



Chancery SMS

Registration Fields that must
be completed for CALPADS
State Reporting

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CALPADS reporting

This documentation will serve as a guide for the registrars on what information is required for CALPADS State Reporting.

Login in Chancery

1. *Login in Chancery.*

Chancery SMS

User ID:

Password:

[Change Password](#)

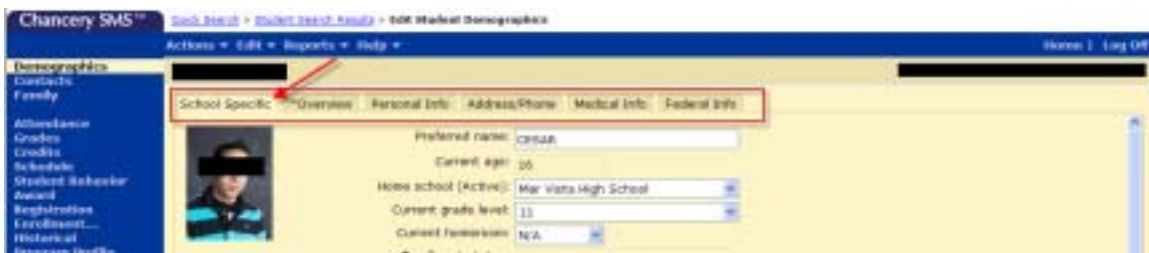
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Student Demographics

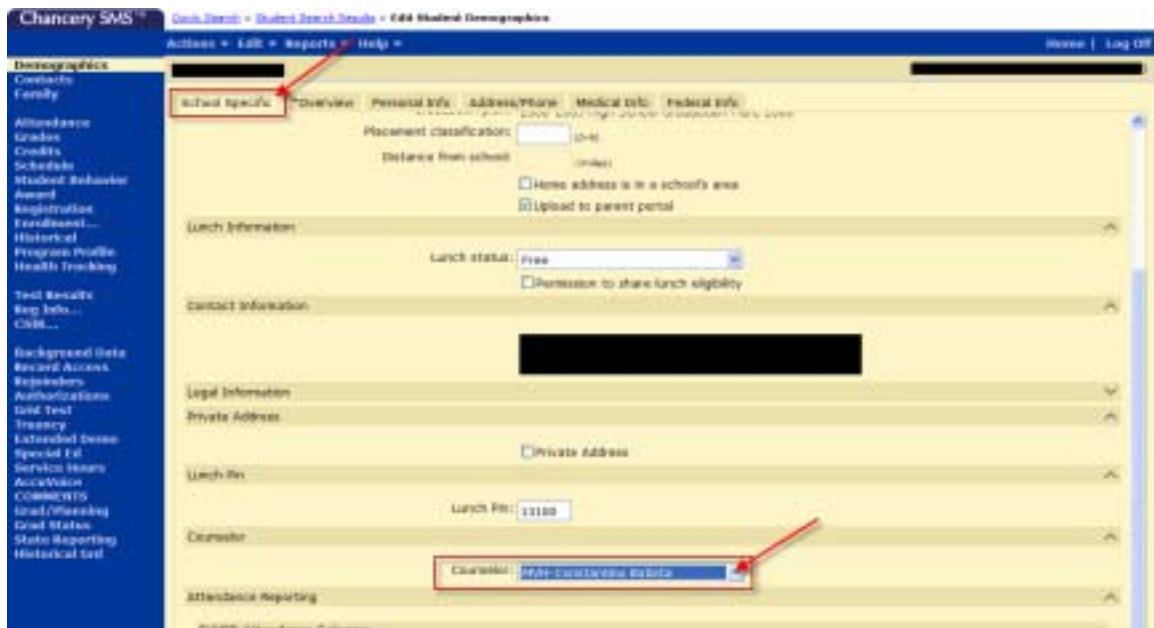
The Student Demographics contains six tabs (listed below) that pertain to the student information. The next section will indicate what fields are required to fill out for CALPADS State Reporting.

- School Specific
- Overview
- Personal Info
- Address/Phone
- Medical Info
- Federal Info



School Specific Tab

The field that needs to be updated is the counselor field.



Overview Tab

The fields that need to be updated are the following

- Social Security Number
- Generation (Updated as needed)
- Preferred name (Updated as needed)
- Last Name
- First Name
- Birthdate

The screenshot shows the 'Overview' tab of a student's record in the Chancery SMS system. The form is titled 'Student Summary' and contains various fields for personal and demographic information. Red boxes and arrows highlight specific fields that need to be updated, with callout boxes providing instructions. A 'Required Fields' box points to the 'Preferred name' field.

Annotations:

- Update the Student's Social Security Number:** Points to the 'Social Security #' field.
- Update as needed:** Points to the 'Generation' field.
- Required Fields:** Points to the 'Preferred name' field.
- The zoned school is derived from the address. Check that there is a zoned school:** Points to the 'Zoned school (Active)' dropdown menu.

Form Fields:

- Student number: [Redacted]
- Social Security #: [Redacted]
- State number: [Redacted]
- Last name: [Redacted]
- First name: [Redacted]
- Middle name: [Redacted]
- Generation: [Redacted]
- Preferred name: [Redacted]
- Gender: [Redacted]
- Birthdate: [Redacted]
- Current age: 35
- Home school (Active): Mar Vista High School
- Home school grade level (Active): [Redacted]
- Zoned school (Active): Mar Vista High School
- Receives specialized services: [Redacted]
- Section 504 eligible: [Redacted]
- Test accommodation: n/a

Buttons: Apply, OK, Cancel

Personal Info Tab

This tab is used to project students for the next year. You can project the student when the planning calendar has been created. The planning calendar is usually created during the winter break.

Chancery SMS Quick Search - Student Search Results - Edit Student Demographics

Active District Calendar

Zoned school (Active): Mar Vista High School
 Home school (Active): Mar Vista High School
 Home school grade level (Active): 11
 Home school business: N/A

Planning District Calendar (For Home School)

Zoned school (Planning): N/A (Address not valid)
 Requested school: Use zoned school
 Exception reason: N/A
 Next year projected grade: N/A

Birth Information

Birthdate: 2/15/1992
 Birth certificate on file: N/A
 Birthdate verification: N/A
 Birthplace: [Field]
 Birth state: N/A
 Birth country: US

Citizenship Information

Citizenship status: N/A
 Country of citizenship: N/A
 Immigrant student: No
 Year entered country: [Field]
 Year started school: [Field]

The Zoned school and Projected grade level will appear once the planning calendar is created.

DO NOT ENTER: Birth information or Citizenship info on this page.

Address/Phone Tab

This tab is used to enter student address and Phone number.

Chancery SMS Quick Search - Student Search Results - Edit Student Demographics

Phone Numbers:

| Phone | Pref. | Area | Phone | Ext. | Listing | Type |
|-------|-------|------|------------|------|----------|-------|
| Home | | 439 | [Redacted] | | Unlisted | Phone |
| Home | | | | | Unlisted | Phone |

Additional Communication Numbers

Selected: [Add Rows]

| Communication Number | Communication Type |
|--------------------------|--------------------|
| <input type="checkbox"/> | N/A |
| <input type="checkbox"/> | N/A |
| <input type="checkbox"/> | N/A |
| <input type="checkbox"/> | N/A |
| <input type="checkbox"/> | N/A |

If home number is NOT available you MUST enter 366-999-9999

Chancery SMS™ Quick Search - Student Search Results - Edit Student Demographics

Actions - Edit - Reports - Help - Home | Log Off

Demographics

School Specific: Overview Personal Info Address/Phone Medical Info Federal Info

To add more rows, click Add Rows

Address

Physical Address Select Address

| Number | Street | Type | Direction | Apt. |
|--------|--------|--------|-----------|------|
| 1111 | 12TH | STREET | N/A | |

City: [dropdown] State: [dropdown] Zip Code: [dropdown]

Area: [dropdown] County: [dropdown] Country: [dropdown] Copy Address From...

Geocode: [dropdown]

Active Calendar: [dropdown] Planning Calendar: [dropdown]

Mailing Address (if different from Physical address)

| Number | Street | Type | Direction | Apt. |
|--------|--------|------|-----------|------|
| | | St/W | W | |

City: [dropdown] State: [dropdown] Zip Code: [dropdown]

Area: [dropdown] County: [dropdown] Country: [dropdown] Copy Address From...

Private Address

check if you do not wish to have information sent to non-educational institutions.

Private

Enter the student's address using the Chancery Address Validation process

For High School registrars: Place a check mark on this field if the student wants to keep their address private.

Federal Info Tab

The Federal Info Tab contains the Student Federal Ethnicity & Race, Home Language Survey and Language area information.

Chancery SMS™ Quick Search - Student Search Results - Edit Student Demographics

Actions - Reports - Help - Home | Log Off

Demographics

School Specific: Overview Personal Info Address/Phone Medical Info Federal Info

Race & Ethnicity Information

Ethnic category: [dropdown] **DO NOT USE: Ethnic Category**

Federal ethnic category: [dropdown]

Federal race categories: [dropdown]

Available categories: [dropdown]

Selected categories: [dropdown] Total: 0

REQUIRED FIELDS: Federal Ethnic Category and Federal Race Categories. If the fields are already complete: DO NOT change the answers.

Lunch Information

Lunch status: [dropdown]

Permission to share lunch eligibility

Migrant & Immigrant Information

Immigrant student: [dropdown]

Year entered country: [dropdown] (YYYY)

Year started school: [dropdown] (YYYY)

Immigrated from: [dropdown]

Migrant status: [dropdown]

First date enrolled US school: [dropdown] (MM/DD/YYYY)

Home Language Survey

Is a language other than English spoken at home?: [dropdown]

Does the student speak a language other than English?: [dropdown]

Survey date: [dropdown] (MM/DD/YYYY)

Enter answers based on home language survey

Chancery SMS™ Quick Search → Student Search Results → Edit Student Demographics

Actions → Reports → Help → Home | Log Off

Demographics

Family

Attendance
Credits
Schedule
Student Behavior Award
Registration Enrollment...
Historical Program Profile
Health Tracking

Test Results
Reg Info...
CRM...

Background Data
Record Access
Registration
Authorizations
Grid Test
Truancy
Extended Demo
Special Ed
Service Hours
Attendance
Comments
Grad/Planning
Grad Status
State Reporting
Historical and

School Specific: Overview Personal Info Address/Phone Medical Info Federal Info

Federal race categories: Available categories: Selected categories: Total: 0

USA
Asian
Asian Indian
Black or African American
Caucasian
Chinese
Latino or Latin American (All mix)
Filipino

Lunch Information

Lunch status: Free

Permission to share lunch eligibility

Migrant & Immigrant Information

Immigrant student: No

Year entered country: (select)

Year started school: (select)

Immigrated from: N/A

Immigrant status: N/A

First date enrolled US school: enroll later

Home Language Survey

Is a language other than English spoken at home?: No

Does the student speak a language other than English?: No

Survey date: enroll later

Languages

Home Language: Spanish

Dominant Language: N/A

Native Language: N/A

Other Language: N/A

Enter the answers on the registration form. (Questions 1, 2 & 3)

*Required *Required for Enrollment

Apply OK Cancel

Contacts

To add a contact, click on Contacts on the Control Bar → click on Actions → Add Contacts.

Chancery SMS™ Quick Search → Student Search Results → Contact List

Actions → Add → Help → Home | Log Off

Contacts

Family

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Quick Links

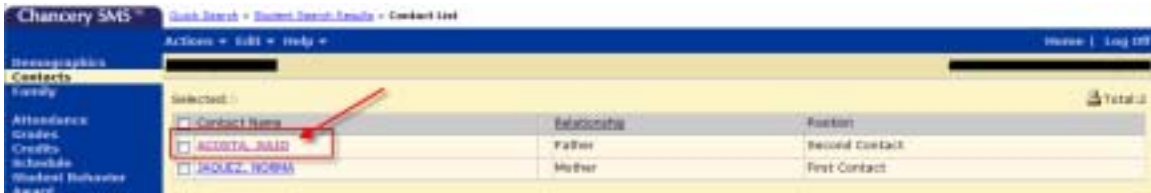
Add Contact...
Edit Contact...
Delete Contact
Edit Relationships...
Print

| Relationship | Reason |
|--------------|----------------|
| Father | Second Contact |
| Mother | First Contact |

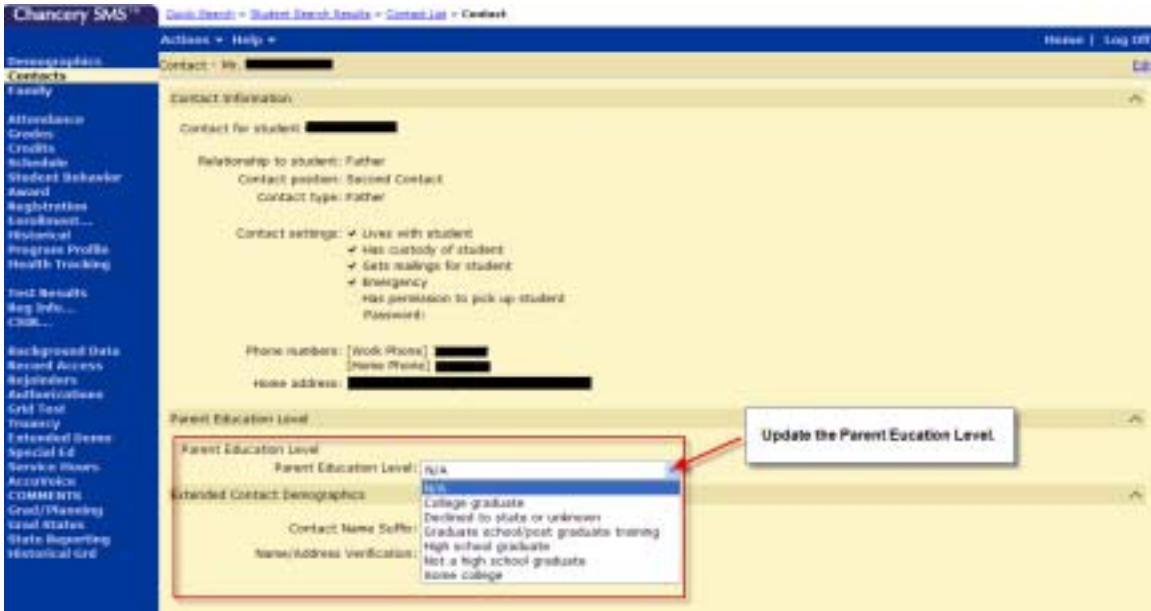
Contacts

No other family contacts to display.

Click on the Contact's name.

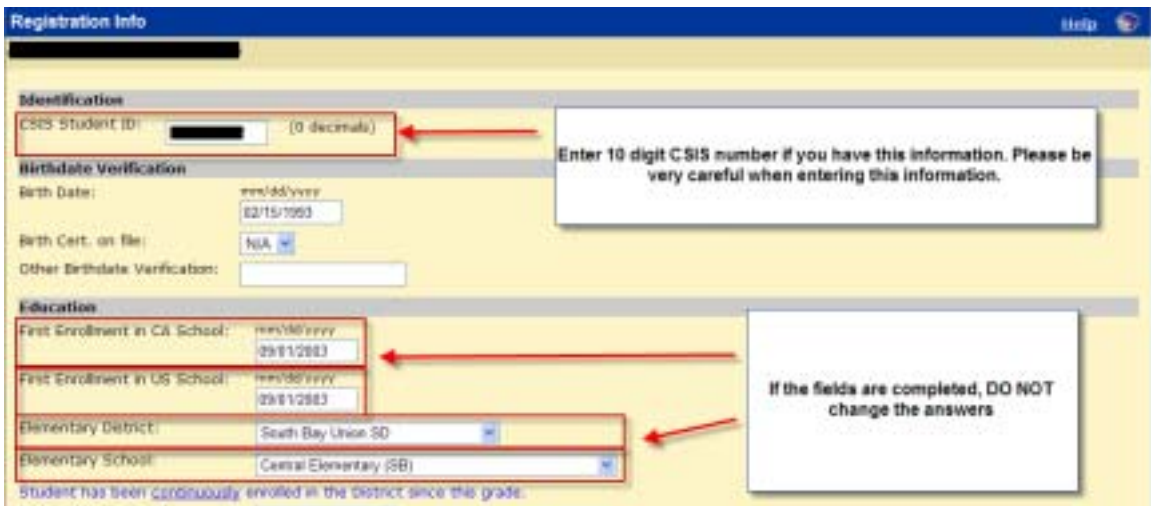


Update the parent Education Level. **NOTE:** Update both parents information.



Reg Info

Update the Identification section and Education section in the Registration Info module.



Extended Demo

Update the Language and Residency information on this section.

Language

Instructor Language: English

Other Primary Language: [View Language/Other](#)

Correspondence Language: English

English Proficiency: Accelerated Fluent English Proficient

Date Reassigned PEP: 6/25/2006

Foreign Lang. Competency: N/A

Program Participation

Veteran

Special Needs Status: N/A

Special Education Code: N/A

Spec Ed Service Provider: N/A

Case Carrier: N/A

ESBA Title I (State): Schoolwide

Reading/Math Title I: Reading and Math English

LETE Gifted and Talented: N/A

Parent Notification Date: 8/15/2007

NI Waiver Date: N/A

Disability Service Code: N/A

Callouts:

- Answer #1 on Registration Form (points to Instructor Language)
- Answer #5 on Registration Form (points to English Proficiency)
- Do not leave as N/A (points to Foreign Lang. Competency)

Parent Education Level: N/A

Identification

AAA First Name:

AAA Middle Name:

AAA Last Name:

AAA Suffix: (Mr, Mrs, III)

Name/Address Verification: 6/25/2006

Verification Type: Cash/Electric

Residency Requirement Met

Joint Residents Name:

Joint Requirements Met

Housing

Other

Student Debt

| Date Incurred | Date Cleared | Award School | Debt Type | Total \$ |
|---------------------------------------|--------------|--------------|-----------|----------|
| No records match the search criteria. | | | | |

Previous School

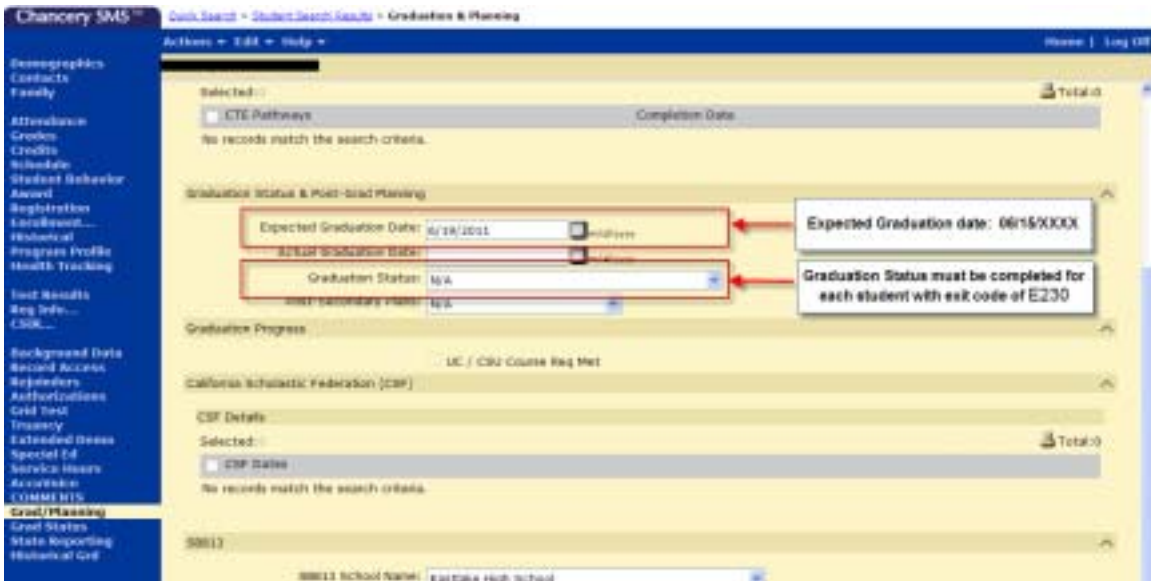
| Instructors | California School Name | School Type | Highest Grade Attended | School Name | City | State | Country | Total \$ |
|---------------------------------------|------------------------|-------------|------------------------|-------------|------|-------|---------|----------|
| No records match the search criteria. | | | | | | | | |

Callouts:

- Enter information that applies. If the student is homeless, select "Homeless Affidavit" on the verification type. (points to Verification Type)
- Housing section: Do not use this area. (points to Housing section)

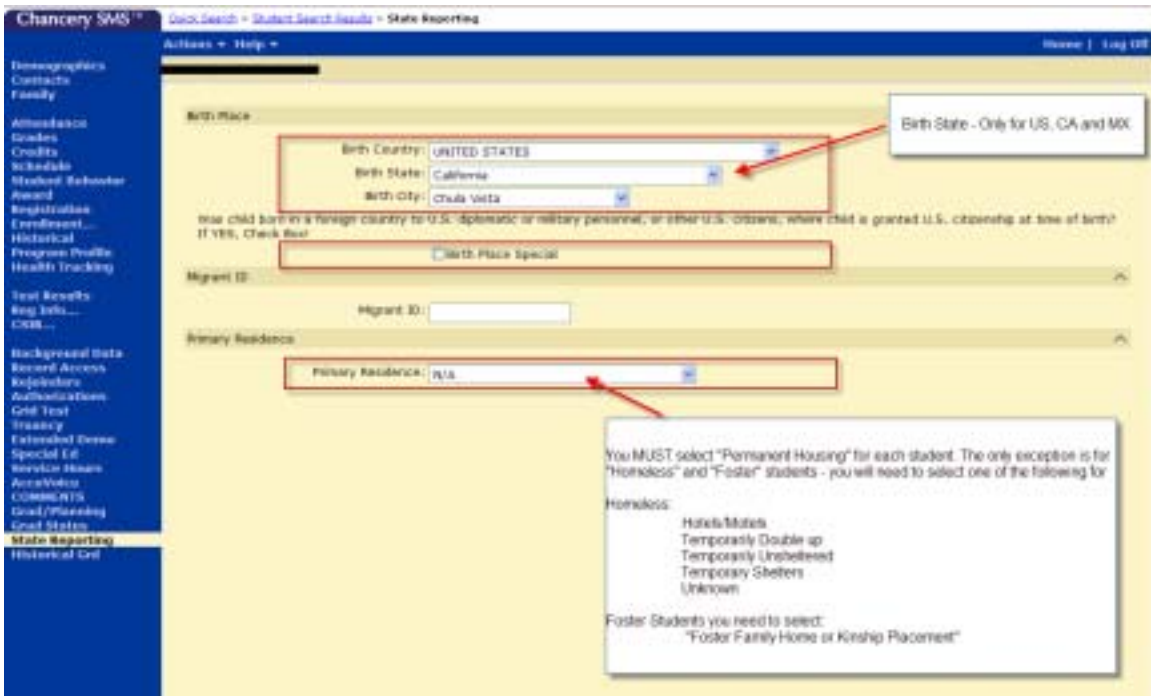
Grad/Planning

We update the Graduation Status and Post-Grad Planning section.



State Reporting

We update the Birthplace and Primary Residence section.



Exit Codes

When these exit codes are used, please complete the following procedure.

E230 – Must enter something in Grad Status or Grad/Planning page.

T165 – Must enter Receiver School in Behavior Module.

The screenshot shows the 'Chancery SMS' interface for editing an action step. The left sidebar contains various navigation options like Demographics, Attendance, Student Behavior, and Background Data. The main area is titled 'Edit Action Step' and shows details for an incident from August 26, 2009. The 'Action Step Date Range' section contains a table with the following data:

| Start Date | End Date | Start Time | End Time |
|------------|------------|------------|----------|
| 08/26/2009 | 08/26/2009 | 12:00 AM | 12:00 AM |

The 'Receiver School' field is currently empty and is highlighted with a red box. A callout box with a red arrow points to this field, containing the text: 'Use this field whenever a T165 (drop code) is used!'. At the bottom of the form, there are buttons for 'Save & Add', 'DB', and 'Cancel'.