

APPENDIX A: Checklist of Steps in “Polishing” Your GradStar Data File

	Done ✓					
STEP A: Make 2 duplicate copies of the 1st Quarter Download GradStar data file.						
	StuEnroll	ChildInfo	ChildCare Enroll	PregOut	StuExit	Support Services Rec'd
STEP B: Double-check that all the data belong to your agency.						
STEP C: Notify Brenda about any pink highlighted data in your file.						
STEP D: Remove Records that You Later Corrected	StuEnroll	ChildInfo	ChildCare Enroll	PregOut	StuExit	Support Services Rec'd
D (1): Highlight ALL the data set.						
D (2): After highlighting the ENTIRE sheet, select Sort from under Data in Excel’s menu bar						
D (3): Indicate Sorting Variable.						
D (4): Scan for corrections – “Yes” to Question 1.						
D (5): Remove the record with the mistake						
STEP E: Add student name, address, and other personal information to the data set.	StuEnroll	ChildInfo	ChildCare Enroll	PregOut	StuExit	Support Services Rec'd
E (1): Create or update a file or that contains the student ID number and personal information.						
E (2): Sort the Personal Information File by the Student ID number.						
E (3): Insert blank columns into the GradStar data file to accommodate the personal information.						
E (3) a: Count the number of columns you will need to insert.						

E (3) b: Highlight Column A in the GradStar file and then select Insert Columns.						
E (4): Copy and paste the <i>Personal Information</i> into the GradStar file, including the column labels.						
E (5): Clear out some unnecessary information from the GradStar data file.						
E (6): Match the <i>Personal Information</i> Student ID data with the Student ID data in the GradStar file.	StuEnroll	ChildInfo	ChildCare Enroll	PregOut	StuExit	Support Services Rec'd
E (6) a: Copy and paste the <i>Personal Information</i> Student ID data (now in Column A) into Column H next to the Student ID data in the GradStar file.						
E (6) b: Compare the two sets of ID numbers to see that they match.						
E (6) c: CAREFULLY insert space for the missing student's <i>personal information</i> .						
STEP F: Make sure that you have entered all the appropriate forms for students and their children into the GradStar Database.	StuEnroll	ChildInfo	ChildCare Enroll	PregOut	StuExit	Support Services Rec'd
F (1): Continue comparing Student IDs to make sure that you have a GradStar entry for each student/child you have in your locally-created <i>Personal Information</i> file.						
F (2): Remove students who have no GradStar entry and place them on a "Need to Enter" list.						
F (3): Move <i>Personal Information</i> data for remaining students so that ID numbers match.						

STEP G (optional): For RETURNING students and children, “marry” their 2008-09 school year data with their information for the 2009-10 school year.	StuEnroll	ChildInfo	ChildCare Enroll
G(1): In your file: YourAgencyNameWORKINGfile09-10Jan15.xls, go to the StuEnroll tab. Here you will find the Student Enrollment information that you completed as you enrolled the students for the 2009-10 school year. Sort in ASCENDING order the data by Student ID number.			
G(2): Now sort in DESCENDING order the same data by Question 5: Cal-SAFE Enrollment Status.			
G(3): Now go to your 2008-09 GradStar data file that contains all of last school year’s Student Enrollment information for students. This will be the data file that you received during June/July 2009. Sort in ASCENDING order the 2008-09 StuEnroll data by student ID number.			
G(4): Remove/delete the following columns (highlighted in gray) that contain 2008-09 data that you do not need to transfer to the 2009-10 Student Enrollment data.			
G(5): Use Replace to alter the remaining column headings to include “2008-09” or type this designation into each column label.			
G(6): Remove from the 2008-09 data set all the records of 2008-09 students who did NOT return to your Cal-SAFE Program for the 2009-10 school year.			

G(6)a: Insert a column at the far left right before the column labeled 2008-09 Question 2: Student ID number. Label this column “To DELETE.”			
G(6)b: Type X in the “To Delete” column for each 2008-09 student ID number that does NOT appear on your 2009-10 Returning Student ID number list.			
G(6)c: Sort the 2008-09 data set by the “To Delete” column.			
G(6)d: Delete all records with X in the “To Delete” column.			
G(6)e: Remove the “To Delete” column.			
G(7): Double-check that the remaining records in the 2008-09 data file are in ascending order by Student ID number			
G(8): “Marry” the 2008-09 student information with the 2009-10 student information.			
G(8)a: Copy and paste the 2009-10 student IDs into Question 2: Student ID number column at the far right of your data set making it the column just right of the column labeled Question 30: An ultrasound has been done			
G(8)b: Now go to your 2008-09 data set and copy the information for all your 2009-10 returning students.			
G(8)c: Paste this 2008-09 information to the far right of your file, just to the right of the 2009-10 student IDs column that you created in Step F(8)a.			
G(8)d: Now double-check that the 2008-09 Student ID numbers correspond with the IDs you have for your 2009-10 returning students. If not, make appropriate adjustments always keeping the student’s 2008-09 record together.			
STEP H: Make a back-up file of your “polished” 1st Quarter 2009-10 GradStar data file.			
STEP I: Enter Data for Students and Their Children Soon			