Send the file created to CALPADS and verify that no errors are present.
10. If errors are present at CALPADS, locate and press the **Rollback** button in the CALPADS Submission screen. This will roll the database back and allow the ability to fix the errors reported by CALPADS.
11. Resolve errors for students and then **Create** the file again and send it to CALPADS.
12. Once CALPADS is error free you can then press **Finalize** on the **CALPADS Submission** screen. This will mark all records as having been sent to the state and the records will not extract again unless something changes for the student.

PROCESSING FALL 2 EXTRACTS

The Fall 2 requires four files to be submitted to CALPADS for processing. These files must be submitted in the correct order to avoid errors at CALPADS. The correct order is Staff Demographics, Staff Assignments, Course Section, and then followed by Student Course Section. The Course Section and Student Course Section can be sent at the same time if you choose.

Step 1 - Creating SDEM - Staff Demographic Files

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Submission**.
2. Select **Fall 2 Extract** from the **Submission Type** drop down list.
3. From the **Records to Generate** area, press the **Add** button. A new drop down item is displayed.
4. Select **SDEM - Staff Demographic**.
5. Locate the **Submission Date** field and enter the CBEDS date for the date.
6. Locate and press the **Validate** button to start the process. Once the Fall 2 process has completed a result window will appear.



Note: When a Submission type first selected, the records to generate are not pre-populated. Once a successful process has completed the CALPADS Submission screen will save the settings and display the previous run at the bottom of the screen.

7. Select each error report generated for the schools and correct in Synergy SIS.
8. Once errors are corrected, re-run the Fall 2 extract in validate mode again until all errors are corrected. Once all errors are resolved, the creation process can begin and the file sent to CALPADS.
9. Locate and press the **Create** button to start the process. Once the Fall 2 process has completed in Create mode a result window will appear.
10. Send the file created to CALPADS and verify that no errors are present.
11. If errors are present at CALPADS, locate and press the **Rollback** button in the CALPADS Submission screen. This will roll the database back and allow the ability to fix the errors reported by CALPADS.
12. Resolve errors for Staff and then create the file again and send it to CALPADS.
13. Once CALPADS is error free you can then press the **Finalize** button on the CALPADS submission screen. This will mark all records as having been sent to the

state and the records will not extract again unless something changes for the record.



Caution: Verify that all staff members that should extract are included in the SDEM file. Failure to do this housekeeping step will cause additional errors in the SASS, CRSE and SCSE files.

Step 2 - Creating SASS – Staff Assignments Files

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Submission**.
2. Select **Fall 2 Extract** from the **Submission Type** drop down list.
3. From the **Records to Generate** area, change the previous submission value to **SASS – Staff Assignment Files**.
4. Locate the **Submission Date** field and enter the CBEDS date for the date.
5. Locate and press the **Validate** button to start the process. Once the Fall 2 process has completed a result window will appear.
6. Select each error report generated for the schools and correct in Synergy SIS.
7. Once errors are corrected, re-run the Fall 2 extract in validate mode again until all errors are corrected. Once all errors are resolved, the creation process can begin and the file sent to CALPADS.



Caution: This file format is a complete replacement file. You must send the entire school again if the file has problems at the state. Sending single records will completely delete all records for the school for SASS.

8. Locate and press the **Create** button to start the process. Once the Fall 2 process has completed in Create mode, a result window will appear.
9. Send the file created to CALPADS and verify that no errors are present.
10. If errors are present at CALPADS, locate and press the **Rollback** button in the **CALPADS Submission** screen. This will roll the database back and allow the ability to fix the errors reported by CALPADS.
11. Resolve errors for Staff and then create the file again and send it to CALPADS.
12. Once CALPADS is error free you can then press the **Finalize** button on the CALPADS submission screen. This will mark all records as having been sent to the state and the records will not extract again unless something changes for the record.

Step 3 – Verify ELL Section and Staff Data for CRSE

1. Navigate to the **Synergy SIS> CA> Reports> List> CALP401 – Section ELL Cross Check**.
2. Choose **Print** to launch the report.
3. Correct any errors that may appear for sections or staff records. Reference the Reports section of this manual for additional setup for this report.

Step 4 - Creating CRSE – Course Section Files

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Submission**.
2. Select **Fall 2 Extract** from the **Submission Type** drop down list.
3. From the **Records to Generate** area, change the previous submission value to **CRSE – Course Section File**.
4. Locate the Submission Date field and enter the CBEDS date for the date.
5. Locate and press the **Validate** button to start the process. Once the Fall 2 process has completed, a result window will appear.
6. Select each error report generated for the schools and correct in Synergy SIS.
7. Once errors are corrected, re-run the Fall 2 extract in validate mode again until all errors are corrected. Once all errors are resolved, the creation process can begin and the file sent to CALPADS.



Caution: This file format is a complete replacement file. You must send the entire school again if the file has problems at the state. Sending single records will completely delete all records for the school for CSRE.

8. Locate and press the **Create** button to start the process. Once the Fall 2 process has completed in Create mode a result window will appear.
9. Send the file created to CALPADS and verify that no errors are present.
10. If errors are present at CALPADS, locate and press the **Rollback** button in the **CALPADS Submission** screen. This will roll the database back and allow the ability to fix the errors reported by CALPADS.
11. Resolve errors for **Course Section** fields and then create the file again and send it to CALPADS.

12. Once CALPADS is error free you can then press the **Finalize** button on the CALPADS submission screen. This will mark all records as having been sent to the state and the records will not extract again unless something changes for the record.

Step 5 - Creating SCSE – Student Course Section Files

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Submission**.
2. Select **Fall 2 Extract** from the **Submission Type** drop down list.
3. From the **Records to Generate** area, change the previous submission value to **SCSE – Student Course Section**.
4. Locate the **Submission Date** field and enter the CBEDS date for the date.
5. Locate and press the **Validate** button to start the process. Once the Fall 2 process has completed a result window will appear.
6. Select each error report generated for the schools and correct Synergy SIS.
7. Once errors are corrected, re-run the Fall 2 extract in validate mode again until all errors are corrected. Once all errors are resolved, the creation process can begin and the file sent to CALPADS.



Caution: This file format is a complete replacement file. You must send the entire school again if the file has problems at the state. Sending single records will completely delete all records for the school for SCSE.

8. Locate and press the **Create** button to start the process. Once the Fall 2 process has completed in Create mode a result window will appear.
9. Send the file created to CALPADS and verify no errors are present.
10. If errors are present at CALPADS, locate and press the **Rollback** button in the **CALPADS Submission** screen. This will roll the database back and allow the ability to fix the errors reported by CALPADS.
11. Resolve errors for Student Course Sections and then create the file again and send it to CALPADS.
12. Once CALPADS is error free you can then press **Finalize** button on the CALPADS submission screen. This will mark all records as being sent to the state and the records will not extract again unless something changes for the record.

PROCESSING SPRING EXTRACTS

The SPRING requires updated SENR and SINF records are sent to the state. Optionally SPRG is needed if requesting additional reports from CALPADS.

Step 1 - Creating SENR – Student Enrollment Files

1. Request a new SENR ODS with the date of the last Enrollment update to Today's Date.
2. Import the file into Synergy SIS.
3. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Processes**.
4. Run the Enrollment Synchronization process for the Current date to synchronize the data with CALPADS.
5. Submit the SENR file following the Enrollment Synchronization process steps.

Step 2 - Creating SINF – Student Information Files

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Submission**.
2. Select **SPRING Extract** from the **Submission Type** drop down list.
3. From the **Records to Generate** area, press the **Add** button. A new drop down item is displayed.
4. Select **SINF - Student Information**.
5. Locate the **Submission Date** field and enter **March 1st** for the date.
6. Locate and press the **Validate** button to start the process. Once the SPRING process has completed a result window will appear.
7. Select each error report generated for the schools and correct in Synergy SIS.
8. Once errors are corrected, re-run the SPRING extract in validate mode again until all errors are corrected. Once all errors are corrected, the creation process can begin and the file can be sent to CALPADS.



Caution: Do not continue until all errors are resolved. Only after all errors are resolved can you continue to the next step. The creation process in the next step flags the internal database and marks students as reported to state.

9. Locate and press the **Create** button to start the process. Once the SPRING process has completed in Create mode a result window will appear.

10. Send the file created to CALPADS and verify that no errors are present.
11. If errors are present at CALPADS, locate and press the **Rollback** button in the **CALPADS Submission** screen. This will roll the database back and allow the ability to fix the errors reported by CALPADS.



Tip: Optionally you can finalize the SINF record for Synergy SIS and post all SINF records that pass at CALPADS. If this option is used you will need to download a SINF-R file and run the SINF sync process in this document and then regenerate the SINF record from Synergy SIS.

12. Resolve errors for students and then create the file again and send it to CALPADS.
13. Once CALPADS is error free you can then press the **Finalize** button on the CALPADS submission screen. This will mark all records as having been sent to the state and the records will not extract again unless something changes for the student.

PROCESSING END OF YEAR EXTRACTS - (EOY I)

The EOY 1 requires updated SENR and SINR records are sent to the state prior to running this extract.

Step 1 - Creating CRSC – Course Completion Files

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Submission**.
2. Select **End of Year I Extract** from the **Submission Type** drop down list.
3. From the **Records to Generate** area, press the **Add** button. A new drop down item is displayed.
4. Select **Course Section**.
5. Locate the **Submit Date** field and enter last day of school for the date.
6. Locate the **Prior Submit Date** field and enter the first day of school for the date.
7. Locate and press the **Validate** button to start the process. Once the End of Year I process has completed a result window will appear.
8. Select each error report generated for the schools and correct in Synergy SIS.
9. When all errors are corrected in the validation process, locate and press the **Create** button to start the process. When the End of Year I process has completed in Create mode a result window will appear.
10. Send the file created to CALPADS and verify that no errors are present.
11. If errors are present at CALPADS, locate and press the Rollback button in the CALPADS Submission screen. This will roll the database back and allow the ability to fix the errors reported by CALPADS.
12. Resolve errors for students and then create the file again and send it to CALPADS.
13. Once CALPADS is error free you can then press the **Finalize** button on the **CALPADS Submission** screen.

Step 2 - Creating SCSC – Student Course Completion Files

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Submission**.
2. Select **End of Year I Extract** from the **Submission Type** drop down list.
3. From the **Records to Generate** area, press the **Add** button. A new drop down item is displayed.
4. Select **Student Course Section**.

5. Locate the **Submit Date** field and enter last day of school for the date.
6. Locate the **Prior Submit Date** field and enter the first day of school for the date.
7. Locate and press the **Validate** button to start the process. Once the End of Year I process has completed a result window will appear.
8. Select each error report generated for the schools and correct in Synergy SIS.
9. When all errors are corrected in the validation process, locate and press the **Create** button to start the process.
10. When the End of Year I process has completed in Create mode a result window will appear.
11. Send the file created to CALPADS and verify that no errors are present.
12. If errors are present at CALPADS, locate and press the **Rollback** button in the **CALPADS Submission** screen. This will roll the database back and allow the ability to fix the errors reported by CALPADS.
13. Resolve errors for students and then create the file again and send it to CALPADS.
14. Once CALPADS is error free you can then press the **Finalize** button on the **CALPADS Submission** screen.

PROCESSING END OF YEAR EXTRACTS - (EOY II)

The EOY 1 requires updated SENR and SINR records have been sent to the state prior to running this extract.

Creating SPRG – Student Program Files

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Submission**.
2. Select **End of Year II Extract** from the **Submission Type** drop down list.
3. From the **Records to Generate** area, press the **Add** button. A new drop down item is displayed.
4. Select **Student Program**.
5. Locate the **Submit Date** field and enter the last day of school.
6. Locate the **Prior Submit Date** field and enter the first day of school.
7. Locate and press the **Validate** button to start the process. Once the End of Year II process has completed a result window will appear.
8. Select each error report generated for the schools and correct in Synergy SIS.
9. Once errors are corrected, re-run the End of Year II extract in validate mode again until all errors are corrected. Once all errors are corrected, the creation process can begin and the file can be sent to CALPADS.
10. Locate and press the **Create** button to start the process. When the End of Year II process has completed in Create mode a result window will appear.
11. Send the file created to CALPADS and verify that no errors are present.
12. If errors are present at CALPADS, locate and press the **Rollback** button in the **CALPADS Submission** screen. This will roll the database back and allow the ability to fix the errors reported by CALPADS.
13. Resolve the errors for students and then **Create** the file again and send it to CALPADS.
14. Once CALPADS is error free and you have posted the results to CALPADS, you can then press **Finalize** on the **CALPADS Submission** screen.

PROCESSING END OF YEAR EXTRACTS - (EOY III)

The End of Year III requires updated SENR and SINR records have been sent to the state prior to running this extract.

Creating SDIS – Student Discipline Files

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Submission**.
2. Select **End of Year III Extract** from the **Submission Type** drop down list.
3. From the **Records to Generate** area, press the **Add** button. A new drop down item is displayed.
4. Select **Student Discipline**.
5. Locate the **Submit Date** field and enter the last day of school.
6. Locate the **Prior Submit Date** field and enter the first day of school.
7. Locate and press the **Validate** button to start the process. Once the End of Year III process has completed a result window will appear.
8. Select each error report generated for the schools and correct in Synergy SIS.
9. Once errors are corrected, re-run the End of Year III extract in validate mode again until all errors are corrected. Once all errors are corrected, the creation process can begin and the file can be sent to CALPADS.
10. Locate and press the **Create** button to start the process. When the End of Year III process has completed in Create mode a result window will appear.
11. Send the file created to CALPADS and verify that no errors are present.
12. If errors are present at CALPADS, locate and press the **Rollback** button in the **CALPADS Submission** screen. This will roll the database back and allow the ability to fix the errors reported by CALPADS.
13. Resolve the errors for students and then **Create** the file again and send it to CALPADS.
14. Once CALPADS is error free and you have posted the results to CALPADS, you can then press **Finalize** on the **CALPADS Submission** screen.

PROCESSING END OF YEAR EXTRACTS - (EOY IV)

The End of Year IV requires updated SENR and SINR records have been sent to the state prior to running this extract.

Creating SWAV – Student Waiver Files

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Submission**.
2. Select **End of Year IV Extract** from the **Submission Type** drop down list.
3. From the **Records to Generate** area, press the **Add** button. A new drop down item is displayed.
4. Select **Student Waivers**.
5. Locate the **Submit Date** field and enter the last day of school.
6. Locate the **Prior Submit Date** field and enter the first day of school.
7. Locate and press the **Validate** button to start the process. Once the End of Year IV process has completed a result window will appear.
8. Select each error report generated for the schools and correct in Synergy SIS.
9. Once errors are corrected, re-run the End of Year IV extract in validate mode again until all errors are corrected. Once all errors are corrected, the creation process can begin and the file can be sent to CALPADS.
10. Locate and press the **Create** button to start the process. When the End of Year IV process has completed in Create mode a result window will appear.
11. Send the file created to CALPADS and verify that no errors are present.
12. If errors are present at CALPADS, locate and press the **Rollback** button in the **CALPADS Submission** screen. This will roll the database back and allow the ability to fix the errors reported by CALPADS.
13. Resolve the errors for students and then **Create** the file again and send it to CALPADS.
14. Once CALPADS is error free and you have posted the results to CALPADS, you can then press **Finalize** on the **CALPADS submission** screen.

PROCESSING ENROLLMENT MAINTENANCE EXTRACT

Use the Enrollment Maintenance submission to send periodic updates throughout the year.

Step 1 - Creating SENR – Student Enrollment Files

1. Request a new SENR ODS with the date of the last Enrollment update to Today's Date.
2. Import the file into Synergy SIS.
3. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Processes**.
4. Run the Enrollment Synchronization process for the Current date to synchronize the data with CALPADS.
5. Submit the SENR file following the Enrollment Synchronization process steps.

Step 2 - Creating SINF – Student Information Files

1. Navigate to **Synergy SIS> CA> CALPADS> CALPADS Submission**.
2. Select **SSID Enrollment Management** Extract from the **Submission Type** drop down list.
3. From the **Records to Generate** area, press the **Add** button. A new drop down item is displayed.
4. Select **SINF - Student Information**.
5. Locate the **Submission Date** field and enter CBEDS day for the date.
6. Locate and press the **Validate** button to start the process. Once the SSID Enrollment Management Extract process has completed a result window will appear.
7. Select each error report generated for the schools and correct in Synergy SIS.
8. Once errors are corrected, re-run the SSID Enrollment Management extract in validate mode again until all errors are corrected.



Caution: Do not continue until all errors are resolved in Synergy SIS. Only after all errors are resolved can you continue to the next step. The creation process in the next step flags the internal database and marks student information records as reported to state.

9. Once all errors are corrected in Synergy SIS, the creation process can begin and the file can be sent to CALPADS.
10. Locate and press the **Create** button to start the process. Once the SSID Enrollment Management Extract process has completed in Create mode a result window will appear.
11. Send the file created SINF file to CALPADS and verify that no errors are present.
12. If errors are present at CALPADS, locate and press the **Rollback** button in the **CALPADS Submission** screen. This will roll the database back and allow the ability to fix the errors reported by CALPADS.



Tip: Optionally you can finalize the SINF record for Synergy SIS and post all SINF records that pass at CALPADS. If this option is used you will need to download a SINF-R file and run the SINF sync process in this document and then regenerate the SINF record from Synergy SIS.

13. Resolve errors for students, create the file again, and send it to CALPADS.
14. Once CALPADS is error free you can then press the **Finalize** button on the **CALPADS Submission** screen. This will mark all records as sent to the state and the records will not extract again unless something changes for the student.

Chapter Twenty-four: REPORTS

In this chapter, the following topics are covered:

- Section ELL Cross Check Report – CALP401
 - CALPADS Validation Report – CALP402
 - Need List – PGM401
 - Free and Reduced Meals – PGM402

CALP401 – SECTION ELL CROSS CHECK REPORT

Use the Section ELL Cross Check Report to verify that all sections that contain ELL students have values defined in the instructional strategy field of the Section screen. In addition, the report will check for ELL Indicator values for staff members assigned to sections with an ELL Instructional Strategy value.

PAD Location: Synergy SIS > CA> Reports > List

Name: Section ELL Cross Check Report Number: CALP401 Page Orientation: Portrait

Options | Sort / Output | Conditions | Selection | Advanced

As Of Date

10/03/2012 

Report Options	
As Of Date	Date used to verify ELL students enrolled in a section on the given day
Focus	Obeys the district or school focus for organization filtering

Report Output	
Section ID	Error Message
0102	Primary Staff 'Staff, Demo' ELL Indicator is blank when instructional strategy for the section is marked as an ELL class. Please check the ELL Indicator field on the General tab of the staff view.
0103	Instructional Strategy for the section is blank and there is at least one ELL student enrolled in the class. Please verify the Instructional Strategy field on the Current Students tab of the Section view.



Note: The ELL Cross Check report only generates two errors. The Staff Errors will only appear if section errors are resolved. Only sections where the district course is marked as NCLB Core Elementary or Secondary will appear on the report.

Lookup tables	
Instructional Strategy	K12.ScheduleInfo.Instructional Strategy
ELL Indicator	K12.CourseInfo.ELL indicator

CALP402 – CALPADS VALIDATION REPORT

The CALPADS Validation Report allows the ability to run the validation portion of the CALPADS submission extract for any selected extract record. Use this report to schedule validation reports or run extracts for specific dates.

Pad Location: Synergy SIS > CA> Reports > List

Name: CALPADS Validation Report Number: CALP402 Page Orientation: Portrait

Options | Sort / Output | Conditions | Selection | Advanced

Submission Type: **Fall I** Submit Date: **10/03/2012** Prior Submit Date: **10/05/2011**

Records To Generate

- SSID Enrollment
- Student Program
- Student Waivers
- Staff Assignment
- Student Course Section
- Student Information
- Student Discipline
- Staff Demographics
- Course Section

Report Options	
Submission Type	Extract type used for specific extract and validation rules
Submit Date	Use submission date for the selected submission type
Prior Submit Date	Use prior submission date for the selected submission type
Records to Generate	Select the extract records to generate the validation reports for
Focus	Obeys the district or school focus for organization filtering



Only schedule this report to run after hours; do not run all extract files at the same time. In order to receive correct error messages for this report all setup is required.

PGM401 – PROGRAM/NEEDS LIST

The Program/Needs List report allows the ability to display selected needs program information based on CALPADS report logic for Eligible vs. Participation.

Pad Location: Synergy SIS > Student Programs> Reports > List

Name: **Need List** Number: PGM401 Page Orientation: Landscape

Options | Sort / Output | Conditions | Selection | Advanced

Filter Report

Grade
 -

Need

CA School Age Families Ed (Cal-SAFE)
 CAHSEE Intensive Instruction
 California Partnership Academy
 NCLB Title X Homeless
 Opportunity Program
 Title 1

Report Options	
Grade	Used to filter report by grade
Need	Select Need codes to be reported
Focus	Obeys the district or school focus for organization filtering

Report Output							
School Name: High School	Need: Migrant						
Service Type	Student Name	Grade	SSID	SIS Number	Service Entry	Service Exit	Exit Reason
N/A	Aalugo, Sanva	11	7000008523	7000008523	08/31/2009	06/07/2012	
Group Total:	1						
Report Total:	1						



Note: This report requires that all needs are designated as Participation or Eligible in the CA Setup Program area; reference the CA Setup chapter of this guide for more information

PGM402 – FREE AND REDUCED MEALS LIST

The Free and Reduced Meals List report allows the ability to display Free or Reduced program information based on CALPADS report logic for Eligible vs. Participation.

Pad Location: Synergy SIS > Student Programs> Reports > List

Name: Free and Reduced Meals List **Number: PGM402** **Page Orientation: Landscape**

Options | Sort / Output | Conditions | Selection | Advanced

Filter Report

Grade
 -

Free/Reduced Meal Codes   

Free Reduced

Report Options	
Focus	Obeys the district or school focus for organization filtering
Grade	Used to filter report by grade
Free/Reduced Meal Codes	Select Free/Reduced meal codes to be reported

Report Output					
School Name: High School			FRMCode: Free (F)		
Grade	Student Name	SSID	SIS Number	Service Entry	Service Exit
11	Aalugo, Sanva	7000008523	7000008523	10/08/2011	06/07/2012
Group Total:		<u>1</u>			
Report Total:		<u>1</u>			

Lookup tables	
FRM Code	K12.ProgramInfo.FRM Code



Note: This report requires that FRM Codes are marked as Participation or Eligible in the associated lookup table; reference the Lookup Definition chapter of this guide for more information

Chapter Twenty-five: CALPADS EXTRACT MAPPING

In this chapter, the following extract formats are covered:

- SENR – SSID Enrollment
- SINP – Student Information
- SPRG – Student Programs
- SWAV – Student Waivers
- SDEM – Staff Demographics
- SASS – Staff Assignments
- CRSE – Course Section Enrollment
- CRSC – Course Section Completion
- SCSE – Student Course Section Enrollment
- SCSC – Student Course Section Completion
- SCTE – Student Career Technical Education

SSID ENROLLMENT – (SENR)

Field #	CALPADS Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table	CALPADS Code Set
1.01	Record Type Code	Default to SENR	-	-	-	-	Record Type CALPADS
1.02	Transaction Type Code	Calculated	-	-	-	-	Transaction Type CALPADS
1.03	Local Record ID	Calculated	-	-	-	-	-
1.04	Reporting LEA	K12.DistrictSetup.DistrictNumber	Organization	District	County Code + District Number	-	-
1.05	School of Attendance	K12.School.StateSchoolCode	Organization	School	State CTDS Code	-	-
1.06	School of Attendance NPS	StudentSchoolYear.SpecialEdSchoolOf Attendance	Student	Other Info	Special Ed School of Attendance	-	-
1.07	Academic Year ID	RevYear.FullYear	-	-	-	-	-
1.08	SSID	K12.Student.StateStudentNumber	Student	tab Panel	State Student Number	-	-
1.09	Local Student ID	K12.Student.SisNumber	Student	tab Panel	Perm ID	-	-
1.10	Student Legal First Name	K12.Student.FirstName	Student	tab Panel	First Name	-	-
1.11	Student Legal Middle Name	K12.Student.MiddleName	Student	tab Panel	Middle Name	-	-
1.12	Student Legal Last Name	K12.Student.LastName	Student	tab Panel	Last Name	-	-
1.13	Student Legal Name Suffix Code	K12.Student.Suffix	Student	tab Panel	Suffix	-	Name Suffix
1.14	Student Alias First Name	K12.Student.AKAFirstName	Student	Demographics	AKA First Name	-	-
1.15	Student Alias Middle Name	K12.Student.AKAMiddleName	Student	Demographics	AKA Middle Name	-	-
1.16	Student Alias Last Name	K12.Student.AKALastName	Student	Demographics	AKA Last Name	-	-
1.17	Student Birth Date	K12.Student.BirthDate	Student	Demographics	Birth Date	-	-
1.18	Student Gender Code	K12.Student.Gender	Student	Demographics	Gender	Revelation. Gender	Gender
1.19	Student Birth City	K12.Student.BirthPlace	Student	Demographics	Birth Place	-	-
1.20	Student Birth State Province Code	K12.Student.BirthState	Student	Demographics	Birth State	Revelation. State	State/Province

Field #	CALPADS Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table	CALPADS Code Set
1.21	Student Birth Country Code	K12.Student.BirthCountry	Student	Demographics	Birth Country	Revelation. Country	Country International Standards Organization
1.22	Primary Language Code	K12.Student.HomeLanguage	Student	Demographics	Home Language	K12.Language	Language
1.23	Student School Start Date	K12.EnrollmentInfo.StudentEnrollment.EnterDate	Student	Enrollment History	Enter Date	-	-
1.24	Enrollment Status Code	Calculated	Student	Enrollment History	Enter Code	K12.EnterCode	Enrollment Status
1.25	Grade Level Code	K12.EnrollmentInfo.StudentEnrollment.Grade	Student	Enrollment History	Grade	K12. Grade	Grade Level
1.26	Student School Exit Date	K12.EnrollmentInfo.LeaveDate	Student	Enrollment History	Leave Date	-	-
1.27	Student Exit Reason Code	K12.EnrollmentInfo.LeaveCode	Student	Enrollment History	Leave Code	K12.LeaveCode	Student Exit Category
1.28	Student School Completion Status	K12.EnrollmentInfo.StudentSOREnrollment.CompletionStatus	Student	Enrollment	Completion Status	K12.Completion Status	School Completion Status
1.29	Expected Receiver School of Attendance	K12.EnrollmentInfo.StudentSchoolYear.ReceiverSchool	Student	Enrollment History	Receiver School	K12.Reciver School	-
1.30	Student Met all UC CSU Requirements Indicator	K12.Student.UcGradReq	Student	Other Info	UC/CSU Requirements Met	-	-

STUDENT INFORMATION – (SINF)

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table	CALPADS Code Set
2.01	Record Type Code	Default to SINF	-	-	-	-	Record Type CALPADS
2.02	Transaction Type Code	Calculated	-	-	-	-	Transaction Type CALPADS
2.03	Local Record ID	Calculated	-	-	-	-	-
2.04	Effective Start Date	Calculated	-	-	-	-	-
2.05	Effective End Date	-	-	-	-	-	-
2.06	Reporting LEA	K12.DistrictSetup.DistrictNumber	Organization	District	County Code + District Number	-	-
2.07	School of Attendance	K12.School.StateSchoolCode	Organization	School	State CTDS Code	-	-
2.08	Academic Year ID	RevYear.FullYear	-	-	-	-	-
2.09	SSID	K12.Student.StateStudentNumber	Student	tab Panel	State Student Number	-	-
2.10	Local Student ID	K12.Student.SiSNumber	Student	tab Panel	Perm ID	-	-
2.11	Student Legal First Name	K12.Student.FirstName	Student	tab Panel	First Name	-	-
2.12	Student Legal Middle Name	K12.Student.MiddleName	Student	tab Panel	Middle Name	-	-
2.13	Student Legal Last Name	K12.Student.LastName	Student	tab Panel	Last Name	-	-
2.14	Student Legal Name Suffix Code	K12.Student.Suffix	Student	tab Panel	Suffix	-	Name Suffix
2.15	Student Alias First Name	K12.Student.AKAFirstName	Student	Demographics	AKA First Name	-	-
2.16	Student Alias Middle Name	K12.Student.AKAMiddleName	Student	Demographics	AKA Middle Name	-	-
2.17	Student Alias Last Name	K12.Student.AKALastName	Student	Demographics	AKA Last Name	-	-
2.18	Student Birth Date	K12.Student.BirthDate	Student	Demographics	Birth Date	-	-
2.19	Student Gender Code	K12.Student.Gender	Student	Demographics	Gender	Revelation. Gender	Gender
2.20	Student Birth City	K12.Student.BirthPlace	Student	Demographics	Birth Place	-	-

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table	CALPADS Code Set
2.21	Student Birth State Province Code	K12.Student.BirthState	Student	Demographics	Birth State	Revelation.State	State/Province
2.22	Student Birth Country Code	K12.Student.BirthCountry	Student	Demographics	Birth Country	Revelation.Country	Country International Standards Organization
2.23	Primary Language Code	K12.Student.HomeLanguage	Student	Demographics	Home Language	K12.Language	Language
2.24	Student Hispanic Ethnicity Indicator	K12.Student.HispanicIndicator	Student	Demographics	-	Revelation.Hispanic Indicator	-
2.25	Student Ethnicity Missing Indicator	Calculated	-	-	-	-	-
2.26	Student Race 1 Code	K12.Student.EthnicCode	Student	Demographics	-	Revelation.Ethnicity	Race Category
2.27	Student Race 2 Code	RevPersonSecondaryEthnic.EthnicCode	Student	Demographics	-	Revelation.Ethnicity	Race Category
2.28	Student Race 3 Code	RevPersonSecondaryEthnic.EthnicCode	Student	Demographics	-	Revelation.Ethnicity	Race Category
2.29	Student Race 4 Code	RevPersonSecondaryEthnic.EthnicCode	Student	Demographics	-	Revelation.Ethnicity	Race Category
2.30	Student Race 5 Code	RevPersonSecondaryEthnic.EthnicCode	Student	Demographics	-	Revelation.Ethnicity	Race Category
2.31	Student Race Missing Indicator	Calculated	-	-	-	-	-
2.32	Grade Level Code	K12.EnrollmentInfo.StudentSOREnrollment.Grade	Student	Enrollment History	Grade	K12.Grade	Grade Level
2.33	Primary Residence Category Code	K12.Student.DwellingType	Student	Other Info	Dwelling Type	K12.Demographics.Dwelling Type	Primary Residence Category
2.34	Interdistrict Transfer Code	K12.EnrollmentInfo.StudentSOREnrollment.AttendPermitCode	Student	Demographics	Reason for Attendance	K12.Enrollment.Attend Permit Reason	Interdistrict Transfer Category
2.35	District of Geographic Residence	K12.EnrollmentInfo.StudentSOREnrollment.DistrictOfResidence	Student	Enrollment	District of Residence	-	-
2.36	Residential Address Line 1	K12.Student.HomeAddress	Student	Demographics	Address	-	-
2.37	Residential Address Line 2	-	-	-	-	-	-
2.38	Residential Address City Name	K12.Student.HomeCity	Student	Demographics	City	-	-
2.39	Residential Address State Province Code	K12.Student.HomeState	Student	Demographics	State	Revelation.State	State/Province

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table	CALPADS Code Set
2.40	Residential Address Zip Code	K12.Student.HomeZipCode5	Student	Demographics	ZipCode	-	-
2.41	English Language Acquisition Status Code	K12.ProgramInfo.ELL.IdeaCurLevel	English Language Learners	ELL	English Proficiency	K12.ProgramInfo.ELL Idea Level	English Language Acquisition Status State
2.42	English Language Acquisition Status Start Date	Calculated	-	-	-	-	-
2.43	Student Proficient or Advanced for ELA Code	K12.ProgramInfo.ELL.ElaCstProf	English Language Learners	ELL	ELA CST Proficient 3 Years	-	English Language Arts Proficiency Test
2.44	Filler	Filler	-	-	-	-	-
2.45	Student Initial US School Enrollment Date	K12.Student.USEntryDateSchool	Student	Enrollment	US School Entry Date	-	-
2.46	Enrolled in US School less than Three Cumulative Years Indicator	Calculated / Override	Student	Enrollment	Enrolled in US less than three years	-	-
2.47	Student Initial Ninth Grade Entry Year	Calculated / Override	Student	Other Info	Initial Ninth Grade Year	-	-
2.48	Filler	Filler	-	-	-	-	-
2.49	Filler	Filler	-	-	-	-	-
2.50	Parent Guardian Highest Education Level Code	Calculated / K12.ParentGuardianInfo.Parent.HighestEducationLevel	Parent	Demographics	Highest Education Level	K12.Education Level	Highest Education Level
2.51	Guardian 1 First Name	K12.ParentGuardianInfo.Parent.FirstName	Parent	tab Panel	First Name	-	-
2.52	Guardian 1 Last Name	K12.ParentGuardianInfo.Parent.LastName	Parent	tab Panel	Last Name	-	-
2.53	Guardian 2 First Name	K12.ParentGuardianInfo.Parent.FirstName	Parent	tab Panel	First Name	-	-
2.54	Guardian 2 Last Name	K12.ParentGuardianInfo.Parent.LastName	Parent	tab Panel	Last Name	-	-

STUDENT PROGRAM – (SPRG)

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table name	CALPADS Code Set
3.01	Record Type Code	Default SPRG	-	-	-	-	Record Type CALPADS
3.02	Transaction Type Code	Calculated	-	-	-	-	Transaction Type CALPADS
3.03	Local Record ID	Blank	-	-	-	-	-
3.04	Reporting LEA	K12.DistrictSetup.DistrictNumber	Organization	District	County Code + District Number	-	-
3.05	School of Attendance	K12.School.StateSchoolCode	Organization	School	State CTDS Code	-	-
3.06	Academic Year ID	RevYear.FullYear	-	-	-	-	-
3.07	SSID	K12.Student.StateStudentNumber	Student	tab Panel	State Student Number	-	-
3.08	Local Student ID	K12.Student.SISNumber	Student	tab Panel	Perm ID	-	-
3.09	Student Legal First Name	K12.Student.FirstName	Student	tab Panel	First Name	-	-
3.10	Student Legal Last Name	K12.Student.LastName	Student	tab Panel	Last Name	-	-
3.11	Student Birth Date	K12.Student.BirthDate	Student	Demographics	Birth Date	-	-
3.12	Student Gender Code	K12.Student.Gender	Student	Demographics	Gender	Revelation. Gender	Gender
3.13	Education Program Code	FRM - K12.ProgramInfo.StudentFRMHistory. FRMCode	Free and Reduced Meals	FRM	Frm Code	K12.ProgramInfo. Frm Code	Set Education Program
		GATE -K12.ProgramInfo. StudentGateHistory. GateGrade	Student GATE	Student Gate	Gate Code	K12.ProgramInfo. Gate Code	
		NEED - K12.ProgramInfo.StudentNeeds Programs	Student Needs	Programs	Need Description	-	
		SPED - Generated as 144	Student Special Ed	-	-	-	
3.14	Education Program Membership Code	FRM - (Defined by Lookup table)	Lookup table Def	-	AltCode3	K12.ProgramInfo. Frm Code	Membership Category
		GATE - (Defined by Lookup table)	Lookup table Def	-	AltCode3	K12.ProgramInfo. Gate Code	
		NEED - K12.CA.CALPADS.CalStateProgs. PartEligibility	CA Setup	CALPADS	Participation / Eligibility	-	
		SPED - K12.CA.CALPADS.CalStateProgs. PartEligibility					

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table name	CALPADS Code Set
3.15	Education Program Membership Start Date	FRM - K12.ProgramInfo.StudentFRMHistory.Enter Date	Free and Reduced Meals	FRM	Enter Date	-	-
		GATE - K12.ProgramInfo.StudentGateHistory.Enter Date	Student GATE	Student Gate	Enter Date		
		NEED - K12.ProgramInfo.StudentNeedsPrograms.EnterDate	Student Needs	Programs	Enter Date		
		SPED - K12.SpecialEd.IEP.CA.CASEMISv02History.Initial IEP Date	Student Special Ed	Special Education	Initial Iep Date		
3.16	Education Program Membership End Date	FRM - K12.ProgramInfo.StudentFRMHistory.Exit Date	Free and Reduced Meals	FRM	Exit Date	-	-
		GATE - K12.ProgramInfo.StudentGateHistory.Exit Date	Student GATE	Student Gate	Exit Date		
		NEED - K12.ProgramInfo.StudentNeedsPrograms.ExitDate	Student Needs	Programs	Exit Date		
		SPED - K12.SpecialEd.IEP.CA.CASEMISv02History.SpedExitDate	Student Special Ed	Special Education	Sped Exit Date		
3.17	Education Service Academic Year	RevYear.FullYear	-	-	-	-	-
3.18	Education Service Code	K12.ProgramInfo.StudentNeedsPrograms.ProgramCode	Student Needs	Programs	Level Code	Configured in Needs/Program Def	Education Service Title I Part A Basic
3.19	California Partnership Academy ID	K12.Student.PartnershipAcademyID	Student	Other Info	Partnership Academy ID	-	-
3.20	Migrant Student ID	K12.Student.MigrantStudentID	Student	Other Info	Migrant Student ID	-	-
3.21	Primary Disability Code	K12.SpecialEd.IEP.CA.CASEMISv02History	Student Special Ed	Special Education	Primary Disability	K12.SpecialEd.Disability Code	Disability Category
3.22	District of Special Education Accountability	K12.EnrollmentInfo.StudentSOREnrollment.SpecialEdDistrictOfAccountability	Student	Other Info	District of Special Education Accountability	-	-

STUDENT DISCIPLINE (SDIS)

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table name	CALPADS Code Set
4.01	Record Type Code	Default to SDIS	-	-	-	-	Record Type CALPADS
4.02	Transaction Type Code	Calculated	-	-	-	-	Transaction Type CALPADS
4.03	Local Record ID	Calculated	-	-	-	-	-
4.04	Reporting LEA	K12.DistrictSetup.DistrictNumber	Organization	District	County Code + District Number	-	-
4.05	School of Attendance	K12.School.StateSchoolCode	Organization	School	State CTDS Code	-	-
4.06	Academic Year ID	RevYear.FullYear	-	-	-	-	-
4.07	SSID	K12.Student.StateStudentNumber	Student	tab Panel	State Student Number	-	-
4.08	Local Student ID	K12.Student.SiSNumber	Student	tab Panel	Perm ID	-	-
4.09	Student Legal First Name	K12.Student.FirstName	Student	tab Panel	First Name	-	-
4.10	Student Legal Last Name	K12.Student.LastName	Student	tab Panel	Last Name	-	-
4.11	Student Birth Date	K12.Student.BirthDate	Student	Demographics	Birth Date	-	-
4.12	Student Gender Code	K12.Student.Gender	Student	Demographics	Gender	Revelation. Gender	Gender
4.13	Disciplinary Incident ID Local	K12.DisciplineInfo.SchoolIncident.IncidentID	Incidents	Information	Incident ID	-	-
4.14	Disciplinary Incident Occurrence Date	K12.DisciplineInfo.SchoolIncident.IncidentDate	Incidents	Information	Date	-	-
4.15	Student Offense Code	K12.DisciplineInfo.Setup.District DisciplineCode.StateCode	District Discipline Code Setup	Discipline Codes	State Code	-	Student Offense
4.16	Incident Most Severe Offense Code	K12.DisciplineInfo.Setup.District DisciplineCode.StateCode	Calculated	-	-	-	Student Offense

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table name	CALPADS Code Set
4.17	Weapon Category Code	K12.DisciplineInfo.StuIncDiscViolDisc Weapon.Weapon	Student Incident	Incident Violations	Weapons	K12.DisciplineInfo .Weapons	Weapon Category
4.18	Incident Disciplinary Action Taken Code	K12.DisciplineInfo.Setup.District DispositionCode.StateCode	District Disposition Code Setup	Disposition Code Description	State Code	-	Disciplinary Action Category
4.19	Disciplinary Action Authority Code	K12. Discipline Info. StudentIncidentDisposition. Authority Code	Student Disposition	Information	Authority Code	K12.DisciplineInfo . Authority	Disciplinary Action Authority
4.20	Incident Disciplinary Action Duration Days	K12.DisciplineInfo.StudentIncident Disposition.ReassignmentDays	Student Disposition	Information	Start and End Date - or Reassignment Days	-	-
4.21	Student Instructional Support Indicator	K12.DisciplineInfo.StudentIncident Disposition.RecievesSupportServices	Student Disposition	Information	Receives Support Services	-	-
4.22	Expulsion Modification Category Code	K12.DisciplineInfo.StudentIncident Disposition.Modification	Student Disposition	Information	Authority Code	K12.Discipline. Modification	Expulsion Modification Category

STUDENT WAIVERS – (SWAV)

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table name	CALPADS Code Set
6.01	Record Type Code	Default to SWAV	-	-	-	-	Record Type CALPADS
6.02	Transaction Type Code	Calculated	-	-	-	-	Transaction Type CALPADS
6.03	Local Record ID	Calculated	-	-	-	-	-
6.04	Reporting LEA	K12.DistrictSetup.DistrictNumber	Organization	District	County Code + District Number	-	-
6.05	School of Attendance	K12.School.StateSchoolCode	Organization	School	State CTDS Code	-	-
6.06	Academic Year ID	RevYear.FullYear	-	-	-	-	-
6.07	SSID	K12.Student.StateStudentNumber	Student	tab Panel	State Student Number	-	-
6.08	Local Student ID	K12.Student.SISNumber	Student	tab Panel	Perm ID	-	-
6.09	Student Legal First Name	K12.Student.FirstName	Student	tab Panel	First Name	-	-
6.10	Student Legal Last Name	K12.Student.LastName	Student	tab Panel	Last Name	-	-
6.11	Student Birth Date	K12.Student.BirthDate	Student	Demographics	Birth Date	-	-
6.12	Student Gender Code	K12.Student.Gender	Student	Demographics	Gender	-	-
6.13	Education Regulatory Exemption Code	Calculated	-	-	-	-	Education Regulatory Exemption
6.14	Education Regulatory Exemption Outcome Code	K12.TestInfo.StudentTestWaiver.OutcomeCode	Student Test	Waiver	Outcome Code	-	Education Regulatory Exemption Outcome
6.15	Education Regulatory Exemption Outcome Start Date	K12.TestInfo.StudentTestWaiver.OutcomeDate	Student Test	Waiver	Outcome Date	-	-

STAFF DEMOGRAPHIC – (SDEM)

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table name	CALPADS Code Set
7.01	Record Type Code	Default to SDEM	-	-	-	-	Record Type CALPADS
7.02	Transaction Type Code	Calculated	-	-	-	-	Transaction Type CALPADS
7.03	Local Record ID	K12.Staff.StaffGu	-	-	-	-	-
7.04	Effective Start Date	Calculated	-	-	-	-	-
7.05	Effective End Date	Calculated	-	-	-	-	-
7.06	Reporting LEA	K12.DistrictSetup.DistrictNumber	Organization	District	County Code + District Number		-
7.07	Academic Year ID	RevYear.FullYear	-	-	-	-	-
7.08	SEID	K12.Staff.StateID	Staff	General	State ID	-	-
7.09	Local Staff ID	K12.Staff.BadgeNum	Staff	General	Local ID	-	-
7.10	Staff Legal First Name	K12.Staff.FirstName	Staff	tab Panel	First Name	-	-
7.11	Staff Legal Middle Name	K12.Staff.MiddleName	Staff	tab Panel	Middle Name	-	-
7.12	Staff Legal Last Name	K12.Staff.LastName	Staff	tab Panel	Last Name	-	-
7.13	Staff Alias First Name	K12.Staff.AKAFirstName	Staff	General	Former Names: First Name	-	-
7.14	Staff Alias Middle Name	K12.Staff.AKAMiddleName	Staff	General	Former Names: Middle Name	-	-
7.15	Staff Alias Last Name	K12.Staff.AKALastName	Staff	General	Former Names: Last Name	-	-
7.16	Staff Birth Date	K12.Staff.BirthDate	Staff	General	BirthDate	-	-
7.17	Staff Gender Code	K12.Staff.Gender	Staff	tab Panel	Gender	Revelation. Gender	Gender
7.18	Staff Hispanic Ethnicity Indicator	Calculated	Staff	General	Hispanic/Latino	Revelation. Hispanic Indicator	-
7.19	Staff Ethnicity Missing Indicator	Calculated	-	-	-	-	-
7.20	Staff Race 1 Code	K12.Staff.EthnicCode	Staff	General	Race	Revelation. Ethnicity	Race Category
7.21	Staff Race 2 Code	K12.Staff.EthnicCode	Staff	General	Race	Revelation. Ethnicity	Race Category
7.22	Staff Race 3 Code	K12.Staff.EthnicCode	Staff	General	Race	Revelation. Ethnicity	Race Category

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table name	CALPADS Code Set
7.23	Staff Race 4 Code	K12.Staff.EthnicCode	Staff	General	Race	Revelation. Ethnicity	Race Category
7.24	Staff Race 5 Code	K12.Staff.EthnicCode	Staff	General	Race	Revelation. Ethnicity	Race Category
7.25	Staff Race Missing Indicator	Calculated	-	-	-	-	-
7.26	Staff Highest Degree Code	K12.Staff.HighestEducationLevel	Staff	General	Highest Education Level	K12.Staff Education Level	Degree
7.27	Staff Employment Status Code	K12.Staff.DefaultPositionStatus	Staff	General	Position Status	K12.Staff.Position Status	Employment Status Category
7.28	Staff Employment Start Date	K12.Staff.HireDate	Staff	General	Hire Date	-	-
7.29	Staff Employment End Date	K12.Staff.ExitDate	Staff	General	Exit Date	-	-
7.30	Staff Service Years LEA	K12.Staff.YearsInDist	Staff	General	Years In District	-	-
7.31	Staff Service Years Total	K12.Staff.YearsOfEdSrvc	Staff	General	Years of Educational Service	-	-

STAFF ASSIGNMENT – (SASS)

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table name	CALPADS Code Set
8.01	Record Type Code	Default to SASS	-	-	-	-	Record Type CALPADS
8.02	Transaction Type Code	Calculated	-	-	-	-	Transaction Type CALPADS
8.03	Local Record ID	Calculated	-	-	-	-	-
8.04	Reporting LEA	K12.DistrictSetup.DistrictNumber	Organization	District	County Code + District Number	-	-
8.05	School of Assignment	K12.School.StateSchoolCode	Organization	School	State CTDS Code	-	-
8.06	Academic Year ID	RevYear.FullYear	-	-	-	-	-
8.07	SEID	K12.Staff.StateID	Staff	General	SEID	-	-
8.08	Local Staff ID	K12.Staff.BadgeNum	Staff	General	Local ID	-	-
8.09	Staff Legal First Name	K12.Staff.FirstName	Staff	tab Panel	First Name	-	-
8.10	Staff Legal Last Name	K12.Staff.LastName	Staff	tab Panel	Last Name	-	-
8.11	Staff Birth Date	K12.Staff.BirthDate	Staff	General	Birth Date	-	-
8.12	Staff Gender Code	K12.Staff.Gender	Staff	tab Panel	Gender	Revelation. Gender	Gender
8.13	Staff Job Classification Code	K12.Staff.DefaultJobClass	Staff	General	Job Class	K12.Staff.Job Class	Educational Service Job Classification
8.14	Staff Job Classification FTE Percentage	K12.Staff.Fte	Staff	General	FTE	-	-
8.15	Non Classroom Based Job Assignment Code 1	K12.StaffInfo.StaffDefaultSupportType	Staff	General	Default Support Type	K12.Staff. Support Type	Non Classroom Based or Support Assignment
8.16	Non Classroom Based Job Assignment Code 2	K12.StaffInfo.StaffDefaultSupportType	Staff	General	Default Support Type		
8.17	Non Classroom Based Job Assignment Code 3	K12.StaffInfo.StaffDefaultSupportType	Staff	General	Default Support Type		
8.18	Non Classroom Based Job Assignment Code 4	K12.StaffInfo.StaffDefaultSupportType	Staff	General	Default Support Type		
8.19	Non Classroom Based Job Assignment Code 5	K12.StaffInfo.StaffDefaultSupportType	Staff	General	Default Support Type		
8.20	Non Classroom Based Job Assignment Code 6	K12.StaffInfo.StaffDefaultSupportType	Staff	General	Default Support Type		
8.21	Non Classroom Based Job Assignment Code 7	K12.StaffInfo.StaffDefaultSupportType	Staff	General	Default Support Type		

COURSE SECTION ENROLLMENT– (CRSE)

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table name	CALPADS Code Set
9.01	Record Type Code	Default to CRSE	-	-	-	-	Record Type CALPADS
9.02	Transaction Type Code	Calculated	-	-	-	-	Transaction Type CALPADS
9.03	Local Record ID	Calculated	-	-	-	-	
9.04	Reporting LEA	K12.DistrictSetup.DistrictNumber	Organization	District	County Code + District Number	-	
9.05	School of Course Delivery	K12.School.StateSchoolCode	Organization	School	State CTDS Code	-	
9.06	Academic Year ID	RevYear.FullYear	-	-	-	-	
9.07	CRS-State Course Code	K12.CourseInfo.Course.StateCategory Code	District Course	Course	Category Code	K12.CourseInfo.State Cat	Course Group State
9.08	CRS-Local Course ID	K12.CourseInfo.Course.CourseID	District Course	tab Panel	Course ID	-	
9.09	CRS-Course Name	K12.CourseInfo.Course.CourseTitle	District Course	tab Panel	Course Title	-	
9.10	CRS-Course Content Code	K12.CourseInfo.Course.VocEdType	District Course	Course	Voc Ed Type	K12.CourseInfo.VOC Ed Type	Education Program Course Content
9.11	CRS-NCLB Core Course Instructional Level Code	K12.CourseInfo.Course.NCLBCore	District Course	Course	NCLB Core	K12.CourseInfo.NCLB_CORE	NCLB Core Course Indicator and Instructional Level
9.12	CRS-CTE Technical Preparation Course Indicator	K12.CourseInfo.Course.TechnicalCourse	District Course	Course	Technical Course (Check Box)	-	
9.13	CRS-UC CSU Approved Indicator	K12.CourseInfo.Course.College Approved	District Course	Course	College Approved	-	
9.14	Course Section ID	K12.ScheduleInfo.Section.SectionID	Section	tab Panel	Section ID	-	
9.15	Academic Term Code	K12.ScheduleInfo.Section.TermCode	Section	Current Students	Term Code	K12.ScheduleInfo.Term Code	Academic Term
9.16	SEID	K12.Staff.StateID	Staff	General	State ID	N/A	
9.17	Local Staff ID	K12.Staff.BadgeNum	Staff	General	Badge Number	N/A	
9.18	Class ID	K12.ScheduleInfo.Section.SectionID	Section	tab Panel	Class ID	N/A	

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table name	CALPADS Code Set
9.19	Course Section Instructional Level Code	K12.CourseInfo.Course.Instructional Level	District Course	Course	Instructional Level	K12.CourseInfo.Instructional Level	Course Non Standard Instructional Level
9.20	Education Service Code	K12.Staff.ELLIndicator	Staff	General	ELL Indicator	K12.CourseInfo.ELL Indicator	Education Service English Learners
9.21	Language of Instruction Code	K12.Staff.LanguageOfInstruction	Staff	General	Language Of Instruction	K12.Language	Language
9.22	Instructional Strategy Code	K12.ScheduleInfo.Section.Instructional Strat	Section	Current Students	Instructional Strategy	K12.ScheduleInfo.Instructional Strategy	Instructional Strategy
9.23	Independent Study Indicator	K12.ScheduleInfo.Section.Independent StudyCourse (checkbox)	Section	Current Students	Independent Study (Check Box)	-	-
9.24	Distance Learning Indicator	K12.ScheduleInfo.Section.Distance Learning (checkbox)	Section	Current Students	Distance Learning (Check Box)	-	-
9.25	Multiple Teacher Code	K12.ScheduleInfo.Section.Team Teaching	Section	Additional Staff	Team Teaching	K12.ScheduleInfo.Team Teaching	Multiple Teacher Instruction Strategy Category
9.26	Education Program Funding Source Code	K12.CourseInfo.Course.FundingSource	District Course	Course	Funding Source	K12.CourseInfo.Funding Source	Education Program Funding Source
9.27	CTE Course Section Provider Code	K12.CourseInfo.Course.Technical Provider	District Course	Course	Technical Provider	K12.CourseInfo.Technical Provider	Career Technical Education Funding Provider Category
9.28	HQT Competency Code	K12.Staff.StaffCourseQualification.QualMethod	Staff	Credentials	Qual Method	K12.Staff.Qual Method	Content Area Competency Category

COURSE SECTION COMPLETION – (CRSC)

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table name	CALPADS Code Set
9.01	Record Type Code	Default to CRSC	-	-	-	-	Record Type CALPADS
9.02	Transaction Type Code	Calculated	-	-	-	-	Transaction Type CALPADS
9.03	Local Record ID	Calculated	-	-	-	-	-
9.04	Reporting LEA	K12.DistrictSetup.DistrictNumber	Organization	District	County Code + District Number	-	-
9.05	School of Course Delivery	K12.School.StateSchoolCode	Organization	School	State CTDS Code	-	-
9.06	Academic Year ID	RevYear.FullYear	-	-	-	-	-
9.07	CRS-State Course Code	K12.CourseInfo.Course.StateCategoryCode	District Course	Course	Category Code	K12.CourseInfo.State Cat	Course Group State
9.08	CRS-Local Course ID	K12.CourseInfo.Course.CourseID	District Course	tab Panel	Course ID	N/A	-
9.09	CRS-Course Name	K12.CourseInfo.Course.CourseTitle	District Course	tab Panel	Course Title	N/A	-
9.10	CRS-Course Content Code	K12.CourseInfo.Course.VocEdType	District Course	Course	Voc Ed Type	K12.CourseInfo.VOC Ed Type	Education Program Course Content
9.11	CRS-NCLB Core Course Instructional Level Code	K12.CourseInfo.Course.NCLBCore	District Course	Course	NCLB Core	K12.CourseInfo.NCLB_CORE	NCLB Core Course Indicator and Instructional Level
9.12	CRS-CTE Technical Preparation Course Indicator	K12.CourseInfo.Course.Technical Course	District Course	Course	Technical Course (Check Box)	N/A	-
9.13	CRS-UC CSU Approved Indicator	K12.CourseInfo.Course.College Approved	District Course	Course	College Approved	N/A	-
9.14	Course Section ID	K12.ScheduleInfo.Section.SectionID	Section	tab Panel	Section ID	N/A	-
9.15	Academic Term Code	K12.ScheduleInfo.Section.TermCode	Section	Current Students	Term Code	K12.ScheduleInfo.Term Code	Academic Term
9.16	SEID	K12.Staff.StateID	Staff	General	State ID	N/A	-
9.17	Local Staff ID	K12.Staff.BadgeNum	Staff	General	Badge Number	N/A	-
9.18	Class ID	K12.ScheduleInfo.Section.SectionID	Section	tab Panel	Class ID	N/A	-

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table name	CALPADS Code Set
9.19	Course Section Instructional Level Code	K12.CourseInfo.Course.InstructionalLevel	District Course	Course	Instructional Level	K12.CourseInfo.Instructional Level	Course Non Standard Instructional Level
9.20	Education Service Code	K12.Staff.ELLIndicator	Staff	General	ELL Indicator	K12.CourseInfo.ELL Indicator	Education Service English Learners
9.21	Language of Instruction Code	K12.Staff.LanguageOfInstruction	Staff	General	Language Of Instruction	K12.Language	Language
9.22	Instructional Strategy Code	K12.ScheduleInfo.Section.InstructionalStrat	Section	Current Students	Instructional Strategy	K12.ScheduleInfo.Instructional Strategy	Instructional Strategy
9.23	Independent Study Indicator	K12.ScheduleInfo.Section.Independent StudyCourse (checkbox)	Section	Current Students	Independent Study (Check Box)	-	-
9.24	Distance Learning Indicator	K12.ScheduleInfo.Section.Distance Learning (checkbox)	Section	Current Students	Distance Learning (Check Box)	-	-
9.25	Multiple Teacher Code	K12.ScheduleInfo.Section.Team Teaching	Section	Additional Staff	Team Teaching	K12.ScheduleInfo.Team Teaching	Multiple Teacher Instruction Strategy Category
9.26	Education Program Funding Source Code	K12.CourseInfo.Course.FundingSource	District Course	Course	Funding Source	K12.CourseInfo.Funding Source	Education Program Funding Source
9.27	CTE Course Section Provider Code	K12.CourseInfo.Course.Technical Provider	District Course	Course	Technical Provider	K12.CourseInfo.Technical Provider	Career Technical Education Funding Provider Category
9.28	HQT Competency Code	K12.Staff.StaffCourseQualification.QualMethod	Staff	Credentials	Qual Method	K12.Staff.Qual Method	Content Area Competency Category

STUDENT COURSE SECTION ENROLLMENT – (SCSE)

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table name	CALPADS Code Set
10.01	Record Type Code	Defaults to SCSE	-	-	-	-	Record Type CALPADS
10.02	Transaction Type Code	Calculated	-	-	-	-	Transaction Type CALPADS
10.03	Local Record ID	Calculated	-	-	-	-	-
10.04	Reporting LEA	K12.DistrictSetup.DistrictNumber	Organization	District	County Code + District Number	-	-
10.05	School of Course Delivery	K12.School.StateSchoolCode	Organization	School	State CTDS Code	-	-
10.06	Academic Year ID	RevYear.FullYear	-	-	-	-	-
10.07	SSID	K12.Student.StateStudentNumber	Student	tab Panel	State Student Number	-	-
10.08	Local Student ID	K12.Student.SISNumber	Student	tab Panel	Perm ID	-	-
10.09	Student Legal First Name	K12.Student.FirstName	Student	tab Panel	First Name	-	-
10.10	Student Legal Last Name	K12.Student.LastName	Student	tab Panel	Last Name	-	-
10.11	Student Birth Date	K12.Student.BirthDate	Student	Demographics	Birth Date	-	-
10.12	Student Gender Code	K12.Student.Gender	Student	Demographics	Gender	Revelation.Gender	Gender
10.13	Local Course ID	K12.CourseInfo.Course.CourseID	District Course	tab Panel	Course ID	-	-
10.14	Course Section ID	K12.ScheduleInfo.Section.SectionID	Section	tab Panel	Class ID	-	-
10.15	Academic Term Code	K12.ScheduleInfo.Section.TermCode	Section	Current Students	Term Code	K12.ScheduleInfo.Term Codes	Academic Term
10.16	Student Credits Attempted	Filler - Not Used in SCSE					
10.17	Student Credits Earned	Filler - Not Used in SCSE					
10.18	Student Course Final Grade	Filler - Not Used in SCSE					
10.19	UC/CSU Admission Requirement Code	K12.CourseInfo.Course.UniversityArea1	District Course	Course	University Area 1	K12.CourseInfo.University Subject Area	College Admission Requirement
10.20	Marking Period Code	Filler - Not Used in SCSE					

STUDENT COURSE SECTION COMPLETION– (SCSC)

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table name	CALPADS Code Set
10.01	Record Type Code	Defaults to SCSC	-	-	-	-	Record Type CALPADS
10.02	Transaction Type Code	Calculated	-	-	-	-	Transaction Type CALPADS
10.03	Local Record ID	Calculated	-	-	-	-	-
10.04	Reporting LEA	K12.DistrictSetup.DistrictNumber	Organization	District	County Code + District Number	-	-
10.05	School of Course Delivery	K12.School.StateSchoolCode	Organization	School	State CTDS Code	-	-
10.06	Academic Year ID	RevYear.FullYear	-	-	-	-	-
10.07	SSID	K12.Student.StateStudentNumber	Student	tab Panel	State Student Number	-	-
10.08	Local Student ID	K12.Student.SiSNumber	Student	tab Panel	Perm ID	-	-
10.09	Student Legal First Name	K12.Student.FirstName	Student	tab Panel	First Name	-	-
10.10	Student Legal Last Name	K12.Student.LastName	Student	tab Panel	Last Name	-	-
10.11	Student Birth Date	K12.Student.BirthDate	Student	Demographics	Birth Date	-	-
10.12	Student Gender Code	K12.Student.Gender	Student	Demographics	Gender	Revelation. Gender	Gender
10.13	Local Course ID	K12.CourseInfo.Course.CourseID	District Course	tab Panel	Course ID	-	-
10.14	Course Section ID	K12.ScheduleInfo.Section.SectionID	Section	tab Panel	Class ID	-	-
10.15	Academic Term Code	K12.ScheduleInfo.Section.TermCode	Section	Current Students	Term Code	K12.Schedule Info.Term Codes	Academic Term
10.16	Student Credits Attempted	K12.CourseHistoryInfo.StudentCourse History.CreditAttempted	Student Course History	Course History	Credit Attempted	-	-
10.17	Student Credits Earned	K12.CourseHistoryInfo.StudentCourse History.CreditCompleted	Student Course History	Course History	Credit Earned	-	-
10.18	Student Course Final Grade	K12.CourseHistoryInfo.StudentCourse History.MarkDD	Student Course History	Course History	Mark	K12.Course HistoryInfo.Mark	
10.19	UC/CSU Admission Requirement Code	K12.CourseInfo.Course.UniversityArea1	District Course	Course	University Area 1	K12.CourseInfo. University Subject Area	College Admission Requirement
10.20	Marking Period Code	K12.CourseHistoryInfo.StudentCourse History.TermCode	Student Course History	Course History	Term Code	K12.CourseHisto ryInfo. Term Code	Academic Term

STUDENT CAREER TECHNICAL EDUCATION (SCTE)

Field #	Public Name	Edupoint BO and Property	Synergy SIS Location	tab	Field Name	Look-up table name	CALPADS Code Set
11.01	Record Type Code	Defaults to SCTE	-	-	-	-	Record Type CALPADS
11.02	Transaction Type Code	Calculated	-	-	-	-	Transaction Type CALPADS
11.03	Local Record ID	Calculated	-	-	-	-	-
11.04	Reporting LEA	K12.DistrictSetup.DistrictNumber	Organization	District	County Code + District Number	-	-
11.05	School of Attendance	K12.School.StateSchoolCode	Organization	School	State CTDS Code	-	-
11.06	Academic Year ID	RevYear.FullYear	-	-	-	-	-
11.07	SSID	K12.Student.StateStudentNumber	Student	tab Panel	State Student Number	-	-
11.08	Local Student ID	K12.Student.SiSNumber	Student	tab Panel	Perm ID	-	-
11.09	Student Legal First Name	K12.Student.FirstName	Student	tab Panel	First Name	-	-
11.10	Student Legal Last Name	K12.Student.LastName	Student	tab Panel	Last Name	-	-
11.11	Student Birth Date	K12.Student.BirthDate	Student	Demographics	Birth Date	-	-
11.12	Student Gender Code	K12.Student.Gender	Student	Demographics	Gender	Revelation. Gender	Gender
11.13	CTE Pathway Code	Calculated	Student CTE	CTE	-	-	-
11.14	CTE Pathway Completion Academic Year ID	Calculated	Student CTE	CTE	-	-	-