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**Aeries Student Information System**  
**Create CBEDS ORA Files – SIF and CDIF**  
**October 28, 2011**

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The **California Basic Educational Data System - Online Reporting Application (CBEDS-ORA)** logon page is used to provide access to CBEDS-ORA application which is used to report School Information Form (SIF) and County District Information Form (CDIF) data.

The Aeries **Create CBEDS ORA Files** form allows you to create the SIF and CDIF file. 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 file. 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 file is created it can then be imported into the CBEDS DEA software.

The following information can be collected:

1. The **County/District Information Form (CDIF)** requests information on the following:
  - A. **Classified staff** - Number of staff members by type, gender, and racial/ethnic designation.
2. The **School Information Form (SIF)** requests information on the following:
  - A. **Classified staff** - Number of staff members by type, gender, and racial/ethnic designation.
  - B. **Educational options** - Number of participating students by program type and the total unduplicated count of educational option students. Note: Row 11 will not be calculated and will need to be manually entered.
  - C. **Technology** - Number of computers, number of instructional settings and number of instructional settings with access to the Internet.
  - D. **Educational calendar** - Type of calendar on which the school operates.
  - E. **Parental Exception Waiver from English-Language Classrooms** - number of waiver requests and number of waivers granted for English learner (EL) students' enrollment in a bilingual classroom.
  - F. **Bilingual Paraprofessionals (Aides) Providing Services to English Learners** - language and number of bilingual paraprofessionals who provide primary language support to ELs in classrooms where the teacher is providing EL services.

**Please note some of the information on this report cannot be calculated by Aeries and must be filled in by hand for each school site. Sections G, H, I, J, K and L will not be extracted and will need to be entered manually.**

## 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 ORA Info Day** - CBEDS day and should be October 5, 2011.
- **Path to Data Files** - path where the files will be stored.
- **STU.GR** – will determine how your district populates certain grade levels.
- **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
- **Extract School** - identifies the schools to be extracted into the file.

**Create CBEDS Files with current school's data**

Information Day: 10/05/2011 Path to Data File(s): c:\eagle

STU.GR for "Ungraded Elementary": 99  
STU.GR for "Ungraded Secondary": 99  
STU.GR for "Adult in K12 Program": 99

Use CSE Grd Instead of Enrollment Grd when applicable.  
Use CSE in:  Schl  DST

STU.SP values to count as "Secondary Enrollment" (no ADA)  
STU.TG values to skip

Extract School?	All	None
990 Golden Eagle Elementary Sch	Yes	
993 Bald Eagle Intermediate Sch	Yes	
994 Screaming Eagle High Schoc	Yes	

Extract the following sections of the CDIF and SIF reports:

- CDIF - A - Number of Classified Staff
- SIF - A - Number of Classified Staff
- SIF - B - Educational Options
- SIF - C - Technology
- SIF - D - Educational Calendar
- SIF - E - Parental Exception Waiver
- SIF - F - Bilingual Paraprofessional (Aides)

Hide Warnings

Sections G, H, I, J, K and L are not being extracted and will need to be entered manually.

Create SIF/CDIF File Create PAIF File

eXit Info

## 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>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. If this field is empty, it will look at STU.DG
	<b>CID</b>	State 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>SWR</b>	Used if populated

<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>	<p>The following Special Program Codes are used by the system in <b>Educational Options SIF Section B:</b></p> <ul style="list-style-type: none"> <li>• 109 – Alt Ed Magnet – Row 2 a/b</li> <li>• 165 – Alternative School and Program of Choice – Row 1 a/b</li> <li>• 167 – Smaller Learning Community – Row 3 a/b</li> <li>• 169 – Thematic School or Program – Row 4 a/b</li> <li>• 181 – Independent Study: Taking 1 or more classes –Row 6 a/b</li> <li>• 182 – Independent Study – Taking 50% or more – Row 7 a/b</li> <li>• 183 – Online Education: Taking 1 or more classes – Row 8 a/b</li> <li>• 184 – Online Education: Taking 50% or more – Row 9 a/b</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.

**Special Programs (PGM table)** Screaming Eagle High School 10/28/2011

2011-2012

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Age	Sex	Grade	Prog	Trk	Status
13	Ackermann	Kathrin	W	099400013	17	F	12			

Code: 184 Description: Mode of Instruction: Onlin Yrs In Prgm: 0 Hours: 0 Services Recvd: [dropdown]

Elg StartDate: [dropdown] Elg End Date: [dropdown] Status: [dropdown] Enter Grd: 0 Setting: [dropdown]

Prg StartDate: 9/1/2011 Prg End Date: [dropdown] Exit Reasn: [dropdown] Outcome: [dropdown]

Training Type: [dropdown] Disadvan Status: [dropdown] Auth Release Info: [dropdown]

School: [dropdown]

Comments: [text area]

Select Record to Display...  
184 Mode of Instruction: Onlin 09/01/2011  
<<Add New>>

Record: 1 of 1

Red Flag

LOCATE UPDATE  Print Preview OTHER

Backward Get Forward Add Change Delete Print eXit

<b>LOC</b>	<b>SCT</b>	School Calendar Type needs to be populated on the School Information form in the Calendar Type field.
	<b>CI</b>	Number of Computers needs to be populated on the School Information form in the Computers for Instr field.
	<b>CIA</b>	Classrooms/Instructional settings with Internet needs to be populated on the School Information form in the Classrms w/inet field.
<b>OPT</b>		Number of instructional settings needs to be populated on the School Information form in the Instr Settings field. Value is saved in OPT table

**School Information**  
2011-2012 Screaming Eagle High School 10/28/2011

Code: 994 School Name: Screaming Eagle High School ID Type: 1 County: 65 District: 99999 School: 9999994

Class Rank DT: 10/13/2011 Compact DT: Backup DT: WASC?: Instr Settings: 60

Comp for Instr: 30 Comp for Instr w/ CD ROM: 0 Classrms w/ Inet: 28 Classrms WAN: 0

1 Yr Crs Units: 10 Course Credit Type: Calendar Type: 24 Health Center Type:

CalServe Admin: Legal Status: Cong Dist #: Eng Prof Test: Basic Aid Status: Not Enr in Schl: 0

Service Learning Policy: CSR Enr Calc Type: School Session Type:

CalWorks Part: 0 CalWorks Fam: 0 NCES: Title 1:

Transcript Terms				Current Years and Terms in HIS (all must be defined)	
Year	Term	Start Date	End Date	Year	Term
0	0				

Record: 1 of 1

LOCATE: Backward Get Forward UPDATE: Add Change Delete OTHER: Print eXit New Hires

<b>AUT</b>	<b>DT</b>	Authorization date is used to determine if the waiver is between the valid date range of 10/07/2010-10/05/2011
	<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)

**Miscellaneous Student Data**  
2011-2012 Screaming Eagle High School 10/28/2011

Stu#: 13 Last Name: Ackermann First Name: Kathrin Middle Name: W Perm ID No.: 099400013 Age: 17 Sex: F Grade Prog: 12 Trk: Status:

Activities and Awards (ACT) Authorizations / Prohibitions (AUT) Record Access Log (RAL) Rejoinders (RJN)

Date	Type	Description	Status	Date	Status	Code
09/15/2011	3	Parental waiver of Eng Lang Classroom	1		Granted	

<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>STF</b>	<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".

Staff
10/28/2011

**2011-2012      Screaming Eagle High School**

Schl	Staff ID	Last Name	First Name	Middle Name	Sex	Birth Yr	Birthdate	Tag				
994	145678	Abbott	Mary		F	0	6/15/1964					
Hire Date	Leave Date	ELE	Ed Lvl	Yr Degree	Ethnicity	Race	Race 2	Race 3	Race 4	Race 5	FTE	Pos Stat
01/01/1998				0	Y	201					100	

Other Demographics | Job Assignments | Highly Qualified Teacher Status | (Credentials) | (Assignments) | (Raw Credentials)

<b>Total Years of Edu Service</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">14</div>	<b>Total Years in This District</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">14</div>	<b>Date Years Incremented</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">10/28/2011</div>	<b>Prev Yrs In This Dst</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">0</div>	<b>Prev Yrs Outside Dst</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">0</div>	<b>Emergency Contact and Telephone</b> <div style="border: 1px solid black; padding: 2px;"> <input style="width: 100%;" type="text"/> </div>
<b>Title</b> <input style="width: 80%;" type="text"/> <b>Internal Ext.</b> <input style="width: 10%;" type="text"/>					

<b>Previous Last Name</b>	<b>Previous First Name</b>	<b>Previous Middle Name</b>	<b>State Educator ID</b>										
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	1234567890										
<b>Home Phone</b>	<b>Address</b>	<b>City</b>	<b>State</b> <b>Zipcode/Extn</b>										
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	CA <input style="width: 100%;" type="text"/>										
<b>Alternate Phone</b>	<b>Ext</b>	<b>Email Address</b>	<b>(EthCd)</b> <b>(EC 2)</b> <b>(EC 3)</b> <b>(EC 4)</b> <b>(EC 5)</b> <b>(EC 6)</b>										
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>										
<b>Usr1</b>	<b>Usr2</b>	<b>Usr3</b>	<b>Usr4</b>	<b>Usr5</b>	<b>Usr6</b>	<b>Usr7</b>	<b>Usr8</b>	<b>TB Test Dt</b>	<b>Result</b>	<b>MM</b>	<b>Type</b>	<b>Exp Date</b>	<b>Soc Sec</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**Highlight CALPADS Req'd Fields**

LOCATE	<input type="checkbox"/> View All Schools	UPDATE	<input checked="" type="checkbox"/> Show Inactive Staff	OTHER				
<input type="button" value="Backward"/>	<input type="button" value="Get"/>	<input type="button" value="Forward"/>	<input type="button" value="Add Staff Rcd"/>	<input type="button" value="Change"/>	<input type="button" value="Delete Staff Rcd"/>	<input type="button" value="Print"/>	<input type="button" value="eXit"/>	<input type="button" value="Load Assignments"/>

<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>	Job Classification needs to be populated for every Classified Assignment. The following are the codes used for the various SIF aggregates: <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>LI</b>	Language of Instruction other than English for Paraprofessionals

Staff  
2011-2012 Screaming Eagle High School 10/28/2011

Schl	Staff ID	Last Name	First Name	Middle Name	Sex	Birth Yr	Birthdate	Tag				
994	145678	Abbott	Mary		F	0	6/15/1964					
Hire Date	Leave Date	ELE	Ed Lvl	Yr Degree	Ethnicity	Race	Race 2	Race 3	Race 4	Race 5	FTE	Pos Stat
01/01/1998				0	Y	201					100	

Other Demographics Job Assignments Highly Qualified Teacher Status (Credentials) (Assignments) (Raw Credentials)

Code	%Time	JobClass	Lang	Type	Funds	School
	100.000	23 Paraprofessional CBEDS Classifie	01			
*	0.000					