



Race and Ethnicity Conversion

July 2, 2009

Aeries is prepared to support the new state mandated Race & Ethnicity changes that are required for the 2009-2010 calendar year. The new **Ethnicity** Y/N field and new **Race** fields have already been added to the **Student Data** form.

Due to specific requirements data must be converted from the old **Ethnicity** fields into the new **Ethnicity** flag and **Race** fields. For example, the **CAHSEE** and **CELDT Pre-ID** now require the new **Ethnicity** and **Race** fields to be loaded into the Pre-ID files for all students. Both of the Aeries Pre-ID programs have been modified to convert this data in only the Pre-ID tables to support the new file layout but **will not** convert any data within the **Student Data (STU)** table.

Therefore it is highly suggested that Districts consider converting the old **Ethnicity** fields into the new **Ethnicity** flag and **Race** fields. A new Macro is now available that will convert the old **Ethnicity** field codes over to the new **Ethnicity** and **Race** fields for both the **Student (STU)** records and the **Staff (STF)** records. It is highly suggested that you review the following conversion process prior to running the new macro.

The **Populate New Race and Ethnicity Fields** macro will first display a selection box to allow you to select either Student or Staff records to be updated. The macro will then verify that there are no values in the **Ethnicity (ETH)** **and Race (RC1)** fields for each Student or Staff record being processed.

If these fields are blank and any of the old **EC** fields contain a code the program will check **ALL** old **Ethnicity (EC-EC6)** fields for a **Hispanic or Latino (500)** ethnicity code in any of these fields. If **Code 500** is located the new **Ethnicity (ETH)** field will be flagged with a **Y**. If there are any additional **Ethnicity** fields they will be updated into the new **Race** fields.

Please take note that if there is only a code 500 in the old Ethnicity fields and the remaining Ethnicity fields are blank the new Ethnicity (ETH) field will be flagged with a Y but the new Race fields will contain a blank.

If no **Code 500** is located the **Ethnicity (ETH)** field will be flagged with an **N** and only the first 5 **Ethnicity** codes (**EC-EC5**) will be saved in the new **Race (RC1-RC5)** fields. If there is any value in the **EC6** field the code will not be converted. All data in the old **Ethnicity** fields (**EC-EC6**) will not be affected and will contain the same values.

The **Student Data Audit Report** has also been modified to allow you to validate data that is stored in the old **Ethnicity (EC-EC6)** fields and to also validate the new **Ethnicity** flag and **Race** fields. This report can be generated prior to creating any Pre-ID files to verify data. It also has the option to only verify the old **Ethnicity (EC-EC6)** fields and the **Ethnicity** flag and **Race** fields. It is highly suggested that this report be generated prior to using the new Macro to convert the old **Ethnicity** field to the new **Ethnicity** and **Race** fields.



NOTE: It is highly suggested that you backup your database prior to running this macro.

Student Data Audit Report

The **Student Data Audit** report should be generated prior to creating **ALL** Pre-ID files or prior to converting the old **Ethnicity** fields over to the new **Ethnicity** and **Race** fields. The **Pre-ID Data Audit** will validate common data that gets loaded into the Pre-ID files. The data can then be corrected prior to the Pre-ID files being created.

Select the schools to be included in the audit report:

Sch	School	Include
990	Golden Eagle Elementary School	Yes
991	*Tawny Eagle YR Elementary School	No
992	Hawk Elementary for ATT	Yes
993	Bald Eagle Intermediate School	Yes
994	Screaming Eagle High School	Yes
995	Aeries Continuation School	Yes
999	Inactive Students	Yes

* Indicates Inactive

Select Validation: Pre-ID Data Audit

Select Validations to run:

Validation	Validate?
School (CDS) Code	Yes
Student Name	Yes
Student ID	Yes
Statewide Student ID (CSIS ID)	Yes
Birthdate	Yes
Gender	Yes
Ethnicity - EC fields	Yes
Ethnicity - New ETH & RC fields (STU)	Yes
Primary/Home Language	Yes
Parent Education Level	Yes

Sort by Student Name (selected) | Grade Range: 0 thru 18

Sort by Error

Include Inactive Students

Break Page on School

Print Summary (checked) | Print Detail (checked)

OK Cancel

The new validation for **Ethnicity – ETH and RC1-RC5 (STU)** that is listed in the drop down will validate the new **Ethnicity** and **Race** fields for the proper values for CALPADS. It will also verify the **EC-EC6** fields for any codes that contain **999** which is now an invalid Ethnicity code in CALPADS.

Select Validation: ETH and RC1-RC5 (STU)

Select Validations to run:

Validation	Validate?
Hispanic/Latino Indicator (ETH)	Yes
Race Fields (RC1-RC5)	Yes
EC-EC6 fields fo code '999'	Yes

When this report is generated it can be sorted by **Student Name** and will list **ALL** errors for each student or it can be sorted by the **Errors**. The following is an example of the some of the Ethnicity errors that this report will generate.

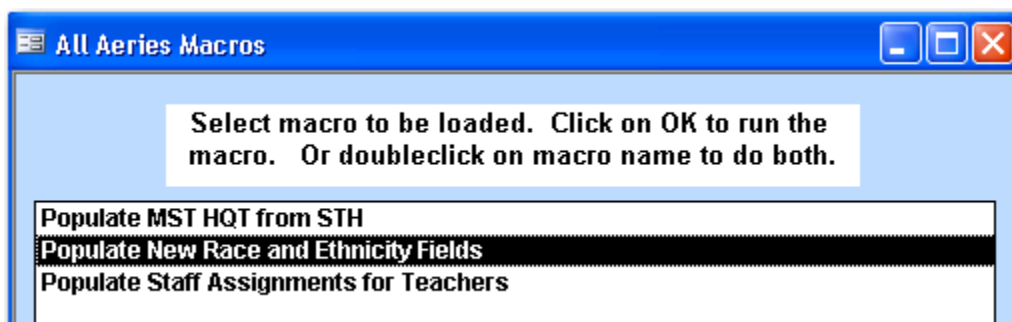
Eagle High School					
					6/26/2009
2008-2009		Hispanic/Latino Indicator and Race fields			Page 1
Stu #	Perm ID	Student Name	Grade	Field	Error
047380	0000644382	Acevedo, Kyle P	10	STU.ETH = <blank> STU.RC1 = 201	Hispanic/Latino Ethnicity Indicator is blank, but Race field has data.
043158	0012329143	Acevedo, Michael Angel	12	STU.ETH = <blank>	Hispanic/Latino Ethnicity Indicator is blank.
042676	0012320343	Aguilar-Portillo, Mariah C	12	STU.ETH = Y STU.RC1 = <blank>	Hispanic/Latino Ethnicity Indicator is set, but Race field is empty.
043388	0012321144	Alcaraz, John G	11	STU.ETH = N STU.RC1 = <blank>	Hispanic/Latino Ethnicity Indicator is set, but Race field is empty.
048402	0012339685	Alvarez, Antonette Raelen	9	STU.EC2 = 999	Code '999' is invalid in CALPADS.
			9	STU.RC1 = 999	Race code in STU.RC1 is invalid or not in COD.
048401	0012332152	Alvarez, Lawrence Anthon	11	STU.EC = 999	Code '999' is invalid in CALPADS.
			11	STU.RC1 = 999	Race code in STU.RC1 is invalid or not in COD.

The option is also available to print a **Summary** of all errors located on the report along with the number of students that have this error. The following are the descriptions for some of the Ethnicity errors.

SUMMARY:	
	Code '999' is invalid in CALPADS.
	Hispanic/Latino Ethnicity Indicator is blank, but Race field has data.
	Hispanic/Latino Ethnicity Indicator is blank.
	Hispanic/Latino Ethnicity Indicator is set, but Race field is empty.
	Race code in STU.RC1 is invalid or not in COD.
	Race code in STU.RC2 is invalid or not in COD.

Populate New Race and Ethnicity Fields

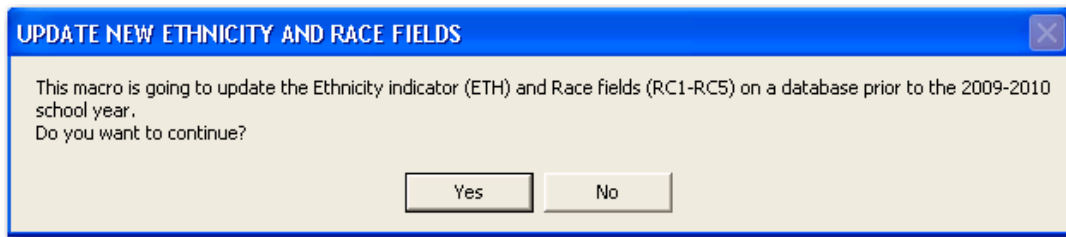
The **Populate New Race and Ethnicity Fields** macro is utilized to convert the old **Ethnicity (EC-EC6)** fields over to the new **Ethnicity (ETH)** and **Race (RC-RC5)** fields for either **Student** or **Staff** records. To generate the macro double click the mouse on the **Populate New Race and Ethnicity Fields** from the **View All Macros** form.



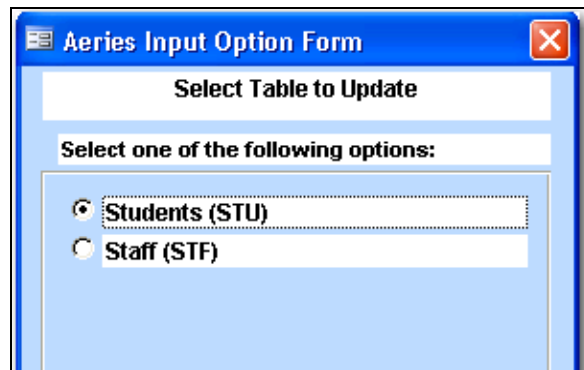
NOTE: In Aeries XP each school must update their student and staff records. This Macro is also available at the District to only update the staff records.

Aeries Client Server has the capability to have each school run this macro or it can be run in AdminCS and will update all students or staff records.

If this macro is being generated against any database prior to 2009-2010 the following message will display. To continue click the mouse on **Yes**. To cancel the macro, click the mouse on **No**.



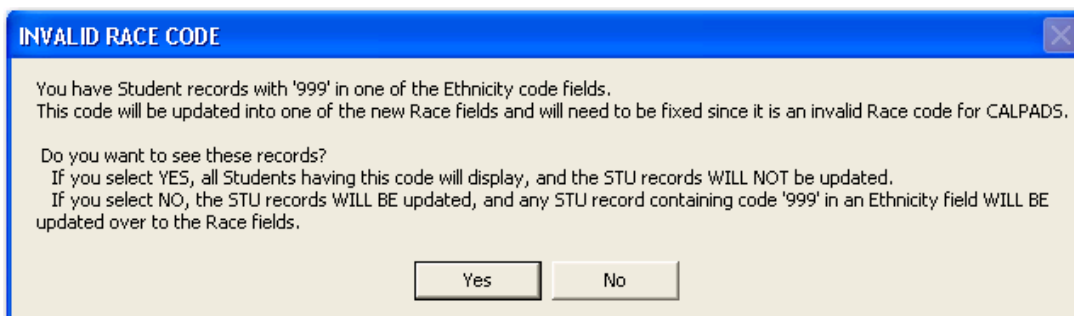
The option will display to update the **Students (STU)** or **Staff (STF)** table. Select the table to be converted and click the mouse on the **OK** button.



If there are any records that **ONLY** contain an Ethnicity code of 500 and all other Ethnicity fields are blank the following message will display. Click the mouse on the **OK** button.



If there are any Invalid Race codes of 999 located in the **Ethnicity (EC-EC6)** fields the following message will display.



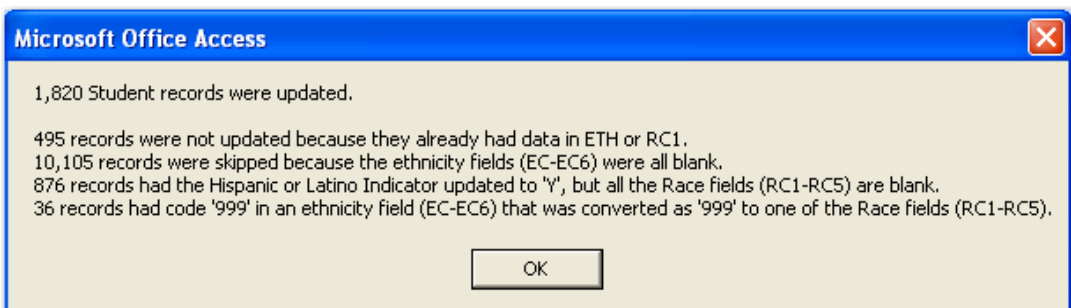
Click the mouse on the **Yes** button. A report will be generated with a list of the students or staff that has an Invalid Race code of 999 located in the **Ethnicity (EC-EC6)** fields. The macro will also cancel and the records will not be updated. Clicking the mouse on the **No** button will continue the macro and no listing will be displayed.

Students Name
000651 Boulos, Alyssa M
043390 Alvarado, Christy A
047388 Alt, Amber
047511 Grandmaison, Tracy
047809 Alvarado, Briahna
048102 Gonzales, Brandon
048390 Wright, Paris Angeli
048401 Almarez, Daniel Ant
048402 Almarez, Jessica Ra
048410 Balingit, Zachary D

If records are located that do not have data stored within any of the **Ethnicity (EC-EC6)** fields the records will be skipped and the following message will display.



When the macro has finished updating the new **Ethnicity** and **Race** fields the following message will display. Totals will be generated for records updated, records not updated due to **ETH** or **RC1** already containing data prior to the conversion process, all records with the Ethnicity fields blank, records with **ETH = Y** but **RC1** is blank and **Race (RC1-RC5)** fields now containing code **999**.



The following are examples of how the old Ethnicity was converted over to the new Ethnicity and Race fields.

This record had **EC = 500** and no other Ethnicity field contained data. When it converted the data it flagged the **Ethnicity (ETH)** field with a **Y** and all **Race** fields are blank.

Race and Ethnicities for Acedo, Cheyanne N			
Old Method		New Method	
Ethnic Code(s)	Description	Ethnicity & Race(s)	Description
EC	500 Hispanic or Latino	ETH	Y Yes, Hispanic or Latino
EC2		RC1	
EC3		RC2	
EC4		RC3	
EC5		RC4	
EC6		RC5	

This record had **EC = 700** and **EC2 = 500** and no other Ethnicity fields contained data. When it converted the data it searched all **EC** fields for code **500** and flagged the **Ethnicity (ETH)** field with a **Y**. The **RC1** field now contains the **700** code.

Race and Ethnicities for Adams, Jynelle R			
Old Method		New Method	
Ethnic Code(s)	Description	Ethnicity & Race(s)	Description
EC	700 White (not Hispanic)	ETH	Y Yes, Hispanic or Latino
EC2	500 Hispanic or Latino	RC1	700 White
EC3		RC2	
EC4		RC3	
EC5		RC4	
EC6		RC5	

This record had **EC = 700** and no other Ethnicity codes contained data. When it converted the data it searched all **EC** fields for code **500**. Since there was no code **500** it flagged the **Ethnicity (ETH)** field with a **N**. The **RC1** field now contains the **700** code.

Race and Ethnicities for Adams, Marleen Marie			
Old Method		New Method	
Ethnic Code(s)	Description	Ethnicity & Race(s)	Description
EC	700 White (not Hispanic)	ETH	N No, not Hispanic or Latino
EC2		RC1	700 White
EC3		RC2	
EC4		RC3	
EC5		RC4	
EC6		RC5	

This record has codes in **ALL** of the **EC** fields. When it converted the data it searched all **EC** fields for code **500**. Since there was code **500** in the **EC2** field it flagged the **Ethnicity (ETH)** field with a **Y**. The remaining **EC** fields were converted over to the **RC** fields.

Ethnic Codes

Race and Ethnicities for
Aguiar, Vincent Alejandro

Old Method		New Method	
Ethnic Code(s)	Description	Ethnicity & Race(s)	Description
EC	600 Black or African American	ETH	Y Yes, Hispanic or Latino
EC2	500 Hispanic or Latino	RC1	600 Black or African American
EC3	400 Filipino	RC2	400 Filipino
EC4	100 American Indian or Alaskan Nativ	RC3	100 American Indian or Alaskan Nativ
EC5	201 Chinese	RC4	201 Chinese
EC6	202 Japanese	RC5	202 Japanese

OK Cancel

This record has codes in **ALL** of the **EC** fields. When it converted the data it searched all **EC** fields for code **500**. Since there was no code **500** in any **EC** fields it flagged the **Ethnicity (ETH)** field with an **N** leaving 5 **RC** fields. The remaining **EC** fields were converted over to the **RC** fields except for **EC6**.

Ethnic Codes

Race and Ethnicities for
Aguiar, Breanna M

Old Method		New Method	
Ethnic Code(s)	Description	Ethnicity & Race(s)	Description
EC	100 American Indian or Alaskan Nativ	ETH	N No, not Hispanic or Latino
EC2	600 Black or African American	RC1	100 American Indian or Alaskan Nativ
EC3	700 White (not Hispanic)	RC2	600 Black or African American
EC4	400 Filipino	RC3	700 White
EC5	301 Hawaiian	RC4	400 Filipino
EC6	201 Chinese	RC5	301 Hawaiian

OK Cancel