This document contains information about the requirements for the CSIS Fall Data Submissions. This document is intended to assist LEA staff in understanding the specific data elements that must be populated for the Fall Data Submission, and the records in which the data must be included.

The information in this document only includes data elements that are needed for the Fall Submission. To understand the correct format for submitting CSIS files and records, it is necessary to refer to the CSIS File Transmission Format document and the Fall Data Submission Requirements document available along with other documents on the CSIS website - [http://www.csis.k12.ca.us](http://www.csis.k12.ca.us).
## Contents

<table>
<thead>
<tr>
<th>Content</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Information</td>
<td>3-18</td>
</tr>
<tr>
<td>Student Data</td>
<td>4</td>
</tr>
<tr>
<td>Supplemental Data</td>
<td>5-10</td>
</tr>
<tr>
<td>Secondary Student Data – Supplemental 2</td>
<td>6</td>
</tr>
<tr>
<td>Other Student Data – Supplemental 3</td>
<td>7</td>
</tr>
<tr>
<td>Special Program – Supplemental 5</td>
<td>8-10</td>
</tr>
<tr>
<td>Language Assessment</td>
<td>11</td>
</tr>
<tr>
<td>Special Education Data</td>
<td>12</td>
</tr>
<tr>
<td>Free and Reduced Meals</td>
<td>13</td>
</tr>
<tr>
<td>Attendance Enrollment</td>
<td>14-15</td>
</tr>
<tr>
<td>Course Attendance</td>
<td>16</td>
</tr>
<tr>
<td>Transcripts</td>
<td>17</td>
</tr>
<tr>
<td>College Entrance Requirements</td>
<td>18</td>
</tr>
<tr>
<td>Teacher - Elementary Classes</td>
<td>19</td>
</tr>
<tr>
<td>Teacher – Secondary</td>
<td>20</td>
</tr>
<tr>
<td>Staff Data</td>
<td>21-26</td>
</tr>
<tr>
<td>Staff Demographics</td>
<td>23-24</td>
</tr>
<tr>
<td>Staff Credentials</td>
<td>25</td>
</tr>
<tr>
<td>Staff Assignments</td>
<td>26</td>
</tr>
<tr>
<td>Course Data</td>
<td>27</td>
</tr>
<tr>
<td>Master Schedule</td>
<td>28</td>
</tr>
<tr>
<td>School Options</td>
<td>29</td>
</tr>
<tr>
<td>School Information</td>
<td>30</td>
</tr>
<tr>
<td>Course History Institutions</td>
<td>31</td>
</tr>
<tr>
<td>Update Graduation Requirements – District</td>
<td>32</td>
</tr>
<tr>
<td>Estimated New Hires – District</td>
<td>33</td>
</tr>
<tr>
<td>Special Circumstances</td>
<td>34-36</td>
</tr>
<tr>
<td>Exit/Withdrawal Dates and Reasons</td>
<td>34</td>
</tr>
<tr>
<td>Graduates</td>
<td>34</td>
</tr>
<tr>
<td>Dropouts</td>
<td>34</td>
</tr>
<tr>
<td>No Shows</td>
<td>35</td>
</tr>
<tr>
<td>Split Schools</td>
<td>36</td>
</tr>
<tr>
<td>Reportable Students NOT in their Reporting School Database</td>
<td>36</td>
</tr>
<tr>
<td>Duplicate Secondary Enrollments</td>
<td>36</td>
</tr>
<tr>
<td>Pre-Enrollment in Reportable Courses</td>
<td>36</td>
</tr>
</tbody>
</table>
STUDENT INFORMATION FOR FALL SUBMISSION

Prior to Fall Submissions it is vital that ALL required data is verified for all students. This document provides a listing of all required fields and the form where this data can be verified, updated or added. It is important that you first verify and update the Student Data. Additional student information can then be accessed and updated through various forms by clicking on the buttons at the bottom of the Student Data form.
## Student Data

### Field Name | Aeries Table.Field | CSIS # | Comment
--- | --- | --- | ---
Last Name | STU.LN | 01.01.03 | Legal Last Name
First Name | STU.FN | 01.01.02 | Legal First Name
Middle Name | STU.MN | 01.01.04 | Legal Middle Name
Permanent ID Number | STU.ID | 01.03 | Must be unique across the entire district.
Sex | STU.SX | 02.01 | 
Birthdate | STU.BD | 02.03 | 
Inter-District Transfer | STU.IT | 02.13.01 | 
Home Language | STU.HL | 02.07.01 | The Student’s “Primary Language” for purposes of State Reporting. If this field (STU.HL) is blank, the LAC.L2 (Primary Language) from the Home Language Survey will be used (if populated).
LepFep | STU.LF | 02.09 | English Language Proficiency
Program | STU.SP | | This field is not directly extracted but will be used to determine instances where a student has duplicate enrollment in a second school and which STU record to use as the Primary Enrollment and which to use as the Secondary Enrollment. Be sure to have at least one Program code that indicates “Secondary Enrollment” for a student so that the CSIS extract will properly exclude that student and so that you do not claim duplicate ADA for that student.
Ethnic Code | STU.EC | 02.02 | 
Ethnic Code Multi | STU.EC2-6 | 02.02.01 | Use “Convert Ethnic Codes to State Standard” form in Aeries to convert to standard 3 character codes.
Parent Ed Level | STU.PED | 02.16 | Aeries codes must be converted to standard CSIS code in DataGate.
SUPPLEMENTAL

After verifying the **Student Data** the **Supplemental** forms can be accessed that contain additional required fields. Click the mouse on the **Supplemental** button and the **Supplemental** form will display. There are five buttons located at the bottom of the form. The button I will display the **Supplemental** form, button II will display the **Secondary Student Data** form, button III displays the **Other Student Data** form, button IV displays the **Student Miscellaneous Data** form and button V displays **Special Programs**.
SECONDARY STUDENT DATA – SUPPLEMENTAL 2

To access the Secondary Student Data form, click the mouse on the Supplemental II button and the Secondary Student Data form will display.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schooling in the US</td>
<td>SSD.SUS</td>
<td>02.06</td>
<td>Used for SNOR. Populate for foreign-born students that have been attending one or more schools in any one or more states for a period less than or equal to three full academic years.</td>
</tr>
</tbody>
</table>
OTHER STUDENT DATA – SUPPLEMENTAL 3

To access the Other Student Data form, click the mouse on the III button.

### Field Name | Aeries Table.Field | CSIS # | Comment
--- | --- | --- | ---
Last Name Alias | STU.LNA | 01.01.08 | Student alias names are reported for purposes of maintaining CSIS’s database of current student information for potential future CSIS ID matches.
First Name Alias | STU.FNA | 01.01.06 | 
Middle Name Alias | STU.MNA | 01.01.07 | 
CSIS Student ID | STU.CID | 01.02 | Every student submitted for Fall Submission must already have a valid CSIS ID number that has been assigned by CSIS and imported into Aeries using the normal methods.
Birth City | STU.BCY | 02.05.01 | Only States in US, Canada, and Mexico are listed.
Birth State | STU.BST | 02.05.02 | 
Birth Country | STU.BCU | 02.05.03 | 
Special Circumstances | STU.BPS | 02.05.04 | For kids born outside the US but were US Citizens at birth.
Dropout Indicator | STU.DO | 05.09 | Tagging students as No Shows or Dropouts is essential. No Shows will have CSIS ENRA data “dummied up” when the Fall Submission files are created. Dropouts can technically be tagged in their Attendance Enrollment Exit Reason and would have no need to be tagged here.
CSIS Home School | STU.HS | | This field is documented in the Special Circumstances area of this documentation.

**NOTE:** The Graduation Status and Date Graduated fields are also required but their requirements are detailed on the page for the Transcripts form.
SPECIAL PROGRAMS – SUPPLEMENTAL 5

Click the mouse on the V button on the Supplemental form and the following form will display.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>PGM.CD</td>
<td>07.01</td>
<td>Codes:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 106-112 (Alternative Ed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 127 (GATE)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 135 (Migrant Ed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 154 (Voc Ed) - only needs to be populated for Voc Ed students who are</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>not already enrolled in a Voc Ed class.</td>
</tr>
<tr>
<td>Eligibility Start Date</td>
<td>PGM.ESD</td>
<td>07.03</td>
<td>Eligibility Dates are only required to be populated for code 127 (GATE).</td>
</tr>
<tr>
<td>Eligibility End Date</td>
<td>PGM.EED</td>
<td>07.04</td>
<td>Participation Dates are required for all programs except code 127 (GATE).</td>
</tr>
<tr>
<td>Participation Start Date</td>
<td>PGM.PSD</td>
<td>07.05</td>
<td></td>
</tr>
</tbody>
</table>
ADD SPECIAL PROGRAMS DETAILS

To add data to the Special Programs form for the student selected, click the mouse on the Add Rcd button. The cursor will display in the Code field.

Some fields display a drop down arrow with the proper codes for the fields. Click the mouse on the drop down arrow and a listing of required codes will display. The following is an example of the required codes for the Special Program Code field.

Click the mouse on the required code or type the code in the Code field. Press Tab and enter data in all required fields that must be populated. Press Enter and the PGM table will now be updated.
**CHANGE SPECIAL PROGRAMS DETAILS**

To change data on the **Special Programs** form for the student selected, select the record to be changed on the right hand side of the form. Click the mouse on the **Change Rcd** button. The cursor will display in the **Code** field. Press **Tab** to access the field to be changed and type the new data. Press **Enter** and the **PGM** table will now be updated.

---

**NOTE:** The Special Programs form lists ALL special programs for a student on the right side of the form. To view the additional special programs click the mouse on the Previous Rcd or Next Rcd buttons.

---

**DELETE SPECIAL PROGRAMS DETAILS**

To delete a **Special Programs** record, click the mouse on the **Record: arrow** at the bottom of the form.

After the record to be deleted displays, click the mouse on the **Delete Rcd** button. A delete message will display. To continue, click the mouse on the **Yes** button. The **Special Program** for the student selected will now be deleted and the **PGM** table will be updated.
LANGUAGE ASSESSMENT

To access the Language Assessment, click the mouse on the Lang button on the Student Data form. The Language Assessment form will display. With the information properly filled in, the Fall Submission Extract will generate a PROG record with a 120 code, indicating enrollment in the English Learner program.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>LAC.SD</td>
<td>07.05</td>
<td>With this information properly filled in, the Fall Submission Extract will generate a PROG record with a 120 code indicating enrollment in English Learner.</td>
</tr>
<tr>
<td>End Date</td>
<td>LAC.ED</td>
<td>07.06</td>
<td></td>
</tr>
<tr>
<td>English Language Proficiency</td>
<td>LAC.ELP</td>
<td>02.09.01</td>
<td>Student Proficient or Advanced for ELA CST. Passed CST ELA 3 times. This field can be updated manually by users of Aeries or you can run the “Update English Language Proficiency (LAC ELP)” Macro to have the system process the TST table and update the LAC.ELP field. This Macro supports a Query KEEP/SKIP and has an option when run to only process Redesignated Students. This field is only required by CSIS to have a value for students that have been Redesignated FEP.</td>
</tr>
<tr>
<td>US School Entry Date</td>
<td>LAC.USS</td>
<td>05.20</td>
<td>The date this student was first enrolled in any school in the US</td>
</tr>
<tr>
<td>Redesignation Date</td>
<td>LAC.RD1</td>
<td>02.10</td>
<td>The Date Redesignated FEP</td>
</tr>
</tbody>
</table>
SPECIAL EDUCATION DATA

To access Special Education Data, click the mouse on the SpecEd button on the Student Data form. The Special Education Data form will display. With the information properly filled in, the Fall Submission Extract will generate a PROG record with a 144 code, indicating enrollment in Special Education.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Date</td>
<td>CSE.ED</td>
<td>07.05</td>
<td>With this information properly filled in, the Fall Submission Extract will generate a PROG record with a 144 code indicating enrollment in Special Education.</td>
</tr>
<tr>
<td>Exit Date</td>
<td>CSE.XD</td>
<td>07.06</td>
<td></td>
</tr>
</tbody>
</table>
FREE AND REDUCED MEALS

To access Free and Reduced Meals, click the mouse on the View All Forms button on the Control Panel. Double-Click the mouse on Free and Reduced Meals and the form will display. With the information properly filled in, the Fall Submission Extract will generate a PROG record with a 136 code for NSLP Free or 137 code for NSLP Reduced.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch Type Code</td>
<td>FRM.CD or FAR.CD</td>
<td></td>
<td>Populate the Free and Reduced code with an “F” for Free or an “R” for Reduced. Any other codes are not supported. If the student has an “F”, the Fall Submissions Extract will extract a PROG record with a code of “136 – NSLP Free”. An “R” will result in a PROG record with a code of “137 – NSLP Reduced”. The Eligibility Start and End Dates that need to be reported in the PROG file will be automatically generated to include the current enrollment dates of the student.</td>
</tr>
</tbody>
</table>
ATTENDANCE ENROLLMENT

If a student has been Added or has become inactive the student must be updated in Attendance Enrollment. If a new student has been added to the Student Data form click the mouse on the UpdAtt button. The Effective Date will display the current date. This date will be the Enter Date on the Student Data form. Verify this date is correct and update if needed. Click the mouse on the OK button.

After inactivating a student and entering a Leave Date on the Student Data form click the mouse on the UpdAtt button. The Attendance Leave form will display.

After entering the correct Leave Date, the Reason Code must be selected for all Student Enrollment records flagged with an ‘L’ or ‘B’. Click the mouse on the OK button and the Attendance Enrollment will be updated.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Date</td>
<td>ATT.DT</td>
<td>05.01</td>
<td></td>
</tr>
<tr>
<td>Grade Level</td>
<td>ATT.GR</td>
<td>05.04</td>
<td></td>
</tr>
<tr>
<td>Withdrawal Date</td>
<td>ATT.DT</td>
<td>05.06</td>
<td></td>
</tr>
</tbody>
</table>
COURSE ATTENDANCE

Any school that has a Master Schedule must maintain the Course Attendance (CAR) table. The CAR table will track the start and stop dates for all students in any section that they are enrolled in throughout the school year.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>CAR.DS</td>
<td>08.05.11</td>
<td></td>
</tr>
<tr>
<td>Stop Date</td>
<td>CAR.DE</td>
<td>08.05.12</td>
<td></td>
</tr>
</tbody>
</table>

Any school with a Master Schedule is required to maintain Course Attendance (CAR) data. This table tracks the start and stop dates for students in any section they are enrolled in throughout the school year. This ensures that even after CBEDS day, Aeries and CSIS can account for the exact schedule a student had on CBEDS day.
The **Graduated** field on the **Student Transcript** form must be populated with the graduation date for any student who graduates. **DO NOT** inactivate graduates at the end of their 12 grade year unless you have a certain group of graduates who graduated and left school prior to the normal graduation date at the end of the school year.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduated (Date)</td>
<td>STU.DG</td>
<td>05.12</td>
<td>This date must be populated for any student who graduates. <strong>DO NOT</strong> inactivate your graduates at the end of their 12 grade year unless you have a certain group of graduates who graduated and left school prior to the normal graduation date at the end of the school year. This date will be used in the CSIS ENRA file as a Withdrawal/Exit Date for enrollment.</td>
</tr>
<tr>
<td>Grad Status</td>
<td>STU.HSG</td>
<td>05.11</td>
<td>This status code will be extracted into the CSIS ENRA file as an Exit/Withdrawal Reason. The code populated in this field with be pre-pended with a “G” and will need to be translated inside of DataGate. Please see the Exit Code Analysis document available at <a href="http://www.aeries.com">www.aeries.com</a>.</td>
</tr>
</tbody>
</table>
COLLEGE ENTRANCE REQUIREMENTS

The CUC and CCS fields in the STU table indicate if the student has completed a full set of A-G courses to enter UC or CSU. These fields are calculated by running the Update College Entrance Requirements macro. This calculation uses data from the HIS and CRS tables to determine if a full set of A-G courses have been completed. These fields MUST be updated and correct in the previous year’s database.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(HIDDEN)</td>
<td>STU.CUC</td>
<td>08.13</td>
<td>If either of these fields contains a “Y” then CSIS Element 08.13 will be extracted as “Y”. This field indicates if the student has completed a full set of A-G courses to enter into UC or CSU.</td>
</tr>
<tr>
<td>(HIDDEN)</td>
<td>STU.CCS</td>
<td>08.13</td>
<td>If this field is populated with a “Y”, no matter what the STU.CUC or STU.CCS fields indicate, this student will be considered to have passed a full set of A-G UC or CSU Entrance Courses. This is to be used in special circumstances where a student has tested out of a course or when all of a student's course history cannot be properly expressed in the Aeries HIS table. It is necessary to make sure this field is updated and correct in the previous year’s database.</td>
</tr>
<tr>
<td>Course Completer Override</td>
<td>STU.CCO</td>
<td>08.13</td>
<td>If this field is populated with a “Y”, no matter what the STU.CUC or STU.CCS fields indicate, this student will be considered to have passed a full set of A-G UC or CSU Entrance Courses. This is to be used in special circumstances where a student has tested out of a course or when all of a student's course history cannot be properly expressed in the Aeries HIS table. It is necessary to make sure this field is updated and correct in the previous year’s database.</td>
</tr>
</tbody>
</table>
TEACHER DATA – ELEMENTARY CLASSES

If an Elementary School does not have a Master Schedule the Elementary Teachers are then treated as both a section and a course. Therefore it is necessary to assign a CBEDS code to each teacher to describe the self-contained classroom environment.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBEDS Code</td>
<td>TCH.CB</td>
<td>08.05.03</td>
<td>Elementary Teachers are treated as both a section and a course. Therefore it is necessary to assign a CBEDS code to each teacher to describe the self-contained classroom environment.</td>
</tr>
<tr>
<td>Highly Qualified Tchr</td>
<td>TCH.HQT</td>
<td>13.22</td>
<td>Assign a Highly Qualified Status to this teacher according the rules established by your local school district and by the California State Board of Education for the subject and grade span assigned.</td>
</tr>
<tr>
<td>Staff ID</td>
<td>TCH.ID</td>
<td>12.01</td>
<td>Any teacher with students assigned to them must be assigned a valid district-wide Staff ID. This number corresponds to the Staff ID entered in the Staff form in Aeries. Teacher record may have multiple Staff IDs assigned to them if the individual Teacher (TCH) record actually represents multiple teachers: like “Smith/Jones”.</td>
</tr>
<tr>
<td>Staff ID 2</td>
<td>TCH.ID2</td>
<td>12.01</td>
<td></td>
</tr>
<tr>
<td>Staff ID 3</td>
<td>TCH.ID3</td>
<td>12.01</td>
<td></td>
</tr>
<tr>
<td>Multiple Teacher Status</td>
<td>TCH.MTS</td>
<td>15.12</td>
<td>If multiple Staff IDs are assigned to a single Teacher record, the “Multi Tchr” field will be displayed. Populate this field with the nature of the job sharing environment between the multiple teachers.</td>
</tr>
<tr>
<td>NCLB Core</td>
<td>TCH.NCC</td>
<td>15.13</td>
<td>Populate with an: “E” (Core academic Elementary level) or “N” (Not a core academic class) depending on if the current teacher’s course content is considered to be an NCLB Core Course.</td>
</tr>
</tbody>
</table>
TEACHER DATA – SECONDARY

If a Teacher has sections with students assigned to them they MUST be assigned a district Staff ID. To add information to the Teachers form, click the mouse on the Change button. Tab over to the Staff ID field. Enter the Staff ID assigned to them by the district.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff ID 1</td>
<td>TCH.ID</td>
<td>12.01</td>
<td>Any teacher with students/sections assigned to them must be assigned a valid district-wide Staff ID. This number corresponds to the Staff ID entered in the Staff form in Aeries. Teacher record may have multiple Staff IDs assigned to them if the individual Teacher (TCH) record actually represents multiple teachers: like “Smith/Jones”.</td>
</tr>
<tr>
<td>Staff ID 2</td>
<td>TCH.ID2</td>
<td>12.01</td>
<td></td>
</tr>
<tr>
<td>Staff ID 3</td>
<td>TCH.ID3</td>
<td>12.01</td>
<td></td>
</tr>
<tr>
<td>Multiple Teacher Status</td>
<td>TCH.MTS</td>
<td>15.12</td>
<td>If multiple Staff IDs are assigned to a single Teacher record, the “Multi Tchr” field will be displayed. Populate this field with the nature of the job sharing environment between the multiple teachers.</td>
</tr>
</tbody>
</table>
The **Staff** form is used to enter required information about each staff member in the district. Information about school employees is maintained at the school site while district employees are maintained in the district database. The **Staff** form may be accessed from the **Teacher Data** form by clicking the mouse on the **Staff** button in the lower-right corner.

![Staff Form Screenshot](image_url)
TO ADD A STAFF MEMBER

To add a staff member click the mouse on the Add Staff Rcd button. The Staff ID number will automatically be assigned and the cursor will display in the Last Name field. Enter the staff member’s name, sex, birth year and hire date.

NOTE: The Staff ID number assignment will automatically start with number 1 and will increment to the next highest number every time a record is added. Although Aeries assigns a number when a record is manually added, you should not use the Aeries numbers. The Staff ID should correspond to a valid ID maintained in your HR system.
### STAFF DEMOGRAPHICS

#### Field Name  | Aeries Table.Field  | CSIS #  | Comment
--- | --- | --- | ---
Staff ID | STF.ID | 12.01 | A unique Staff ID must be assigned to every employee of the district that needs to be reported on CBEDS. This should NOT be the Social Security Number and should correspond to the Staff ID used in your district’s HR System.
School | STF.PSC | In the District Staff form, the School field is viewable. This field indicates the Primary School where this employee was located on CBEDS day. Assignments at multiple schools can be reported using the School field for each Assignment Record.
Last Name | STF.LN | 12.04 |
First Name | STF.FN | 12.02 |
Middle Name | STF.MN | 12.03 |
Sex | STF.SX | 13.07 |
Birth Year | STF.BY | 13.01 |
Hire Date | STF.HD | 13.13 |
Leave Date | STF.LD | 13.16 |
Education Level | STF.EL | 13.05 |
Ethnicity | STF.EC | 13.08 | Use the “Convert Ethnic Code to State Standard” form to convert your codes to 3 character codes.
Multiple Ethnicities | STF.EC2-6 | 13.08 |
Position Status | STF.PS | 13.17 |

**NOTE:** The Staff data will be extracted from each school and from the district database. Only STF records with a School of 0 will be extracted from the district database. All school staff must be located in the school databases at the time the extract runs. Use the “Push and Pull Staff Data” to move data to and from the school and district databases.
**OTHER DEMOGRAPHICS**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Years of Educational Service</td>
<td>STF.TYS</td>
<td>13.20</td>
<td>Use the Update Years button to increment by one year, a single or all STF records' “Total Years” fields. A date is stored to indicate when these fields were last incremented and will only allow being incremented once per year.</td>
</tr>
<tr>
<td>Total Years in This District</td>
<td>STF.TYD</td>
<td>13.21</td>
<td></td>
</tr>
<tr>
<td>Previous Last Name</td>
<td>STF.LNP</td>
<td>13.00.03</td>
<td>The Previous name fields are used by CSIS to try to help match credential records from the CTC.</td>
</tr>
<tr>
<td>Previous First Name</td>
<td>STF.FNP</td>
<td>13.00.01</td>
<td></td>
</tr>
<tr>
<td>Previous Middle Name</td>
<td>STF.MNP</td>
<td>13.00.02</td>
<td></td>
</tr>
</tbody>
</table>
STAFF CREDENTIALS

To enter the Credential information, click the mouse on the Credentials tab.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>STC.TY</td>
<td>13.11</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>STC.CD</td>
<td>13.10</td>
<td>Only Codes: <strong>01-03, 07-08, 10-25, 50-62</strong> are required to be populated for Fall Submission. Other submission may require different codes to be reported.</td>
</tr>
<tr>
<td>Document #</td>
<td>STC.DN</td>
<td>13.12.01</td>
<td>This field is required to be populated for EVERY credential record in your database. If a new teacher has not yet received their official CTC credential, enter &quot;PENDING&quot;. If a teacher’s credential was received prior to the time CTC provided a credential/document number on the credential, enter &quot;NOT-ON-CRED&quot;.</td>
</tr>
</tbody>
</table>
STAFF ASSIGNMENTS

Click the mouse on the Assignments tab and the following form will display.

### Field Name | Aeries Table.Field | CSIS # | Comment
---|---|---|---
Code | STA.CD | 13.09.01 | CBEDS code for this assignment.
% Time (FTE) | STA.PT | 13.09.02 | This is an FTE value. This is the percentage of time on the job devoted to each teaching and non-teaching assignment. The sum of all percents for all of a staff member's assignments should equal their overall FTE status in the district, whether this is a full or part-time employee. NOTE: If staff is paid to teach in excess of a full-time position, the sum of all assignments may total over 100 percent. Additionally, when the data is aggregated for CBEDS reporting, 96% or greater FTE status will be considered full-time.
Job Classification | STA.JC | 13.03 | Required field. Classified job classes on CDIF and SIF will be counted as follows (NOTE: Do not include preschool or ROP classified employees): Classified paraprofessional (23, 42, 52); Classified office/clerical (19, 44, 53); Classified other (24, 43, 45, 54, 55, 57, 58, 59); for certificated job classes on the PAIF (10, 11, 12, 25, 40, 41, 50, 51, 56).
### COURSE DATA

#### Field Name | Aeries Table.Field | CSIS # | Comment
--- | --- | --- | ---
Course ID | CRS.CN | 08.05.01 | Only codes “30” (ROC/P) and “33” (Technical Prep and ROC/P) are required for Fall Submission.
Type | CRS.TY | 08.05.17 | This field must be 100% correct for every one of your courses. You may use “6012” as the CBEDS code for courses you want CSIS to ignore.
CBEDS Code | CRS.C3 | 08.05.03 | Populate all UC/CSU fields correctly and completely. Aeries will use these fields to calculate UC/CSU Course Completers for last year’s graduates. This information must be correct in the current year as well as in last year. In addition, the individual UC and CSU Subject Areas are reported for every course.
CSU Subject Area | CRS.E1 | 15.08 | Populate all UC/CSU fields correctly and completely. Aeries will use these fields to calculate UC/CSU Course Completers for last year’s graduates. This information must be correct in the current year as well as in last year. In addition, the individual UC and CSU Subject Areas are reported for every course.
CSU Electives | CRS.CSE | 15.08 | Populate all UC/CSU fields correctly and completely. Aeries will use these fields to calculate UC/CSU Course Completers for last year’s graduates. This information must be correct in the current year as well as in last year. In addition, the individual UC and CSU Subject Areas are reported for every course.
CSU Honors | CRS.CSH | 15.08 |
UC Subject Area | CRS.U1 | 15.08 |
UC Electives | CRS.U2 | 15.08 |
UC Honors | CRS.U3 | 15.08 |
UC/CSU Validation Level | CRS.VL | |
NCLB Core | CRS.NCC | 15.13 | Populate with an: “E” (Core academic Elementary level), “S” (Core academic Secondary level), “N” (Not a core academic class) depending on if the current course is considered to be an NCLB Core Course and at what school level. If the codes you have are Y and N, you need to change the codes in the COD table for this field.
NCLB Core Area 1 | CRS.CA1 | | If the current course if considered to be an NCLB Core Course, populate the primary and/or secondary NCLB Core Area. This information will not be reported to CSIS, but is used by Aeries to help populate the Highly Qualified Teacher Status on the sections for this course.
## MASTER SCHEDULE

### Field Name

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Number</td>
<td>MST.SE</td>
<td>15.03 &amp; 08.05.02</td>
<td>Every section with students must be associated with a valid teacher. If multiple teachers teach a particular section, you may assign up to 3 separate teachers.</td>
</tr>
<tr>
<td>Teacher Number</td>
<td>MST.TN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Number 2</td>
<td>MST.TN2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Number 3</td>
<td>MST.TN3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highly Qualified Tchr</td>
<td>MST.HQT</td>
<td>13.22</td>
<td>Assign a Highly Qualified Status to each teacher teaching this section according the rules established by your local school district and by the California State Board of Education for the subject and grade span assigned.</td>
</tr>
<tr>
<td>Highly Qualified Tchr 2</td>
<td>MST.HQ2</td>
<td>13.22</td>
<td></td>
</tr>
<tr>
<td>Highly Qualified Tchr 3</td>
<td>MST.HQ3</td>
<td>13.22</td>
<td></td>
</tr>
<tr>
<td>Multiple Teacher Status</td>
<td>MST.MTS</td>
<td>15.12</td>
<td>If a section has more than one teacher assigned to it, this field will be shown and needs to be populated with the job sharing relationship of the multiple teachers for this section.</td>
</tr>
<tr>
<td>Period</td>
<td>MST.PD</td>
<td>15.07</td>
<td>Proper population of the Period, Block, and Days of the Week is very important. This data will be extracted and reported to CSIS to help determine the uniqueness of classes where multiple sections could be taught by a single teacher at one time. This affects the average class size calculations.</td>
</tr>
</tbody>
</table>

**Scheduling Specific Fields**

- GradeSeq
- SchedGrp
- TimCrsGrp
- TeamGrp
- SemGrp
- Track
- Sex
- SplitTerm
- Mon
- Tue
- Wed
- Thu
- Fri
- Sat

**Move students to another class**

1. Move ALL the students in class
2. Move the tagged students only

Note: Click on students to tag or untag them.
The *School Options* form contains information utilized by CSIS and must be verified.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name</td>
<td>LOC.NM</td>
<td>14.01</td>
<td>The address that you want listed in the California Public Schools Directory.</td>
</tr>
<tr>
<td>Street Address</td>
<td>LOC.AD</td>
<td>14.04.01</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>LOC.CY</td>
<td>14.04.02</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>LOC.ST</td>
<td>14.04.03</td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td>LOC.ZC</td>
<td>14.04.04</td>
<td></td>
</tr>
<tr>
<td>County</td>
<td>LOC.CC</td>
<td>05.03.03</td>
<td>Every valid school in your LOC table must have a valid CDS code populated. This includes the district record 0 that requires seven zeroes – “0000000” in the School Code field.</td>
</tr>
<tr>
<td>District</td>
<td>LOC.DC</td>
<td>05.03.03</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td>LOC.SC</td>
<td>05.03.03</td>
<td>This will normally be populated with a code of “1” to indicate a CDS code. Do not try to input any other type of ID into Aeries.</td>
</tr>
<tr>
<td>ID Type</td>
<td>LOC.IDT</td>
<td>05.03.02</td>
<td></td>
</tr>
<tr>
<td>Term Code</td>
<td>TRM.TM</td>
<td></td>
<td>Any terms used in the Master Schedule MUST be defined here and be correct. Pay special attention to the years of each date as it is common to have a start date before and end date for terms that span January 1. This information will be used to determine pre-enrollment for certain subject areas.</td>
</tr>
</tbody>
</table>
SCHOOL INFORMATION

Additional school information can be added to the School Information form that is required for Fall Submission. Once this information has been entered it will be stored in the LOC table.

From View All Forms click the mouse on the OTH group. Locate the School Information form. Click the mouse on School Information and click the mouse on the LOAD button. The School Information form will display.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Year Course Units</td>
<td>LOC.YCU</td>
<td>14.14</td>
<td>The number of units that represents the completion of one year of course units.</td>
</tr>
<tr>
<td>Computers for Instruction</td>
<td>LOC.CI</td>
<td>14.15</td>
<td></td>
</tr>
<tr>
<td>Classrooms with Internet Access</td>
<td>LOC.CIA</td>
<td>14.17</td>
<td></td>
</tr>
<tr>
<td>Calendar Type</td>
<td>LOC.SCT</td>
<td>14.21</td>
<td>The codes extracted from Aeries will need to be translated in DataGate.</td>
</tr>
</tbody>
</table>
 COURSE HISTORY INSTITUTIONS

The Course History Institutions form will store data for institutions that will supply course history for new students enrolling. This additional information is also required for Fall Submission. This information will be stored in the CHI table.

From View All Forms click the mouse on the OTH group. Locate the Course History Institutions form. Click the mouse on Course History Institutions and click the mouse on the LOAD button. The Course History Institutions form will display.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution Name</td>
<td>CHI.NM</td>
<td></td>
<td>CHI records must be populated for any institutions where you track sections that meet at that school. You need to be sure that the CHI #s 1-999 match with your existing LOC table. Anything above 1000 can be any school or institution you wish to track. This table is also used to track the schools where Course History (Transcript) records were taken at by students. This information is not extracted in the Fall Submission, but is required in other submissions and should be correct for all submissions.</td>
</tr>
<tr>
<td>ID Type</td>
<td>CHI.TY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID Number</td>
<td>CHI.ID</td>
<td>08.03</td>
<td></td>
</tr>
</tbody>
</table>
UPDATE GRADUATION REQUIREMENTS - DISTRICT

The Graduation Requirements are reported from the District level and only 12th grade requirements are reported. CSIS provides no mechanisms for combining the units of multiple subject areas that need to be translated into a single reportable subject area. You must manually combine the units into a single subject area prior to extracting this data.

Field Name | Aeries Table.Field | CSIS # | Comment
--- | --- | --- | ---
Code | REQ.CD | 14.12.02 | Graduation Requirements are reported from the District Level. Only 12th Grade requirements are reported. CSIS provides no mechanisms for combining the units of multiple subject areas that need to be translated into a single reportable subject area. You must manually combine the units into a single subject area prior to extracting this data. Do not worry about messing up your schools' Graduation Requirements because the district level REQ table is not used by Aeries in any way.
Subject Area | REQ.SA | | |
Units Required | REQ.C1 | 14.12.03 | |
ESTIMATED NEW HIRES - DISTRICT

Additional information can now be added for the estimated number of new hires that will be needed for hire in the upcoming school year. Once this information has been calculated it can be entered in the Estimated New Hires form and stored in the ENH table.

From View All Forms in the District database click the mouse on the OTH group. Locate the Estimated New Hires form. Click the mouse on Estimated New Hires and click the mouse on the LOAD button. The Estimated New Hires form will display.

The fields on this form are required fields and must be populated for use in the Fall Submission. ALL Estimated New Hires MUST be updated yearly in the District Database, which includes the Area Code and number of New Hires.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Aeries Table.Field</th>
<th>CSIS #</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Area</td>
<td>ENH.SA</td>
<td>14.19.01</td>
<td>This information is entered at the district level. Parallel districts should copy what they entered on the paper CBEDS form and enter it into this form.</td>
</tr>
<tr>
<td>New Hires</td>
<td>ENH.NH</td>
<td>14.19.02</td>
<td>You may enter numbers with an accuracy of 1 decimal place.</td>
</tr>
</tbody>
</table>
Special Circumstances

Exit/Withdrawal Dates and Reasons
CSIS requires that any ENRA record sent with an Exit Date MUST contain an Exit Reason. CSIS also requires that Graduates, Dropouts, and No Shows have fully completed enrollment information including Start and End/Exit Dates. For a regular student in the current year and last year, with regular enrollment, every Leave record (ATT.CD = “L” or ATT.CD = “B”) in Aeries must have a Reason Code entered. Technically, only the last Leave record before CBEDS day will be reported to CSIS so the minor program, teacher, or grade changes that occur during the course of a school year do not have to have Reason Codes associated with them. It might be good to try to populate that information, but it will not be reported to CSIS through Aeries. The special circumstances of Graduates, Dropouts, and No Shows are described below. Please refer to the “Exit Code Analysis” document available at www.aeries.com on the secured Downloads page in the CSIS section.

Graduates
All graduates who graduated between last year’s CBEDS day and this year’s CBEDS day are reported to CSIS to aggregate your graduation count. Eagle Software recommends that you DO NOT inactivate your graduates at the end of the school year. Various documentation from CSIS or users from other Student Information Systems might indicate that you need to create a final Enrollment Leave Record and inactivate all Graduates in order to successfully report your data to CSIS. But Aeries will use the Graduate Date and Grad Status code to populate an Exit Date and Exit Reason when the ENRA file is created. The Grad Status will be extracted with a “G” pre-pended to the code. You will need to translate that code into a valid Exit Reason in the CSIS DataGate.

If you have students who were not enrolled in your high school but still received a diploma from the high school and need to be reported as a graduate at your high school, you can simply add that student record into your high school database and give that student a Grad Date and Grad Status Code. You can leave the student tagged as inactive and do not have to enroll the student in Attendance. The extract will take care of everything.

Dropouts
Dropouts are students who were attending one of your schools, were in grades 7-12, left the district, and you don’t know where they went because you never got a records request. That is the quick description of a Dropout but a more precise definition is available in the CBEDS manual or from the CDE. Because standard Dropouts were once enrolled in one of your schools, you should have enrolled information on them. An appropriate Exit Reason of “140” can be placed into the Enrollment Leave record, but if you find it easier, you can leave the Exit Reason blank and populate the STU.DO (Dropout Indicator) field on Supplemental 3 with a “1”. The extract will automatically put in an Exit Reason of “140” for you.
**No Shows**

No Shows are a special type of Dropouts. They are students who leave while school is out during the summer. Because, by definition, No Shows never actually had any real enrollment information on them, you must populate the STU.DO (Dropout Indicator) field on Supplemental 3 with a “2”. There are a few different types of reportable No Shows. CSIS asks for you to distinguish No Shows that occurred during a school to school matriculation or during a standard school annual rollover. Aeries will take care of that distinction by analyzing the low grade for a school and if the No Show’s grade is equal to the low grade of the school, it will be assumed that the No Show was from Matriculation and an appropriate ENRA record with Enter and Exit Dates of the first day of school and an Exit Reason of “430” will be used. If the grade is something other than the low grade of the school, an Exit Reason of “420” will be used.

**NO SHOWS ARE EXTRACTED FROM LAST YEAR’S DATABASE.** The CBEDS manual states that the No Shows that are to be reported on CBEDS are the students who were supposed to show up for last school year, but who did not and you don’t know where they are at now.

It is important to distinguish between students, who simply did not show up to your school, but you know where they are now, and students who never showed up to your school and you have no documentation of knowledge about where they are at now. It may be common practice to lump these two groups of students into the common category of “No Show”. But only the latter is actually reportable to CSIS and CDE as a Dropout No Show. And only those students where you don’t know their whereabouts should you actually populate the STU.DO (Dropout Indicator) field. Eagle Software recommends that you have 2 different Student Status Tag (STU.TG) codes: one to indicate students who are true No Show Dropouts - and the other for students who simply didn’t show up when they said they were going to but you know where they are at now. That way, when the extract is done for Fall Submission, the “non-dropout no show” code can be excluded from the extract because that type of student is not reported. It is not necessary to go back into last year’s database and close out the enrollment of “non-dropout no shows” because the extract will recognize that the student did not return and will insert a Leave Date of the last day of school and generate an Exit Reason of “160 – Left and is confirmed in another school”. If it is confirmed that the student left the state, you need to go into last year and close out the attendance and use an Exit Reason of “200 – Verified in US District outside CA” or “240 – Moved to a Foreign Country”.

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Page 35
**Split Schools**

If you have a circumstance where you have found it necessary to split a single CDS code into 2 or more Aeries databases/schools, you only have a few things to worry about. The first thing you need to do is pick one of the schools as being the “primary school.” You will need to fill out your School Options and School Information data for that school. Be sure that all instances of a single school have the correct CDS code populated. The extract program will detect that multiple schools have the same CDS code and will prompt you for which school is the Primary school for extracting school-level information. Additionally, you need to make sure that the Teacher Numbers and Section Numbers do not conflict between the schools. That means that if section 100 (or teacher 100) is used in one school, you cannot use that same section number (or teacher number) in the other school. Don’t apply this same rule across the entire district. This rule only applies to schools that have the same CDS code.

**Reportable Students NOT in their Reporting School Database**

There are certain situations where you may have a set of students that should be reported in a particular school, but whose records are not stored in that school’s database. A common example is a Log-Term Independent Study, or Home Hospital student. Your district may keep a separate database just to store and track these students. With traditional CBEDS, you simply added the correct number of students to your reported numbers. But with CSIS, you must actually populate a special field called “CSIS Home School” on the Supplemental 3 form. If that field is populated, that student will extract as if they are enrolled in that school, in spite of not actually being in that database.

**Duplicate Secondary Enrollments**

It is very common to have students enrolled in more than one school site at a time. The normal situation where this may occur is middle school students going to the high school to take Algebra or other advanced classes. The same could apply to any students who has a primary enrollment at one school, but who goes to another school for certain special classes. In those situations, you should have already been tagging those students in their Program (STU.SP) field so that when the attendance reports are run, their ADA is printed on a separate page that is thrown away and not reported at P1 and P2. If you haven’t already done this, you need to implement a special STU.SP code that means “Secondary Enrollment – Not for ADA”. When you do the CSSI extract, there is an area for populating the STU.SP values to count as Secondary Enrollments. Be sure that this code (or codes) is consistent across the district and populate them before doing the Fall Submission Extract.

**Pre-Enrollment in Reportable Courses**

If you normally report pre-enrolled students in the courses asked for on CBEDS, you need to be sure that the students who are pre-enrolled in those courses actually have that data populated in the MST and SEC tables. The CSIS extract will NOT look at the SMS or SS