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## Create CalPass Extract August 20, 2010

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The **Create CalPass Extract** program is utilized to collect and organize information for students, which includes their enrollment and achievement. This program is only available through the Aeries District database and will create three text files that can be passed over to the Cal-PASS data system available through their web site at:

<https://my.calpass.org/UserLogin.aspx?ReturnUrl=%2fdefault.aspx>

The data file layout of information required for these files can also be downloaded from the Cal-PASS web site.

The **Create CalPass Extract** program will create files for each non-duplicated student from the prior year's data. A student must have course history records in order to be added to the file extract. The District database will first be utilized to locate the most current student record. ALL School databases containing data for these students **MUST** be located in the same folder as the District database. As the program locates the most current record for a student the data will then be pulled from the schools database.

The extract program currently creates three text files containing data in a comma delimited format.

- Student (STU) – Demographic information
- Course History (HIS) – Transcript information
- Awards - Certificate, degrees or diplomas (STU.HSG field)

The naming convention for these files will contain the first letter of the type of file, the 5-digit district code and padded with a K. For example, Student = S99999K.TXT, C99999K.TXT and A99999.TXT.



**NOTE:** The District Database **MUST** be updated with Student data prior to creating the extract files.

## CREATE CALPASS EXTRACT – DISTRICT DATABASE

From **View All Forms**, click the mouse on **Create CalPass Extract**. For the Access version of Aeries verify that **ALL** school databases to be included in this extract are located in the folder displayed in red below the **Path to Output Files** field.

The **Path to Output Files** will automatically display C:\EAGLE. To change the path, enter the correct path name in the field.

Listed below the path are all Schools located in the District (**LOC**) database that are **NOT** flagged in the **Do Not Report (LOC.DNR)** field on the **Schools** form. Click the mouse on the **radio** button to the left of the **school number** to select which schools will be included in the extract.

The default is automatically set to **Include Inactive** students at the bottom of the form. To only include active students click the mouse on the **Include Inactive Students** box and the check mark will no longer display.

The **Transcript Terms** which are listed as **Term 1** through **Term 0** in the middle must be compared and matched to the CalPass terms in the dropdown list. The only terms that **MUST** be matched are the terms currently used in the **HIS** table.

For example, if only Terms 1 – 3 are used in **HIS**, these fields will have a CalPass term entered and Terms 4 – 0 will be left blank.

**CREATE CalPASS TXT Files**

Data for multiple years must be extracted from the individual year databases.

Path to output files: C:\eagle

School data pulled from C:\eagle\Demodata\

Check the schools you want to Include

SCH #	NAME:	All	None
<input checked="" type="radio"/>	990 - Golden Eagle Elementary School		
<input checked="" type="radio"/>	991 - Tawny Eagle YR Elementary School		
<input checked="" type="radio"/>	992 - Hawk Elementary for ATT		
<input checked="" type="radio"/>	993 - Bald Eagle Intermediate School		
<input checked="" type="radio"/>	994 - Screaming Eagle High School		
<input checked="" type="radio"/>	995 - Aeries Continuation School		
<input checked="" type="radio"/>	999 - Inactive Students		

Transcript Term Translation

Term 1	SM1
Term 2	SM2
Term 3	
Term 4	
Term 5	
Term 6	
Term 7	
Term 8	
Term 0	

Graduation Status Code Translation

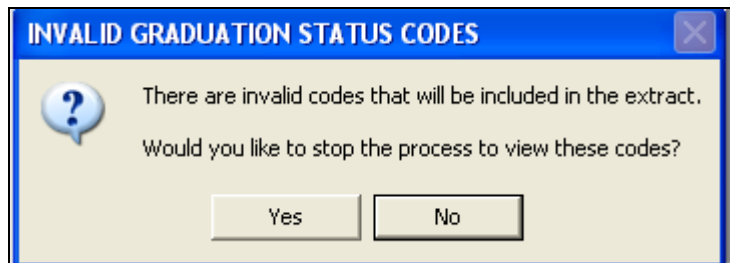
Translate From:	To:
100 - Did not Graduate from H	100
110 - Standard HS Diploma	110
120 - Advanced or Honors Dip	120
170 - GED but no Diploma	170
190 - Int'l Diploma or Certifica	190
210 - CAHS Proficiency Exam	210
220 - Graduated HS w/ Differe	220
230 - Graduated HS with Regu	230

Include Inactive Students

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The **Graduation Status Codes** also need to be compared and matched. The codes on the left are the codes in the **COD** Table for the Graduation Status code field (**STU.HSG**). The codes on the left must be translated to the required State codes in the dropdown on the right.

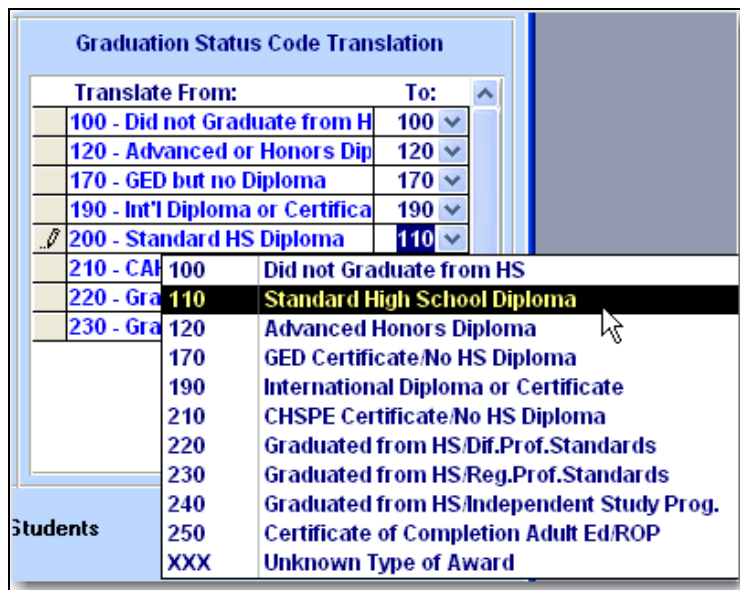
If a code is used in the **STU.HSG** field and not translated, you will get the following error message:



If **Yes** is selected, the following message will display: In the example below code 200 displays as an error.

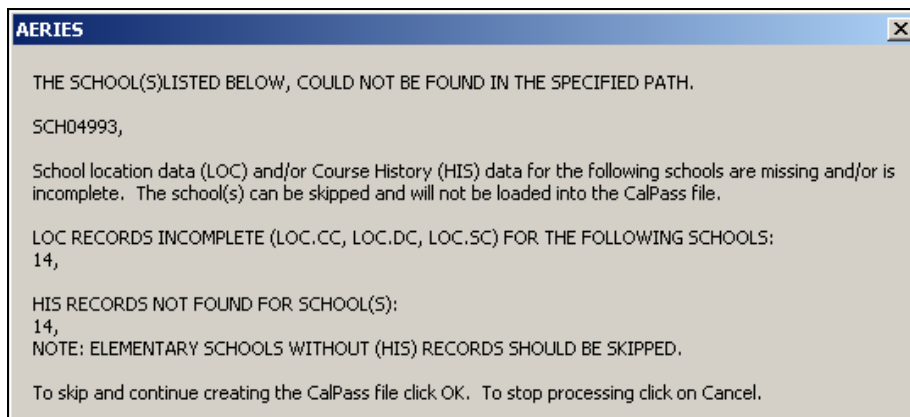
usysMSG : Table		
tbl	msg	when
Silent	200 - Standard HS Diploma	09/11/2008 14:37:34

Code 200 was used in the **STU.HSG** field but was not translated. To fix the error translate the code to the correct state Graduation code from the drop down list.



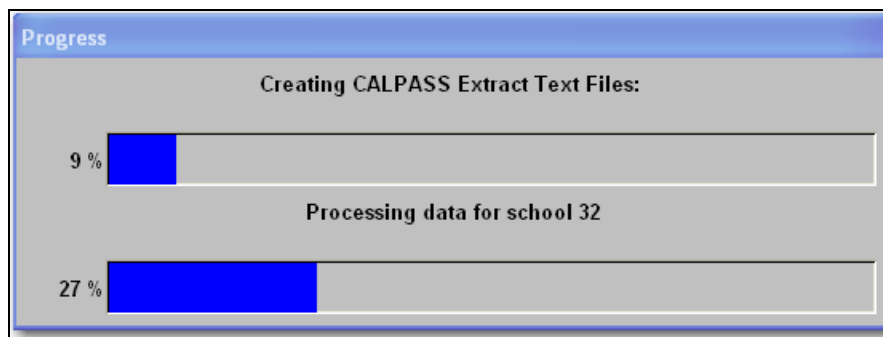
Verify that all selections are correct before creating the extract file. To create the extract files, click the mouse on the **Create** button.

If required data is not located in the files selected a message will display with the data needed to process the school database. The following is an example of a message that might display.

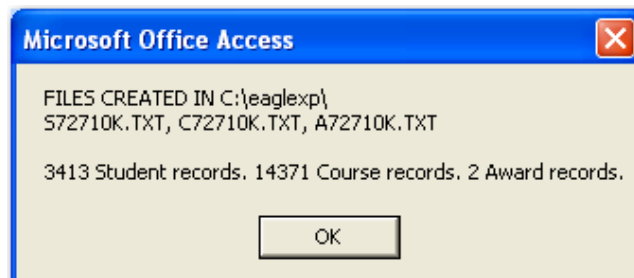


- **The schools selected on the form are missing from the specified path**
- **The CDS codes are missing from the LOC table for schools selected**
- **There was NO History (HIS) data located for the schools selected**
- **Elementary Students without HIS records will only be added to the Student file**

If these schools are to be included in this extract, click the mouse on the **Cancel** button and update the required data prior to running this process again. To continue with the extract and **NOT** include the schools listed click the mouse on the **OK** button. If all data was located to process the extract the following progress bar will display and each school will be processed.



When the extract is created a message will display indicating the number of records created for each text file. If there are no codes in the **STU.HSG** field for any student that graduated then zero records will display for the Awards records and the file will be blank.



After the files are created they can be validated by using a Validation program can be downloaded that is provided by CalPass at the following link: <http://www.calpass.org/>