

PERMITS & RESPONSIBLE DEPARTMENTS

Aeries Inter-District Transfer (Permit Codes)

District departments that are responsible for permit codes are required to enter and change permits for current year and next year and run reports to check for students waiting for permits.

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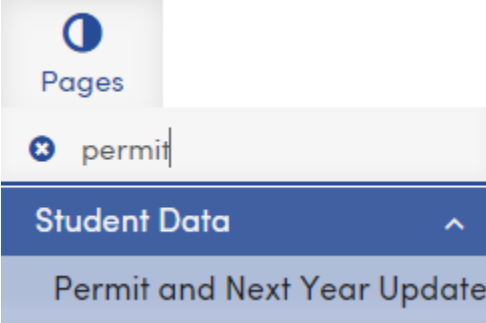


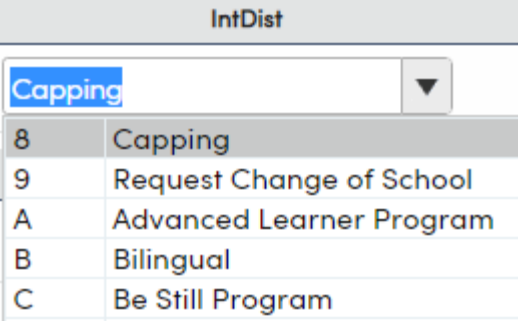
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IT Support and Security Access

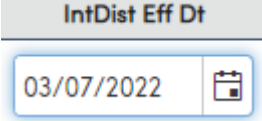
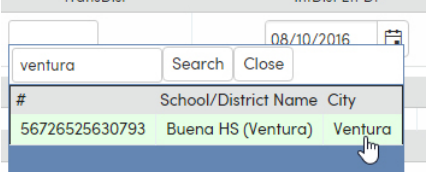

IT Support	Enter a ticket for help with permit codes.
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PERMITS & RESPONSIBLE DEPARTMENTS

Modify Current Year Inter-District Transfer Code Information (Permit Code)

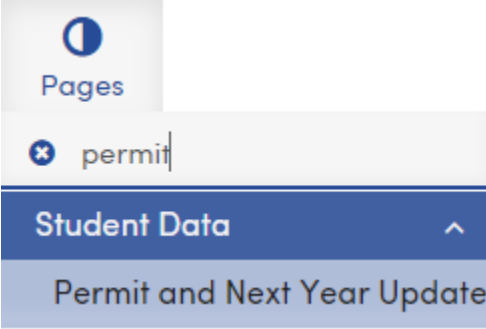
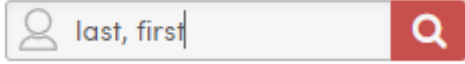

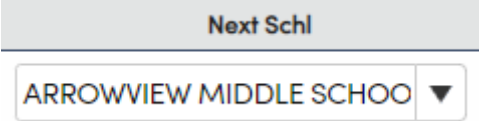
<p>Login to Aeries at the District level.</p>	<p style="text-align: right;">San Bernardino City Unified School Dist. ▾</p>										
<p>Go to the Permit and Next Year Update page.</p>	 <p>The screenshot shows a navigation menu with a search bar containing 'permit'. The search results list 'Student Data' and 'Permit and Next Year Update', with the latter highlighted in blue.</p>										
<p>Search for the student.</p> <p>Important: Select the Active listing.</p>	 <p>The screenshot shows a search bar with the text 'last, first' and a red search icon to the right.</p>										
<p>Click the Change/Update Permit button.</p>	 <p>The screenshot shows a rectangular button with the text 'Change/Update Permit'.</p>										
<p>In the IntDist field, select the permit code.</p> <p>Note: The permit codes available to you in Aeries will depend on the types of permits your department services.</p>	 <p>The screenshot shows a dropdown menu for the 'IntDist' field. The selected option is 'Capping'. Below it is a list of other options:</p> <table border="1" data-bbox="553 1430 1068 1633"> <tr> <td>8</td> <td>Capping</td> </tr> <tr> <td>9</td> <td>Request Change of School</td> </tr> <tr> <td>A</td> <td>Advanced Learner Program</td> </tr> <tr> <td>B</td> <td>Bilingual</td> </tr> <tr> <td>C</td> <td>Be Still Program</td> </tr> </table>	8	Capping	9	Request Change of School	A	Advanced Learner Program	B	Bilingual	C	Be Still Program
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A	Advanced Learner Program										
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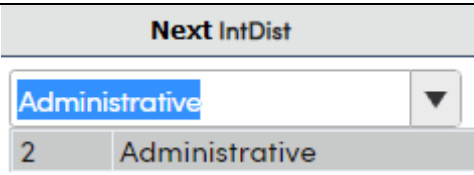
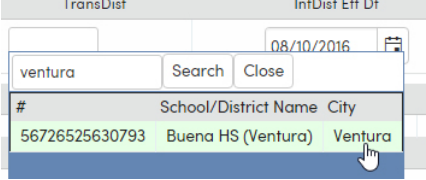

<p>In the IntDist Eff Dt field, select the start date of the permit.</p> <p>Note: This will add an Ent/Lv (Enter/Leave) date on the Attendance Enrollment screen and the Lv (Leave) date will be the school day before the IntDist Eff Dt.</p>	 <p>The screenshot shows a form field labeled "IntDist Eff Dt". Below the label is a date input field containing "03/07/2022" and a calendar icon to its right.</p>						
<p>For an out of district transfer student, enter where the student is coming from in the TransDist field.</p>	 <p>The screenshot shows a form field labeled "TransDist" with a search dropdown menu open. The dropdown menu has a search bar containing "ventura" and buttons for "Search" and "Close". Below the search bar is a table with the following data:</p> <table border="1"><thead><tr><th>#</th><th>School/District Name</th><th>City</th></tr></thead><tbody><tr><td>56726525630793</td><td>Buena HS (Ventura)</td><td>Ventura</td></tr></tbody></table> <p>A mouse cursor is pointing at the "Buena HS (Ventura)" row.</p>	#	School/District Name	City	56726525630793	Buena HS (Ventura)	Ventura
#	School/District Name	City					
56726525630793	Buena HS (Ventura)	Ventura					
<p>Click the Update Permit button.</p>	 <p>The screenshot shows a rectangular button with the text "Update Permit" inside.</p>						

PERMITS & RESPONSIBLE DEPARTMENTS

Modify Next Year Inter-District Transfer Code Information (Permit Code)

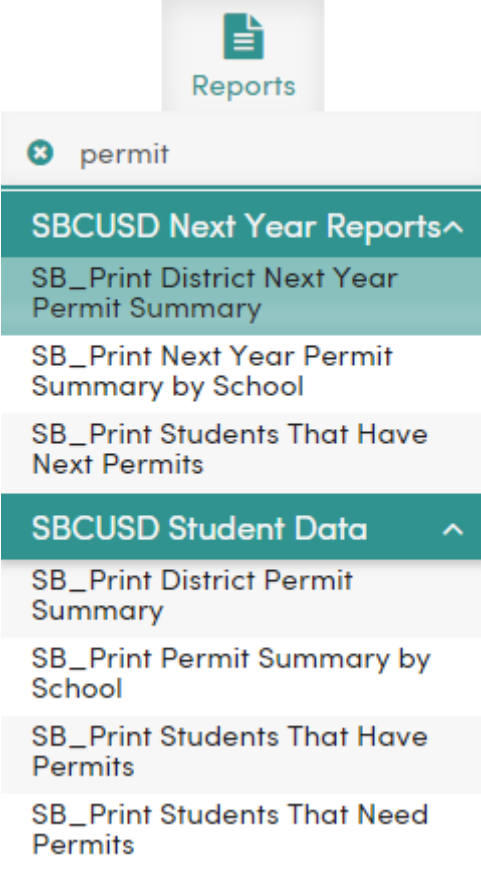
<p>Login to Aeries at the District level.</p>	<p style="text-align: right;">San Bernardino City Unified School Dist. ▾</p>
<p>Go to the Permit and Next Year Update page.</p>	 <p>The screenshot shows a navigation menu with a search bar containing 'permit'. The search results list 'Student Data' and 'Permit and Next Year Update', with the latter being highlighted in blue.</p>
<p>Search for the student.</p> <p>Important: Select the Active listing unless the student only has a Pre-Enrolled Status. If the student is pre-enrolled to a school other than the permit school, call that school and have the student dropped as Wrong School.</p>	 <p>The screenshot shows a search bar with a person icon on the left, the text 'last, first' in the input field, and a red search button with a magnifying glass icon on the right.</p>
<p>Click the Change/Update Permit button.</p>	 <p>The screenshot shows a rectangular button with the text 'Change/Update Permit' centered inside.</p>
<p>In the Next Schl field, select the school the student will be attending next year from the drop-down list.</p>	 <p>The screenshot shows a dropdown menu with the label 'Next Schl' above it. The selected option in the dropdown is 'ARROWVIEW MIDDLE SCHOO' with a downward-pointing arrow to its right.</p>

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<p>In the Next IntDist field, select the permit code from the drop-down menu.</p>							
<p>For an out of district transfer student, enter where the student is coming from in the TransDist field.</p>	 <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>#</th> <th>School/District Name</th> <th>City</th> </tr> </thead> <tbody> <tr> <td>56726525630793</td> <td>Buena HS (Ventura)</td> <td>Ventura</td> </tr> </tbody> </table>	#	School/District Name	City	56726525630793	Buena HS (Ventura)	Ventura
#	School/District Name	City					
56726525630793	Buena HS (Ventura)	Ventura					
<p>Click the Update Permit button.</p> <p>Note: The Attendance Enrollment and Enrollment History screens do not reflect the Next School Year changes.</p>							

PERMITS & RESPONSIBLE DEPARTMENTS

Run Reports to Display Students Who Have a Permit or Need a Permit

<p>Login to Aeries at the District level.</p>	<p>San Bernardino City Unified School Dist. ▾</p>
<p>Click on the Reports tab, filter for permit, and run the report(s).</p>	 <p>The screenshot shows the 'Reports' tab selected in the Aeries interface. A search filter 'permit' is applied, resulting in a list of reports. The reports are grouped into two sections: 'SBCUSD Next Year Reports' and 'SBCUSD Student Data'. The 'SBCUSD Next Year Reports' section includes 'SB_Print District Next Year Permit Summary', 'SB_Print Next Year Permit Summary by School', and 'SB_Print Students That Have Next Permits'. The 'SBCUSD Student Data' section includes 'SB_Print District Permit Summary', 'SB_Print Permit Summary by School', 'SB_Print Students That Have Permits', and 'SB_Print Students That Need Permits'.</p>

PERMITS & RESPONSIBLE DEPARTMENTS

Permit	Description	Roll over	Department-Administrator	Contact / Email	Active
0	Sankofa	Y	Equity & Targeted Student Achievement- Wil Greer	Phyllis Hammond	Y
1	Academic	Y	Secondary Education Sudha Venkatesan	Secondary Education Lilia Cervantes (Classified)	Y
2	Administrative	Y	Positive Youth Development Marlene Bicondova	Positive Youth Adriana Chavez (Classified)	Y
3	Special Education	Y	Special Education Jaqueline Willis	Olivia Neely Patrick Smith (Elem) Toby Guzman (Secondary)	Y
4	Desegregation and Integration (Belvedere, Hillside, Bonnie Oehl	Y	Language Assessment Center- Director- Les Ojeda	Salvador Pantoja Catalina Alvarez	Y
5	Adjustment	Y	Positive Youth Development Marlene Bicondova	Nancy Castaneda Silvia Bernal	Y
7	Inter-District	Y	Enrollment & Placement Services- Leonard Buckner	Nancy Castaneda Silvia Bernal	Y
8	Capping	N	Capping Office	Delia Franco / Ciria Sonnenburg	Y
9	Request Change of School	Y	Enrollment & Placement Services- Leonard Buckner	Nancy Castaneda Silvia Bernal	Y
A	Advanced Learner Program	Y	Elementary Instruction Amy Coker	Rebecca Clark	Y
B	Bilingual	Y	English Learners Director- Les Ojeda	LAC@sbcusd.k12.ca.us	Y
C	Be Still Program	N	Capping Office	Delia Franco/ Ciria Sonnenburg	Y
E	Support Services	N	Virtual Academy	Guadalupe Martinez	Y
H	Health	N	Health Services Collen Williams	Not used at this time	
I	Intermediate	N	Secondary Education Sudha Venkatesan	Blanca Rivera/ Cristina Bayles Not used at this time	

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Permit	Description	Roll Over	Department - Administrator	Contact / Email	Active
J	Palm ES- Fine Arts	Y	Enrollment & Placement Services- Leonard Buckner	Silvia Bernal	Y
K	Kindergarten (Transitional)	N	Elementary Instruction Amy Coker	Rebecca Clark	Y
L	Homeless	Y	Specialized Programs Angela Urquidies	Homeless and Foster Education	Y
M	Student Wellness & Supt. Svcs. Rollover	Y	Student Wellness & Supt. Svcs Colleen Williams	Guadalupe Martinez	Y
N	North Verdemont (Environmental Education)	Y	Enrollment & Placement Services- Leonard Buckner	Silvia Bernal	Y
P	Salinas Elementary (Creative & Performing Arts)	Y	Enrollment & Placement Services- Leonard Buckner	Silvia Bernal	Y
R	Lottery	Y	Secondary Education Sudha Venkatesan	Secondary Education (Classified)	Y
S	Special Ed. RCS	Y	Special Education Jaqueline Willis	Olivia Neely Patrick Smith (Elem) Toby Guzman (Secondary)	Y
T	Kimbark Elementary (Environmental Sci. & Technology Education)	Y	Enrollment & Placement Services – Leonard Buckner	Silvia Bernal	Y
U	Foster Youth	Y	Specialized Programs Angela Urquidies	Homeless and Foster Education	Y
V	Cal-Safe Pregnant Minor	Y	Specialized Programs Angela Urquidies	Marisa Ruiz (Classified)	Y
Y	Bilingual Capping	N	English Learners/Language Assessment- Lester Ojeda	LAC@sbcusd.k12.ca.us	Y
Z	Continuation School	Y	Sierra- Hector Murrieta San Andreas- Dori Stratton	Christy LeBlanc Juanita Vernon	Y
VL	Virtual Learning	Y	Karma Duffy	Guadalupe Martinez	Y