CALPADS SSID Enrollment (SENR) [.2239 - .2331]

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Report Logic | Non-Binary Gender Reporting | Validate SENR Data | Report Editor | Generate the CALPADS SSID Enrollment File Using the Traditional Reporting Method | Generate the CALPADS SSID Enrollment File Using the Transactional Reporting Method | SSID Enrollment File Layout

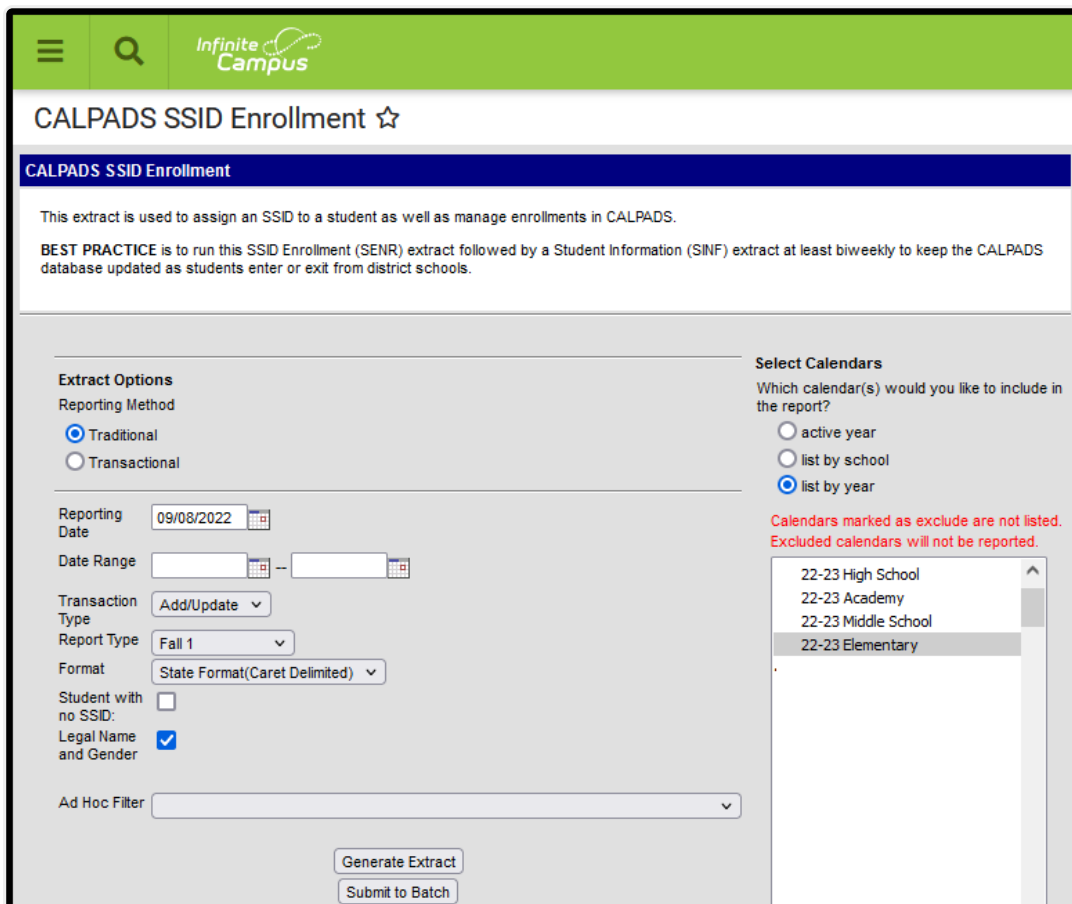**Classic View:** CA State Reporting > CALPADS SSID Enrollment (SENR)

Search Terms: CALPADS SSID Enrollment

The CALPADS SSID Enrollment is used to assign a Statewide Student Identifier (SSID) to a student and to manage student enrollments. Records are added, updated, and deleted using specific transaction types chosen in the editor.

> **Best Practice**
>
> Generate this extract, followed by the CALPADS Student Information (SINF) Extract at least every other week to keep the CALPADS database up to date as students enter or exit from district school.

This record is required for the Fall 1 (Annual Enrollment Update), approximately October 1 to December 15. It should be submitted on an ongoing basis throughout the year as students enroll into and exit from schools and districts.

CALPADS SSID Enrollment

Report Logic

Students are included on the report when:

- The Enrollment Start Date is within the entered date range, regardless of the Enrollment Start Status when the **Report Type** is set to **Fall 1**.
- The Enrollment End Date is within the entered date range (including the date selected) when the Enrollment End Status is not blank or 440 when the **Report Type** is set to **End of Year**.
- The student has a grade level change, Interdistrict Transfer Code change or District of Geographic Residence Code change with an End Date within the entered Date Range on the Extract Editor, and the **End Status** is E150 when the **Report Type** is set to **Change/Update.**
- The student has an enrollment change of any type and the enrollment has a CALPADS reported Enrollment End Status.
- The **Students with no SSID** checkbox is marked, only students who have an appropriate enrollment start and/or end date AND status and a blank SSID report.
- Students marked as No Show report when the start/end date is within the entered date range.

Students are NOT included on the report when:

- The Enrollment Record has a Service Type of N.

- Enrollments, grade levels or calendars are marked as State Excluded.

Enrollment service types P and S report. Students who have concurrent enrollment records (primary and secondary enrollments) report a record for each enrollment when the other selection criteria are appropriate to the enrollments.

All active enrollments within the date range selected on the extract editor report as of the active start date of the enrollment based on the selected **Report Type**:

- **Fall 1** - reports all student enrolled between the date range in the selected calendars.
- **Change/Update** - reports students who had an enrollment change of any type and the enrollment has a CALPADS reported Enrollment End Status.
- **End of Year** - reports students who have an enrollment end date within the entered date range and their enrollment end status is reportable. When the end status is null or a non-reportable status, and/or the End Date is null, the student does not report.
    - These end statuses are reportable: T160, 100, 104, 106, 108, 120, 250, 320, 330, 360, 480, E125, E130, E150, E155, E170, E140, E300, E400, E410, E450, N470, T165, T167, T180, T200, T240, T260, T280, T370, T380, E230, N43.
    - These end statuses have been deactivated, but still report: T270, T310, T460.

When the student has multiple reportable continuous enrollments in the same calendar (Start Date in the date range or an End Date in the date range, and an End Status other than blank, 440 or E490) in the same school, multiple enrollments report as one. The latest End Date with a reportable End Status report as the Student School Exit Date, unless the End Status is N470.

- Start Date
- Enrollment Service Type
- CALPADS Enrollment Status

When the student has multiple enrollments in the same calendar with the end status of 440, the following reports from the last enrollment of that year:

- Grade Level
- Enrollment Exit Date
- Student Exit Code
- Resident District
- NPS School
- Receiver School
- UC/CSU Requirements Met

All enrollments within the same school that have a change in Grade Level, Interdistrict Transfer Code or District of Geographic Resident report. The E150 End Status is used to end enrollments for these changes.
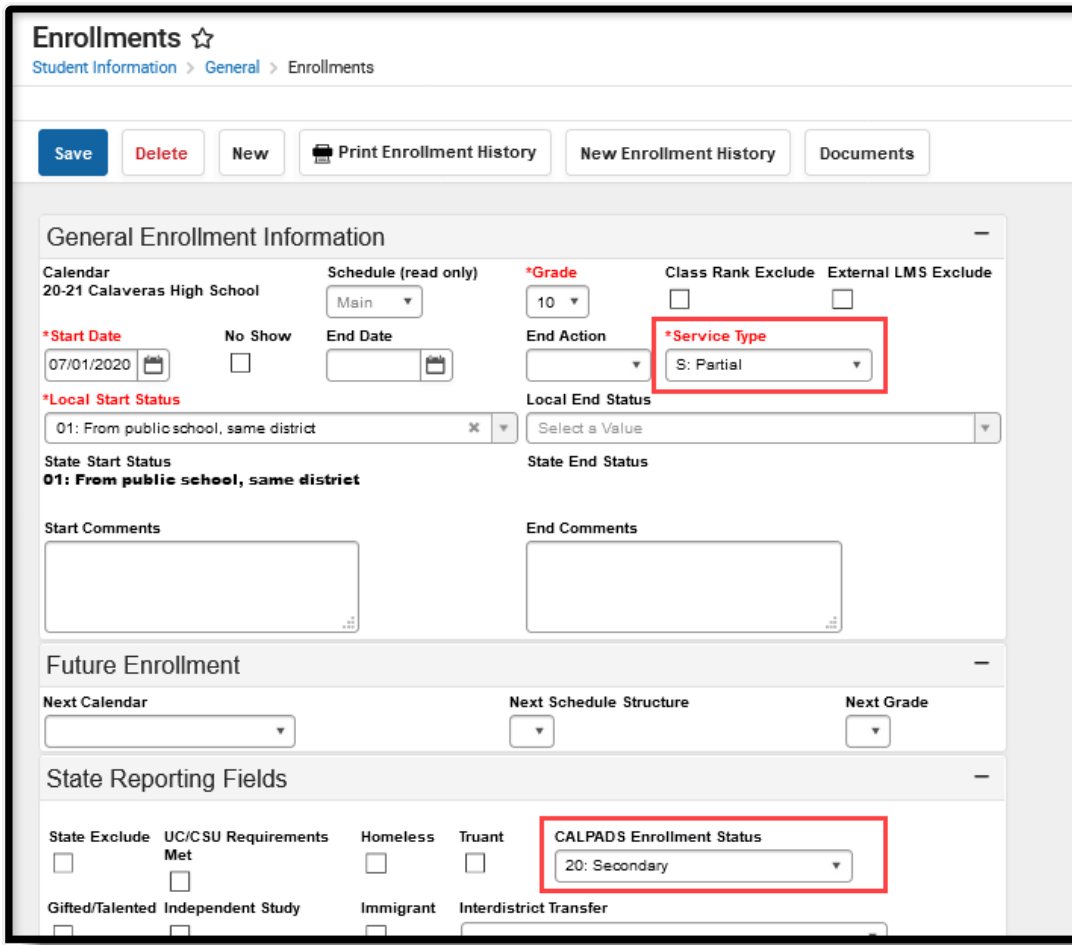
An enrollment start or end that is NOT a Grade Level, Interdistrict Transfer or District of Geographic Residence does not need to report.

Reports students with enrollment records currently active within the date range. Active enrollment records include records with start and end dates that can be inside or outside the selected date range.

Operational Keys

- School of Attendance (Field 6)
- SSID (Field 8)
- Student School Start Date (Field 23)

Students with *Service Type S: Partial* enrollments should have a value chosen in the CALPADS Enrollment Status field in the State Reporting Enrollment Editor. When a value is not chosen, the student reports with the default value *20: Secondary Enrollment* in the extract.

Student Enrollment Editor Fields

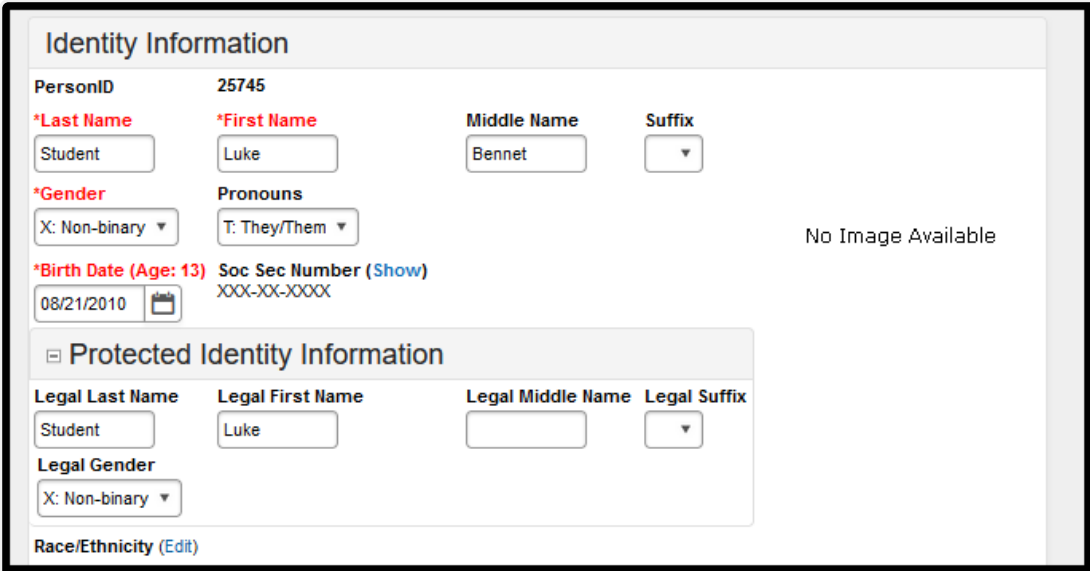# Non-Binary Gender Reporting

Schools can assign students a gender of M: Male, F: Female, X: Non-binary. This is done on the Identities tool and/or the Demographics tool.

CALPADS Extracts use the Legal Gender field included in the Protected Identity Information to report student and staff identity information.

To record a gender of X: Non-binary, on the Identities tool:

1. Assign the **Gender of X: Non-Binary** in the standard identify fields.
2. Assign the **Protected Identity Information Legal Gender** of M: Male, F: Female, or X: Non-binary.
3. Save the record when finished.

Gender and Legal Gender Assignment

Validate SENR Data

Use the Data Validation Report to correct any student data prior to the submitting the CALPADS file to the state. Validation Groups and Validation Rules are provided by Infinite Campus for a specific CALPADS extract (listed below). These groups are used to return certain rules assigned to each group.
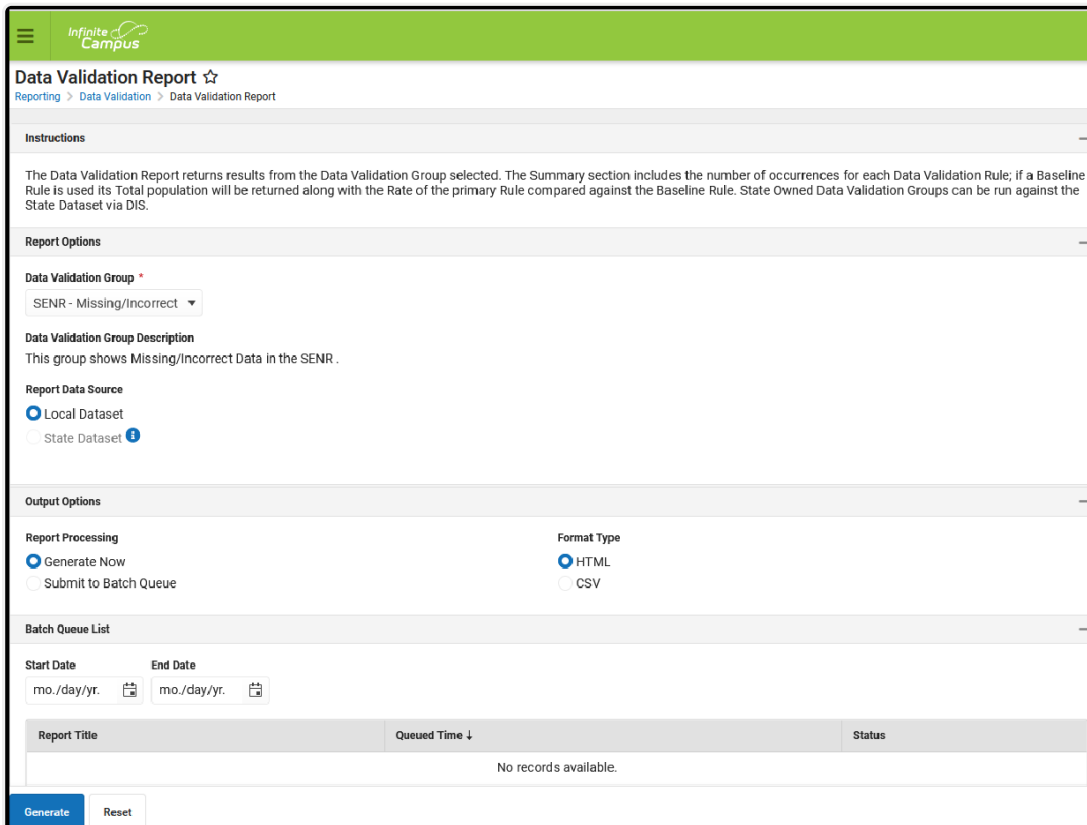
- CALPADS SSID Enrollment
- CALPADS Student Information
- CALPADS Student Programs
- CALPADS Student English Language Acquisition
- CALPADS Student Discipline
  - Student Incident File
  - Student Incident Result File
  - Student Offense File

- CALPADS Staff Demographics
- CALPADS Staff Assignments
- CALPADS Course Section
- CALPADS Student Course Section
- CALPADS Work-Based Learning
- CALPADS Postsecondary Status Summary

Modifications to the Validation Rules and Validation Groups can be made if your district has

purchased the Campus Analytics Suite; otherwise, they are read-only.

Users can select the **Missing or Incorrect Data** Validation Group, which returns any missing or incorrect data that is reported in the CALPADS Extract, like a missing enrollment exit reason or an incorrect date, for example.

Note that examples refer to CALPADS SENR.

Data Validation Report - Missing/Incorrect Data

The report first lists a Summary of the issues found and the total number of occurrences.

Validate Report Summary List

Then, click the Rule in the Summary column (for HTML format), or scroll through the report to see which students meet the criteria of the rule logic.

Validate Report Results

Refer to the tables below, which includes the rule, rule logic and location, for correcting the data.

Missing or Incorrect Data

The Missing or Incorrect Data Report uses the following rules and logic (open the Click here to Expand section below to see each rule).

▶ Click here to expand...

Rule Number	Issue	Logic	Location
N/A	Students with Missing Information	Reports students whose Demographics record is missing the following information: • First Name, Last Name • Birth Date • Gender • Date Entered US School - reports when this field is not populated, but the US Birth Country or US Birth State fields are populated • Language Codes when the Home Primary Language is 99: Other Non-English Languages	Census > People > Demographics > Last Name, First Name, Birth Date, Gender, Date Entered US School, Home Primary Language

Rule Number	Issue	Logic	Location
FRMT0001	Wrong Field Length	Reports fields that do not meet the maximum required length as determined by CALPADS. This rule checks ALL fields in the report layout; refer to the SSID Enrollment File Layout for the length of each field.	N/A
FRMT0002	Wrong Date Format	Indicates one of the following fields is not in the recommended date format of CCYYMMDD: - Student Birth Date - Enrollment Start Date - Enrollment Exit Date	Census > People > Demographics > Person Information > Birth Date Student Information > General > Enrollments > General Enrollment Information > Start Date, End Date

Rule Number	Issue	Logic	Location
FRMT0004	Value not consistent with Field Type	Reports fields that are not the correct format for that field. For example, a field that is numeric is reporting as alphabetic. The following fields are validated: • Record Type Code • Transaction Type Code • Student Legal Name Suffix Code • Student Gender Code • Student Birth State Province Code • Student Birth Country Code • Enrollment Status Code • Grade Level Code • Student Exit Reason Code • Student School Completion Status • Student School Transfer Code Refer to the CALPADS File Specifications document for the format of each field type. • When the Field Type is CS, each character in the field must be in the Character String character set. • When the Field Type is DT, each character in the field must be a number or forward slash (/). • When the Field Type is NU, each character in the filed must be a number of decimal point.	N/A

Rule Number	Issue	Logic	Location
GERR0007	Code Submitted Outside the Effective Date Range.	Indicates that the code applies to a date range that is outside of the effective date range entered on the extract editor. This validates against all fields in the extract.	N/A
SENR0013	Enrollment Start Date before Birth Date	Reports students whose Enrollment Start Date is BEFORE their Birth Date For example, a student with a birth date of May 2014 should not have an Enrollment Start Date of September 2013.	Student Information > General > Enrollments > General Enrollment Information >Start Date Census > People > Demographics > Person Information > Birth Date
SENR0014	Enrollment Start Date is greater than the Current Date plus 6 months	Reports students whose Enrollment Start Date is six months in the future.	Student Information > General > Enrollments > General Enrollment Information > Start Date
SENR0015	Missing Exit Date	Reports students whose Enrollment End Status field is populated, but the Enrollment End Date field is not populated.	Student Information > General > Enrollments > General Enrollment Information > End Date, End Status

Rule Number	Issue	Logic	Location
SENR0018	Invalid Exit Date for the Submitted Exit Reason	Reports students whose Enrollment End Date is the same as the Enrollment Start Date AND the Enrollment End Status State Code is NOT set to N470: No Show. The student's Enrollment Exit Date must be greater than or equal to the Enrollment Start Date, unless the student's Exit Reason Code = 470 (No Show), in which case the date must be on or one day prior to the Start Date.	Student Information > General > Enrollments > General Enrollment Information > Start Date, End Date, End Status
SENR0019	Enrollment Exit Date is greater than the Current Date plus 30 Days	Reports students whose Enrollment End Date is one month in the future.	Student Information > General > Enrollments > General Enrollment Information > End Date
SENR0020	Missing Exit Reason	Reports students whose Enrollment End Date field is populated, but the Enrollment End Status field is not populated.	Student Information > General > Enrollments > General Enrollment Information > End Date, End Status
SENR0021	Duplicate Records with a Status of Graduated	Reports students who have multiple enrollments with an End Status Code of 100: Graduated, HS Diploma.	Student Information > General > Enrollments > General Enrollment Information > End Status

Rule Number	Issue	Logic	Location
SENR0023	Invalid Exit Reason and Grade Level Combination	Reports students who have enrollments where the Enrollment End Status and Grade Level Combination is not valid. End Statuses that are NOT associated with the grade levels listed below are reported: • E125: Special Ed, prior Completer with Grade Levels of 07, 08, 09, 10, 11, 12. • E450: PreK-6 Exit with Grade Levels of 01, 02, 03, 04, 05, 06, IN, KN, PS, TD. • T260: Enroll Adult Ed program with Grade Levels of 07, 08, 09, 10, 11,1 2, AD. • T280: Enrolled in college with Grade Levels of 07, 08, 09, 10, 11, 12, AD.	Student Information > General > Enrollments > General Enrollment Information > End Status, Grade Level
SENR0024	Re-enrolling Graduate within LEA	Reports students who have multiple enrollments where the Enrollment End Status on one enrollment is 100: Graduated, HS Diploma and the second enrollment has a CALPADS Enrollment Status that is NOT 50: Non ADA.	Student Information > General > Enrollments > General Enrollment Information > End Status Student Information > General > Enrollments > State Reporting Fields > CALPADS Enrollment Status

Rule Number	Issue	Logic	Location
SENR0026	Invalid Birth Date or Grade for CPHSE Completion	Reports students who have an enrollment with an Enrollment End Status of 330: Passed CHSPE, no HS Diploma and the student's age as of the enrollment end date is less than 16.	Student Information > General > Enrollments > General Enrollment Information > End Status Census > People > Demographics > Birth Date
SENR0027	Multiple Primary Enrollments within LEA	Reports students who have multiple enrollments without an Enrollment End Date, or a single primary enrollment with a secondary enrollment that has a CALPADS Enrollment Status of 30: Short Term, and the secondary enrollment is more than 30 days.	Student Information > General > Enrollments > General Enrollment Information > End Date Student Information > General > Enrollments > State Reporting Fields > CALPADS Enrollment Status

Rule Number	Issue	Logic	Location
SENR0030	Missing Expected Receiver School of Attendance	Part 1: Reports students who have an Enrollment End Status Code of T165: Trans for specific discipline reason or judgement and the Receiver School Code is not populated. Part 2: Reports students whose School Type on the School of Attendance is one of the following and the Enrollment End Status is T160: Regular, non-discip transfer to public CA School and the Receiver School Code is not populated: • 04: County Community School • 05: Juvenile Court School • 12: Community Day School • 13: Continuation School • 14: Opportunity School or Program	Student Information > General > Enrollments > General Enrollment Information > End Status Student Information > General > Enrollments > State Reporting Fields > Receiver School System Administration > Resources > School > School Detail > Type
SENR0036	Invalid Country and State-Province Combination	Reports students whose first two characters of the Birth State field does not match the first two characters of the Birth County field. A Birth State of US-CA: California would not have a Birth State field of DZ: Algeria.	Census > People > Demographics > Person Information > Birth State, Birth Country
SENR0225	Invalid Student Age or Adult Ed Exit or Completion Code	Reports students who have an Enrollment End Status of the following, and who are not 18 on their Enrollment Exit Date. • 250: Adult Ed High School Diploma • T260: Enroll Adult Ed Program • T270: Enroll Adult Ed then dropped	Student Information > General > Enrollments > General Enrollment Information > End Status, End Date Census > People > Demographics > Person Information > Birth Date

Rule Number	Issue	Logic	Location
SENR0226	Duplicate SSID Request within File	Reports students who have duplicate student numbers and no state ID.	Census > People > Demographics > Person Identifiers > Local Student Number, Student State ID

Rule Number	Issue	Logic	Location
SENR0227	Invalid School Completion Code and Grade Level Combination	Reports students whose Enrollment End State and Enrollment Grade Level is not a valid combination. End Statuses that are NOT associated with the grade levels listed below are reported: • 100: Graduated, HS Diploma or 120: Special Ed Certificate of Completion with Grade Levels of 10, 11, 12, and AD • 120: Special Ed Certificate of Completion with Grade Levels of 10, 11, 12, and AD • 250: Adult Ed High School Diploma with Grade Levels of 11, 12, and AD • 320: Completed GED, no HS Diploma with Grade Levels of 07, 08, 09, 10, 11, 12, and AD • 330: Passed CHSPE, no HS diploma with Grade Levels of 07, 08, 09, 10, 11, 12, and AD • 480: Promoted (matriculated to CAPubSchl) with Grade Levels of 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, IN, KN, and PS • 485: Promoted (matriculated to NonCAPubSchl) with Grade Levels of 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, IN, KN, and PS	Student Information > General > Enrollments > General Enrollment Information > End Status, Grade Level Census > People > Demographics > Person Information > Birth Date

Rule Number	Issue	Logic	Location
SENR0262	Invalid Age for Kindergarten (KN) Student	Reports students whose Enrollment Grade Level is KN and the student is under the age of 4 or is 8 years or older.	Student Information > General > Enrollments > General Enrollment Information > Grade Level Census > People > Demographics > Person Information > Birth Date
SENR0265	Invalid Student Age for GED, TASC, HiSET Completion Code	Reports students whose Enrollment End State Code is 320: Completed GED, no HS diploma and the student is less than 16 years old as of the Enrollment Exit Date.	Student Information > General > Enrollments > General Enrollment Information > Grade Level Census > People > Demographics > Person Information > Birth Date
SENR0269	Student Grade Level is outside the designated grade level for the calendar.	Reports students whose enrollment grade level is not in their calendar of enrollment.	Student Information > General > Enrollments > General Enrollment Information > Grade Level System Administration > Calendar > Calendar > Grade Level
SENR0286	Student Enrollment Records with Incorrect Start Dates	Reports students who have two enrollments at the same school, one with an Enrollment End Status of E150: MidYear Grade Level Exit and the other Enrollment Start Date is NOT EQUAL to the Enrollment End Date plus one day.	Student Information > General > Enrollments > General Enrollment Information > Enrollment End Status, Enrollment Start Date, Enrollment End Date

Rule Number	Issue	Logic	Location
SENR0287	Student Enrollment Records Not Between May 15 and August 15	Reports students whose Enrollment End Status is E155: Year End Grade Level Exit and the Enrollment End Date is not between May 15 and August 15 of the selected year.	Student Information > General > Enrollments > General Enrollment Information > Enrollment End Status, Enrollment End Date
SENR0302	Invalid Student Exit Reason Code and Secondary Non-ADA Enrollment Status Combination	Reports students whose Enrollment Service Type is S (Partial) and the Enrollment End Status is NOT equal to E170: Secondary Enrollment Exit or is not populated. This validation is for Student Exit Reason Code and Enrollment State Code fields.	Student Information > General > Enrollments > General Enrollment Information > Enrollment End Status, Service Type
SENR04087	Enrollment Status cannot equal 50 for AD Grade Level	Reports students whose CALPADS Enrollment Status is 50: Non ADA and the Enrollment Grade Level is AD.	Student Information > General > Enrollments > General Enrollment Information > Grade Level Student Information > General > Enrollments > State Reporting Fields > CALPADS Enrollment Status

Rule Number	Issue	Logic	Location
SENR0522	Invalid Exit Code for Enrollment Status 50 (Non-ADA Enrollment)	Reports students whose CALPADS Enrollment Status is 50: Non ADA and the Enrollment End Status Code is not E170: Secondary Enrollment Exit, N470: No Show, E150: MidYear Grade Level Ex, or is not populated.	Student Information > General > Enrollments > General Enrollment Information > Enrollment End Status Student Information > General > Enrollments > State Reporting Fields > CALPADS Enrollment Status
SENR0523	Invalid Enrollment Status for Exit Reason Code E170	Reports students whose Enrollment End Status is E170: Secondary Enrollment Exit and the Enrollment Service Type is S: Partial and the CALPADS Enrollment Status is NOT 50: Non ADA, 20: Secondary, or not populated.	Student Information > General > Enrollments > General Enrollment Information > Enrollment End Status Student Information > General > Enrollments > State Reporting Fields > CALPADS Enrollment Status
SENR0559	Invalid Enrollment Status for Grade Level IN, TD	Reports students whose Enrollment Grade Level is IN or TD, and the CALPADS Enrollment Status is NOT 50: Non ADA.	Student Information > General > Enrollments > General Enrollment Information > Grade Level Student Information > General > Enrollments > State Reporting Fields > CALPADS Enrollment Status

Rule Number	Issue	Logic	Location
	No Show Students	Reports students who are marked as No Show.	Student Information > General > Enrollments > General Enrollment Information > No Show

Report Editor

The following fields are available on the CALPADS SSID Enrollment (SENR) editor.

Options vary depending on whether the **Traditional Reporting Method** or **Transactional Reporting Method** is selected.

- The **Traditional Reporting Method** uses a Reporting Date and the records for Add and Update records are in one file.
- The **Transactional Reporting Method** uses an End Date or a Modified Date, and separate files are generated for Add records and Update records.

Traditional Reporting Method

Field	Description
Reporting Date	When a reporting date is entered, only records active as of the selected date report. For the Reporting Date and Date Range fields, only one option can be used at a time when generating a report.
Date Range	Indicates the start and end dates of enrollments to use when updating student records.
Transaction Type	Indicates the type of transaction that occurs: • **Add/Update** - student enrollment information is added and/or updated • **Delete** - student enrollment information is deleted. • **Replace** - existing student enrollment information is replaced with new information

Field	Description
Report Type	Selection determines which students report: • **Fall 1** - reports all student enrolled between the date range in the selected calendars. • **Change/Update** - reports students who have an enrollment change of any type and the enrollment has a CALPADS Enrollment End Status. • **End of Year** - reports students who have an enrollment end date within the entered date range and their enrollment end status is reportable. When the end status is null or a non-reportable status, and/or the End Date is null, the student does not report. See the Report Logic section for more information.
Format	Selection indicates the format type of the extract. Use the State Format (Caret Delimited) when submitting the information to the state. Use the CSV or HTML format when verifying and testing student data.
Student with no SSID	When marked, only those students who have an Enrollment Start and/or End Date within the entered date range and an appropriate Enrollment Status (see the Report Logic section) AND a blank State ID report.
Legal Name and Gender	When marked, the student's legal name and gender information reports from the Protected Identity Information, instead of the student's name and gender. See the Non-Binary Gender Reporting section for more information.
Ad hoc Filter	Select which students to include in the extract by choosing a filter that was created in the Filter Designer.
Calendar Selection	Select the calendar of enrollment from which to pull student data. Calendars can be chosen by the active year, by the school name or by the year.
Report Generation Options	Choose the Generate Extract to display the results of the chosen items immediately. Choose the Submit to Batch option to generate the report at a specified time. This option is helpful when generating large amounts of data.

Transactional Reporting Method

| Field	Description
Update Based On	Indicates how enrollment records are determined to be included - by the Enrollment End Date or the Modified Date.
Reporting Date *Required*	When a reporting date is entered, only records active as of the selected date report. For the Reporting Date and Date Range fields, only one option can be used at a time when generating a report.

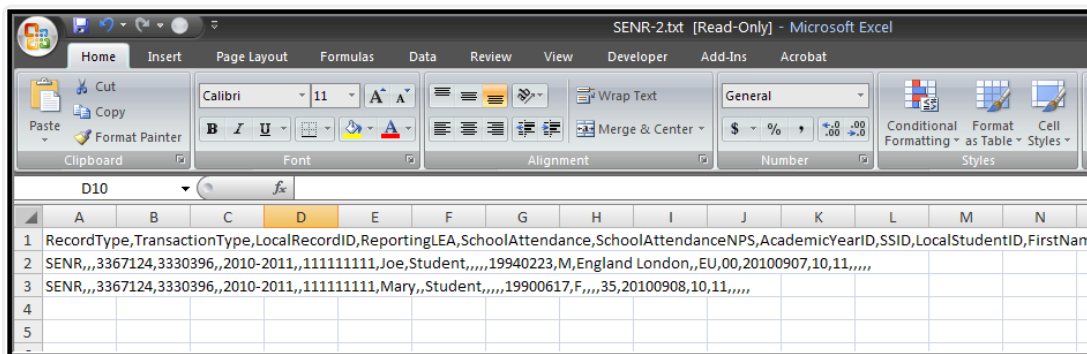| Field	Description
Previous Submission Date *Required*	Indicates the last date the report was generated and submitted.

Transaction Type	Indicates the type of transaction that occurs:
	• **Add/Update** - student enrollment information is added and/or updated. This selection separates the Added enrollments into one file, and the Updated enrollments into another field.
	   ◦ Added enrollments are those students whose enrollment start dates are AFTER the entered Previous Submission Date and BEFORE OR EQUAL To the Reporting Date.
	   ◦ Updated enrollments are those students:
	      ▪ whose enrollments were modified AFTER the Previous Submission Date and BEFORE OR EQUAL TO the entered Reporting Date when Update Based On Modified Date is selected; OR
	      ▪ whose enrollments were ended AFTER the Previous Submission Date and BEFORE OR EQUAL TO the Reporting Date, when Update Based On End Date is selected.
	• **Replace** - existing student enrollment information is replaced with new information.
	   ◦ Replace records are contained in one file and include:
	      ▪ Any enrollments with a start date AFTER the Previous Submission Date and BEFORE OR EQUAL TO the Reporting Date;
	      ▪ Any enrollments with a Modified Date AFTER the Previous Submission Date and BEFORE OR EQUAL TO the Reporting Date, when Update Based On Modified Date is selected.
	      ▪ Any enrollments with a End Date AFTER the Previous Submission Date and BEFORE OR EQUAL TO the Reporting Date, when Update Based On End Date is selected.

Report Type	Selection determines which students report: • **Fall 1** - reports all student enrolled between the date range in the selected calendars. • **Change/Update** -reports students who have an enrollment change of any type and the enrollment has a CALPADS Enrollment End Status. • **End of Year** - reports students who have an enrollment end date within the entered date range and their enrollment end status is reportable. When the end status is null or a non-reportable status, and/or the End Date is null, the student does not report. See the Report Logic section for more information.
Format	Selection indicates the format type of the extract. Use the State Format (Caret Delimited) when submitting the information to the state. Use the CSV or HTML format when verifying and testing student data.

Field	Description
Student with no SSID	When marked, only those students who have an Enrollment Start and/or End Date within the entered date range and an appropriate Enrollment Status (see the Report Logic section) AND a blank State ID report.
Legal Name and Gender	When marked, the student's legal name and gender information reports from the Protected Identity Information, instead of the student's name and gender. See the Non-Binary Gender Reporting section for more information.
Ad hoc Filter	Select which students to include in the extract by choosing a filter that was created in the Filter Designer.
Calendar Selection	Select the calendar of enrollment from which to pull student data. Calendars can be chosen by the active year, by the school name or by the year.
Report Generation Options	Choose the Generate Extract to display the results of the chosen items immediately. Choose the Submit to Batch option to generate the report at a specified time. This option is helpful when generating large amounts of data.

Generate the CALPADS SSID Enrollment File Using the Traditional Reporting Method

1. Enter the desired **Reporting Date.**
2. Enter a **Date Range** for the report.
3. Select the **Transaction Type** for this file.
4. Select the **Report Type** from the dropdown list.
5. Select the **Format** of the report.
6. Select the **Student with no SSID** checkbox only when students who do not have an SSID should be included in this file.
7. Select the **Legal Name and Gender** checkbox to report the students' legal and name and gender information.
8. Use the **Ad hoc Filter** to select students already included in a filter. This is not required. When not chosen, all students who have the appropriate enrollment start or end status during the entered date range are included.
9. Select the **Calendars** to include in the file.
10. Click the **Generate Extract** button or generate the extract at a specified time using the **Submit to Batch** button. The file appears in a new window in the selected format.
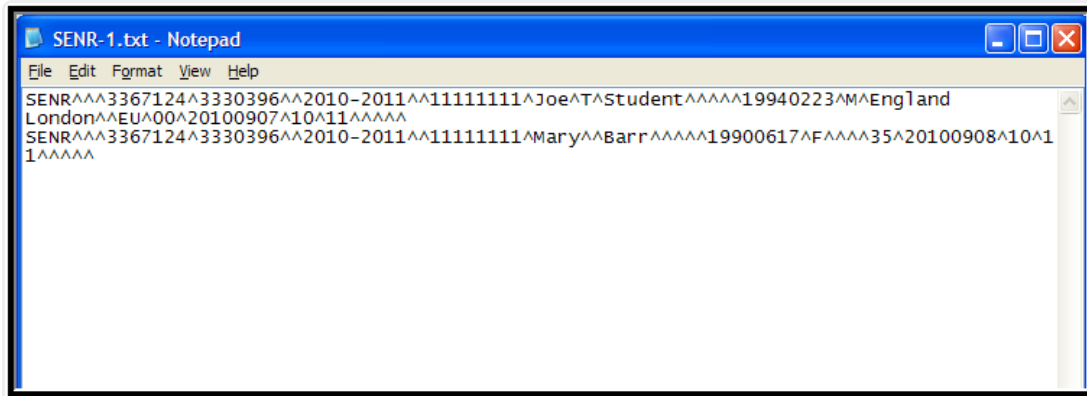
SSID Enrollment File - State Format (Caret Delimited)

SSID Enrollment File - CSV Format

SSId Enrollment File - HTML Format

Generate the CALPADS SSID Enrollment File Using the Transactional Reporting Method

1. Select the desired option for **Update Based On -** End Date or Modified Date.
2. Enter the desired **Reporting Date.**
3. Enter the **Previous Submission Date**.
4. Select the **Transaction Type** for this file.
5. Select the **Report Type** from the dropdown list.
6. Select the **Format** of the report.
7. Select the **Student with no SSID** checkbox only when students who do not have an SSID should be included in this file.
8. Select the **Legal Name and Gender** checkbox to report the students' legal and name and

gender information.

9. Use the **Ad hoc Filter** to select students already included in a filter. This is not required. When not chosen, all students who have the appropriate enrollment start or end status during the entered date range are included.
10. Select the **Calendars** to include in the file.
11. Click the **Generate Extract** button. Or generate the extract at a specified time using the **Submit to Batch** button. Confirmation of the transactional file being created displays in a new browser window. To get the report, click the **Get the Report** link in the **Batch Queue List**.

SSID Enrollment File Layout

Data Elements	Description	Location
Record Type Code *Required*	Type of data record being submitted. Always reports as SENR. *Alphanumeric, 4 characters*	Data not stored
Transaction Type Code	Action the state should take with this record. Chosen on the Extract Editor. • D = Delete • R = Replace • Blank or no transaction type = Add/Update *Alphanumeric, 1 character*	Data not stored
Local Record ID	N/A	N/A

Data Elements	Description	Location
Reporting LEA *Required*	A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in CALPADS. When the reporting calendar is from a School with Type = 15: Independently Reporting Charter, the State School Number reports (not the State District Number). This field reports the Secondary District Number when the reporting calendar has a School Type of 16: Secondary State District Number. *Numeric, 7 digits*	System Administration > Resources > District Information > State District Number District.number System Administration > Resources > School > School Type School.type System Administration > Resources > School > School Number School.number
School of Attendance *Required*	Reports the State School Number from the student's enrollment record. When the CDS Number is populated on the School editor, that value reports. *Numeric, 7 digits*	System Administration > Resources > School > State School Number School.number System Administration > Resources > School > CDS Number
School of Attendance NPS *Required*	School number when student attends NPS school. This is reported when populated on enrollment. Only required when the School of Attendance reports 0000001. *Numeric, 7 digits*	Student Information > General > Enrollments > Special Education Fields > NPS School Code Enrollment.code

Data Elements	Description	Location
Academic Year ID *Required*	School year identifier. *Date field, 9 characters (CCYY-CCYY)*	System Administration > Calendar > School Years > Start Year/End Year Calendar.year
SSID *Required*	Student's State ID. When the student does not have a state ID at the time the file is generated, the field reports blank. This is only required when submitting a record with Transaction Type of Delete or Replace. *Numeric, 10 digits*	Census > People > Demographics > Person Identifiers > State ID Person.stateID
Local Student ID *Required*	Student's Local ID. *Numeric, 15 digits*	Census > People > Demographics > Person Identifiers > Student Number Person.studentNumber
Student Legal First Name *Required*	Reports the student's legal first name. When the Legal First Name field is populated, information reports from that field. *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information > First Name Identity.firstName Census > People > Identities > Identity Information > Protected Identity Information > Legal First Name Identity.legalFirstName

Data Elements	Description	Location
Student Legal Middle Name	Reports the student's legal middle name. When the Legal Middle Name field is populated, information reports from that field. *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information > Middle Name Identity.middleName Census > People > Identities > Identity Information > Protected Identity Information > Legal Middle Name Identity.legalMiddleName
Student Legal Last Name *Required*	Reports the student's legal last name. When the Legal Last Name field is populated, information reports from that field. *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information > Last Name Identity.lastName Census > People > Identities > Identity Information > Protected Identity Information > Legal Last Name Identity.legalLastName
Student's Legal Name Suffix Code	Indication student is considered a Junior, III, etc. *Alphanumeric, 3 characters*	Census > People > Demographics > Person Information Identity.suffix
Student Alias First Name	Student's first name (populated from an earlier identity). When the Legal First Name field is populated on the earlier identity, information reports from that field. When the Alias First Name, Alias Middle Name and Alias Last Name is the same as the Legal First Name, Legal Middle Name, and Legal Last Name, this field reports blank. *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information > First Name Identity.firstName Census > People > Identities > Identity Information > Protected Identity Information > Legal First Name Identity.legalFirstName

Data Elements	Description	Location
Student Alias Middle Name	Student's middle name (populated from an earlier identity). When the Legal middle Name field is populated on the earlier identity, information reports from that field. When the Alias First Name, Alias Middle Name and Alias Last Name is the same as the Legal First Name, Legal Middle Name, and Legal Last Name, this field reports blank. *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information > Middle Name Identity.middleName Census > People > Identities > Identity Information > Protected Identity Information > Legal Middle Name Identity.legalMiddleName
Student Alias Last Name	Student's last name (populated from an earlier identity). When the Legal Last Name field is populated on the earlier identity, information reports from that field. When the Alias First Name, Alias Middle Name and Alias Last Name is the same as the Legal First Name, Legal Middle Name, and Legal Last Name, this field reports blank. *Alphanumeric, 50 characters*	Census > People > Demographics > Person Information > Last Name Identity.lastName Census > People > Identities > Identity Information > Protected Identity Information > Legal Last Name Identity.legalLastName
Student Birth Date *Required*	Reports the day, month and year student was born. *Date field, 8 characters (CCYYMMDD)*	Census > People > Demographics > Person Information Identity.birthDate

Data Elements	Description	Location
Student Gender Code *Required*	Reports the student's gender. When the Legal Gender field is populated, information reports from that field. *Alphanumeric, 1 character (M or F)*	Census > People > Demographics > Person Information > Gender Identity.gender Census > People > Identities > Identity Information > Protected Identity Information > Legal Gender Identity.legalGender
Student Birth City	City in which the student was born. *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information > Birth City Identity.birthCity
Student Birth State Province Code	State or province in which the student was born. The 2-character country code part of the Birth State code must generally match the Birth Country code when submitted. However, combinations like Birth Country=PR: Puerto Rico and Birth State=US-PR: Puerto Rico does not cause an error. *Alphanumeric, 6 characters (XX-YY or XX-YYY)*	Census > People > Demographics > Person Information > Birth State Identity.birthStateNoSIF
Student Birth Country Code *Required*	Country in which the student was born. *Alphanumeric, 2 characters*	Census > People > Demographics > Person Information > Birth Country Identity.birthCountry

Data Elements	Description	Location
Enrollment Start Date *Required*	As long as the student has remained continuously enrolled in the school, as indicated by a Start Status of 15 or 30, the earliest start date in that school is reported. This reports the first historical enrollment start date in the reporting school that has a start status code not equal to 15 or 30. When the **School Start Date** is populated on the active/reporting enrollment, that date overrides the calculation. *Date field, 8 characters (CCYYMMDD)*	Student Information > General > Enrollments > General Enrollment Information > Start Date Enrollment.startDate Student Information > General > Enrollments > State Reporting Fields > School Start Date
Enrollment Status Code *Required*	Student's enrollment status at the reporting school. See the California Enrollment page for more information. • When Service Type is P, this reports as 10 • When Service Type is S, this reports as 20 (unless there is a value chosen in CALPADS Enrollment Status). • When Service Type is N, record is not reported. *Numeric, 2 digits*	Student Information > General > Enrollments > General Enrollment Information > Service Type Enrollment.serviceType Student Information > General > Enrollments > State Reporting Fields > CALPADS Enrollment Status
Grade Level Code *Required*	Student's state grade level. When SSID is null, data is required. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > General Enrollment Information > Grade Enrollment.grade

Data Elements	Description	Location
Enrollment Exit Date	Date student's enrollment record ended. This reports unless end status is 440. *Date field, 8 characters (CCYYMMDD)*	Student Information > General > Enrollments > General Enrollment Information Enrollment.endDate
Student Exit Reason Code	Reports the student's Enrollment End Status when populated. When the end status is E490 or 440, this field reports blank. When end status is 100, 104, 106, 108, 120, 250, 320, 330, 360, 480, or 485, a value of E230 reports. When another end status, the actual code reports. See the California Enrollments page for more information. *Alphanumeric, 4 characters*	Student Information > General > Enrollments > General Enrollment Information > End Status Enrollment.endStatus
Student School Completion Status *Required*	Reports the student's enrollment completion status. This is only required when Student Exit Reason Code reports E230 (Enrollment End Status = 100, 104, 106, 108, 120, 250, 320, 330, 360, 480, or 485). See the California Enrollments page for more information. *Numeric, 3 digits*	Student Information > General > Enrollments > General Enrollment Information > End Status Enrollment.endStatus

Data Elements	Description	Location
Expected Receiver School of Attendance *Required*	School number student is expected to attend. Only required when T165 or T160 (from an Alternative School) is reported in Student Exit Reason Code. This reports only when exit status is T165 or when exit status is T160 and School Type is: • 04: County Community • 05: Juvenile Court • 12: Community Day • 13: Continuation • 14: Opportunity School or Program *Numeric, 7 digits*	Student Information > General > Enrollments > State Reporting > Receiver School CustomStudentEnrollment.receiver School System Administration > Resources > School Type
Student met all UC CSU Requirements Indicator *Required*	Indicator that graduated student met UC/CSU requirements. Only required when the student's School Completion Status is 100, 106 or 108. *Alphanumeric, 1 character (Y or N)*	Student Information > General > Enrollments > State Reporting > UC/CSU Require CustomStudent Enrollment.UCCSUReqs

Data Elements	Description	Location
Student School Transfer Code	Reports the assigned Interdistrict Transfer code from the student's enrollment record on the reporting date, when populated. Otherwise, this field reports blank. Options are: • Other Interdistrict Transfer Agreement • Public School Choice - Program Improvement • Public School Choice Transfer - Persistently Dangerous • District of Choice Transfer *Numeric, 1 digit*	Student Information > General > Enrollments > State Reporting > Interdistrict Transfer Enrollment.interdistrictTransfer
District of Geographic Residence	Reports the number from the Resident District Number field on the student's active enrollment on the reporting date when this number is different from the State District Number for the reporting school. Otherwise, this field reports blank. *Numeric, 7 digits*	Student Information > General > Enrollments > State Reporting > District of Geographical Residence Number Enrollment. residentDistrict

Data Elements	Description	Location
Student Golden State Seal Merit Diploma	Indicates whether a high school student has earned the Golden State Seal Merit Diploma. Reports a value of Y when the student's **Enrollment End Status** (Student Completion Code) is *100: Graduated, HS Diploma* and the **Golden Seal of Merit Diploma** is selected on the Graduation tool. When there is no State Seal, a value of N reports (even when there is an Enrollment End Status of 100). When there is no State Seal selected and no Enrollment End Status of 100, this field reports blank. *Alphabetic, 1 character (Y or N)*	Student Information > General > Enrollments > General Enrollment Information > End Status Enrollment.endStatus Student Information > General > Graduation > State Seal Information GraduationSeal.stateSeal

Data Elements	Description	Location
Student Seal of Biliteracy Indicator	Indicates whether a high school student has earned the Golden State Seal of Biliteracy. Reports a value of Y when the student's **Enrollment End Status** (Student Completion Code) is *100: Graduated, HS Diploma* and the **Seal of Biliteracy** is selected on the Graduation record. When there is no State Seal, a value of N reports (even when there is an Enrollment End Status of 100). When there is no State Seal selected and no Enrollment End Status, this field reports blank. *Alphabetic, 1 character (Y or N)*	Student Information > General > Enrollments > General Enrollment Information > End Status Enrollment.endStatus Student Information > General > Graduation > State Seal Information GraduationSeal.stateSeal

Data Elements	Description	Location
Adult Age with Students with Disabilities Transition	Indicates whether a student with disabilities who is at least 17 years old is participating in a program to assist in the student's transition from school to adult life, including education and training, employment and independent living. • Reports Y when the student has the Adult Age Students with Disability checkbox is marked on the enrollment record AND the student has a Program flag of 144 and the student's age at the start of enrollment is aged 17 or higher, and the state grade of enrollment is 12. • Reports N when the Adult Age Students with Disability checkbox is not marked on the enrollment record. When the student is not in Program 144, reports blank. *Alphabetic, 1 character (Y or N)*	Student Information > General > Enrollment > Special Ed Fields > Adult Age Students with Disability Enrollment.postSecondaryTransitionInd