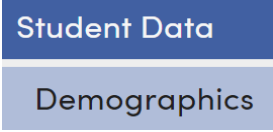
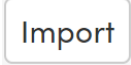
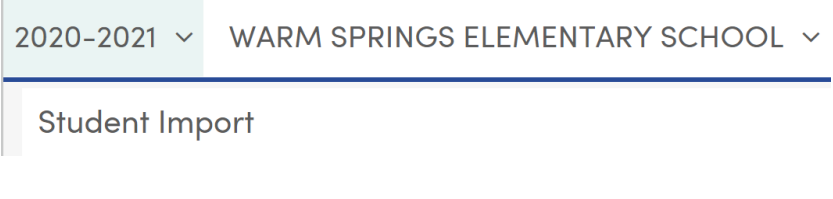
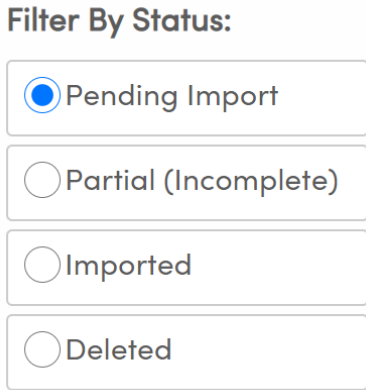
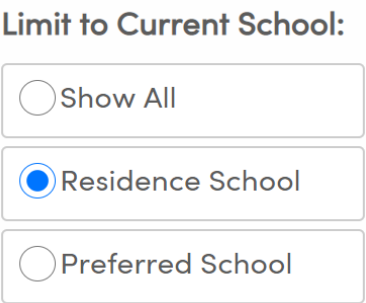


Aeries Online Enrollment Import for School Site Staff

This guide shows staff how to import a new student into their school after parents have enrolled them using the Aeries Online Enrollment site.

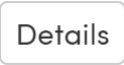
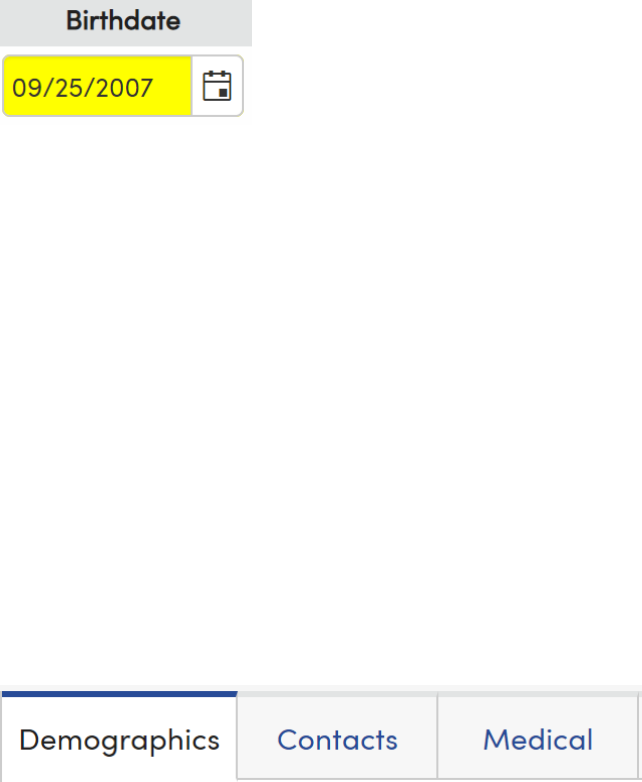
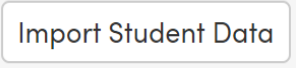
Login to Aeries and go to your School Site .	https://sbcusd.asp.aeries.net/admin/Login.aspx
Under Student Data , choose Demographics .	
Click the Import button.	
The Student Import screen will display.	
Keep the Filter By Status on Pending Import . This shows online enrollments submitted by parents that are waiting for import.	
In the Limit to Current School area, choose Residence School . This will display enrollments at your school site only.	

<p>Click on the Find Matches button. This searches Aeries for prior or existing enrollments for the student. Look for a student with the same name or birthdate.</p> <p>If you see a message like the one to the right, do a thorough search in Aeries for existing records since the parent is indicating that the student was previously enrolled in the SBCUSD.</p>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin-bottom: 10px;">Find Matches</div> <p style="color: red;">The parent noted that this student was previously enrolled at Barton Elementary School on 08/01/2018</p>
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If you do NOT find a matching student, do the following:

<p>Click the Student Not Found button.</p>	<div style="border: 1px solid gray; padding: 5px; width: fit-content;">Student Not Found</div>
<p>Edit the student's data if necessary.</p>	<div style="border: 1px solid gray; padding: 5px; display: flex; gap: 10px;"> <div style="border: 1px solid gray; padding: 2px 10px;">Demographics</div> <div style="border: 1px solid gray; padding: 2px 10px; color: blue;">Contacts</div> <div style="border: 1px solid gray; padding: 2px 10px; color: blue;">Medical</div> </div>
<p>Choose the Status you want the student to have if it is different than Active (e.g. Pre-Enrolled).</p>	<p>with a status of Active ▼</p>
<p>Click the Import Student Data button to enroll the student into your school.</p>	<div style="border: 1px solid gray; padding: 5px; width: fit-content;">Import Student Data</div>

If you DO find a potential matching student, do the following:

<p>Click the Details button by the student who appears to be a match.</p>	
<p>Any student data that is NOT the same will be highlighted in yellow, so that you can compare data and determine if the students are the same person.</p> <p>IMPORTANT: Be sure you have the correct student before you merge the records. Always make sure that the first name, last name, and birthdate match.</p> <p>You can click on the various tabs to see data.</p>	
<p>If the student is a match, correct or edit any information, and click the Import Student Data button.</p> <p>IMPORTANT: If the first name, middle name, last name, birthdate are highlighted, check that you have the correct student.</p>	

<p>If the student is NOT a match, click the Return to Student List button. Do NOT click the Import Student Data button on this page.</p>	<p>Return to Student List</p>
<p>You will be routed back to the Import screen.</p> <p>Click the Residence School button to see only students at your school.</p>	<p>Limit to Current School:</p> <p><input type="radio"/> Show All</p> <p><input checked="" type="radio"/> Residence School</p> <p><input type="radio"/> Preferred School</p>
<p>Click the Find Matches button again.</p>	<p>Find Matches</p>
<p>Click the Student Not Found button.</p>	<p>Student Not Found</p>
<p>Edit the student's data if necessary.</p>	<p>Demographics Contacts Medical</p>
<p>The Status defaults to Active. Please change to Pre-Enrolled for Next Year if appropriate.</p>	<p>with a status of <input type="text" value="Active"/> ▼</p>
<p>Click the Import Student Data button to enroll the student into your school.</p>	<p>Import Student Data</p>
<p>Click the button View to print the Confirmation Page which will go in the student's CUM Folder.</p>	<p>View</p>

Import Screen Options

<p>If you know the Name or Birthdate of a student you want to import, put it into the filter field and hit the Enter key.</p> <p>The student will display.</p>	<p>Filter By Name or Birthdate: <input type="text" value="torres"/></p> <p>Filter By Name or Birthdate: <input type="text" value="1/1/2005"/></p>
<p>The Clear button will clear a search and the Refresh button will update the screen.</p>	<p><input type="button" value="✕ Clear"/> <input type="button" value="↻ Refresh"/></p>
<p>IMPORTANT: Do NOT click the Set As Incomplete button because you will no longer see the student in the Aeries Import area.</p>	<p><input type="button" value="Set As Incomplete"/></p>
<p>IMPORTANT: If you want to Delete the enrollment record, contact the Student Records Department.</p> <p>IMPORTANT: If the Delete button is clicked, it cannot be undone.</p>	<p><input type="button" value="Delete"/></p>