

Red Flags in Aeries

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Red Flags are a tool available in **Aeries Web** for communicating key information or alerts about individual students. Red Flags can be set on all Student Data pages in **Aeries Web**, and comments can be attached to each Red Flag to communicate specific details related to the alert.

Viewing Red Flags


Users, including teachers, will see all Red Flags that have been set within any area of Aeries. Red Flags are visible on the Information bar located across the top of all student-related pages. The tab on the bar for Flags will have a red circle with the number of flags for the student. Clicking the tab will reveal the red flag and comment on each red flag. The user may also click the link to be taken directly to the relevant page, provided that the user has security permission to the appropriate page.

Contacts

NO STUDENT CONTACT BY ALICE ABBOTT

Allan (AJ) Abbott

General Contact Add'l Info **Flags 5** Programs 8 User Codes

	Permanent ID 99400001	Grade 12	Counselor Durbin, S
	State Student ID 1234567890	Age 17	Language Fluency English Learner
	Status Tag Active	Sex M	Reporting Language 1 Spanish
	Student Number 1	Birthdate 11/11/1999	Correspondence Language English

Allan (AJ) Abbott

General Contact Add'l Info **Flags 5** Programs 8 User Codes

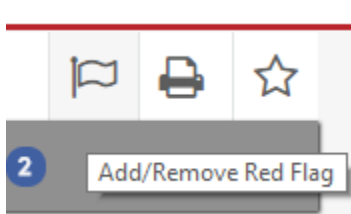
Page	Comment
Counseling	CNF - Testing anxiety
Contacts	CON - NO STUDENT CONTACT BY ALICE ABBOTT
Interventions	INV - Has test anxiety
Medical History	MHS - Inhaler in Admin Office
Student Data	STU - No Photo/Media Release

Users may also query red flags if they have security permission to the Red Flags (FLG) security area. Red flags and comments are stored in the FLG table.

Note: All users including teachers have access to view red flags and associated comments for students they have access to, but may only edit red flags for those areas they have access to. Parents and Students do not normally have access to red flags unless they are granted access to the Red Flags (FLG) security area.

Adding and Editing Red Flags

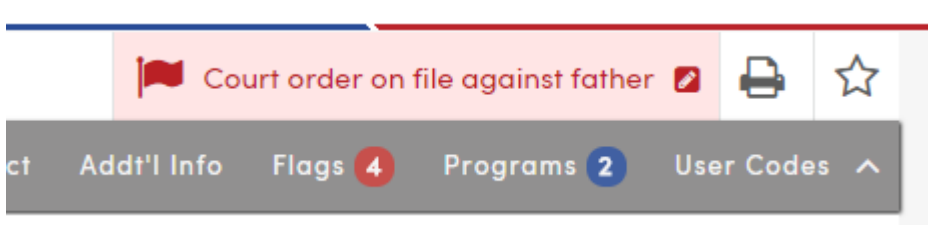
To add a Red Flag to a student, open the Student Data page that the alert is to be placed. Examples of these pages include Medical History for health-related concerns, Contacts for custody issues, and much more.



To add a red flag, locate the black/white Flag icon at the top right of the selected Student Data page and click. Once selected, it turns red and a Comment box will display allowing you to enter a comment, although a comment is not required. A red flag can be added with or without a comment. Click on the OK button to save the Red Flag and comment.



Once saved, the Red Flag will now display in all of the manners outlined in the previous section.



To edit the Red Flag text, select the edit icon at the right of the red highlighted area, update the text, and click OK to save the changes.

When a Red Flag needs to be removed from a Student Data form, navigate to the page where the Red Flag is set. Click on the active flag. A warning message will appear requesting confirmation that the flag should be deleted. Select Remove to clear the flag, or Cancel to keep the Flag in place.