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*Aeries Student Information System*  
**Create CBEDS OPUS Files – SIF/CDIF and PAIF**

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The **California Basic Educational Data System** - Online Public Update for Schools (CBEDS-OPUS) logon page is used to provide access to CBEDS Professional Assignment Information Form (PAIF) resources and the CBEDS-OPUS application which was used to report School Information Form (SIF) and County District Information Form (CDIF) data.

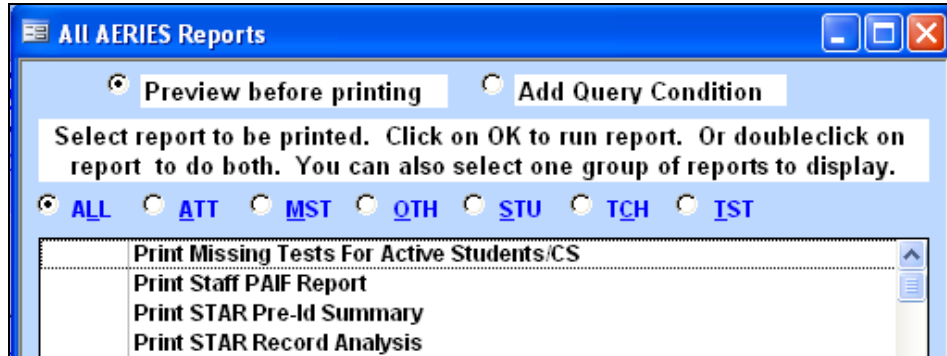
The Aeries **Create CBEDS OPUS Files** form allows you to create the SIF/CDIF or PAIF files. This form is only available from the District version and is a **Setup** form that allows you to translate specific information to be loaded into the files. The schools to be extracted are also selected from this form. Specific sections of the CDIF and SIF reports can be selected. It is highly suggested that all information extracted should be manually verified for accuracy. After the files are created they can then be imported into the CBEDS DEA software.

The **Staff PAIF Report** has been created to print in the same layout as the CBEDS PAIF form that is provided by CDE. It is highly suggested that this report be generated prior to utilizing the **Create CBEDS OPUS Files** form. The **Staff PAIF Report** can assist you with verifying the data prior to it being loaded into the PAIF file.

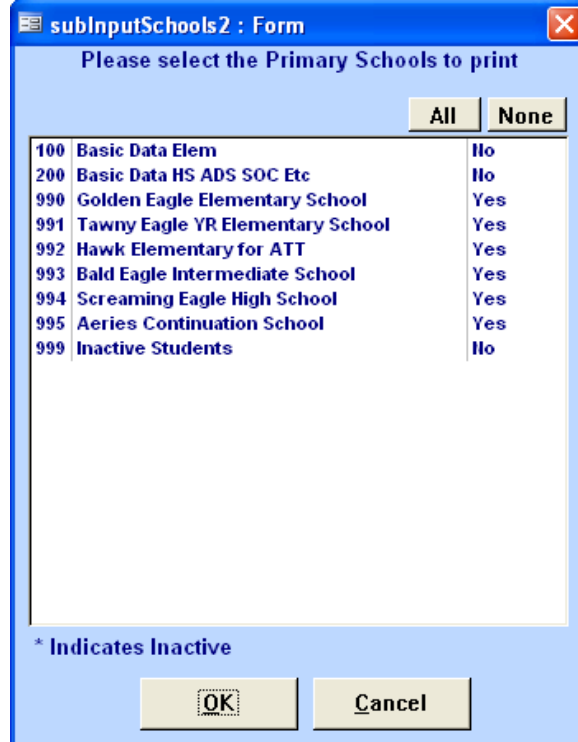
## Staff PAIF Report

The **Staff PAIF Report** can be generated from either the School or District version of Aeries and will print in the same layout as the CBEDS PAIF form utilized by CDE. This report can be utilized to verify all data loaded into the PAIF file created from the Aeries **Create CBEDS OPUS Files** form

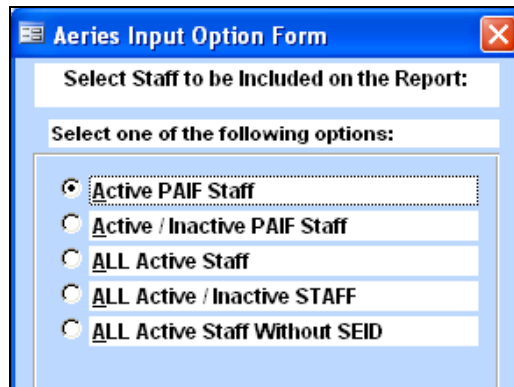
To generate the report, locate the **Staff PAIF Report** from **View All Reports**. Double click the mouse on the report.



If the report is generated from the District Version the **School Selection** box will display. Select the schools to be included on this report.



The following selection box will display and allow you to run various forms of this report.



The screenshot shows a window titled "Aeries Input Option Form". Inside the window, there is a section labeled "Select Staff to be Included on the Report:". Below this, there is a prompt "Select one of the following options:" followed by a list of five radio button options:

- Active PAIF Staff
- Active / Inactive PAIF Staff
- ALL Active Staff
- ALL Active / Inactive STAFF
- ALL Active Staff Without SEID

- **Active PAIF Staff** – will only print active Staff members to be loaded into the file that have an SEID number and **Job Classification (STJ.JC)** records with code 10, 11, 12, 25, 26, 27 added to the **Job Assignment** tab.
- **Active / Inactive PAIF Staff** - will print ALL Staff members that have an SEID number and **Job Classification (STJ.JC)** records with code 10, 11, 12, 25, 26, 27 added to the **Job Assignment** tab.
- **ALL Active Staff** - will print ALL active Staff members regardless if the have an **SEID** number or **Job Classification (STJ.JC)** records.
- **ALL Active / Inactive Staff** - will print ALL Staff members regardless if the have an **SEID** number or **Job Classification (STJ.JC)** records.
- **ALL Active Staff Without SEID** - will print ALL active Staff members that **DO NOT** have an SEID number.

After selecting the version of the report to be generated click the mouse on the **OK** button. The following report will display. The information printed will contain all data that will be loaded into the PAIF file.

<b>Eagle Unified School District</b>				2/26/2010
2009-2010		<b>Professional Assignment Information Form</b>		Page 1
<b>CDS Code</b>	<b>District Name</b>	<b>School Name</b>	<b>State ID</b>	
65999999999999999999	Eagle Unified School District	Bald Eagle Intermediate School	123456789	
<b>Legal Name</b>				
<b>Last Name</b>		<b>First Name</b>	<b>Middle Initial</b>	<b>Staff ID</b>
Acosta		Julia		123456
<b>Name on Credential / Alias Name</b>				<b>Most Recent Credential</b>
<b>Last Name</b>		<b>First Name</b>	<b>Middle Initial</b>	
Smith		Julia		123456789
<b>Ethnicity</b>	<b>Birthdate</b>	<b>Gender</b>	<b>District Years Service</b>	<b>Total Years Service</b>
Hispanic: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6/8/1963	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	12	12
<b>Race</b>				
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Lactian	<input type="checkbox"/> Other Pacific Islander		
<input type="checkbox"/> Chinese	<input type="checkbox"/> Cambodian	<input type="checkbox"/> Filipino		
<input type="checkbox"/> Japanese	<input type="checkbox"/> Other Asian	<input checked="" type="checkbox"/> Black or African American		
<input type="checkbox"/> Korean	<input type="checkbox"/> Hawaiian	<input type="checkbox"/> White		
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Guamanian			
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Samoan			
<b>Highest Educational Level</b>		<b>Employment Status</b>		<b>Job Classification and FTE percentage</b>
<input type="checkbox"/> Doctorate <input type="checkbox"/> Master's degree plus 30 or more semester hours <input type="checkbox"/> Master's degree <input checked="" type="checkbox"/> Bachelor's degree plus 30 or more semester hours <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Less than Bachelor's degree		<input checked="" type="checkbox"/> Tenured <input type="checkbox"/> Probationary <input type="checkbox"/> Long Term Substitute or temporary em <input type="checkbox"/> Other		<input type="checkbox"/> Teacher <input type="text"/> <input checked="" type="checkbox"/> Administrator <input type="text" value="60%"/> <input type="checkbox"/> Pupil Services <input type="text"/>

Depending on which version of the report is generated, messages will display at the bottom of the report indicating why the staff member will not be included in the PAIF file.

The following message will display if the Staff member is flagged as **Inactive** in the **Tag** field on the **Staff** form.

<input type="checkbox"/> Less than Bachelor's degree
<b>*** Inactive Staff ***</b>

<b>Birthdate</b>	<b>Tag</b>
6/08/1963	I
<b>FTE</b>	<b>Pos Stat</b>
120	1

The following message will display if the Staff member **does not** have a number entered into the **State Educator ID** field on the **Staff** form.

<b>State Educator ID</b>
[Empty Field]
<b>Zipcode/Extn</b>

<b>Staff Member will not be included in PAIF Extract because there is no State ID (SEID) in STF</b>
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The following message will display if the Staff member has a number entered into the **State Educator ID** field on the **Staff** form but **does not** have a **Job Classification** code added to the **Job Assignment** tab.



The screenshot shows a software interface with two tabs: 'Other Demographics' and 'Job Assignme'. The 'Job Assignme' tab is active. Below the tabs, there is a section titled 'Job Classification'. A dropdown menu is open, showing a list of options. The first visible option is 'Non Classroom Based Job Ass'.

**Staff Member will not be included in PAIF Extract because there are no Job Assignments in STJ**

The following message will display if the Staff member **does not** have a number entered into the **State Educator ID** field on the **Staff** form and **does not** have a **Job Classification** code added to the **Job Assignment** tab.

**Staff Member will not be included in PAIF Extract because there is no State ID (SEID) in STF No Job Assignments in STJ**

### **Create PAIF Files**

The PAIF files are created from the District database. The program will connect to all school databases that are selected in the **Extract School** listing. The **Staff** information will be pulled from each school database into the PAIF file that gets created.

**NOTE: The Client Server version will pull the data directly from the SQL database.**

Click the mouse on the **PAIF Information Day** radio button. The date will default to the PAIF Information Day date. Enter the path where the file will be stored in the **Path to Data Files**.

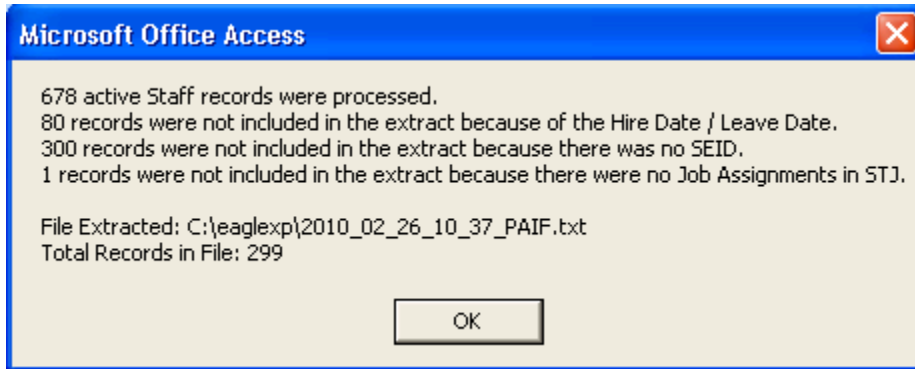
The schools to be extracted will default to the schools flagged in **School Options** as **Regular** session and are active. To select or de-select the schools click the mouse on the school name and the **Save Schools** button will now display. To save the schools selected click the mouse on the **SAVE Schools** button. If you exit the form and re-enter the form, the **Saved** schools will default to be extracted.

Click the mouse on the **Create PAIF File** button and the following message will display. To continue click the mouse on the **Yes** button.



**NOTE:** It is highly suggested that the data is verified that is extracted into the PAIF file.

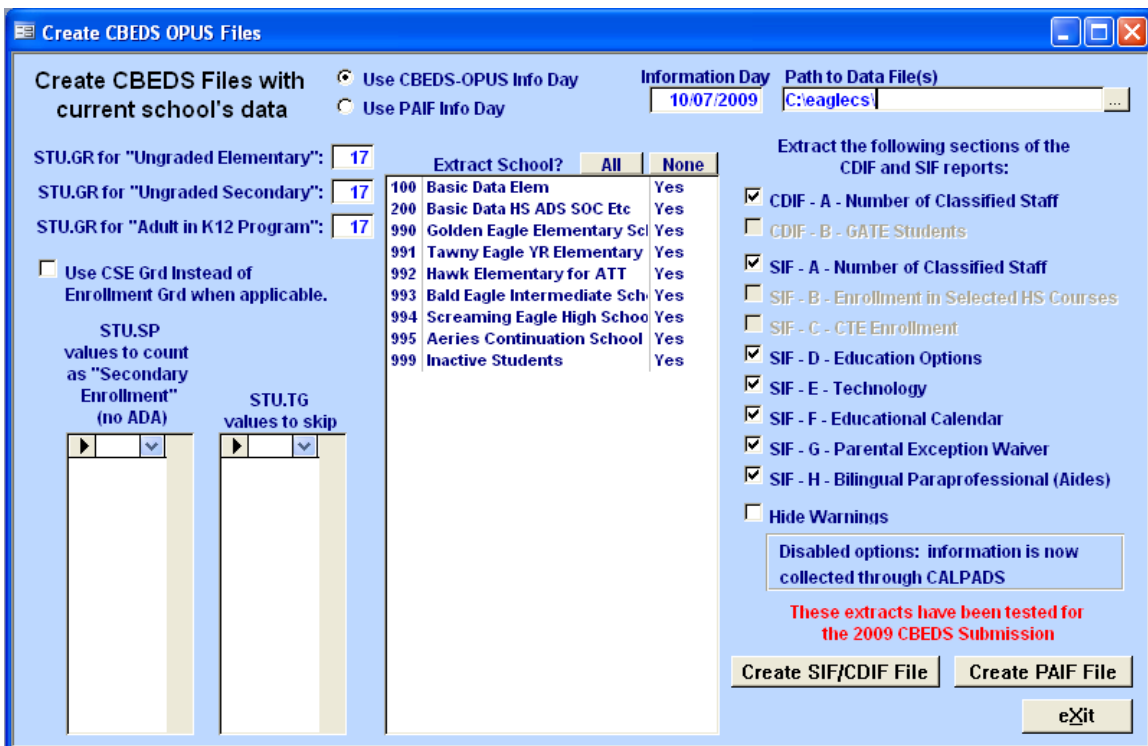
The following message will display indicating the number of records processed, number of records that were not included in the extract, where the file was saved along with the total number of records loaded into the file. Click the mouse on the **OK** button. The PAIF file will be created and stored in the path selected.



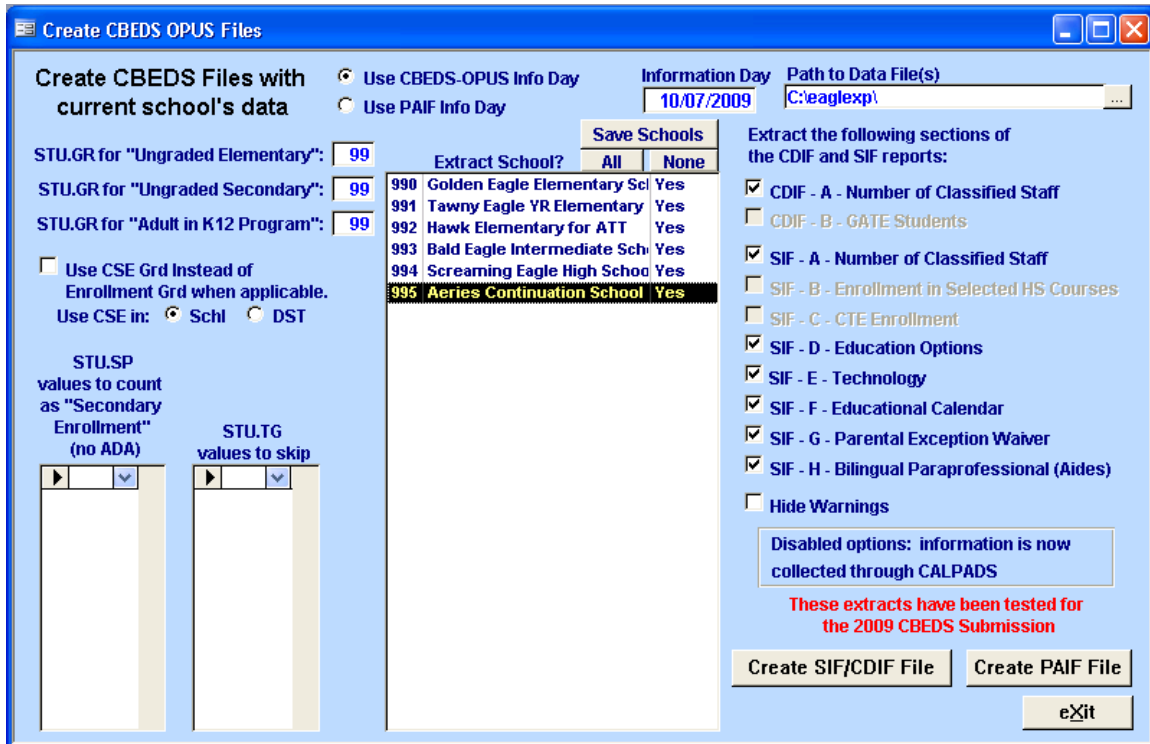
### Create CBEDS SIF/CDIF Files Options

The following information will provide specific details about each of the options available for creating the CBEDS SIF/CDIF files.

- **Use CBEDS OPUS Info Day** - CBEDS day and should be October 7, 2009.
- **Path to Data Files** - path where the files will be stored.
- **STU.GR for** – will determine how your district populates certain grade levels.



- **Extract School** - identifies the schools to be extracted into the file.
- **Use CSE Grade** - will utilize student's grade level from the **CSE** table instead of the attendance enrollment grade level.



- **Use CSE in** - determines where your district manages this data in either the School or District databases (**will NOT display on Client Server**).
- **STU.SP Values** - identifies which **Attendance Program (STU.SP)** codes count as a “Secondary Enrollment” for students with duplicate enrollment in multiple schools.
- **STU.TG Values to Skip** - identifies **Inactive Status (STU.TG)** codes to be skipped

## Data Processed for SIF

The information used to generate the SIF aggregates comes from different fields. The following is a list of the fields processed and how they are used.

<b>Table</b>	<b>Field</b>	<b>Description</b>
<b>STU</b>	<b>GR</b>	Student Grade should be populated.
	<b>SP</b>	Student Attendance Program meaning "Secondary Enrollment" for students with concurrent enrollments should be used.
	<b>TG</b>	Inactive Status Tags can be identified for the system to skip. Only codes like "*" should normally be marked on the form as being skipped.
	<b>DG</b>	Date Graduated should be populated for all graduated students. This date is used to determine if students should be counted as a graduate or a dropout for this CBEDS count.
	<b>HSG</b>	High School Graduation Status should be populated for all graduated students. The codes used for this field can be customized to meet the local needs of each district. This code is used to determine if students should be counted as a graduate or a dropout for this CBEDS count
	<b>SWR</b>	Summer Withdrawal Reason should be populated for every student in this year and last who left during the summer. This code is used to determine if the student was a Dropout.
	<b>LD</b>	Leave Date should be populated for any student with a Summer Withdrawal Reason. This date is used to determine if the student should be counted in this CBEDS count.
	<b>CID</b>	CSIS ID should be populated for all students. This field is used to track students across schools so that a student is only counted once in this CBEDS count.
	<b>ID</b>	Permanent ID number must be populated for each student. This field is used to track students across schools so that a student is only counted once in this CBEDS count.
	<b>SX</b>	Student Sex is used in various CBEDS counts.
	<b>HS</b>	CSIS Home School field can be used to identify students in a certain school who should actually be counted in a different school. Do not use this field for concurrent enrollments, only for students in an Independent Study school or something similar.

<b>STU</b>	<b>ETH &amp; RC1-5</b>	The program will check for values in ETH or RC1. If both fields are not populated, then it will use the old Ethnic fields. The extract process looks at these fields to determine which CBEDS ethnic code group to count the student in.
	<b>EC &amp; EC2-6</b>	These fields will only be used if ETH and RC1 are not populated. The extract process looks at these fields to determine which CBEDS ethnic code group to count the student in.

<b>ATT</b>	<b>DT</b>	Attendance Enrollment is very important to be populated. This information helps the system determine who to count on CBEDS day and other aggregates.
	<b>GR</b>	Grade Level in Attendance Enrollment should accurately indicate which grade level the student should be counted.
	<b>RS</b>	Exit Reasons are critical to the system to determine Dropouts and Mid-Year Graduates. All Attendance Enrollment Leave Records need to have an Exit Reason.

<b>ENR</b>	<b>All</b>	Enrollment History table is used to determine the most recent enrollment for a student. This data must be up-to-date and accurate.
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<b>PGM</b>	<b>CD</b>	The following Special Program Codes are used by the system: <ul style="list-style-type: none"> <li>• 109 – Alt Ed Magnet</li> <li>• 111 – Alt Ed Independent Study</li> <li>• 165 – Alternative School and Program of Choice</li> <li>• 167 – Smaller Learning Community</li> <li>• 169 – Thematic School or Program</li> </ul>
	<b>PSD</b>	Program Start Date must be populated for every PGM record.
	<b>PED</b>	Program End Date should be populated for every student who exited the program. Students who leave school or graduate do not need this populated. The system will know how to handle it.

<b>TCH</b>	<b>ID, ID2, ID3</b>	Staff ID fields in the TCH table need to be populated for every active teacher. This allows the system to associate Staff records with teachers and their classes. The PAIF extract will automatically divide classes between multiple staff assignments when more than 1 staff ID is provided on a TCH record.
	<b>CB</b>	CBEDS Code field needs to be populated for Elementary Teachers that do not have sections.

	<b>NCC</b>	NCLB Core Course field needs to be populated for Elementary Teachers that do not have sections.
	<b>HQT, HQ2, HQ3</b>	Highly Qualified Teacher fields need to be populated for Elementary Teachers that do not have sections. Each of these fields corresponds to a Staff ID field. Normally only one of these will be populated for a TCH record.

<b>MST</b>	<b>SCL</b>	School field in the Master Schedule should be populated for any section that is taught at another institution but you track in your master schedule for informational purposes. Any value in this field other than a zero (0) will result in this section being skipped by the CBEDS extract.
	<b>TS</b>	Total Students needs to be up-to-date. Run a Master Schedule Report to make sure that all master schedule totals are correct.
	<b>TB</b>	Total Boys needs to be up-to-date. Run a Master Schedule Report to make sure that all master schedule totals are correct.
	<b>TG</b>	Total Girls needs to be up-to-date. Run a Master Schedule Report to make sure that all master schedule totals are correct.
	<b>SM</b>	Semester Code needs to be populated with a valid term from the TRM table. Only currently active sections from the current term will be used for PAIF Staff Assignments.
	<b>TN, TN2, TN3</b>	Teacher Number fields need to be populated for each section. Although usually only one of these fields will ever be populated, the 3 fields can be used to indicate team teaching of job sharing situations where the assignment is divided between multiple teachers.
	<b>CN</b>	Every section needs a Course associated with it.
	<b>PD</b>	Period needs to be filled in. The PAIF Assignments process uses this field to determine distinct classes.
	<b>BL</b>	Period Block needs to be populated if a particular section meets for more than 1 period. General Scheduling rules apply to this field.
	<b>HQT, HQ2, HQ3</b>	Highly Qualified Teacher fields need to be populated for every section. Each of these fields corresponds to a Teacher Number field. Normally only one of these will be populated for a MST record.

<b>TRM</b>	<b>All</b>	All Terms used by every school need to be identified in each school's TRM table. Start and End Dates should be verified and correct.
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<b>STF</b>	<b>PSC</b>	Primary School needs to be identified for each Staff record so the system knows which school to count this employee in.
	<b>ID</b>	Every Staff member needs a unique District Staff ID Number.
	<b>HD</b>	Hire Date is needed to determine who was employed on CBEDS day.
	<b>LD</b>	Leave Date should be populated for all employees who are no longer working for the district.
	<b>TG</b>	Employment Status Tag should be populated for all employees who stopped working prior to CBEDS day.
	<b>SX</b>	Sex of the Staff member is important for SIF aggregates.
	<b>ETH &amp; RC1-5</b>	Staff Ethnicity Flag and Race Code are necessary for various aggregates. If ETH and RC1 are not populated, then the extract will use the old ethnic codes.
	<b>EC &amp; EC2-6</b>	Staff Ethnic Codes are necessary for various aggregates. These codes will be used only if ETH and RC1 are not populated
	<b>TP</b>	% Time Employed (FTE) should be populated to determine full time or part time status. Anything greater than 96 will be considered full time and any value over 106 will be considered "Over 100".
	<b>LN, FN, MN</b>	Legal Last, First, and Middle Name needs to be populated to be able to match up with credentialing information from CTC.
	<b>LNP, FNP, MNP</b>	Previous Last, First, and Middle Name needs to be populated to be able to match up with credentialing information from CTC.
	<b>BY</b>	Birth Year needs to be populated for the PAIF file.
	<b>EL</b>	Education Level needs to be populated for the PAIF file.
	<b>TYS</b>	Total Years of Teaching needs to be populated for the PAIF file.
	<b>TYD</b>	Total Years of Teaching in This District is needed for the PAIF file.
	<b>PS</b>	Position Status needs to be populated for the PAIF file.

<b>STA</b>	<b>PT</b>	% Time for Each Staff Assignment needs to be populated for all Classified Assignments. Only records with a value greater than zero will be counted by the system.
	<b>JC</b>	<p>Job Classification needs to be populated for every Classified Assignment. The following are the codes used for the various SIF aggregates:</p> <ul style="list-style-type: none"> <li>• Paraprofessional – 23, 42, 52</li> <li>• Office/Clerical – 19, 44, 53, 58</li> <li>• Other – 24, 43, 45, 54, 55, 57, 59</li> </ul>

<b>STC</b>	<b>DN</b>	Credential Document Number needs to be populated for at least 1 STC record.
	<b>TY</b>	<p>Credential Type needs to be populated for the PAIF file. The following codes are used to populate certain fields in the PAIF file.</p> <ul style="list-style-type: none"> <li>• Full Credential – “1”, “7”</li> <li>• University Internship – “2”</li> <li>• District Internship – “3”</li> <li>• Pre Intern – “4”</li> <li>• Emergency – “5”</li> <li>• Waiver – “6”</li> </ul>
	<b>CD</b>	Credential Code (Authorized Teaching Area) needs to be populated for each record. The following codes are used to populate certain fields in the PAIF file.
		<ul style="list-style-type: none"> <li>• Elementary – “01”</li> <li>• Secondary – between “10” and “25”</li> <li>• General Secondary – “10”</li> <li>• Agriculture – “11”</li> <li>• Art – “12”</li> <li>• Business – “13”</li> <li>• English = “14”</li> <li>• Foreign Language – “15”</li> <li>• Health – “16”</li> <li>• Home Economics – “17”</li> <li>• Industrial Technology – “18”</li> <li>• Life Science – “19”</li> <li>• Math – “20”</li> <li>• Music – “21”</li> <li>• Physical Education – “22”</li> <li>• Physical Science – “23”</li> <li>• Social Science – “24”</li> <li>• Career Tech Ed (Voc Ed) – “25”</li> </ul>

		<ul style="list-style-type: none"> <li>• Special Education – “02”</li> <li>• Reading – “03”</li> <li>• BCC – “50”, “51”, “52”</li> <li>• ELD – “50”, “51”, “52”, “54”, “55”, “56”, “57”, “58”, “60”, “61”</li> <li>• SDAIE – “50”, “51”, “52”, “54”, “55”, “56”, “57”, “59”, “60”</li> <li>• Adult – “07”</li> <li>• Special Subjects – “08”</li> </ul>
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<b>AUT</b>	<b>DT</b>	Authorization date is used to determine if the waiver is between the valid date range.
	<b>TY</b>	This field is used to determine the authorization type. The extract will use only TY = “3”
	<b>ST</b>	The extract uses this field to determine the status of the waiver (requested or granted)

**Changes to the Create CBEDS OPUS Extract on 10/09/2009**

CDIF Form:

- Gifted and Talented Education (section B): Option is disabled. This information is no longer collected through CBEDS; now collected through CALPADS.

SIF Form:

- Enrollment in Selected High School Courses - grades 7-12 (section B): Option is disabled. This information is no longer collected through CBEDS; now collected through CALPADS.
- Career Technical Education Enrollment (section C): Option is disabled. This information is no longer collected through CBEDS; now collected through CALPADS.
- Educational Options (section D): The following lines are not included in the extract since it is no longer collected through CBEDS:
  - Line 2 – AVID
  - Line 3 – California Partnership Academies
  - Line 4 – Independent Study (not adult education students)
  - Line 5 - International Baccalaureate Programs
  - Line 7 – Opportunity
  - Line 8 – Pregnant/Parenting
  - Line 10 – Specialized Secondary Program
  - Line 12 – Other

- Parental Exception Waiver from English-Language Classroom (section G): This section has been added to the extract. It looks at the AUT table (date range 10/01/2008-10/07/2009) table counts the waivers requested and the ones granted (AUT.ST = 1)
- Bilingual Paraprofessionals (aides) Providing Services to ELs (section H): This section has also been added to the extract. It will check for paraprofessionals (STA.JC = 23, 42, or 52) whose Language of Instruction (STA.LI) is other than English.

Regarding the race/ethnicity, the program will check if the STU.ETH or STU.RC1 is populated. If that is the case, it will use those fields; otherwise, it will use the old STU.EC fields.