

Instructions for Elementary Staff:

How to Enter Retention or Promotion with Consideration Forms into Aeries on Behalf of Teachers

San Bernardino City Unified School District Teacher Recommendation
For Students who have not met Promotion Standards

<p>Reason</p> <p>A) Not meeting Grade-Level Standards in Language Arts and Math B) Not meeting Grade-Level Standards in Language Arts C) Not meeting Grade-Level Standards in Language Math</p>	<p>Consideration</p> <p>A) Previously retained in grade B) Late entry from another district less than 6 weeks prior to end of school C) Appropriate progress as determined by Psycho-educational Assessment (may not have qualified for Special Education services.) D) Significant progress in Reading E) Significant progress in Math F) Extenuating Circumstances</p>
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Teacher	Student	ID	Grade	Status		Reason			Consideration							
				Retained	Promotion with Consideration	A	B	C	A	B	C	D	E	F		
	Roman	360	1	X		X				X						
	Angelo	91	3													

Support

IT Department Trainers
 (909) 386-2550
 techtraining@sbcusd.k12.ca.us

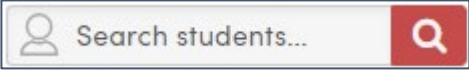
Logging In

Web Address:
<https://sbcusd.asp.aeries.net/admin/Login.aspx>

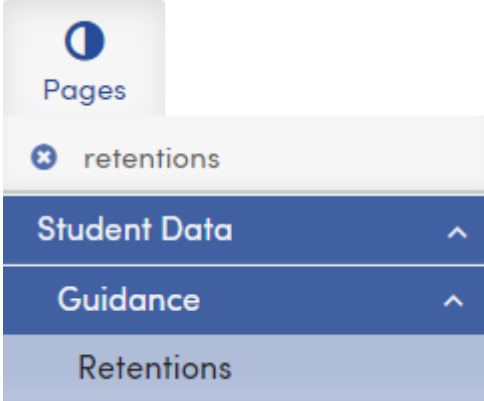
Username: sbc-district\firstlastname


Password: District password


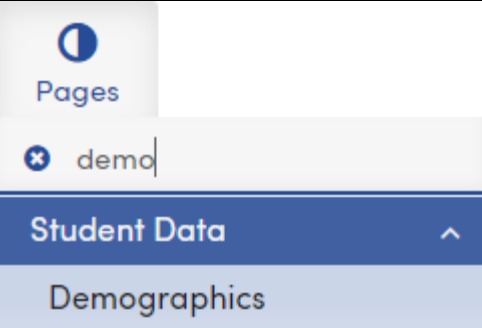
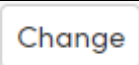
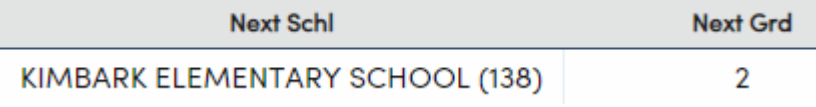
Input the student's **ID number** into the **Search Students** field and press **Enter**.



Go to the **Retentions** page.



<p>Click on the Add New Record button.</p>	<p>Add New Record</p>
<p>Input the appropriate Date.</p>	<p>Date</p> <p>04/27/2023 </p>
<p>Select the Academic Year.</p>	<p>Academic Year</p> <p>▼</p> <p>2022-2023</p> <p>2021-2022</p> <p>2020-2021</p> <p>2019-2020</p> <p>2018-2019</p> <p>2017-2018</p>
<p>Select the Code:</p> <p>Retained</p> <p>-or-</p> <p>Promoted with Consideration</p>	<p>Code</p> <p>Retained For Mastery ▼</p> <p>Code</p> <p>Promoted by Teacher with considerations ▼</p>
<p>Input the student's Next Grade:</p> <ul style="list-style-type: none"> • If Retained, enter the current grade. • If Promoted with Consideration, enter the next grade. 	<p>Next Grade</p> <p>2 ▼</p>
<p>Type the Reason that is check-marked on the form.</p>	<p>B) Not meeting Grade-Level Standards in Language Arts and Math</p>

Click the Save icon.	
If the student is being Retained , go to the Demographics screen.	
Click the Change button.	
Input the student's Next Grade and, if appropriate, Next School .	
The Retentions by Student Report can be used to check your work.	