Secondary Next Year Retention Designation Procedures and changing
<u>Next</u> School, Grade, Program, Program 1, and Session

The steps in this quick reference will guide you through the steps to prepare your database for next year. It includes inputting Retention codes, Next School, Next Grade, Next Program, Next Program 1, and Next Session.

1. Log in to Aeries at the school site level and select the desired student.

2. From the **Navigation** Tree, click on the Pages icon.

3. Type **retention** in the Filter Pages…. Field.

4. Select **Retentions** in the list.

5. Click the **Add New Record** button.

6. In the **Date** field, enter the last day of the school year.

7. In the Code field, select the desired **Retention/Promotion** code from the drop-down list.
   Refer to the table below when choosing codes:

Codes	Elementary Code Description	Codes	Middle School Code Description
Blank	Promoted (regular)	Blank	Promoted (regular)
A	Promoted by District decision per Parent Appeal	H	Referred with special considerations.
D	Promoted by teacher with considerations	I	Intervention (Promote)
F	Retained solely for failure to meet grade level standards for promotion	J	Retained, IEP Team Recommendation
J	Retained by IEP Team recommendation	L	Retained, Principal, Parent Appeal
L	Retained by Principal decision, Parent Appeal	N	Retained, District, Parent Appeal
N	Retained by District decision, Parent Appeal	R	Retained for any reason
Q	Promoted by SST	Z	Retained, School Board, Parent Appeal
S	Promoted by Principal decision, Parent Appeal		
T	Retained by Student Study Team (beyond 1st time retention)	**Codes**	**High School Code Description**
W	Promoted by School Board decision, Parent Appeal	*These codes are only to be used for seniors who will not graduate.*	
Z	Retained, School Board, Parent Appeal	Blank	Promoted (regular)
		C	Retained for any reason
		J	Retained, IEP Team Recommendation
		L	Retained, Principal, Parent Appeal
		N	Retainer, District, Parent Appeal
		Z	Retained, School Board, Parent Appeal

8. In the **Tag** field, this is not used.

9. In the **Grade** field, enter the student's **current** grade.

	Date	Code	Tag	Grade
Save	02/22/2018	Retained for Credits ▼	▼	7 ▼

10. Click the **Save** button to save the record.

CHANGING NEXT SCHOOL, NEXT GRADE, NEXT PROGRAM, NEXT PROGRAM 1, AND NEXT SESSION

1. From the Navigation Tree, select **Student Data > Demographics.**

2. Click the **Change** button (bottom of screen).

3. In the **Next Schl** field, select the school the student will be attending next year.

   If the student's **next school** is identical to the Next ResSchl, leave the Next IntDist field blank.

4. In the **Next Grd** field, enter the grade the student will be in next year (e.g., current grade 1st, next grade 1st due to retention).

   The value in the **Next Grd** field must match the **grade range** of the next school.

> **NOTE** - *If the student is being retained, enter Yes in the Repeat Grade field.*

5. In the **Next Prog** field, select the program code the student will be in next year.

6. For Sierra and San Andreas High Schools only: in the **Next Prog 1** field, select AM, Mid Day, or PM.

Next Schl	Next Grd	Next Tchr	Sched Grp
ARROWVIEW MIDDLE SCHOO ▼	8 ▼	0 ▼	▼

Next Grid Code	Next Prog	Next Prg 1	Next Prg 2
0086	▼	▼	▼

Next ResSchl	Next IntDist	Next TransDist
TEST SHANDIN HILLS MIDDLE ▼	Bilingual ▼	

7. Click the **Update** button (bottom of the screen) to save the changes.

8. For Pre-K and Kindergarten only: If necessary, change the Next YR Session code in **Studtent Data > Supplemental** screen.

Summer Sch	NextGrid	Next YR Session
0	0086	▼
Miscellaneous Data		

9. Click the **Update** button (bottom of screen) to save your changes.

> **NOTE:** *If you know that a student is not returning to the district next year, select **999 Out of District** in the Next School field (Student Data > Demographics screen) and change the **End of Year Status** to the appropriate exit reason code and **Next Schl** to **999** Out of District (Student Data > Demographics > Student Data 2 screen).*

End of Year		
Status	Next Schl	Code
▼	0	▼