

## Previous Year's Enrollment Cleanup Procedures for Fall CALPADS Submission

**Directions:**

Follow the steps below to close out your previous year's enrollments. To facilitate this process, AdHoc Filters have been created to identify records that have incomplete End date and/or End Status

CALPADS now requires that student

| Instructions  | Screenshots |
|---|-------------|
| <ol style="list-style-type: none"><li>1. Log onto Infinite Campus and navigate through the following steps</li><li>2. Select:PreviousYear</li><li>3. Confirm TraditionalCalendar (not in Summer School).</li><li>4. Select:"Search" tab</li><li>5. Select:"Student" from the pull down list</li><li>6. Click: "Advanced Search"</li></ol> | 4           |

7. Open the "Ad Hoc Reporting" Folder by clicking on the "+" sign next to the name.

There will be 3 filters: 56 91 -0.003 Tc 0.003 1 44 ( )T1 Td (: )Tj 0 Tc(ruo CID 44 ( )Tjt)-S( 44 //-1.02 Tw 0.29.96he) <</tt04

10. Student records that need to be completed/closed out are on the left; select one student name at a time.

- **Note:** You may see “Search Results: 0” this indicates there are No records within this filter requiring clean up

11. Select: “Enrollments” tab.

12. Dou

# Edits required by type of error (Filter)

- Filter 1: AllStudentswho currently have