CEPI Helpful Hints-Student Record Maintenance Best Practices

During the periods between General Collection reporting, many districts use the Student Record Maintenance (SRM) Collection to make changes to student records.

While it is sometimes necessary to use the SRM in this way, CEPI would like to remind districts that student records should only be entered in the SRM if there is an <u>express</u> purpose in doing so. Examples of these purposes are listed below.

When should I use the Student Record Maintenance Collection?

- o Submit exit status corrections, summer graduates, or updates for the calculation of graduation and dropout rates during the Graduation Rate Appeals window.
- o Submit Primary Education Providing Entity (PEPE) changes.
- o Submit enrollment records between general collections to obtain access to a newly enrolled student's history records.
- o Submit exit records.
- o Submit Section 23a claims for students in a Dropout Recovery Program.
- o Submit Section 25e transfer requests.
- o Update student demographics and program participation data as necessary for another program (e.g., DAS Tested Roster) prior to the next general collection.

Remember that records must be certified in order to update the student history, and that information submitted in the SRM can permanently affect students' records. That is why we recommend only using this collection for reasons listed above.

Further recommendations:

Do not submit an enrollment record prematurely-Whenever possible, wait until the next General Collection to report the enrollment. This is to avoid the establishment of PEPE before the student is present in the district on a Count Day.

Do not include your entire student roster in the SRM file upload- This is to avoid the establishment of PEPE before the student is present in the district on a Count Day, and to minimize chances of reporting errors.

- o If you are unsure of how to export a file from your Student Information System that does not contain the entire Student Roster, you should contact your vendor for assistance with this.
- o Another option is to enter the student(s) manually within MSDS using the "Search/Add" or "Direct Search" buttons in the Staging Area.

Please view the [Student Record Maintenance page](#) on the CEPI website for more information.