

Aeries Web User Documentation

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        - Change Record
        - Delete Record
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    - Dental
        - Add Record
        - Change Record
        - Delete Record
        - Copy Record
        - Add Red Flag
        - Print Dental Record
    - Physicals
        - Add Record
        - Change Record
        - Delete Record
        - Copy Record
        - Add Red Flag
        - Print Physical Information
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        - Add Record
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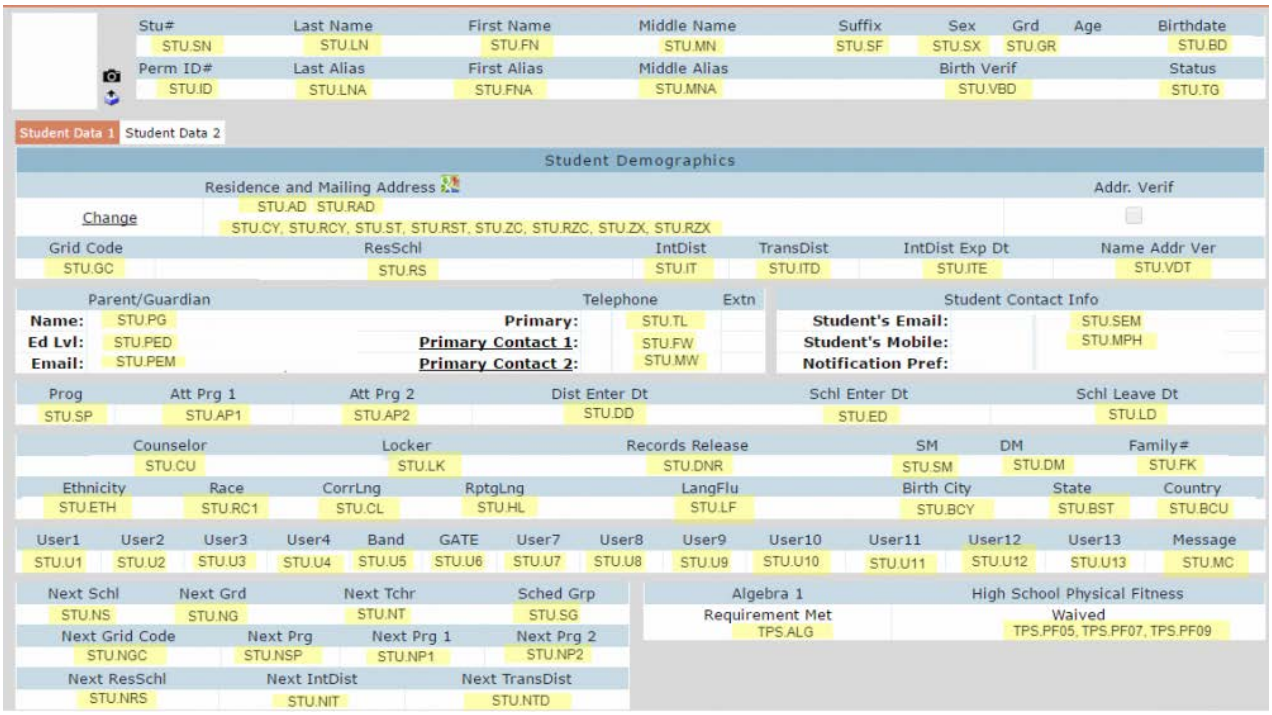
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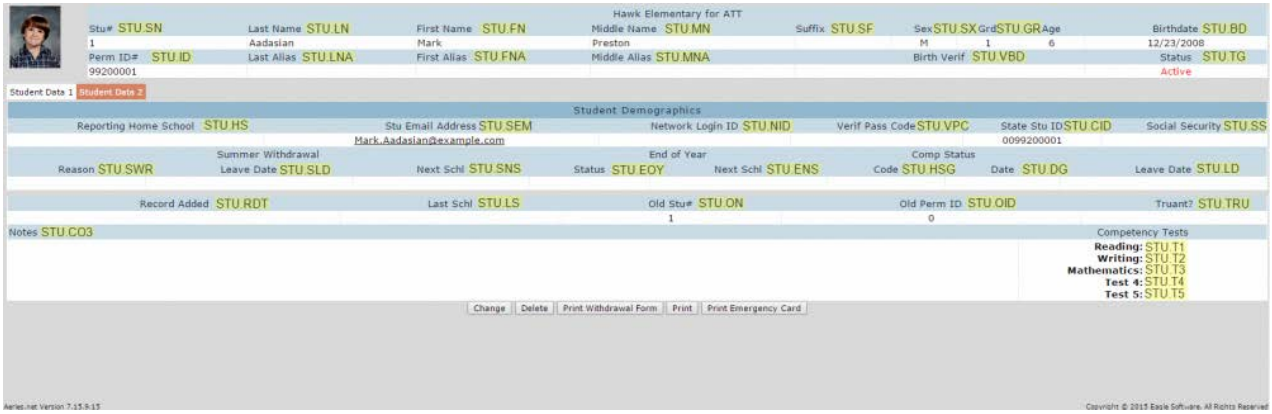
District Student Lookup

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Fields



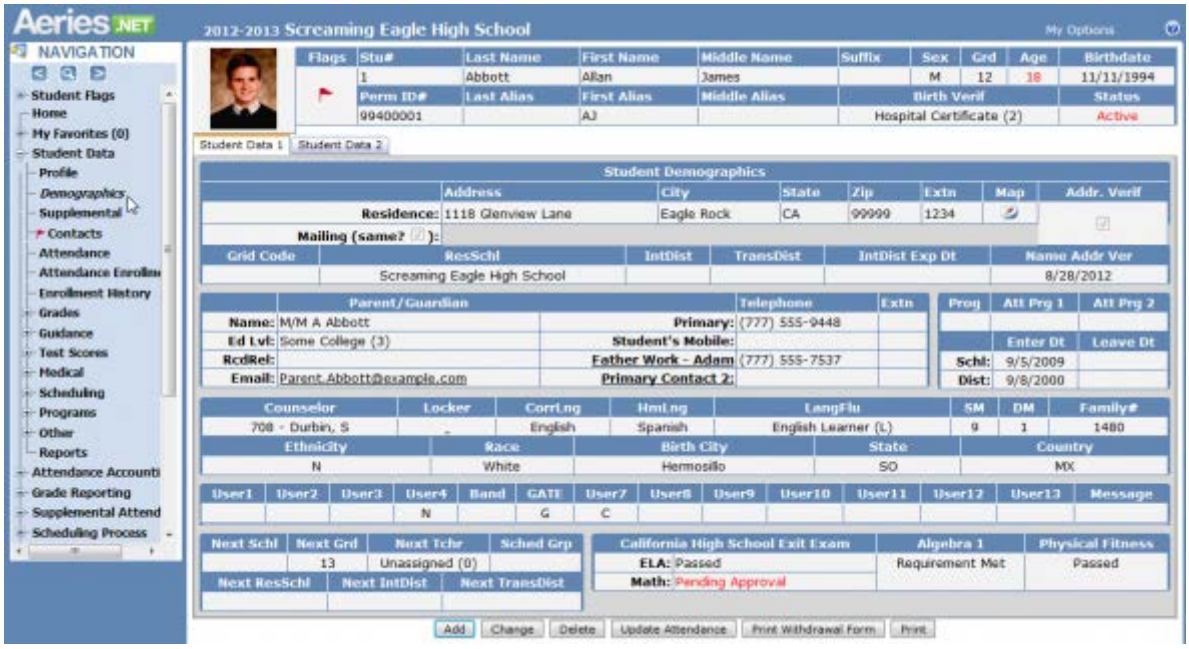


Aeries.net - Student Data Demographics

The **Student Data** form is utilized to add, update and display demographic information for each student enrolled at a school site. This program can be setup for an individual school site or for a District that can transfer students between school sites.

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A District can utilize the **District Student Locator** form to verify a student is not enrolled at another school. The **District Student Locator** form minimizes the possibility of a student being enrolled at more than one school site.



At the left of the form the navigation tree is displayed. These links can be utilized to access various forms with student information. The current selection is identified in italics. To navigate through the forms, simply click once on your selection

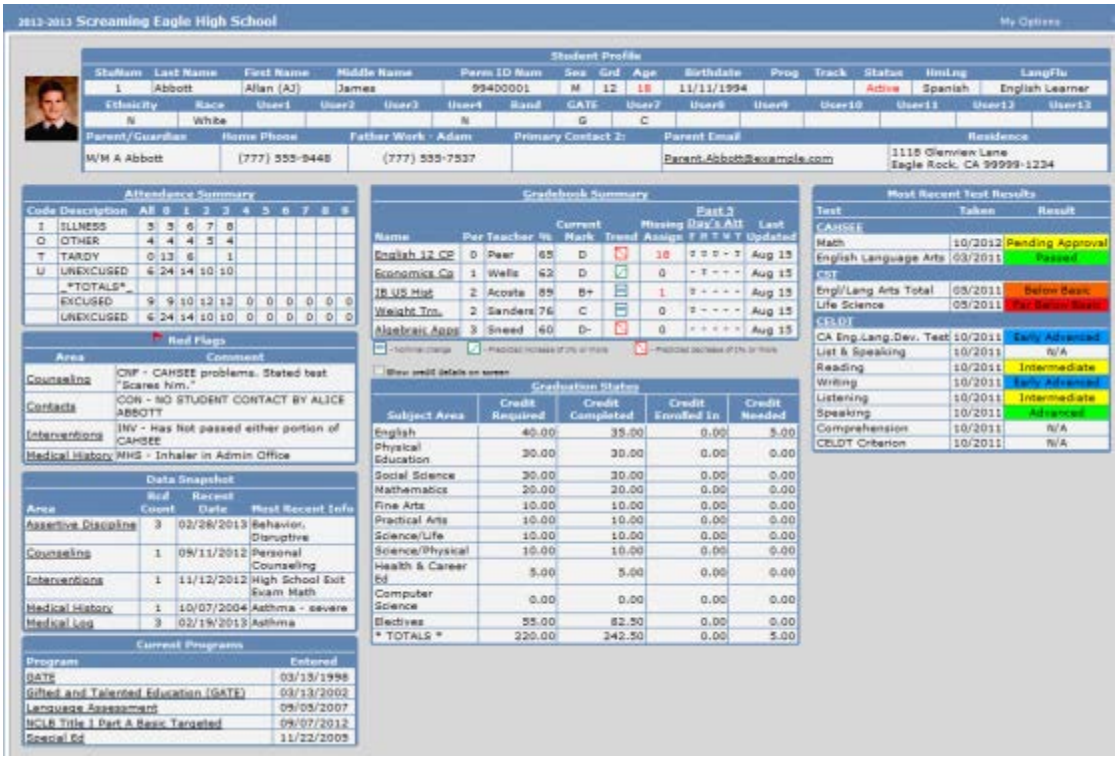
Display Student Data

1. Click the mouse on the **Student Data** node and all available data nodes will display. Click the mouse on the **Profile** node and the Profile page will display for the current student.



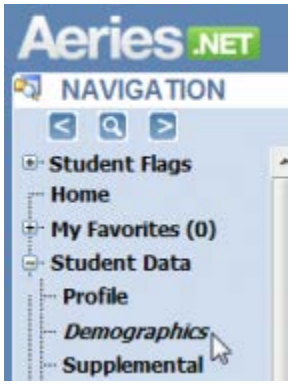
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2. The **Profile** page for the student displays any Attendance Summary, Red Flags, Data Snapshot, Current Programs, Gradebook Summary, Graduation Status and Most Recent Test Result information for the student.





3. Click the mouse on the **Demographics** node and the data will display for the first student located in the table.



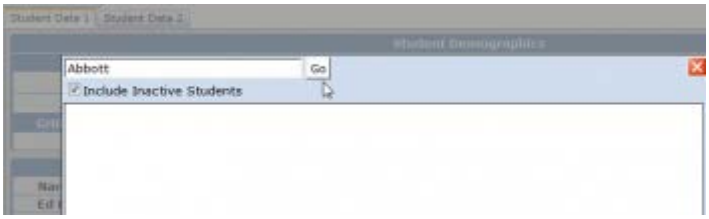


4. To select a different student, click the mouse on the **Search** button at the top of the navigation tree.

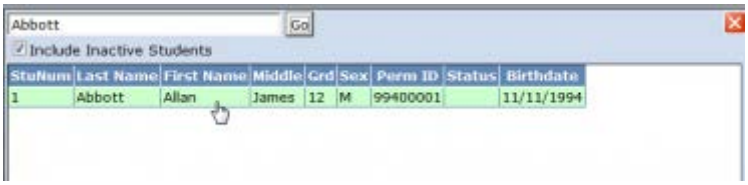
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5. A search window will display. Type the student number, the permanent ID number or type the last name of the student in the text box and click the mouse on the **GO** button.



6. All students located with the data selected will display. To select one of the students displayed, click the mouse on the student selected. The student data will now display. To exit the search window click the mouse on the **Red X**.



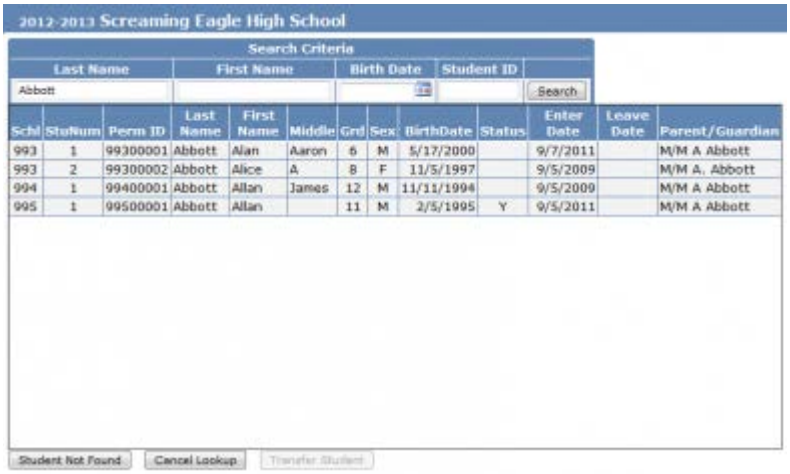
Add New Student

1. In **Student Demographics**, click the mouse on the **Add** button. A search form will display to locate a student by typing in a student's last name and first name, permanent ID number or birth date. Type the information into the field selected. Click the mouse on the **Search** button.



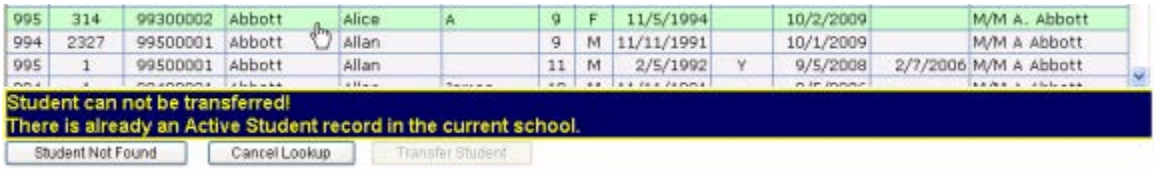
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2. A list of students enrolled in the District that meet the criteria entered will display. The student's school number, student number, permanent ID, name, grade, sex, birth date, status, enter date, leave date and parent/guardian will display.



3. Verify that the student has been flagged **inactive** from the school displayed. If the student is not inactive and flagged in the Status field, *Aeries.net* will not allow the transfer of the student.

If you select a student that has not been flagged as **Inactive** the following message will display at the bottom of the form and cannot be transferred.



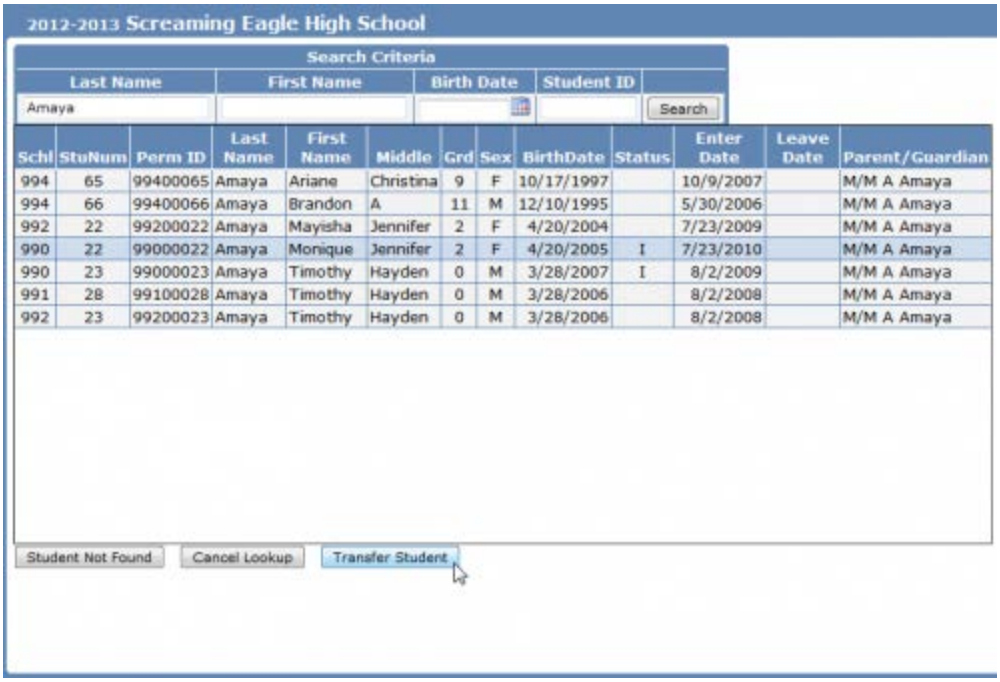
4. Select the student and click the mouse on the student's name. The student information will be **hi-lighted**. Verify the correct student has been selected.

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Schl	StuNum	Perm ID	Last Name	First Name	Middle	Grd	Sex	BirthDate	Status	Enter Date	Leave Date	Parent/Guardian
994	65	99400065	Amaya	Ariane	Christina	9	F	10/17/1997		10/9/2007		M/M A Amaya
994	66	99400066	Amaya	Brandon	A	11	M	12/10/1995		5/30/2006		M/M A Amaya
992	22	99200022	Amaya	Mayisha	Jennifer	2	F	4/20/2004		7/23/2009		M/M A Amaya
990	22	99000022	Amaya	Monique	Jennifer	2	F	4/20/2005	I	7/23/2010		M/M A Amaya
990	23	99000023	Amaya	Timothy	Hayden	0	M	3/28/2007	I	8/2/2009		M/M A Amaya
991	28	99100028	Amaya	Timothy	Hayden	0	M	3/28/2006		8/2/2008		M/M A Amaya
992	23	99200023	Amaya	Timothy	Hayden	0	M	3/28/2006		8/2/2008		M/M A Amaya

5. After selecting the student click the mouse on the **Transfer Student** button at the bottom of the form.

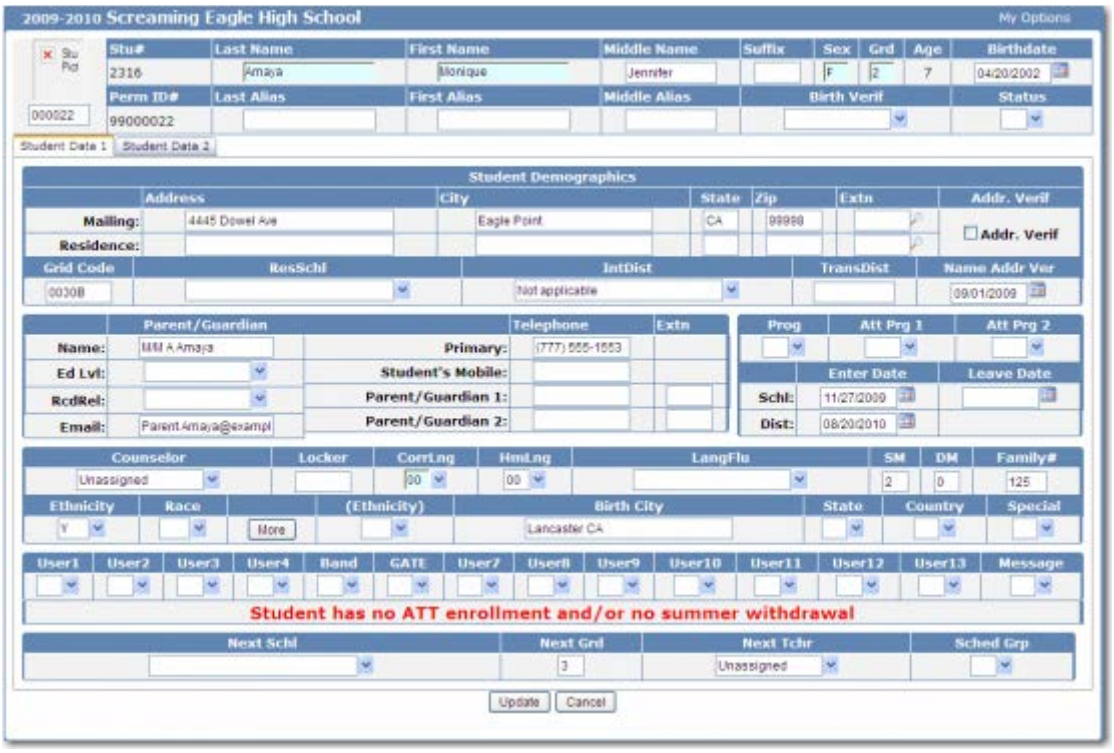


Schl	StuNum	Perm ID	Last Name	First Name	Middle	Grd	Sex	BirthDate	Status	Enter Date	Leave Date	Parent/Guardian
994	65	99400065	Amaya	Ariane	Christina	9	F	10/17/1997		10/9/2007		M/M A Amaya
994	66	99400066	Amaya	Brandon	A	11	M	12/10/1995		5/30/2006		M/M A Amaya
992	22	99200022	Amaya	Mayisha	Jennifer	2	F	4/20/2004		7/23/2009		M/M A Amaya
990	22	99000022	Amaya	Monique	Jennifer	2	F	4/20/2005	I	7/23/2010		M/M A Amaya
990	23	99000023	Amaya	Timothy	Hayden	0	M	3/28/2007	I	8/2/2009		M/M A Amaya
991	28	99100028	Amaya	Timothy	Hayden	0	M	3/28/2006		8/2/2008		M/M A Amaya
992	23	99200023	Amaya	Timothy	Hayden	0	M	3/28/2006		8/2/2008		M/M A Amaya

The student selected will now display on the **Student Data** form.

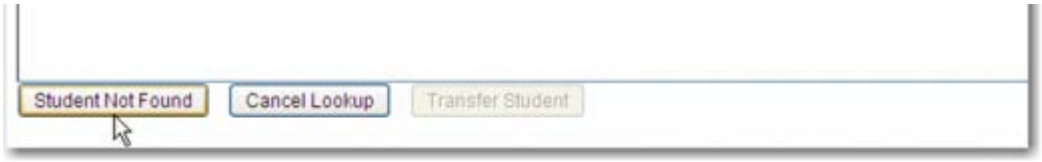
When the student is transferred the following message will display at the bottom of the form ***Student has no ATT enrollment and/or no summer withdrawal'''***. **The student** must **be enrolled into attendance the first day the student will begin class.**

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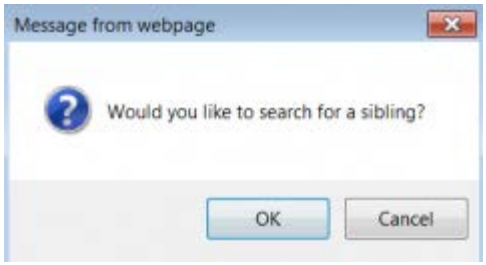


NOTE: New students DO NOT get added to attendance automatically.

6. After searching the **District** database if the student cannot be located, the student can now be manually added. Click the mouse on the **Student Not Found** button.

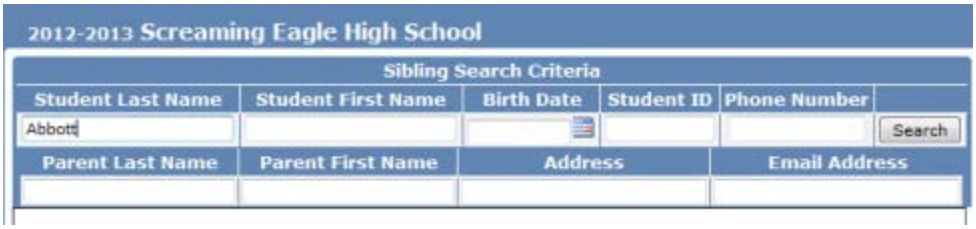


7. The following message will display to allow you to locate the student's sibling. Once located the siblings demographic information can be copied into the student being added.

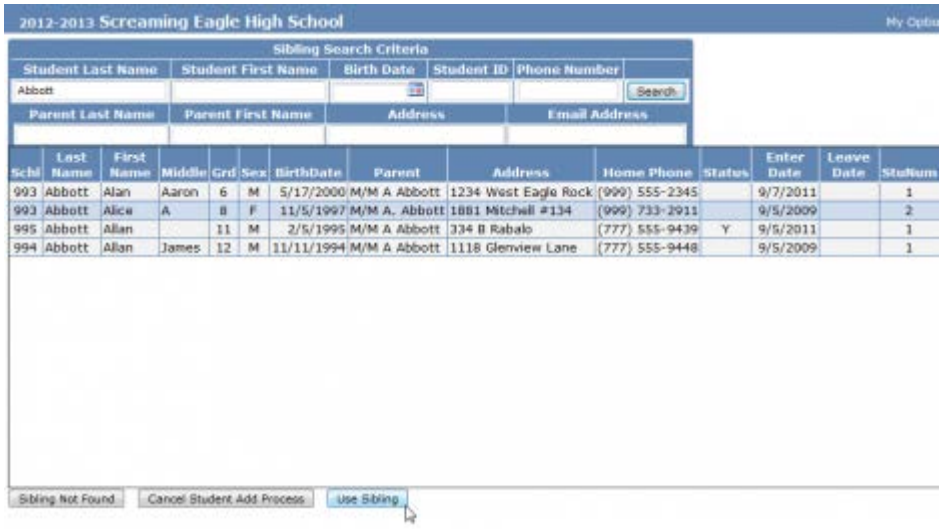


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8. Click the mouse on the **OK** button and the **Sibling Search Criteria** form will display. Enter the Students information to search by and click the mouse on the **Search** button.

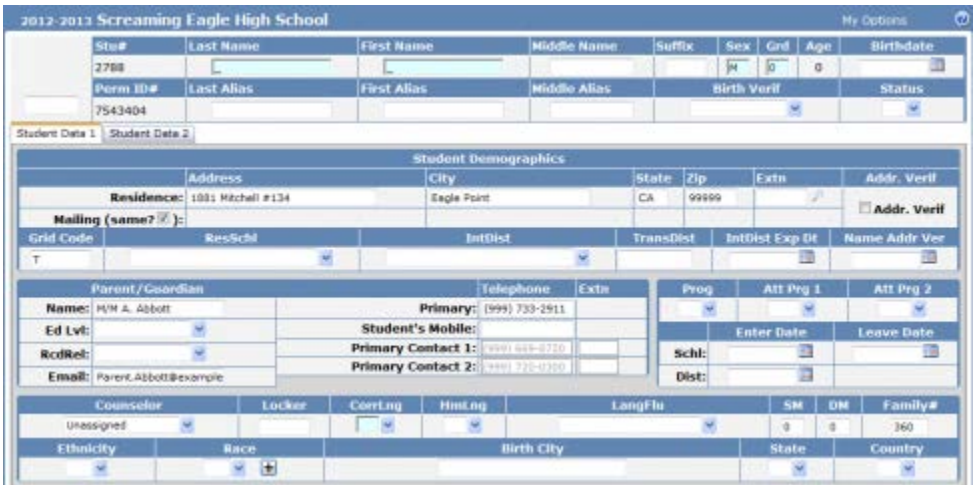


9. All students meeting the search criteria will display. If the sibling is located click the mouse on the student selected. Click the mouse on the **Use Sibling** button.



The **Student Data** form will display with all demographics from the sibling filled in, such as the address, parent guardian information, etc. Enter the Student's specific information such as last name, first name, birthdate etc.

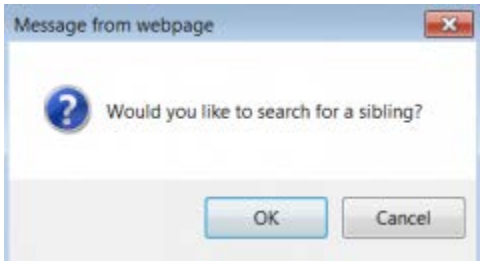
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10. After all data is entered click the mouse on the **Update** button.

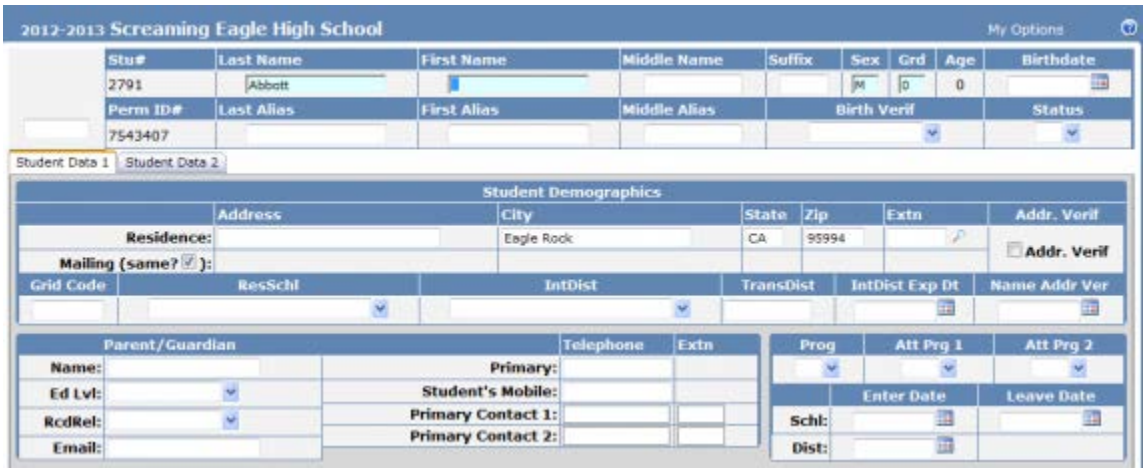


11. If you do not want to search for a student's sibling click the mouse on the **Cancel** button.



12. The **Student Data** form will display. The **Stu#** and **Perm ID#** will automatically be assigned. Enter the student's information and click the mouse on the **Update** button. The student will be added to the **STU** table.

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The table and fields associated with **Student Data 1** are:

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- **STU.SN** – Student Number
- **STU.FN** – First Name
- **STU.SF** – Suffix
- **STU.GR** – Grade
- **STU.ID** – ID Number
- **STU.FNA** – First Alias
- **STU.VBD** – Birth Verification
- **STU.RAD** – Residence Address
- **STU.RST** – Residence State
- **STU.AD** – Mailing Address
- **STU.ST** – State
- **STU.RZX** – Residence Zip Extension
- **STU.GC** – Grid Code
- **STU.IT** – Interdistrict
- **STU.ITE** – Interdistrict Exp. Date
- **STU.PG** – Parent/Guardian
- **STU.PED** – Parent Ed Level
- **STU.DNR** – Do Not Release
- **STU.FW** – Primary Contact 1
- **STU.MW** – Primary Contact 2
- **STU.SP** – Program
- **STU.AP2** – Attendance Program 2
- **STU.LD** – School Leave Date
- **STU.CU** – Counselor/Teacher Number
- **STU.CL** – Correspondence Language
- **STU.LF** – Language Fluency
- **STU.DM** – District Mobility
- **STU.ETH** – Ethnicity
- **STU.RC2** – Race 2
- **STU.RC4** – Race 4
- **STU.BCY** – Birth City
- **STU.BCU** – Birth Country
- **STU.U2** – User Code 2
- **STU.U4** – User Code 4
- **STU.U6** – User Code 6

- **STU.LN** – Last Name
- **STU.MN** – Middle Name
- **STU.SX** – Sex
- **STU.BD** – Birthdate
- **STU.LNA** – Last Alias
- **STU.MNA** – Middle Alias
- **STU.TG** – Status Tag
- **STU.RCY** – Residence City
- **STU.RZC** – Residence Zip
- **STU.CY** – City
- **STU.ZC** – Mailing Zip Code
- **STU.AV** – Address Verified
- **STU.RS** – Residence School
- **STU.ITD** – District of Residence
- **STU.VDT** – Name/Address Verification
- **STU.TL** – Primary Telephone
- **STU.MPH** – Student Mobile Phone
- **STU.PEM** – Parent Email Address
- **STU.FX** – Primary Contact 1 Ext.
- **STU.MX** – Primary Contact 2 Ext.
- **STU.AP1** – Attendance Program 1
- **STU.ED** – School Enter Date
- **STU.DD** – District Enter Date
- **STU.LK** – Locker
- **STU.HL** – Home Language
- **STU.SM** – School Mobility
- **STU.FK** – Family Key
- **STU.RC1** – Race 1
- **STU.RC3** – Race 3
- **STU.RC5** – Race 5
- **STU.BST** – Birth State
- **STU.U1** – User Code 1
- **STU.U3** – User Code 3
- **STU.U5** – User Code 5
- **STU.U7** – User Code 7



- **STU.U8** – User Code 8
- **STU.U10** – User Code 10
- **STU.U12** – User Code 12
- **STU.MC** – Message Code
- **STU.NG** – Next Grade
- **STU.SG** – Scheduling Group
- **STU.NIT** – Next Inter/Intra District

- **STU.U9** – User Code 9
- **STU.U11** – User Code 11
- **STU.U13** – User Code 13
- **STU.NS** – Next School
- **STU.NT** – Next Teacher
- **STU.NRS** – Next Residence School
- **STU.NTD** – Next District of Residence

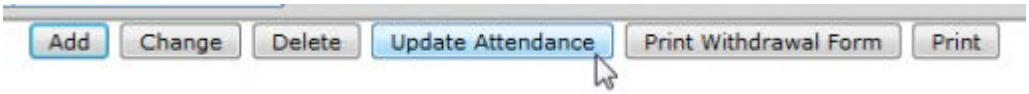
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When the student is added the following message will display at the bottom of the form ***Student has no ATT enrollment and/or no summer withdrawal***. The student **must** be enrolled into attendance the first day the student will begin class.

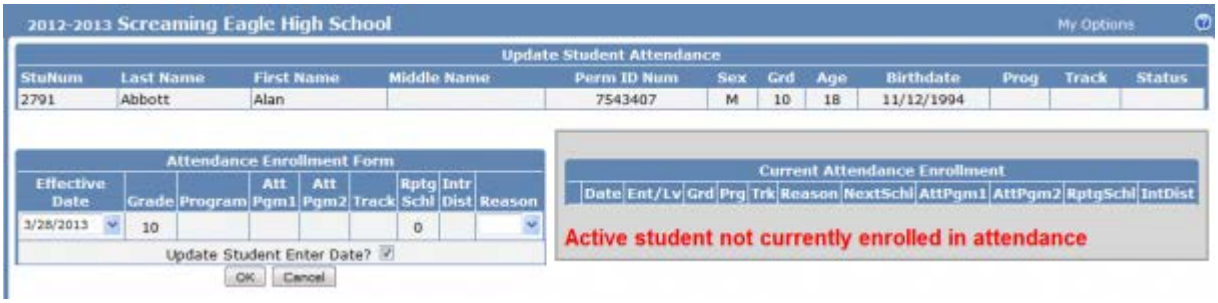
NOTE: New students DO NOT get added to attendance automatically.

Enroll New Student in Attendance

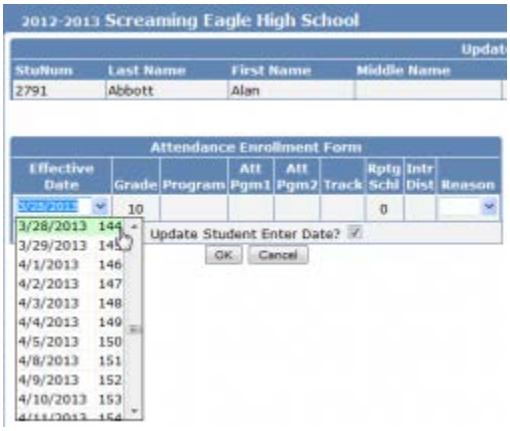
13. After a student has been added to the **STU** table they **must** be added to the **ATT** table. On the bottom of Student Demographics, click the mouse on the **Update Attendance** button.



14. The following form will display. Verify the **Attendance Enrollment Information** is correct for the student displayed.

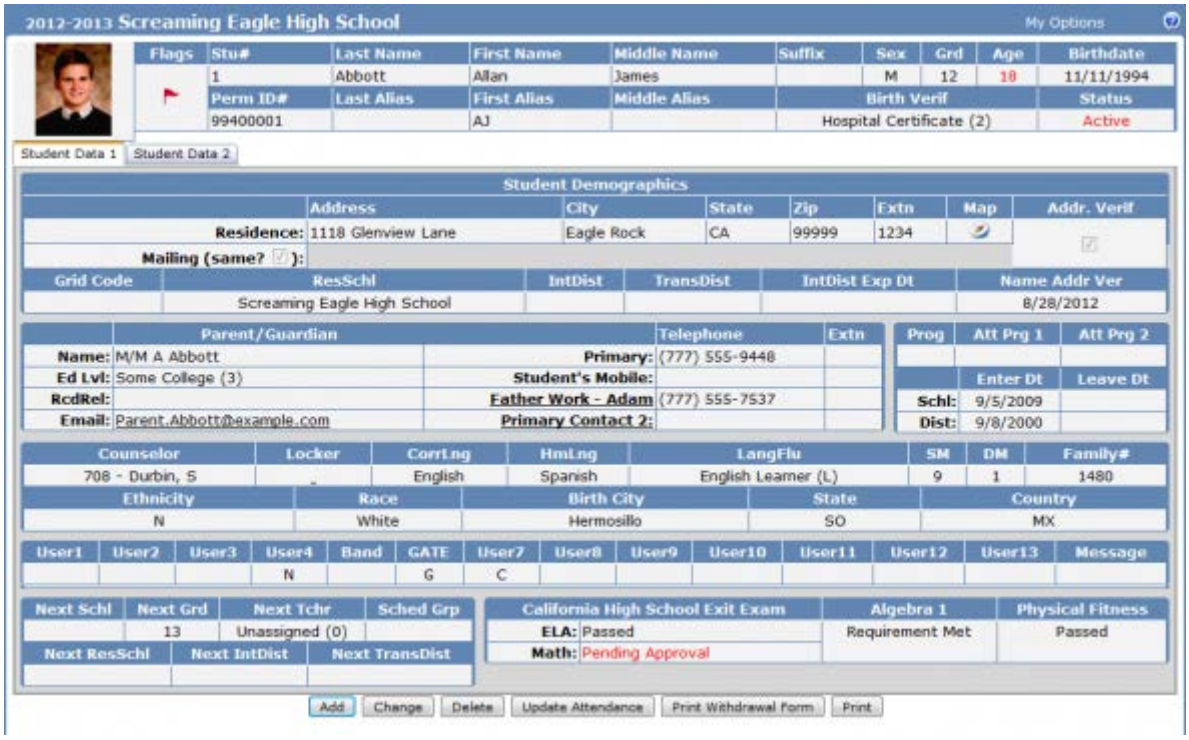


15. The **Effective Date** and **Reason** are the only fields that can be changed from this form. If the date needs to be changed and updated in the **STU** table click the mouse on the dropdown arrow. Select the new effective date and click the mouse on the **OK** button.



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The **Student Data** form will display. The student will now be updated into **Attendance Enrollment** form that is available from the **Navigation Tree**. The **Student Data** form will no longer display the red message at the bottom of the form.

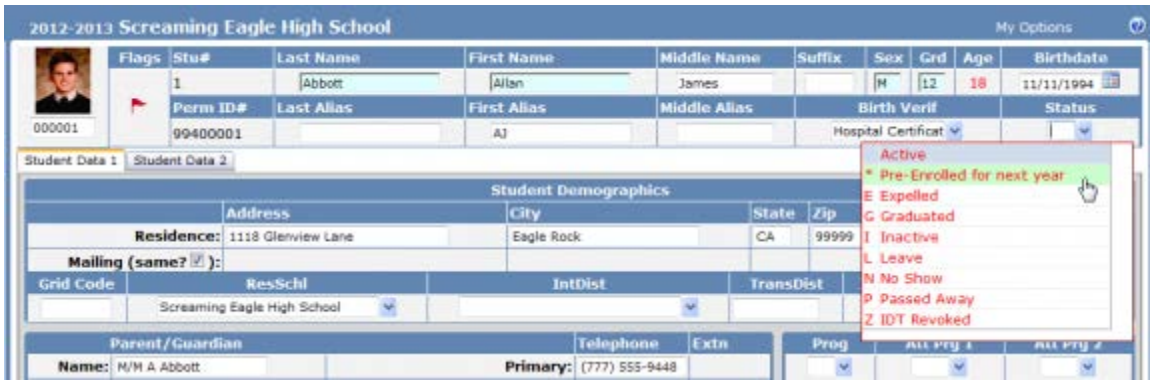


Add Pre-Enrolled Student

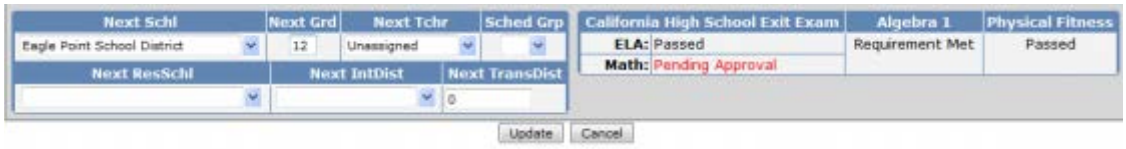
1. If a new student will be attending the school in the next year they can be **pre-enrolled** into the current school year. To pre-enroll a new student, click the mouse on the **Add** button.

2. Enter all student information. Click the mouse on the dropdown arrow for the **Status** field. Click the mouse on the ***** (asterisk) code for **Pre-Enrolled for Next Year**.

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3. The **NextGrd** field **MUST** contain the same grade as the **Grade** field for the upcoming school year. Type the same grade into the **NextGrd** field. Click the mouse on the **Update** button at the bottom of the form

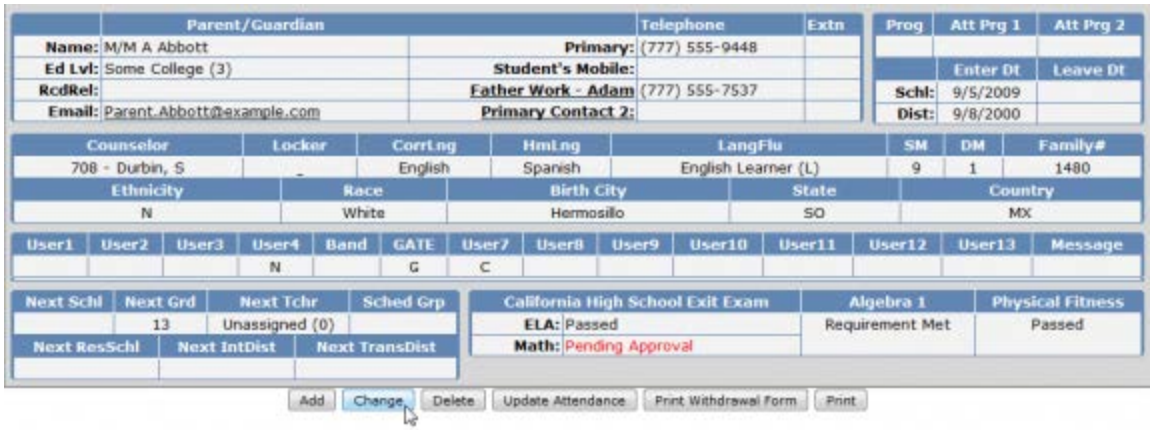


4. The student will now be added into this year's database as pre-enrolled and is inactive in the current year's file. When the new year database is created this student will "roll-over" into the new year file with the same grade level entered into the **Grade** field.

NOTE: DO NOT add pre-enrolled students into the attendance table.

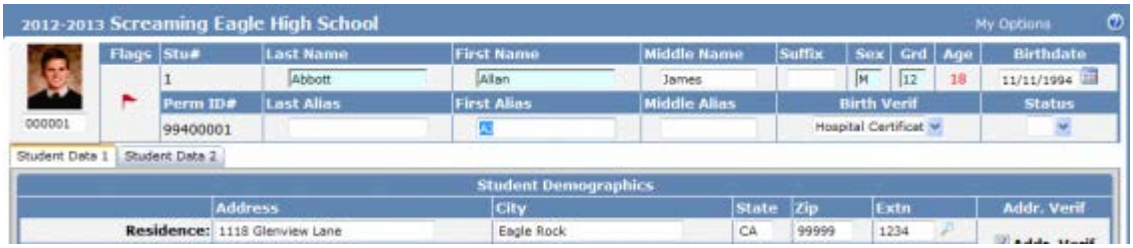
Change Student Data

1. Use the **Navigation** search options to find and select the student to be changed. Click the mouse on the **Change** button.



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2. The **Student Data** form will now display in change mode. Use the tab key to move throughout the form to the field to be changed or click the mouse directly into a field. The cursor will display in the field to be updated, such as the **First Alias** field below.



3. Enter the new information in the field selected and press **Tab** to the next field to be change.

NOTE: If the Grade field is changed you must press Tab twice.

4. When all fields have been updated click the mouse on the **Update** button.



NOTE: Use the BACK TAB function (Shift and TAB) to move backward from field to field.

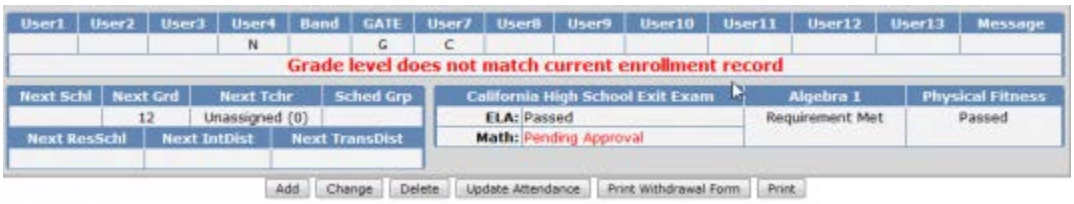
5. If a change is made to the last name, first name, middle name or sex a message will display to verify the change. To continue with the change click the mouse on the **OK** button. To reverse the change, click the mouse on the **Cancel** button. The original data will display.

File:Student Data - Aeries Net 31.png

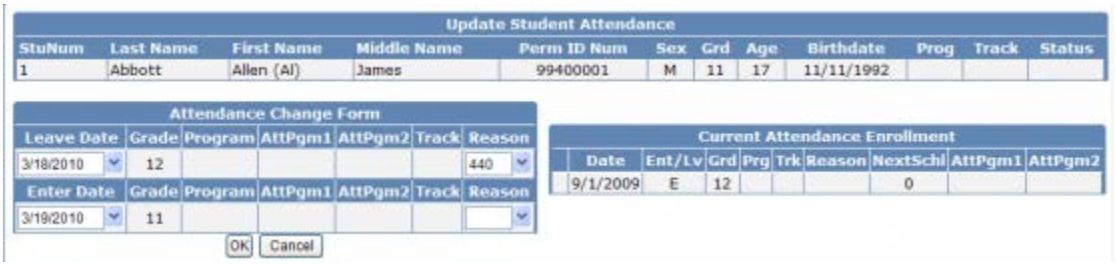
288px

If information is changed that affects the attendance a message will display and the data **must** be updated in the **ATT** table. For example, if you change a student's grade level, the grade level in the Attendance **must** also be updated to match.

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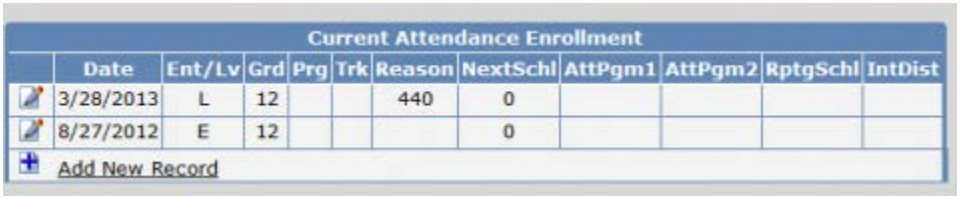


6. To update the **ATT** table, click the mouse on the **Update Attendance** button. The following form will display. The **Leave Date** will be the current date. The **Enter Date** will be the next school day in the Calendar but can be changed.



7. The grade, programs and track are display only and can **ONLY** be changed from **Student Data**. Verify all data is correct and click the mouse on the **OK** button. The screen will default back to the student demographics form.

Two entries will display on the **Attendance Enrollment** form.

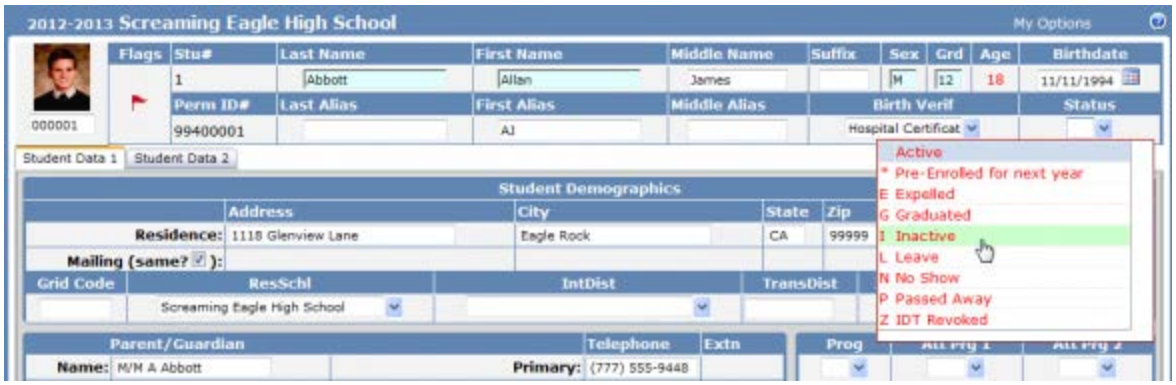


NOTE: All changes to student information that affect the ATT table should be verified in the Attendance data.

Inactivate or Withdraw a Student

1. Use the **Navigation search** options to display the student to be inactivated. Click the mouse on the **Change** button. Click the mouse on the **Status** field dropdown and select the **Inactive** code.

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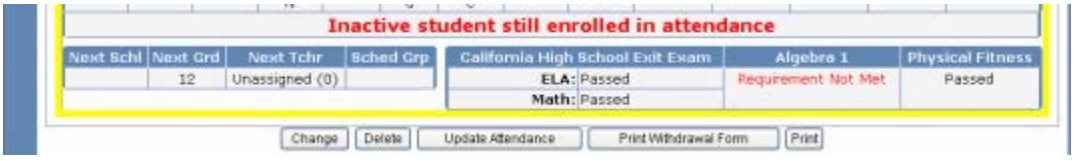
2. If the student has Course Requests or a Class Schedule the following **Options** box will display. Leaving the options selected will drop all classes or requests but can be de-selected. Verify the leave date and click the mouse on the **OK** button.



3. ***Inactive student still enrolled in attendance*** will display toward the bottom of the form. Click the mouse on the **Update** button.



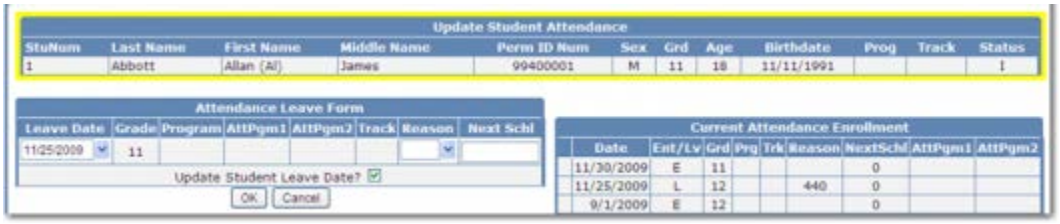
4. The student will now be inactivated and a border will display. To update the attendance record, click the mouse on the **Update Attendance** button.



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NOTE: Students 'ARE NOT> inactivated from attendance automatically.

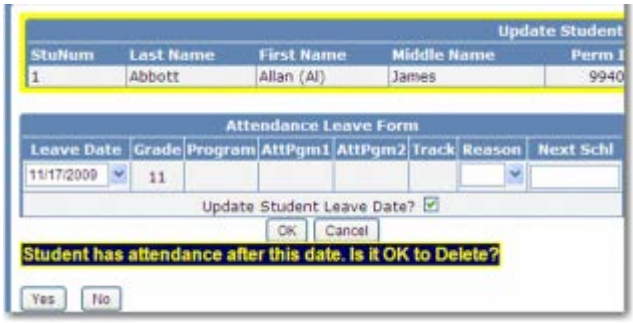
5. The **Update Student Attendance** form will display. The **Leave Date** will be the current date. To change the date the student will be inactive, type the new date into the **Leave Date** field or use the dropdown arrow to select the date from the list.



6. A **Reason** code must be entered and **Next School** can also be entered. Click **OK** to create a '**leave record**' for this student.



7. If the student has attendance records after the effective date the following error message will display. To cancel click the mouse on the **No** button. To continue click the mouse on the **Yes** button.

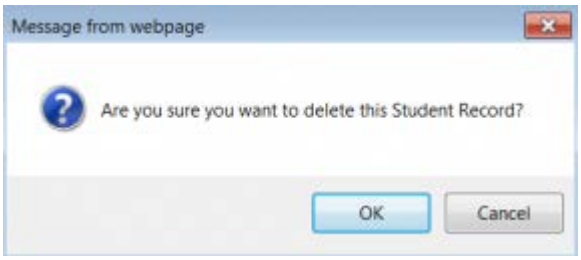


NOTE: All changes made MUST be verified in Attendance for the student record changed.

Delete Student

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1. The **Delete** function can be used to delete a student from the **STU** table. **But this function is rarely used and most schools will inactivate the student.** Use the **Navigation** search option to display the student and click the mouse on the **Delete** button. To finalize the delete click the mouse on the **OK** button and the student will be deleted from the **STU** table.

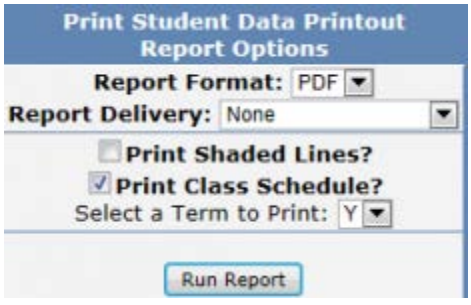


2. A student cannot be deleted if enrolled in Attendance. If a student is enrolled in attendance the following message will display after the **Delete** button has been selected. Click the mouse on the **OK** button.



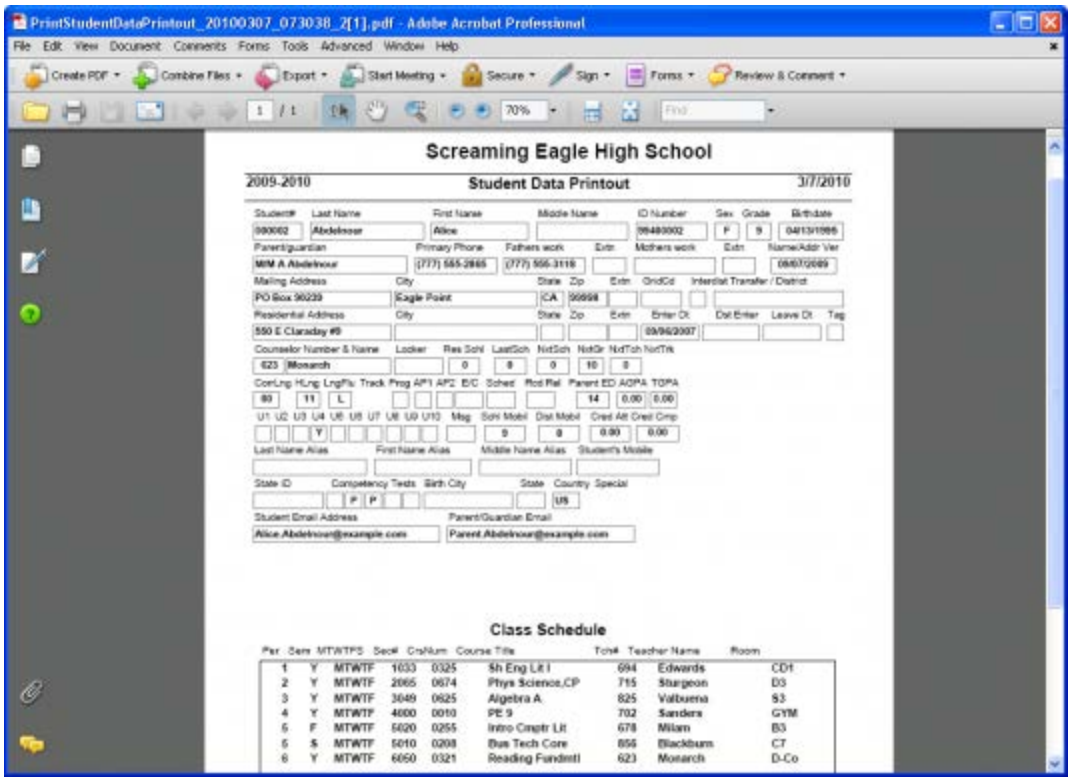
Print Student

1. To print a copy of the student data, click the mouse on the **Print** button. The following message will be displayed. Select the Term to be printed and click the mouse on the **OK** button.



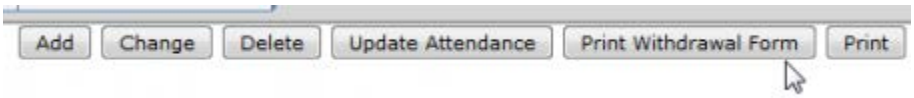
The following PDF will be generated with all student demographics and their class schedule.

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Print Withdrawal Form

1. To print a student withdrawal report, click the mouse on the **Print Withdrawal Form** button.



The following report will be generated.

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Screaming Eagle High School
6336 Eagle Crag Lane
Eagle Rock, CA. 95994
(999) 555-9994

March 28, 2013

Student Withdrawal Report

Stu#: 1 Birthdate: 11/11/1994 Age: 18 Perm ID #: 99400001
Student Name: Allan Abbott Sex: M State ID#: 1234567890
Address: 1118 Glenview Lane E/C: Leave Date:
City: Eagle Rock, CA 99999 Grade: 12 Enter Date: 9/5/2009
Locker #:
Last Day Attended: _____

Reason for leaving: _____

New Address: _____

Next School: _____

Authority for Withdrawal: _____

Sec#	Per	CrsID	Course title	Rm#	Teacher	Mark	Citz	W/H	Signature
1118	1	0317	IB Eng HL2	C6	Stockton				
2166	2	0726	IBHstAm2/HEcCv	Z2	Acosta				
3194	3	0427	IB Span HL 2	BC3	Alvarado				
4188	4	0714	Economics Cp	T1	Bryan, R				
5133	5	0698	IB Biology SL	Q23	Smith				

* Please sign above and show average grade from the beginning of the current semester to the present time.

Clearance: _____

ID Card: _____

Library Books: _____

Bookkeeper: _____

Locker: _____

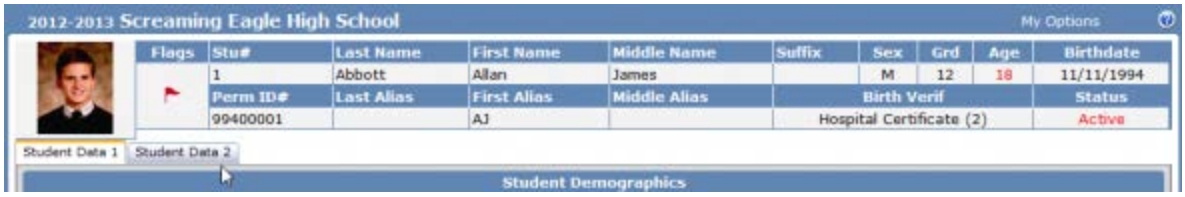
Attendance: _____

Administration: _____

Additional Info.: _____

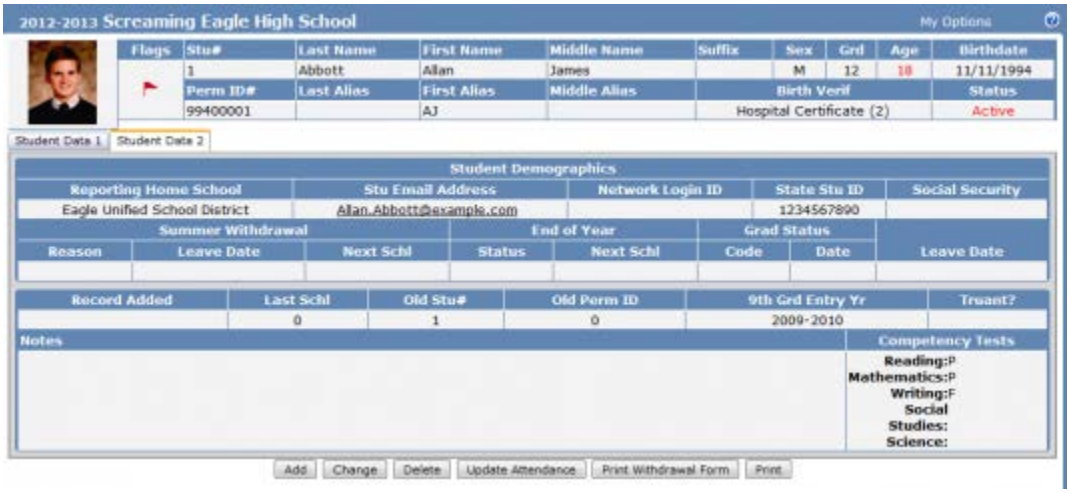
Student Data 2

1. At the top of the form the **Student Data 1** and **Student Data 2** tabs display. These tabs allow you to access between the various student information to update or display without leaving the **Student Data** form.



2. The **Student Data 2** is accessible by clicking the mouse on the tab and **Additional Student Data** will display. Use the **Change** button to update data on this form.

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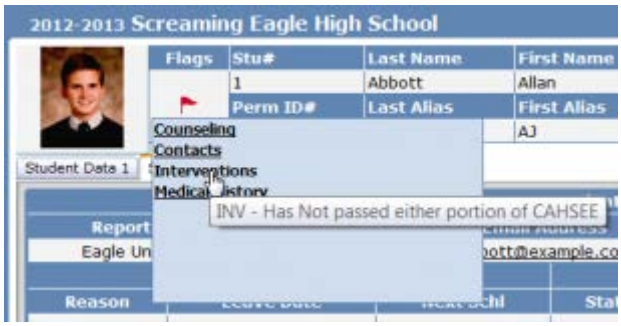
The table and fields associated with **Student Data 2** are:

- **STU.SN** – Student Number
- **STU.FN** – First Name
- **STU.SF** – Suffix
- **STU.GR** – Grade
- **STU.ID** – ID Number
- **STU.FNA** – First Alias
- **STU.VBD** – Birth Verification
- **STU.HS** – Reporting Home School
- **STU.NID** – Network Login ID
- **STU.CID** – State Student ID
- **STU.SWR** – Summer Withdrawal Reason
- **STU.SNS** – Summer Withdrawal Next School
- **STU.ENS** – End of Year Next School
- **STU.DG** – Completion Status Date
- **STU.RSY** – Record Added
- **STU.ON** – Old Student Number
- **STU.INE** – Initial 9th Grade Entry Year
- **STU.CO3** – Student Notes
- **STU.LN** – Last Name
- **STU.MN** – Middle Name
- **STU.SX** – Sex
- **STU.BD** – Birthdate
- **STU.LNA** – Last Alias
- **STU.MNA** – Middle Alias
- **STU.TG** – Status Tag
- **STU.SEM** – Student Email Address
- **STU.VPC** – Verification Passcode
- **STU.SS** – Social Security Number
- **STU.SLD** – Summer Leave Date
- **STU.EOY** – End of Year Status
- **STU.HSG** – Completion Status
- **STU.LD** – School Leave Date
- **STU.LS** – Last School
- **STU.OID** – Old Perm ID Number
- **STU.TRU** – Truant?

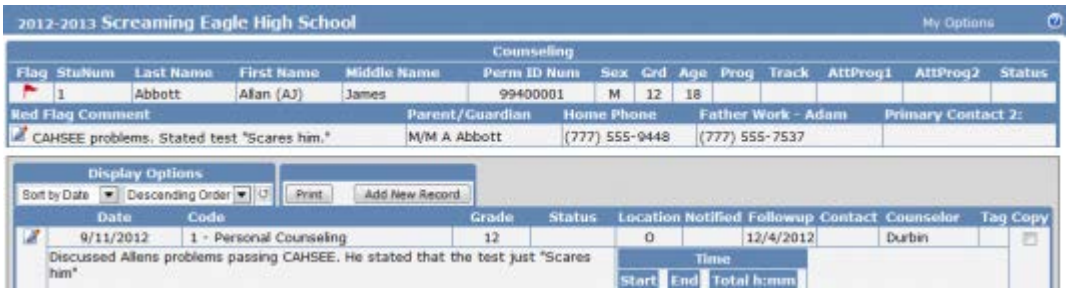
Special Options

1. There are options available from **Student Data** that perform various functions. If a student has been flagged from another form a **Red Flag** will display next to the student picture. Click the mouse on the red flag and all Student forms that have been flagged will display. If a comment was added to the **Red Flag** when you scroll the mouse over the form name the comment will display.

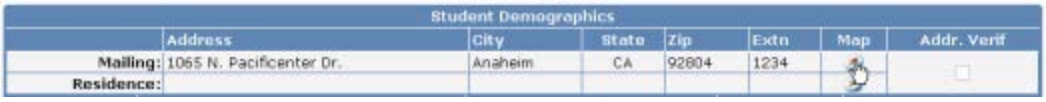
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2. To display the flag information click the mouse on the form selected, for example, **Counseling**. The **Counseling** form will display with a **Red Flag** in the top left hand corner and if available a **Red Flag Comment**.

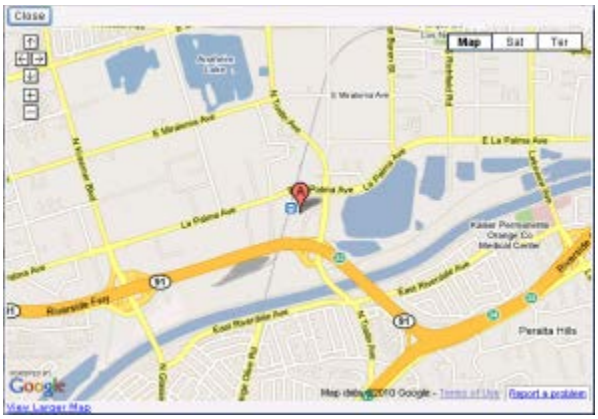


3. A display map icon is also available next to the students address. Click the mouse on the **Map** icon.

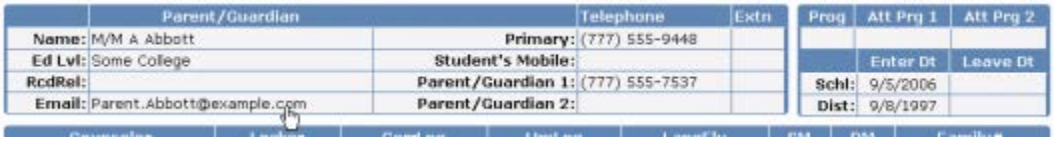


A map for the address selected will display.

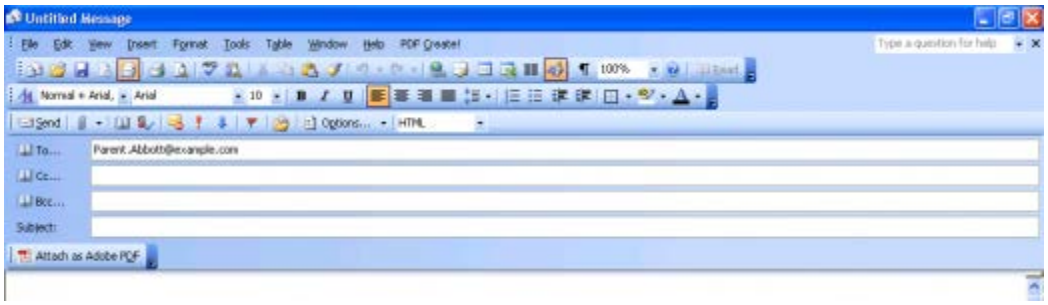
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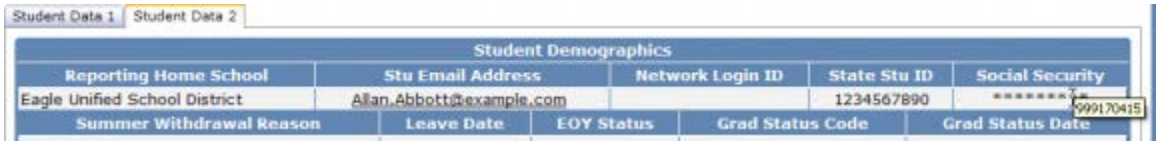
There are email address fields for the Parent/Guardian and Student.



4. When you click the mouse on the email address your email program will open and load the email address. For example, after clicking the email address Microsoft Outlook has opened.

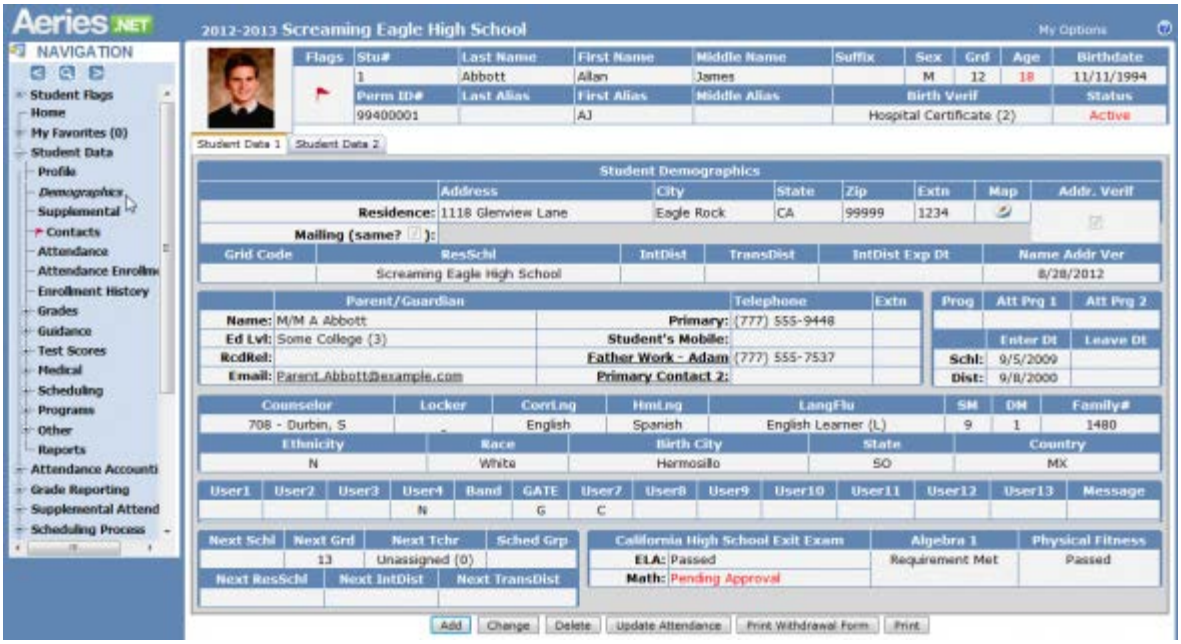


5. If the **Social Security** number has been entered it will display hidden with asterisks in the field. The **Social Security** number can be displayed by scrolling the mouse over the field.



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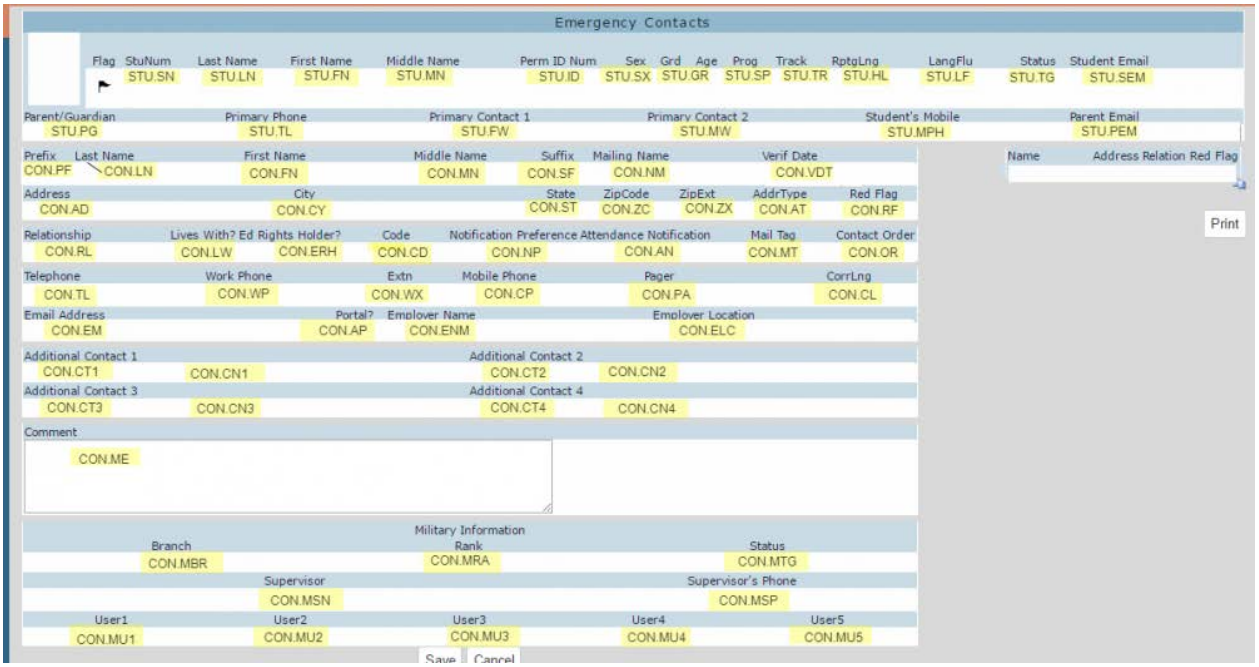
6. The **Navigation Tree** on the left side of the form will provide you access to additional forms. Each form contains information that can be displayed or updated for the current student displayed.



To access specific data for the student displayed click the mouse on a specific form listed in the navigation tree.

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Fields



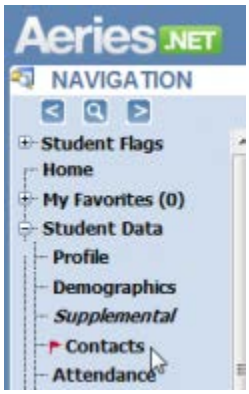
[Collapse]

Aeries.net - Student Data Contacts

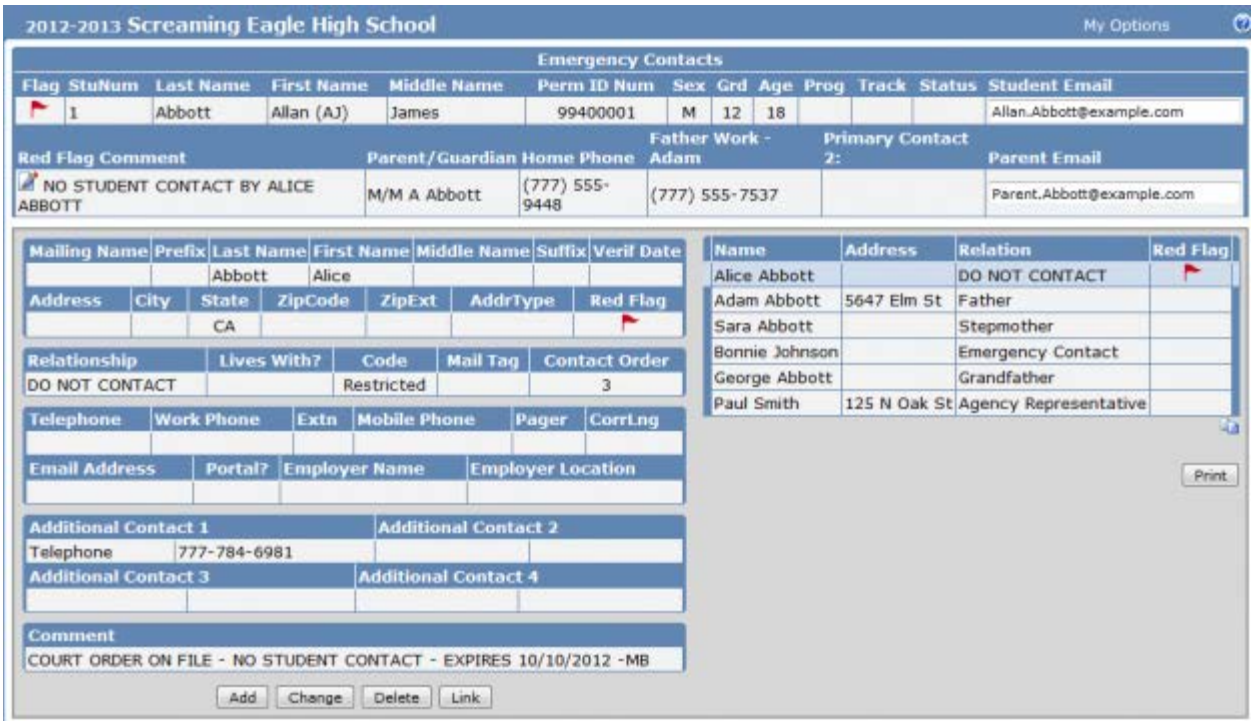
1. The **Contacts** form is used to store emergency contacts including other individuals besides the parents who are allowed to pick up the student. This form also allows you to add individuals who should receive a **copy of all mail or only grades**.

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2. To access the **Contacts** form, click the mouse on the **Contacts** node on the Navigation Tree.



3. The **Contact** data will display for the first student located in the table.



4. The table and fields associated with **Contacts** form are:

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- **CON.NM** – Mailing Name
- **CON.LN** – Last Name
- **CON.MN** – Middle Name
- **CON.VDT** – Verification Date
- **CON.CY** – City
- **CON.ZC** – Zip Code
- **CON.PF** – Prefix
- **CON.FN** – First Name
- **CON.SF** - Suffix
- **CON.AD** - Address
- **CON.ST** - State
- **CON.ZX** – Zip Extension



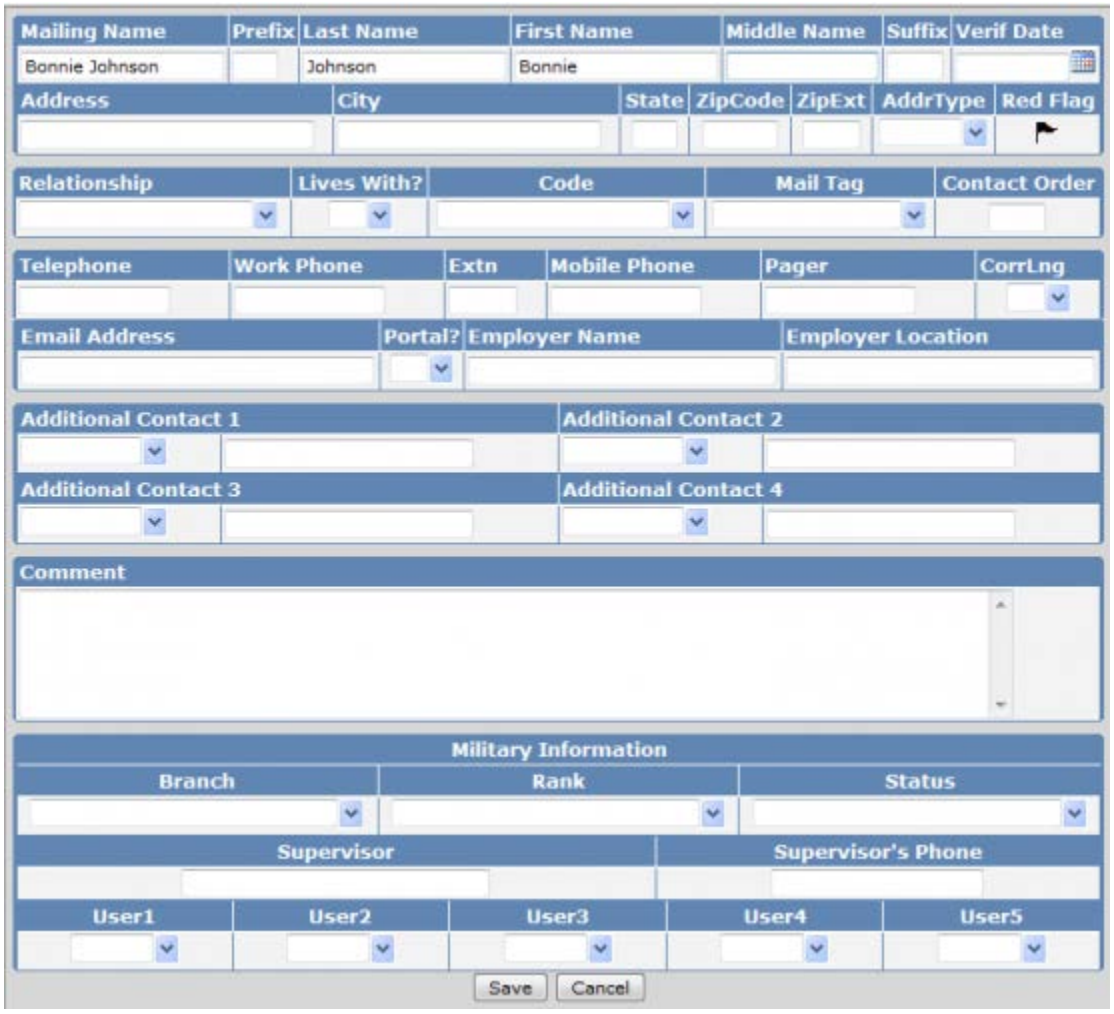
- **CON.AT** – Address Type
- **CON.RL** – Relationship
- **CON.CD** – Code
- **CON.OR** – Contact Order
- **CON.WP** – Work Phone
- **CON.CP** – Mobile Phone
- **CON.CL** – Correspondence Language
- **CON.AP** – Access to Portal
- **CON.ELC** – Employer Location
- **CON.CN1** – Additional Contact 1 Number
- **CON.CN2** – Additional Contact 2 Number
- **CON.CN3** – Additional Contact 3 Number
- **CON.CN4** – Additional Contact 4 Number
- **CON.MBR** – Military Branch
- **CON.MTG** – Military Status
- **CON.MSP** – Supervisor's Phone
- **CON.MU2** – Military User 2
- **CON.MU4** – Military User 4
- **CON.RF** – Red Flag
- **CON.LW** – Lives With
- **CON.MT** – Mail Tag
- **CON.TL** - Telephone
- **CON.WX** - Extension
- **CON.PA** - Pager
- **CON.EM** – Email Address
- **CON.ENM** – Employer Name
- **CON.CT1** – Additional Contact 1
- **CON.CT2** – Additional Contact 2
- **CON.CT3** – Additional Contact 3
- **CON.CT4** – Additional Contact 4
- **CON.ME** - Comments
- **CON.MRA** – Military Rank
- **CON.MSN** - Supervisor
- **CON.MU1** – Military User 1
- **CON.MU3** – Military User 3
- **CON.MU5** – Military User 5



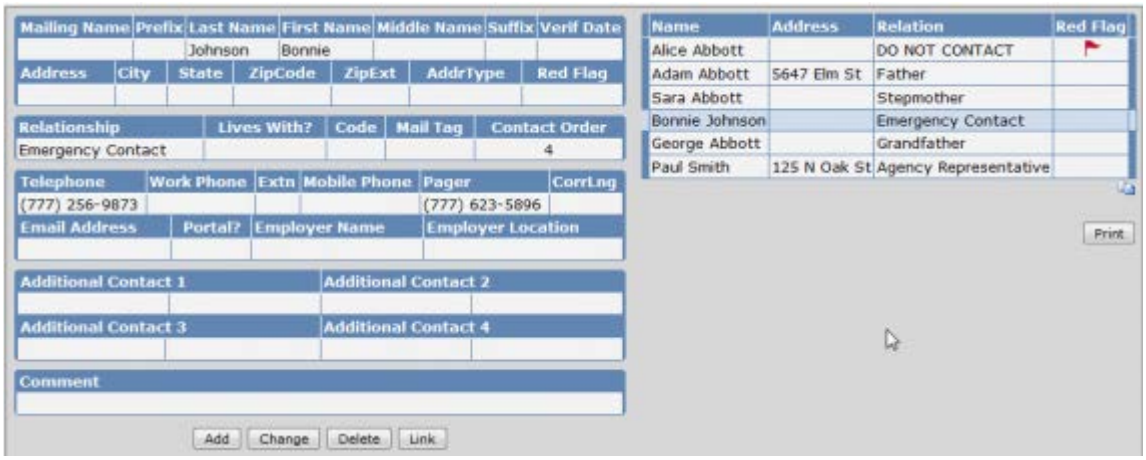
Add Contact

1. To add a new Contact, click the mouse on the **Add** button. A blank record will display. Press **Tab** and the cursor will display in the first field. Enter the **Contact Name** and press **Tab** to selected fields. When all data is entered click the mouse on the **Save** button.

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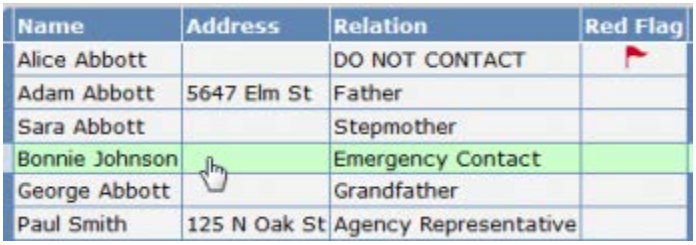
2. The new **Contact** record will display on the right hand side.



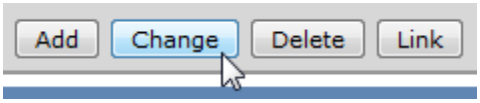
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Change Contact

1. To change information for a **Contact** click the mouse on the Contact on the right side and the record will be hi-lighted.



2. Click the mouse on the **Change** button.



3. Press **Tab** and the first field will be hi-lighted. Press **Tab** to access the fields and enter any changes.



4. When all data is entered click the mouse on the **Save** button.



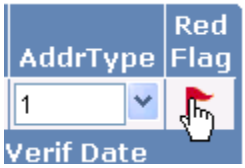
Add Red Flag

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1. A **Red Flag** can be added to a Contact record as an indicator that this individual has important information added to their record.

2. To add a **Red Flag** click the mouse on the **Change** button. Click the mouse on the **Black Flag** in the right hand corner and the Flag will now display red.

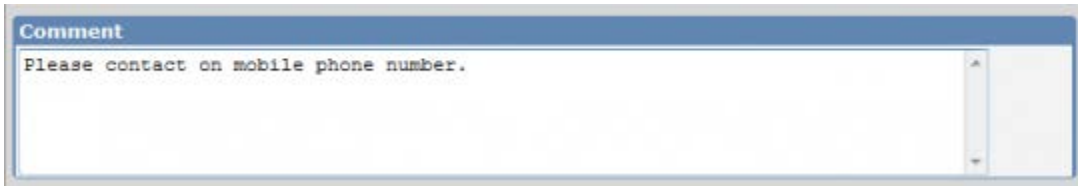




3. Specific information is available from the **Relationship** field drop down that can be selected.



Comments can also be added to the Contact record.



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4. When all data is entered click the mouse on the **Save** button.



The **Red Flag** will now display under the **Red Flag** column for the record selected.

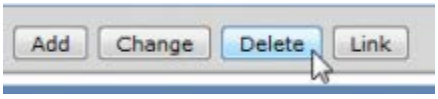
Name	Address	Relation	Red Flag
Alice Abbott		DO NOT CONTACT	
Adam Abbott	5647 Elm St	Father	
Sara Abbott		Stepmother	
Bonnie Johnson		Emergency Contact	
George Abbott		Grandfather	
Paul Smith	125 N Oak St	Agency Representative	

Delete Contact

1. To delete a Contact record click the mouse on the **Contact** to be deleted on the right side and the record will be hi-lighted.

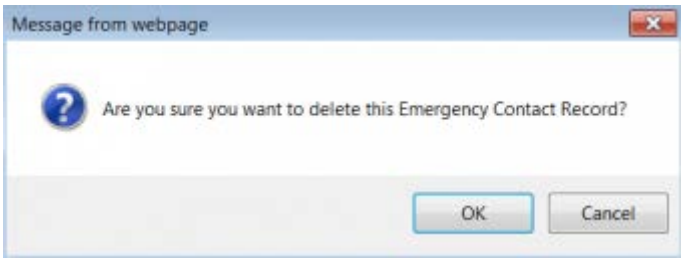
Name	Address	Relation	Red Flag
Alice Abbott		DO NOT CONTACT	
Adam Abbott	5647 Elm St	Father	
Sara Abbott		Stepmother	
Bonnie Johnson		Emergency Contact	
George Abbott		Grandfather	
Paul Smith	125 N Oak St	Agency Representative	

2. Click the mouse on the **Delete** button.

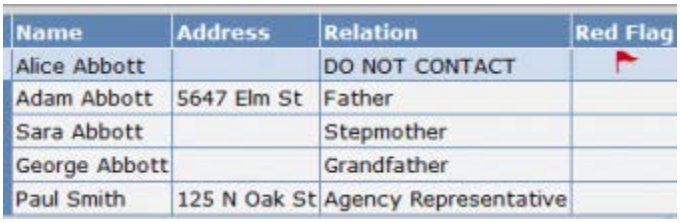


3. The following message will display. Click the mouse on the **OK** button to continue.

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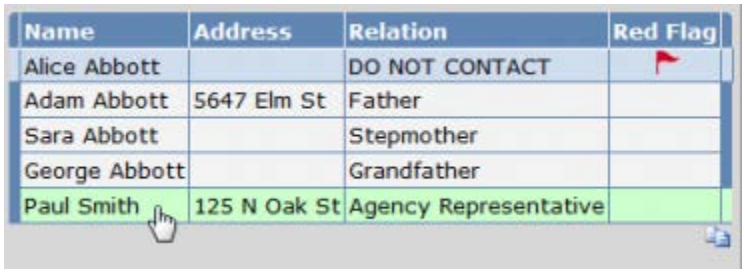
This record will permanently be removed and will no longer display in the Contact list on the right side.



Name	Address	Relation	Red Flag
Alice Abbott		DO NOT CONTACT	
Adam Abbott	5647 Elm St	Father	
Sara Abbott		Stepmother	
George Abbott		Grandfather	
Paul Smith	125 N Oak St	Agency Representative	

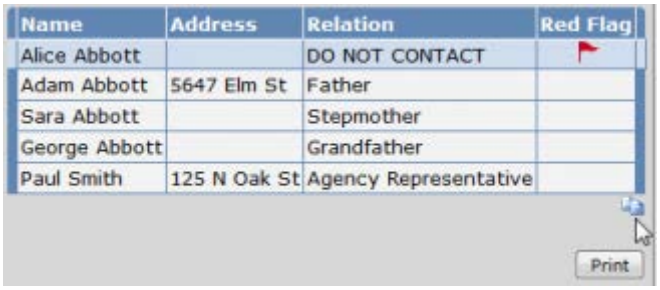
Copy Contact

1. A contact record can be copied from one student to another. To copy a contact record to another student, click the mouse on the contact record to be copied



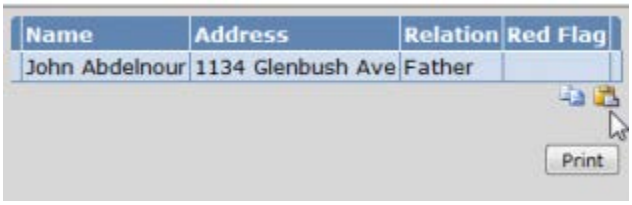
Name	Address	Relation	Red Flag
Alice Abbott		DO NOT CONTACT	
Adam Abbott	5647 Elm St	Father	
Sara Abbott		Stepmother	
George Abbott		Grandfather	
Paul Smith	125 N Oak St	Agency Representative	

2. Click the mouse on the **Copy** icon.

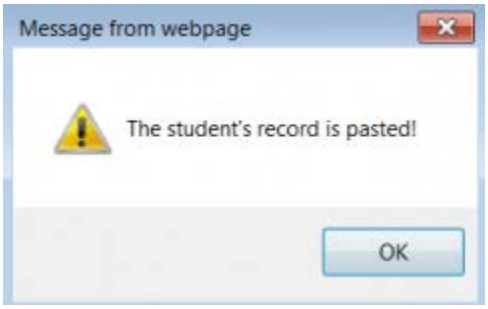


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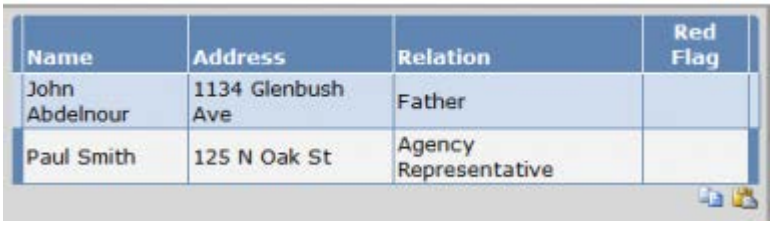
3. Navigate to the Contact screen of the student to copy the contact record to. To copy the contact record, click the mouse on the **Paste** Icon.



4. The following message will display. Click the mouse on the **OK** button.



The copied contact record will now display on the student's contact list.



Contact List

1. To **Print** a Contact List, click the mouse on the **Print** button. The following PDF will be generated with all of the contact information.

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Screaming Eagle High School

3/27/2010

2009-2010 — **Student Contacts** — Page 1

Student#	Last Name	First Name	Middle Name	ID Number	Sex	Grade	Birtdate
000001	Abbott	Allen	James	99400001	M	11	11/11/1992

Name	Address	City	State	Zip	Telephone	Work Phone	Extn	Cell Phone	Pager
Adam Abbott	5647 Elm St	Eagle rock	CA	99998	(999) 555-1234	(777) 555-7537		(989) 955-5123	(555) 444-1234
Alternate Phone :									
Relation: Father		E-mail Address: adam@yahoo.com							
Sara Abbott	5647 Elm St.	Anaheim	CA	99999	(777) 555-9448	(999) 555-1234		(777) 569-1498	
Answering Service :									
Relation: Stepmother		E-mail Address: sara@yahoo.com							

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Fields



[Collapse]

Aeries Web Version - Transcripts and Course History

Transcript Information

1. The **Student Transcript** has been designed to allow greater flexibility in the formatting and printing of data selected. The bottom section of the transcript can print additional information including the district enter date, school enter date, school leave date, graduation status and user-defined signature disclaimer.

2. A student picture can be printed at the bottom middle section of the transcript and Credit Summary will print on the right. The **Things to Print** (**TTP**) options can be set up to print in these sections and expand to 52 lines of data. This data can include test scores (**TST**), college entrance test scores (**CTS**), activities/awards (**ACT**), competency tests, AND Immunization data (**IMM**).

3. The **Transcript Definitions** form has the option to set up multiple transcript definitions to allow you to set up and print different variations of a transcript based on pre-defined definitions. Some options available include printing 4 or 2 decimal GPAs for the term and/or overall GPA, to

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hide certain tags, such as the Repeat, C/P, Honors and/or N/A, and to hide the parent telephone or print birthplace in place of counselor name.

4. A text box is also available to allow you to enter a user-defined signature line that prints at the bottom of the transcript. The Graduated Status can also be printed in the lower left hand corner where "Graduated" prints if a code has been added to the graduated status (**STU.HSG**) field.

5. There are three options on the **Optional Areas** tab that includes **Print Student Photo**, **Print/Define TTP** and the **Graduation Status**. Only two out of the three options can be selected to print. The **Print/Define TTP** can expand to include up to 52 items including tests, activities and Immunizations. Immunizations can be printed if only **Print/Define TTP** is selected however **Print Student Photo** and **Print Graduation Status MUST** not be selected.

6. Define Tests to Print is only available through the **Transcript Definitions** form on the **TTP - Things to Print** tab. This option allows you to select which tests (including additional score fields such as Performance Level), activities/awards and Immunization data can be printed on the transcripts.

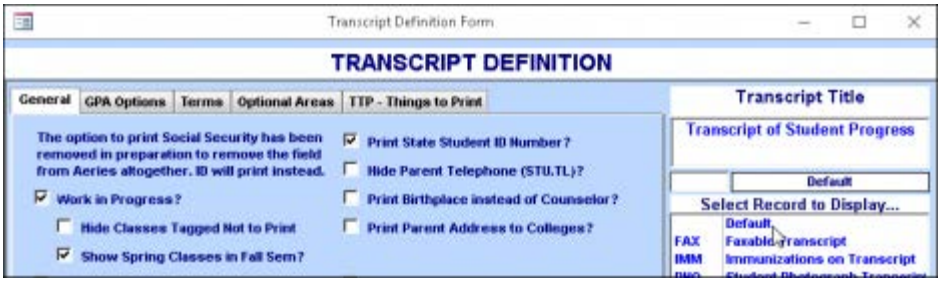
Transcripts

Transcript Definitions Form

1. The **Transcript Definitions** form can be found in **View all Forms** in Aeries Client Version and from **Grade Reporting, Configurations** in Aeries Web Version. This form allows Districts to determine the information that should print on a student's transcript. Variations of the transcript can be created containing different information. For example, some colleges require immunization records to be listed on a student's transcript.

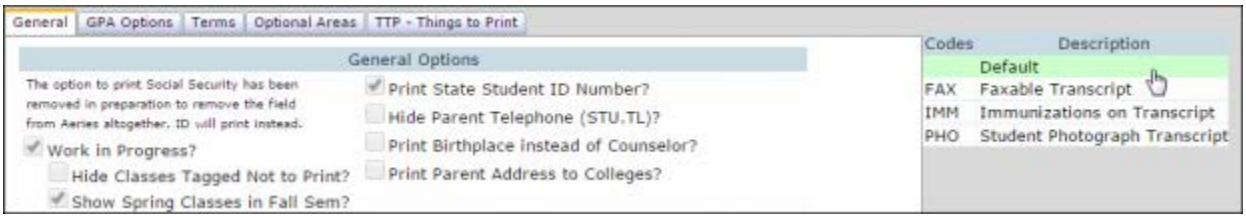
2. The **Transcript Definitions** form contains a **Default** transcript, which contains the setup created for your original transcript. When this form displays the **Default** record setup will automatically display.

Aeries Client Version



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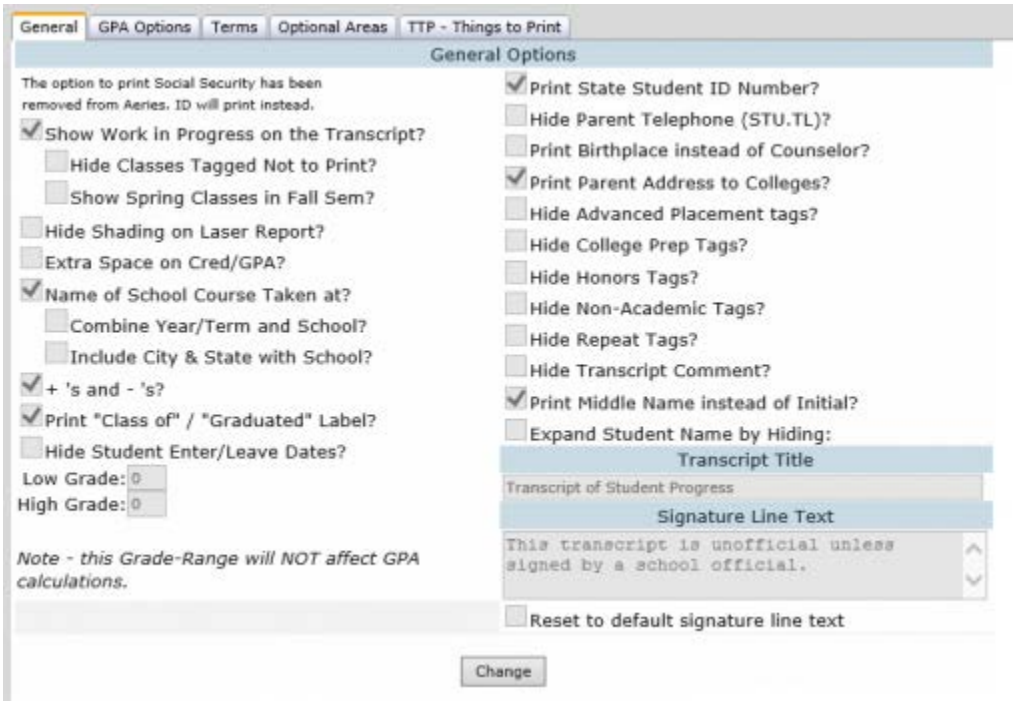
Aeries Web Version



1. There are five tabs available on the **Transcript Definition** form:

- **General –** displays the overall formatting options available for the transcript
- **GPA Options –** allows you to select which GPA's will print on the transcript along with student ranking
- **Terms –** allows you to select the Term Headings that will print
- **Optional Area –** allows you to select which information will be printed at the bottom portion of the transcript
- **TTP Things to Print –** allows you to setup the tests, activities/awards and immunizations information that can be selected to print

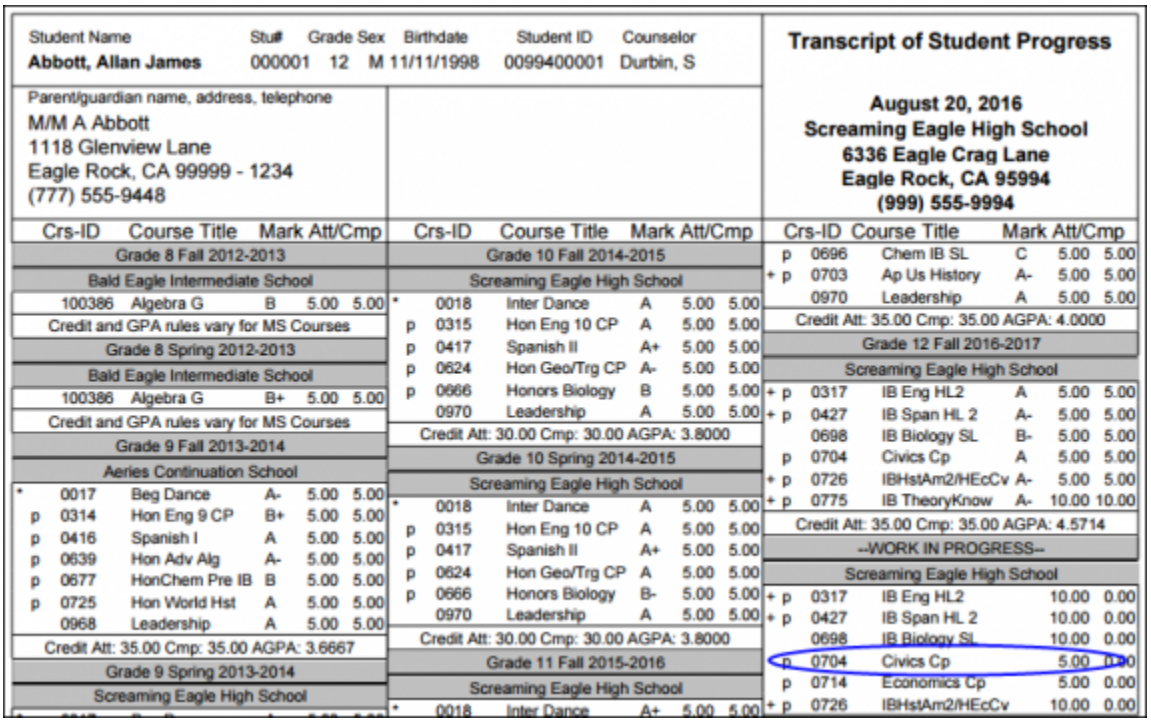
The **General** tab will display the overall formatting options that are available for the transcript. These options can be turned on or off by clicking the mouse on the **Check box** or **Radio button**.



2. The following are the options available:

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- **Work In Progress** – will display all classes that a student is currently enrolled in for this semester
- **Hide Classes Tagged Not to Print** – will not print if course is flagged with X or Z in the Tag (MST.ST) field.
- **Show Spring Classes in Fall Semester** – if work in progress is selected, Spring classes will display in the Fall semester, if classes are pre-scheduled for Spring (in the below example the Civics CP class is a Spring Term class)



Student Name: **Abbott, Allan James** | Stu#: 000001 | Grade: 12 | Sex: M | Birthdate: 11/11/1998 | Student ID: 0099400001 | Counselor: Durbin, S

Parent/guardian name, address, telephone
M/M A Abbott
1118 Glenview Lane
Eagle Rock, CA 99999 - 1234
(777) 555-9448

Transcript of Student Progress

August 20, 2016
Screaming Eagle High School
6336 Eagle Crag Lane
Eagle Rock, CA 95994
(999) 555-9994

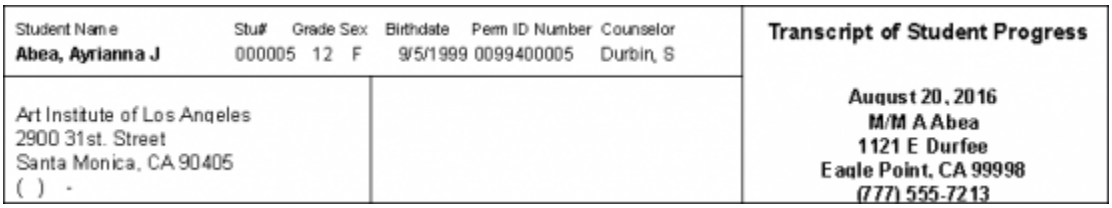
Crs-ID	Course Title	Mark	Att	Cmp
Grade 8 Fall 2012-2013				
Bald Eagle Intermediate School				
100386	Algebra G	B	5.00	5.00
Credit and GPA rules vary for MS Courses				
Grade 8 Spring 2012-2013				
Bald Eagle Intermediate School				
100386	Algebra G	B+	5.00	5.00
Credit and GPA rules vary for MS Courses				
Grade 9 Fall 2013-2014				
Aeries Continuation School				
* 0017	Beg Dance	A-	5.00	5.00
p 0314	Hon Eng 9 CP	B+	5.00	5.00
p 0416	Spanish I	A	5.00	5.00
p 0639	Hon Adv Alg	A-	5.00	5.00
p 0677	HonChem Pre IB	B	5.00	5.00
p 0725	Hon World Hst	A	5.00	5.00
0968	Leadership	A	5.00	5.00
Credit Att: 35.00 Cmp: 35.00 AGPA: 3.6667				
Grade 9 Spring 2013-2014				
Screaming Eagle High School				

Crs-ID	Course Title	Mark	Att	Cmp
Grade 10 Fall 2014-2015				
Screaming Eagle High School				
* 0018	Inter Dance	A	5.00	5.00
p 0315	Hon Eng 10 CP	A	5.00	5.00
p 0417	Spanish II	A+	5.00	5.00
p 0624	Hon Geo/Trg CP	A-	5.00	5.00
p 0666	Honors Biology	B	5.00	5.00
0970	Leadership	A	5.00	5.00
Credit Att: 30.00 Cmp: 30.00 AGPA: 3.8000				
Grade 10 Spring 2014-2015				
Screaming Eagle High School				
* 0018	Inter Dance	A	5.00	5.00
p 0315	Hon Eng 10 CP	A	5.00	5.00
p 0417	Spanish II	A+	5.00	5.00
p 0624	Hon Geo/Trg CP	A	5.00	5.00
p 0666	Honors Biology	B-	5.00	5.00
0970	Leadership	A	5.00	5.00
Credit Att: 30.00 Cmp: 30.00 AGPA: 3.8000				
Grade 11 Fall 2015-2016				
Screaming Eagle High School				
* 0018	Inter Dance	A+	5.00	5.00

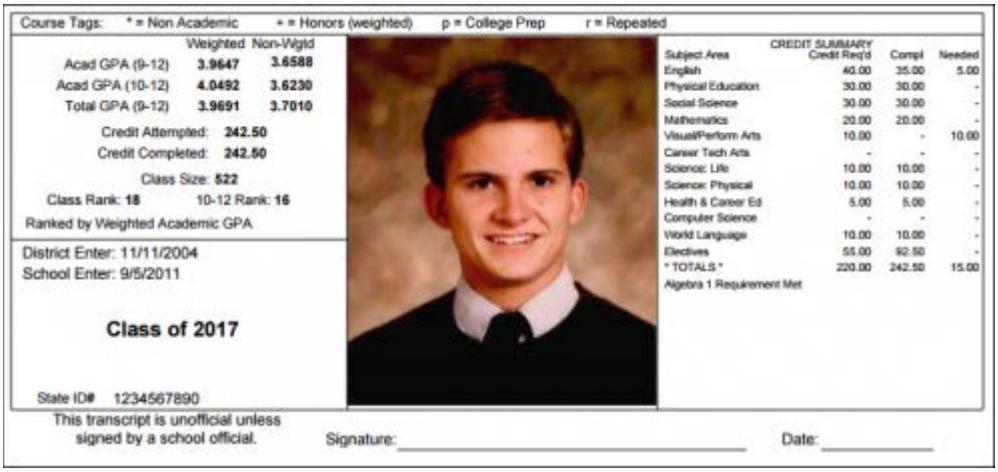
Crs-ID	Course Title	Mark	Att	Cmp
p 0696	Chem IB SL	C	5.00	5.00
+ p 0703	Ap Us History	A-	5.00	5.00
0970	Leadership	A	5.00	5.00
Credit Att: 35.00 Cmp: 35.00 AGPA: 4.0000				
Grade 12 Fall 2016-2017				
Screaming Eagle High School				
+ p 0317	IB Eng HL2	A	5.00	5.00
+ p 0427	IB Span HL 2	A-	5.00	5.00
0698	IB Biology SL	B-	5.00	5.00
p 0704	Civics Cp	A	5.00	5.00
+ p 0726	IBHstAm2/HEcCv	A-	5.00	5.00
+ p 0775	IB TheoryKnow	A-	10.00	10.00
Credit Att: 35.00 Cmp: 35.00 AGPA: 4.5714				
--WORK IN PROGRESS--				
Screaming Eagle High School				
+ p 0317	IB Eng HL2		10.00	0.00
+ p 0427	IB Span HL 2		10.00	0.00
0698	IB Biology SL		10.00	0.00
p 0704	Civics Cp		5.00	0.00
p 0714	Economics Cp		5.00	0.00
+ p 0726	IBHstAm2/HEcCv		10.00	0.00

- **Hide Shading on Laser Report** – will remove all shading from the report
- **Extra Space on Cred/GPA** – adds an extra space after the Credit Attempted and GPA
- **Name of School Courses Taken** – will print a separate line with the school name where the student took the course
- **Combine Year/Term and School** – will print year, term and school name on one line
- **Include City & State** – option is available if selecting Combine Year/Term & School and will print City & State of school in heading except for current school
- **Print +'s and –'s** - will print any + or – for the grade the student received, such as, A+
- **Print "Class of" or "Graduated" label** – will either print "Class of" and the year the student will graduate, "Graduated" or if STU.HSG has been flagged with a code the description will print
- **Hide Student Enter/Leave Dates** – will not print the dates that a student has entered or left
- **Print State Student ID Number –** will print the State ID Number at the bottom of the transcript
- **Hide Parent Telephone** – will not print the Parent's telephone number
- **Print Birthplace instead of Counselor** – will print a birthplace instead of counselor name **IF** birthplace was entered on the **Other Student data** form in the **Birth City** field
- **Print Parent Address to Colleges** – if a college transcript is printed the school address will be replaced with the parent address in the top right hand corner

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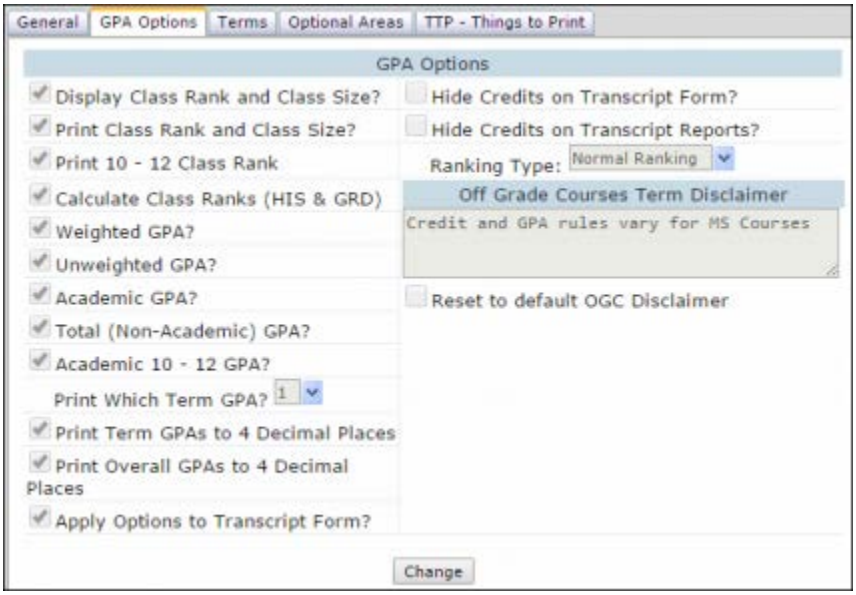


- **Hide College Prep Tags** – will not print tags to the left of the course and will not print on border below course information
- **Hide Honors Tags** – will not print tags to the left of the course and will not print on border below course information
- **Hide Non-Academic Tags** – will not print tags to the left of the course and will not print on border below course information
- **Hide Repeat tags** – will not print tags to the left of the course and will not print on border below course information
- **Hide Transcript Comment** – will not print the comments on the transcript.
- **Print Middle Name instead of initial** – will print the full middle name and not just the initial
- **Expand the Student Name by Hiding** – will expand the students name if part of the name is cut off by hiding either student number, counselor or both
- **Low/High Grade** – will only print transcript records within this grade range unless course is set up in **Off Grade Courses**
- **Signature Line Text box** – can enter your own signature line to be printed at the bottom of the transcript ("The transcript is unofficial…..")
- **Reset Default Signature Line Text** – will reset the signature line text back to the default

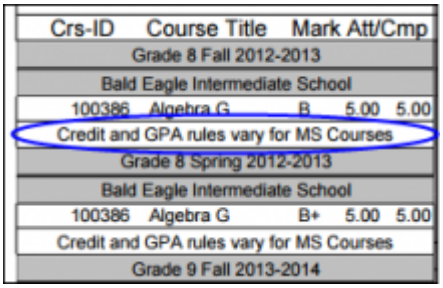


3. The **GPA Options** tab allows you to select which class rankings and GPA's will be printed on the bottom left corner of the transcript. The following options are available for selected various GPA's to be printed.

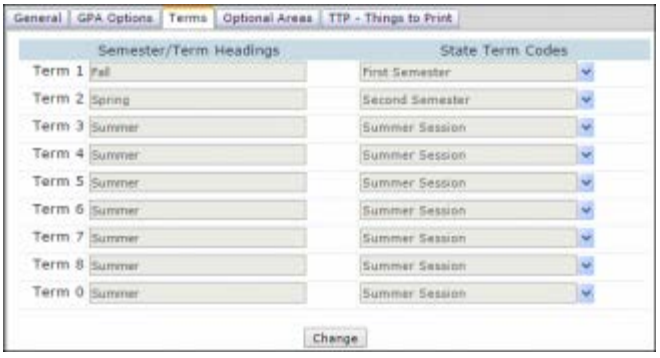
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4. The Off Grade Courses Term Disclaimer will display on the High School transcript for any transcript records with a grade level outside of the grade range of the current school.

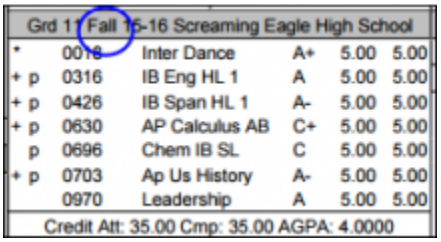


5. The **Terms** tab allows you to select the Semester/Term headings that will print on the transcript. Terms are required for CALPADS End of Year reporting.

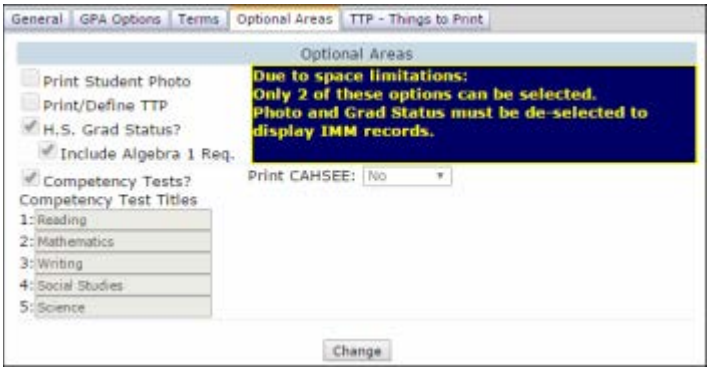


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6. Semester/Term Headings – allows you to enter text for the semester name to be printed on the Year/Term line above the courses taken (for example Fall).

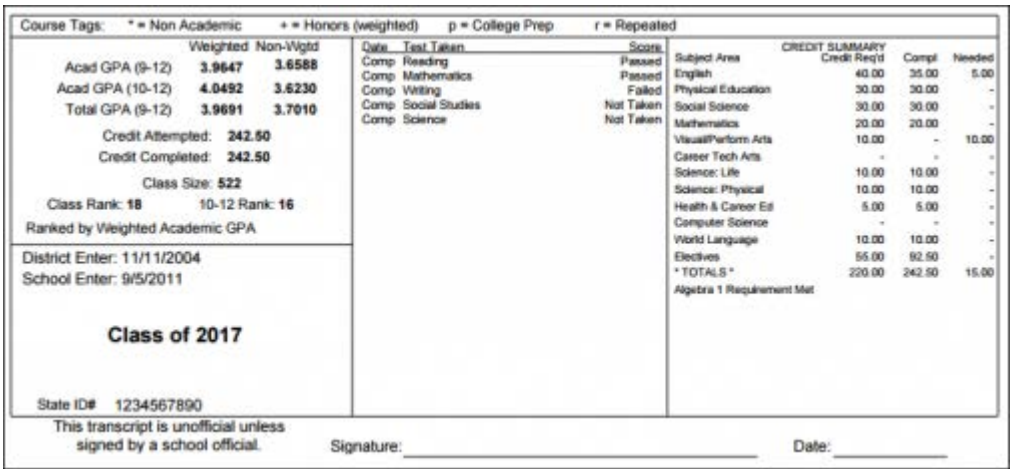


7. The **Optional Areas** tab pertains to the bottom portion of the Transcript. Any 2 of the following 3 options can be printed, which includes **Print Student Photo**, **Print/Define TTP** or the **High School Graduation Status**. The **Things To Print** can be expanded up to 52 items including tests, activities and Immunizations if only the **Print/Define TTP** is selected however **Print Student Photo** and **Print Graduation Status *MUST NOT*** be selected.

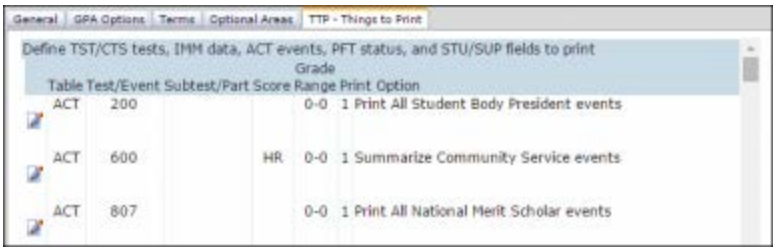


- **Print Student Photo** – will print a student photo at the bottom middle section of the transcript
- **Print/Define TTP** – can print items setup on the **TTP – Things to Print** tab and can expand up to 52 items. Immunizations can be printed if only **Print/Define TTP** is selected.
- **H.S. Graduation Status** – will print the student's current graduation status
- **Include Algebra 1 Requirement** – will print whether the Algebra 1 requirement was met
- **Competency Tests** – will print the competency tests in the middle section
- **Print CAHSEE** – will print the CAHSEE status. The Pending Approval status will print as Not Passed, Requirement Met will print Req Met and if the status is Exempt the system will **not** print any CAHSEE information including CAHSEE Test scores in the middle section.

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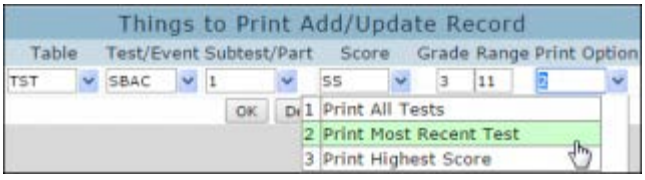
8. The **TTP – Things to Print** tab is utilized to select and define the different data to be printed on the transcript. This includes test scores (**TST**), college test scores (**CTS**), college articulations (**CCC**), immunization data (**IMM**), activities/awards (**ACT**), competency tests, physical fitness (**PFT**), student data (**STU**) and supplemental data (**SUP**).



NOTE: The Things to Print tab applies to all Transcript Definitions that have been set up, such as Default and FAX or IMM displayed above.

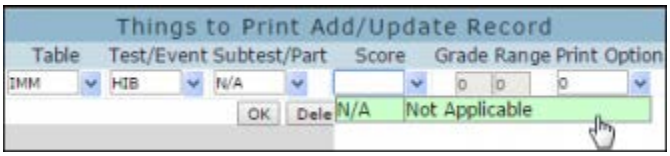
9. To add an item to the **TTP – Things to Print** click the mouse on the **Add Record** button. Click the mouse on the Table drop down and the tables will display. Select a table from the drop down.

10. Click the mouse on the **Test/Event** and all tests or events related to the selected table will display. The remaining fields will change depending on the table selected. For example, if the **TST** table is selected the remaining Test fields will display. Select the options available from the **Subtest/Part**, **Score**, **Grade Range** and **Print Options**.

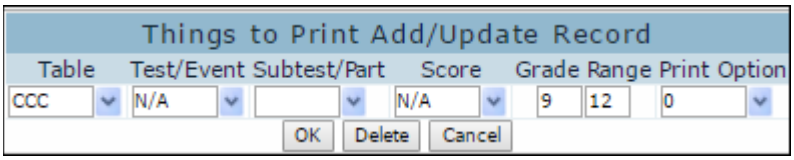


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11. If the **IMM** table is selected the **Subtest/Part** and **Score** will display **N/A** and the **Grade Range** will not be accessible. Enter the **Print Options** available.

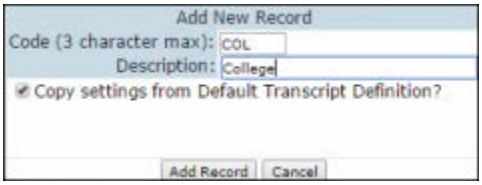


12. If the **CCC** table is selected the Test/Event, Subtest/Part, Score, and Print Option can all remain at their default values (N/A, blank, or 0).



Adding a New Transcript Definition

13. Variations of transcripts can be created from the **Transcript Definition** form. Click the mouse on the **Add** button to add a new **Transcript Code**. Type a 3-character code that will represent the new transcript. For example, **COL** is entered below for **College**. Enter a description in the **Description** box. Select the **Copy settings from Default Transcript Definitions?** option to copy only the required settings to this new transcript. Click the mouse on the **Add Record** button.



14. The new transcript definition will display under **Default**. Review all options available and select the options appropriate for this transcript.

Print a Transcript for One Student

15. In Aeries Client Version select the student from the **Student Transcript** form, in Aeries Web Version the **Transcript** screen is found in **Student Data**, **Grades**. Select the student to print the transcript for. Click the **Print** button to print the student's transcript. If **Print Preview** has been selected in Aeries Client Version, the transcript will display on the screen. If not, the

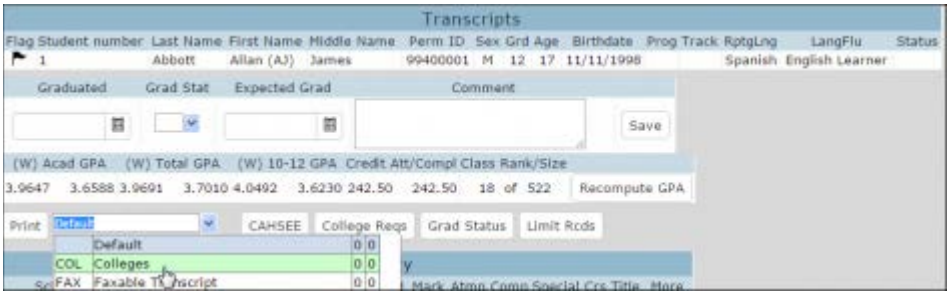
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transcript will automatically print. In Aeries Web Version the **Report Viewer** will allow you to **Download** or **View** the transcript.

Aeries Client Version



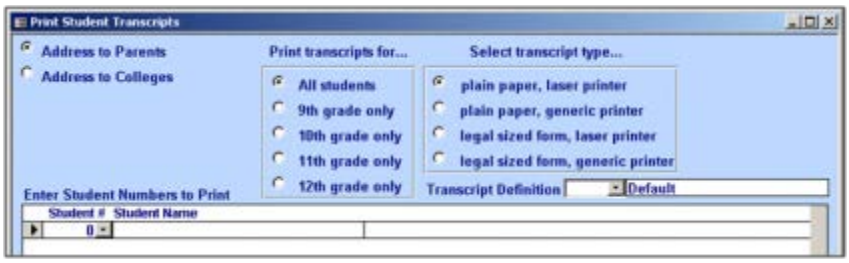
Aeries Web Version



16. To select a particular **Transcript Definition** to be printed click the mouse on the **TDF** drop down and select the **TDF**. For example, above **COL** is selected for College transcripts. Click the **Print** button to print the student's transcript. In Aeries Client Version the **TDF** option is located towards the bottom right of the screen, in Aeries Web Version it located towards the top of the screen above the **Course History** records.

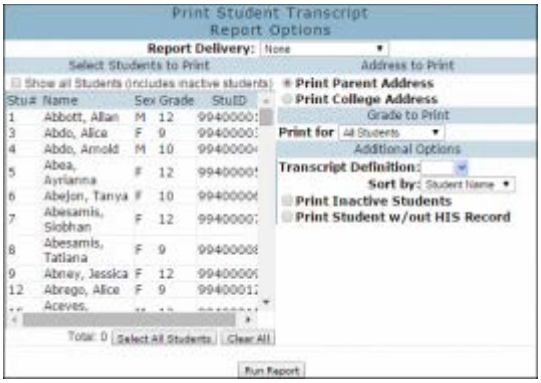
Print Many Students Transcripts

17. Transcripts can be printed after transcript definitions have been set up in the **Transcript Definitions** form**.** In Aeries Client Version from **View All Forms** select **Transcript Setup and Printing** and the following form will display.



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18. In Aeries Web Version this screen is found in **View all Reports** and **selecting Student Transcripts**.



19. The **Print Student Transcript** form defaults to **Print Parent Address** and will print the parent's address in the left hand corner. To print to a group of students select a grade level from the **Print For** option.

20. Aeries Client Version has an additional **Transcript Type** option, however the **Transcript Definitions** that have been set up can only print when **Plain Paper Laser** is selected.

21. All of the transcript definitions previously set up will display in the **Transcript Definition** drop down. Click the mouse on the **Transcript Definition** to be printed.

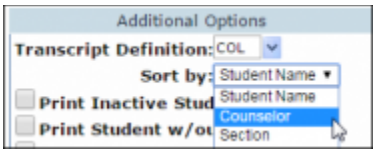
22. One student or a group of students can be selected by clicking the mouse on the **Student #** and selecting the students. Both Aeries Client Version and Aeries Web Version will honor a **Skip/Keep** statement generated in **Query** and Aeries Client Version will also honor the **Add Access Query conditions** prior to generating transcripts. However, the Access conditions have a different syntax.

23. For example from Query: **SKIP STU IF GR = 12** would be entered to print transcripts for every grade level but 12th, but using the Add Access Query Condition the statement would be: **GR <> 12**



24. To change the sort order click the mouse on the **Sort By** drop down and select to sort by student, counselor, teacher, section or zip code.

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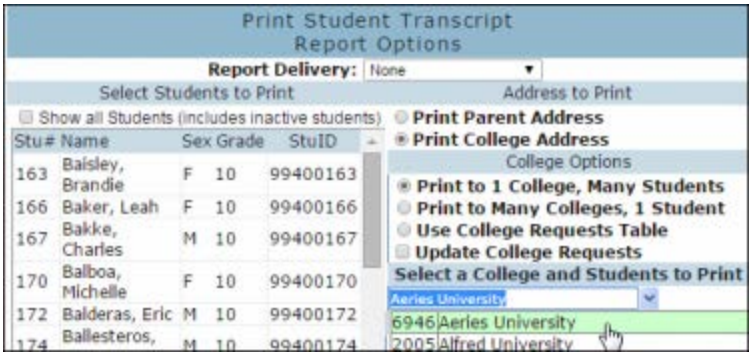


25. When finished, verify that **Print Preview** is selected when using Aeries Client Version. Click the mouse on the **Run Report** button to generate transcripts. Review the transcripts generated prior to printing to ensure all correct data has been selected to print.

Print Transcripts to Colleges

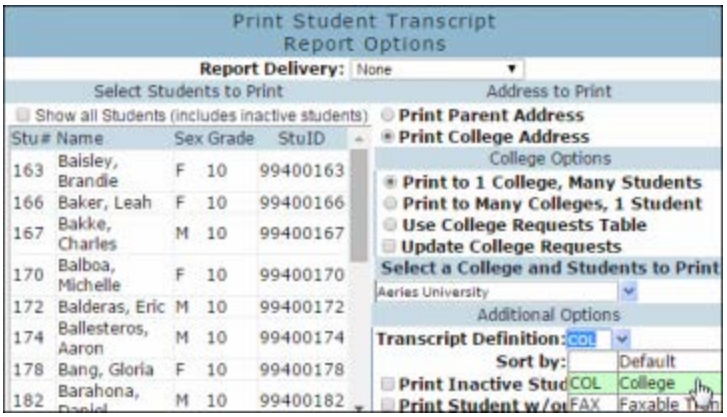
26. The **Student Transcript** form automatically addresses transcripts to parents. To address transcripts to colleges, click the mouse on the **Print College Address** radio button. To print many transcripts to one college click the mouse on **Print to 1 College, Many Students**. To print one student's transcripts to different colleges click the mouse on **Print to Many Colleges, 1 Student**.

27. Depending on which option you select the form will adjust to either allow you to select one college and different students or one student and different colleges.



28. Select the **Transcript Type** to be printed. If **Plain Paper Laser** is selected click the mouse on the **Transcript Definition** drop down. All of the different transcript definitions previously set up will display. Click the mouse on the **Transcript Definition** to be printed.

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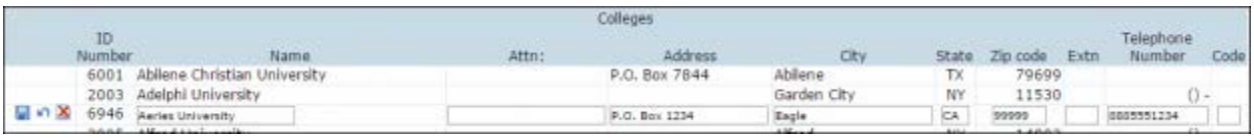


29. One student or a group of students can be selected by clicking the mouse on the students in the list. Verify that **Print Preview** is selected when printing from Aeries Client Version. Click the mouse on the **Run Report** button to generate transcripts. Review the transcripts generated prior to printing to ensure all correct data has been selected to print.

NOTE: Colleges MUST be set up in the Colleges form in order to print College addresses.

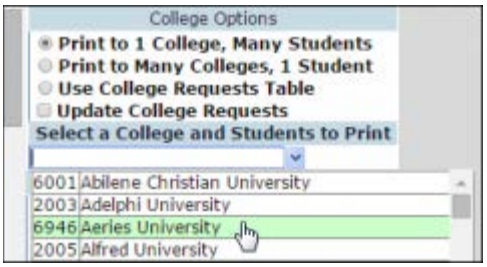
Set Up College Information

30. In order to print transcripts addressed to colleges, the college information **must** be set up on the **Colleges** form accessible from **View All Forms**. To add a College, click the mouse on the **Add New Record**. In Aeries Client Version the **ID Number** will automatically be assigned, in Aeries Web Version the **ID Number** must be entered. Enter the **College Name** and press **Tab**. Enter the name of the individual who will receive this transcript in the **Attn:** field. Enter the address, city, state, zip code and telephone number. When complete click on the **Save** icon.



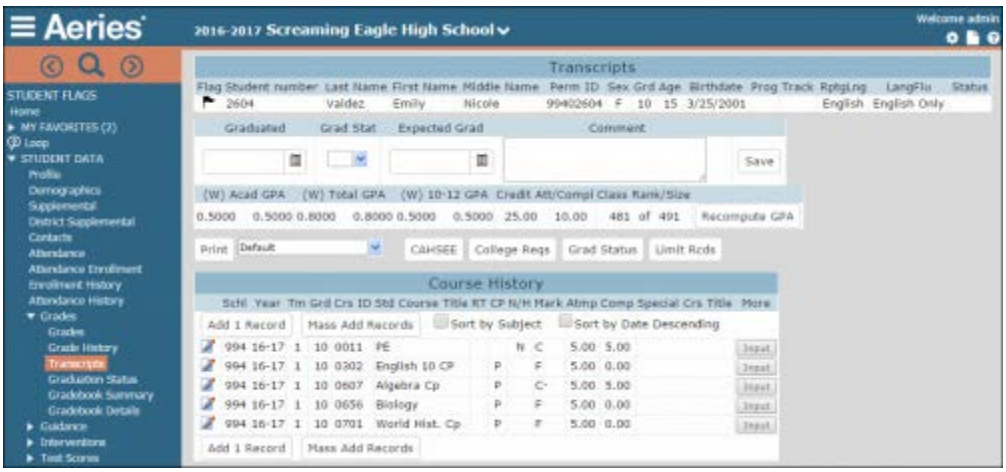
31. After a College has been set up the **Print Student Transcripts – Address to Colleges** form will display the college in the **Select a College** drop down list. The selected college's address will print in the top left hand corner of the transcript.

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Editing a Student's Transcript

32. From the **Student Data** node in the navigation menu click the mouse on the **Grades** and then **Transcripts.** The **Student Transcript** form will display. Use the **Student Search** to select the student.



33 .ADD A RECORD - Click on the **Add 1 Record** button to add a single transcript record to a student's transcript.

34. CHANGE A STUDENTS MARK – Click on the **Edit Icon** next to the transcript record that needs to be updated. Click the mouse in the **Mark** field. Type the new grade mark. Adjust **Atmp** and **Cmpl** if appropriate.

35. DELETE A COURSE ENTRY FROM A STUDENT'S TRANSCRIPT - To delete an entry from **Course History** click the mouse on the Edit Icon next to the transcript record that needs to be removed. Click the mouse on the **Delete Icon** and a message will display. Click the mouse on **OK** and the entry will be deleted.

36. RECORDING A WAIVER OF A GRADUATION REQUIREMENT (FOR EXAMPLE HEALTH) - To add a course to be waived, click on the **Edit Icon** next to the transcript record that needs to be updated and enter **X** under the **Mark** column (X must be previously set up as a valid mark). Enter the correct amount of credits to be waived under the **Atmp** (attempted)

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column. Enter **0.00** under **Cmpl** (completed) column. The Graduation Status will reflect this change for this particular student with a decrease in the Credits Required for the subject area that is being waived and an increase of the same number of credits in the Electives Credits Required.

37. TAGGING COURSES THAT HAVE BEEN REPEATED – Click on the **Edit Icon** next to the transcript record that needs to be updated. Select a value from the **RT** drop down. The values produce the following effects:

HIS.RT	Credit Attempted	Credit Completed	Count in GPA
Blank entry	YES	YES	YES
2 or N	NO	NO	NO
3 or B	YES	YES	NO
4 or R	YES	NO	YES
5 or A	YES	NO	NO
6 or G	NO	NO	YES

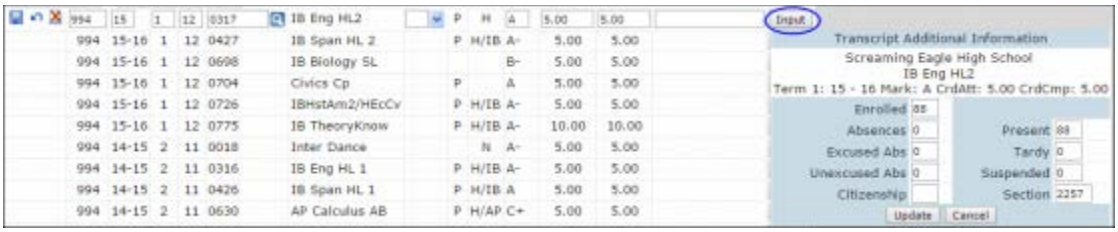
38. An example why a course will be flagged with **R:** A student receives an **F** for a course and has **5.0** credits attempted and **0.0** credits completed. He repeats the same course in summer school. He receives a **C** with **5.0** credits attempted and **5.0** credits completed. Tagging the course where an **F** was received will count credits attempted but **NOT** the credits completed.

Transcript Fields and Functions:

- **Comment field** – Text box in right corner to enter extra data. Limited to six lines on transcripts
- **Graduated** - a date entry field accepting 10 digits for date when graduated
- **Grad Stat** – status code to identify how the student graduated, such as, GED, Diploma
- **Expected Grad** - date the date a student is expected to graduate (used by CSIS and CCGI)
- **Schl** – school where the course displayed was taken
- **Year** - School Year that student earned the mark in this course
- **Tm** - Refers to "term" usually a 1 for Fall or 2 for Spring
- **Grd** – grade course entered was taken
- **Crs ID** – assigned course number setup in the Course Table
- **Std Course Title**- course title assigned to the course number in the Course Table
- **RT** - a "repeat column" to indicate a student repeated a class
- **CP** - College Prep course as defined in the Course table
- **N/H** - Non-Academic or Honors course as defined in the Course Table
- **Mark** –Refers to the grade mark received

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- **Atmp/Comp** columns – refers to the credits attempted and credits received
- **Special Crs Title** – different course title can be entered to print on the transcript
- **More** – clicking on the **Input** button displays additional data for the transcript record. The **Copy Grades to History** function populates this information automatically. The information can be manually updated by clicking on the **Input** button while in Edit mode, entering the data, clicking on **Update**, and clicking on the **Save** icon for the transcript record.
-



- **Red Flag** - changes the **Transcript Button** on the **Student Data** form to display in red in Aeries Client and displays a red flag next to the **Transcript** node in the Navigation tree.
- **Sort by subject** - displays the courses alphabetically by Course Subject Area on **Transcript** form
- **Date Descending** – displays the courses in descending date order
- **Show 10-12 Rank** - displays class rank for grades 10-12 (Aeries Client Version only)
- **Print Preview** - displays the transcript prior to printing (Aeries Client Version only)
- **Print Student Legal Name** (Web Version) / **Use Legal Name** (Client Version) – when selected the student's legal name (saved in the Legal Student Information (**LSI**) table) will be printed on the transcript. Only users that have permission to the **LSI** table can see or print this information. For more information on the Student Legal Information fields please refer to our document Legal_Student_Information.pdf posted on our website.
- **TDF** drop down - displays the Transcript Definitions available to select for printing
- **Mass Add Records** – provides an interface to add several records to a student's transcript at once (Aeries Web Version only)

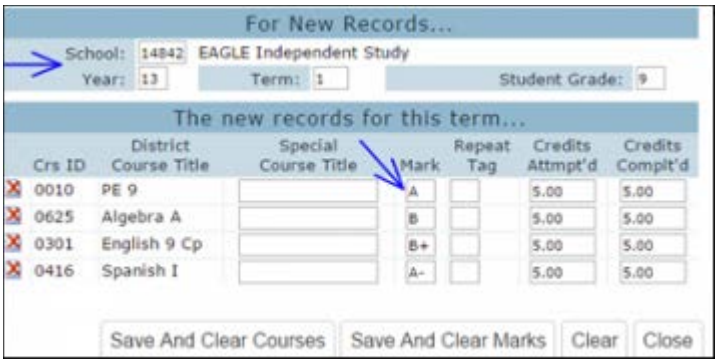
MASS ADD RECORDS

39. Click on the **Mass Add Records** button. Use the Course Search box to search for courses to add to a student's transcript. Click on the **Add** button next to the course to display it on the right side of the form. Continue searching for courses and adding them to the right side of the form until you have listed all of the courses that you wish to add for a particular School, Year, Term and Grade.

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40. At the top of the form select the **School**, **Year**, **Term** and **Student Grade** to mass add the transcript records for. Next enter the **Mark** and any other information for the courses listed.



41. To add the new records to the transcript click on one of the **Save** buttons.



42. The **Save and Clear Courses** button will allow you to save the information entered for the student and also clear the list of courses. A new set of courses can then be added for the student if desired.

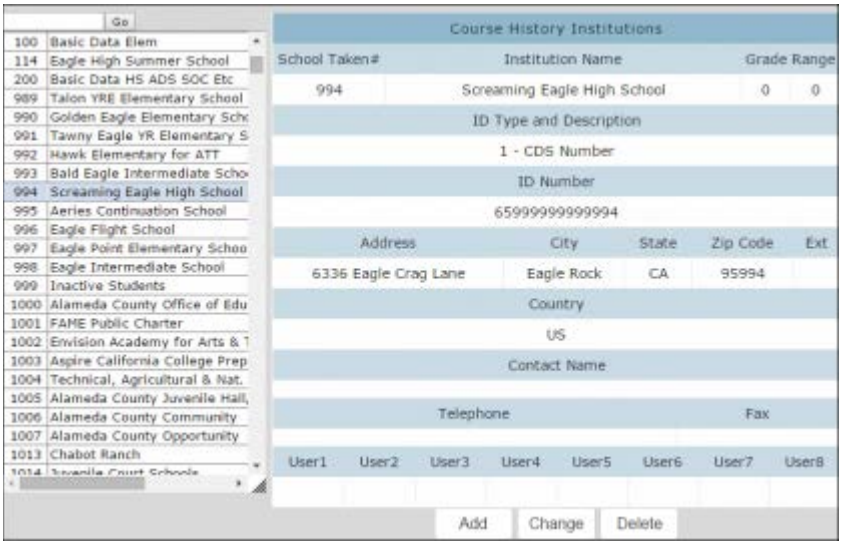
43. The **Save and Clear Marks** button will save the currently entered information for the student but will clear the marks and leave the courses listed in case a separate set of marks need to be added for that student and those courses.

44. When finished, click on the **Close** button to exit the Mass Add Records form. The newly added transcript records will now display for the student.

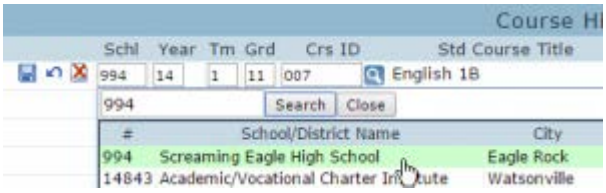
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Course History Institutions

3. If a student has taken a course at a different school, the name of the school can be displayed on a transcript but the school **must** be set up in **Course History Institutions**. In Aeries Client Version from **View All Forms** double click the mouse on **Course History Institutions**. In Aeries Web Version **Course History Institutions** can be found under **School Info**, **Configurations**. Click the mouse on the **Add** button and enter all School information including the ID type. Save the changes.



4. From the **Student Transcript** form, click the mouse on the **drop down** arrow to the right of the school number column. Select the desired school and the school name will display on the transcript.



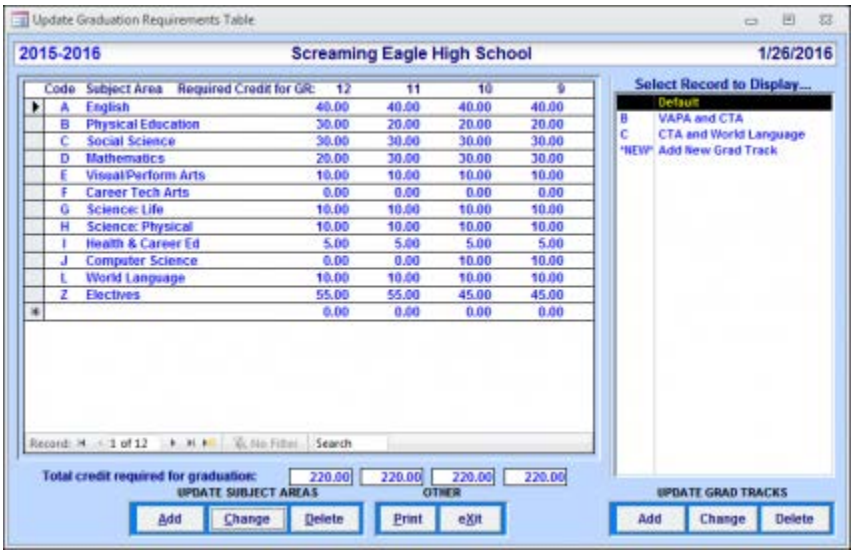
Graduation Requirements

Update Graduation Requirements

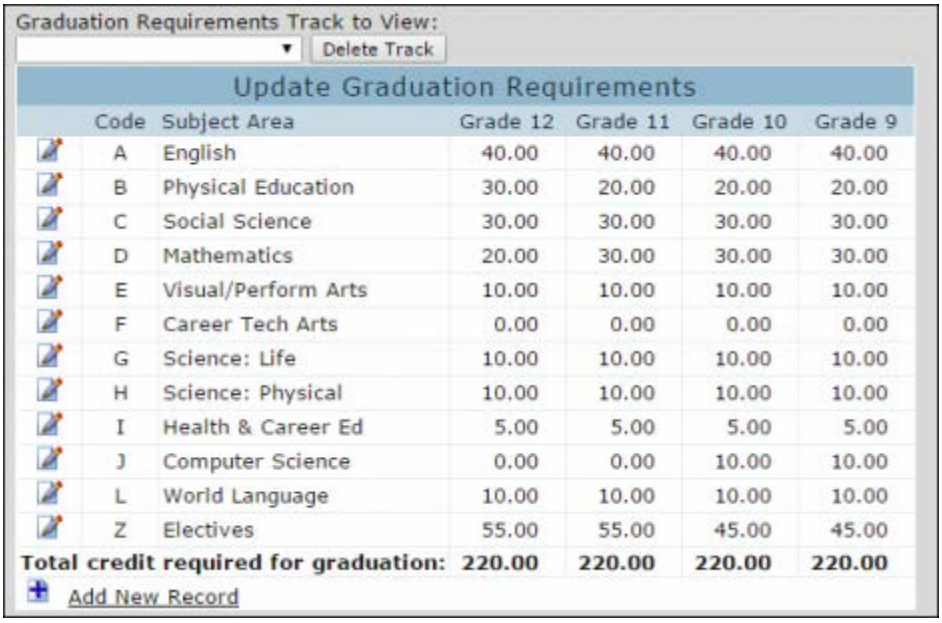
1. The graduation requirements are updated in the **Update Graduation Requirements** form. In Aeries Client Version from **View All Forms** select **Update Graduation Requirements Table**. In Aeries Web Version from the **Grade Reporting Navigation** tree under **Configurations** click the mouse on **Graduation Requirements**. The following form will display.

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Aeries Client Version:



Aeries Web Version:



2. The grade columns refer to the grade level for the school year being viewed. If graduation requirements are modified the grad status of each class (9-12) can be modified separately. **It is crucial when the requirements are set up that electives are the last code in the list.**

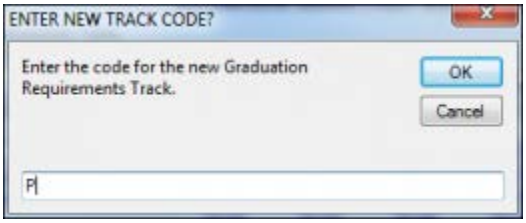
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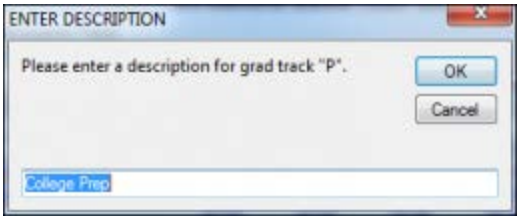
3. The **Graduation Requirements** screen will display all **Grad Tracks** currently set up. The **Default** record will automatically display the original Graduation Requirements. The **Default** record cannot be deleted and the name cannot be changed.

4. A list of all additional **Grad Tracks** added will also display. Any Grad Track added will automatically update the code and description into the **COD** table for the **REQ.GRT** field.

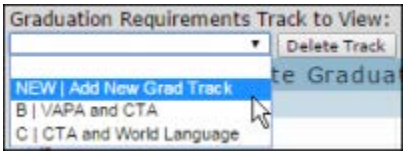
5. In Aeries Client Version the **Update Grad Tracks** buttons below the **Select Records to Display** column will allow you to **Add**, **Change** or **Delete** any Grad Track displayed. To **Add** a Grad Track click the mouse on the **Add** button and a text box will display. Enter the new **Grad Track Code** and click the mouse on the **OK** button.

6. Enter the **Description** for the Grad Track Code. When complete click the mouse on the **OK** button. The code and description will be added to the **COD** table.





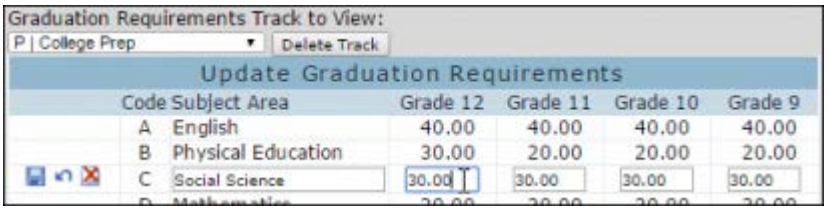
7. In Aeries Web Version to **Add** a Grad Track click the mouse on the drop down and select the **New|Add New Grad Track** value. Enter the new **Grad Track Code** and **Description**. Click the mouse on the **OK** button. The code and description will be added to the **COD** table.



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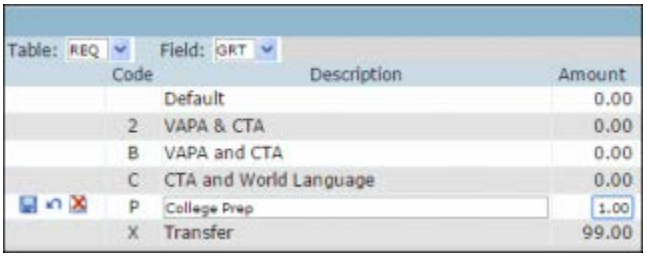
NOTE: If the new Grad Track code is already located in the COD table the prior description entered for this code will automatically display.

8. The new Grad Track will now display on the screen and the Default Graduation Requirements will have been copied to it. The subject area codes and the required credits can now be modified for the new Grad Track.



9. The **Class Rank and Size** calculation can be set up to allow students within the same grade to be ranked separately from other students based on their graduation tracks. This option can be setup from the **Update Code Table** form. Select the **REQ** table and the **GRT** field.

10. To define which graduation tracks should be ranked together a value can be added in the **Amount** field that will group students together. In the below example, Code P contains a **1.00**. Any students assigned with a graduation track of P will be ranked together.



11. To define which graduation tracks will be **excluded** from any class rank/size computation a value of **99.00** can be added. In the above example any student assigned with the graduation track of X will not be included in the calculation of a class rank.

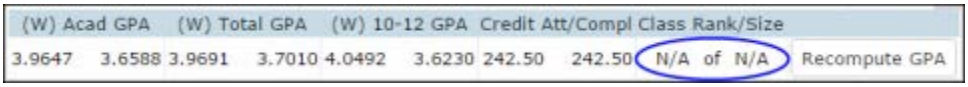
Assign a Student to a Grad Track

12. After the Grad Tracks have been set up, students can be assigned to a graduation track from the **Graduation Requirements (REQ)** form found in the **Student Data** | **Grades** | **Graduation Status** node. To assign a student to a particular **Grad Track** click the mouse on the drop down arrow under the **Grad Track** field. Click the mouse on the code selected to assign the student displayed to a specific grad track. In the example below Grad Track X was selected which was setup in the **COD** table with a 99.00 in the **Amount** field.

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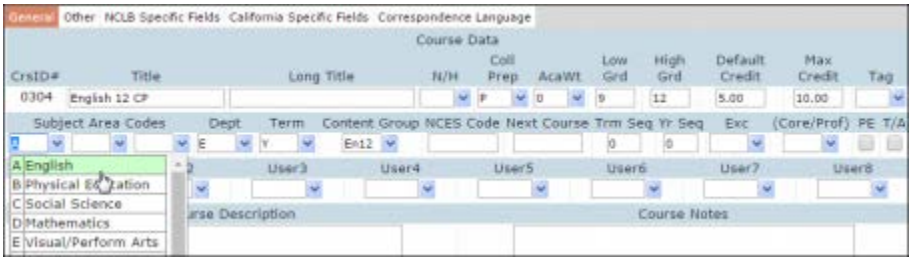
13. This student will **NOT** be included in the calculation of a class rank and **N/A** will display in **Class Rank/Size** on the **Student Transcripts** screen.



Course Table Accuracy

14. The accuracy of all data in the course table needs to be verified so that student's credits, GPA, grad status, UC and CSU eligibility, core proficiency completion, CSF eligibility, and CBEDS are correct. If something is not calculating properly in these areas, the data in the **Course Table** may be incorrect or nonexistent and must be verified.

15. In Aeries Client Version from the **Control Panel** click the mouse on **Course Data**. In Aeries Web Version select **Scheduling Process** and then **Courses**. The **Courses** screen will display. The **Subject Area Codes** refer to **Graduation Requirements**. The first field should contain a letter corresponding to the letter set up in the graduation requirements. The second and third boxes do not need to be filled in unless the course meets more than one requirement.

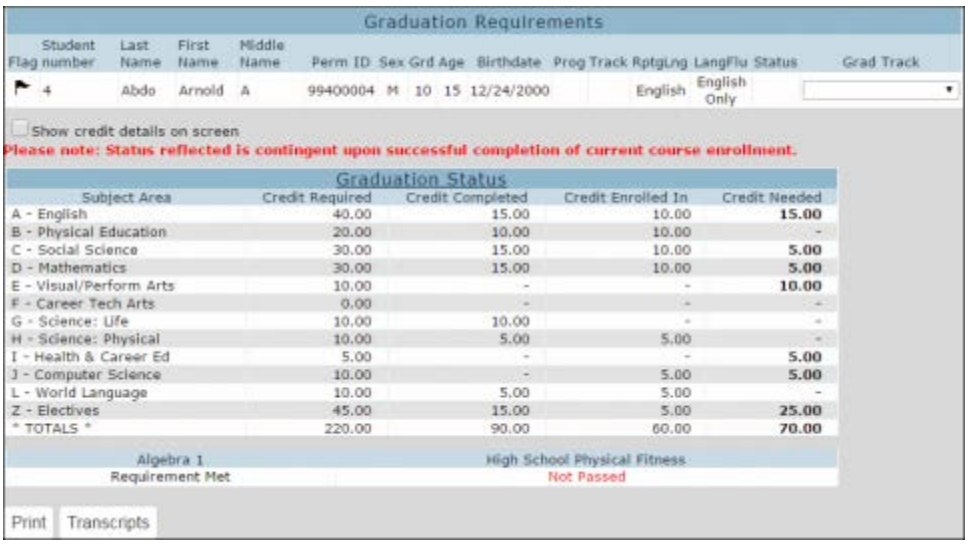


16. Other fields that **must** be correct and **must** be verified are College Prep, Maximum Credit, Term, Core / Prof, Voc Subject, CSU Requirements, UC Requirements, CBEDS and CSF List. **It is crucial that this form is complete and accurate for all Course History functions to work properly.**

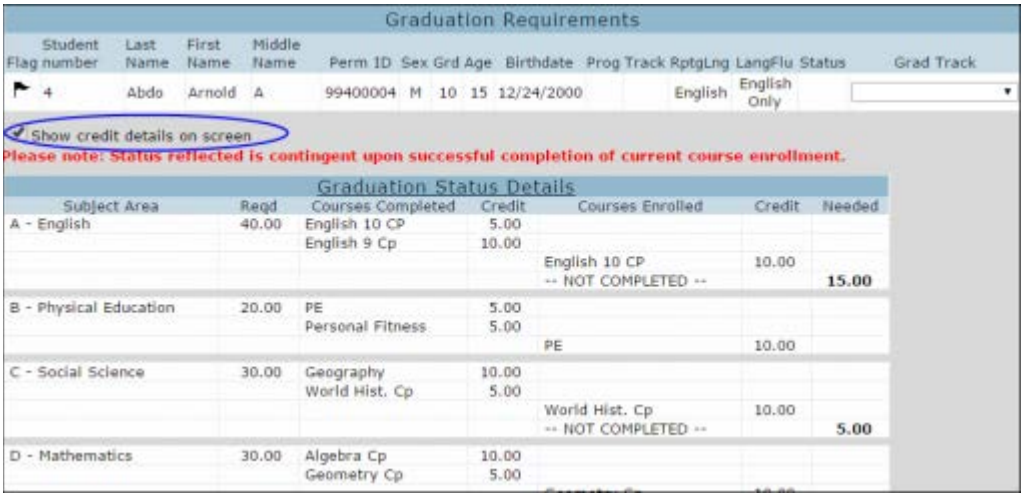
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Graduation Status

17. The **Graduation Status** form displays credits required and credits completed for all subject areas set up in the **Update Graduation Requirements** form. This form will display by clicking the **Status** button on the **Transcript** form.



18. Clicking on the **Show credit details on screen** option will display the titles of the courses that were used to fulfill each subject requirement. Use the **Scroll bar** to display the entire record. To create a report of the student's graduation status click the mouse on the **Print** button.



19. The Graduation Status calculation in Aeries Web Version has been adjusted to include better optimization logic. Courses that fulfill a single subject graduation requirement are applied to their appropriate subject area first. Courses that fulfill two subject areas are analyzed next and

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applied to either of the two subject areas that are not fulfilled. Then courses that fulfill three subject areas are analyzed and applied to any of the three subject areas that are not fulfilled. Before a course's credits are applied to the Electives subject area the program will try to maximize the completed credits for the non-elective subject areas by switching the courses that fulfill subject area requirements where possible. This will ensure that the non-elective subject areas are as complete as possible before credits are applied to the Elective subject area. This method is ONLY available in the Aeries Web Version and is NOT available in the Aeries Client. This will result in some students having a different (but better) graduation status in Aeries Web Version than in the Aeries Client Version.

NOTE: The Graduation Status will reflect Waivers with a decrease in the Credits Required for the subject area that is being waived and an increase of the same number of credits in the Electives Credits Required. See **Editing A Student's Transcript** earlier in this document for more information on waiving a course.

20. A **District Rule** has been added in Aeries Web Version for districts that do not want to take advantage of the optimized graduation status logic at this time. The **District Rules** page can be found at the **District** level (School Code 0) on the Navigation Tree under **School Info** | **District Rules**.



21. The **Do Not Optimize Graduation Status** option is stored in the District Options (**DPT**) table. When this option is selected the system will not take advantage of the optimization logic that was added to the Aeries Web Version. The Graduation Status Reports will match the reports that Aeries Client Version creates.

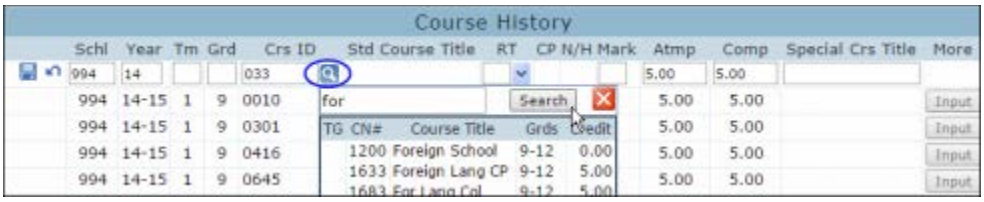
Adding a course title similar to a course taught at your school

1. Use the school's course number and add the exact course title from the school where the course was taken in the **Special Crs Title** field. This will assure the grad status check will be accurate since the **Course Data** contains all data for that course which is used by grad status. Also, GPA calculations, UC and CSU, CSF eligibility Vocational Subject, Core/Proficiency, CBEDS are tagged for that Course.

Locate a course title using CRS Search in Aeries Web Version

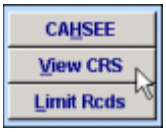
1. In Aeries Web Version use the Search icon on the **CRS ID** field to find the appropriate course.

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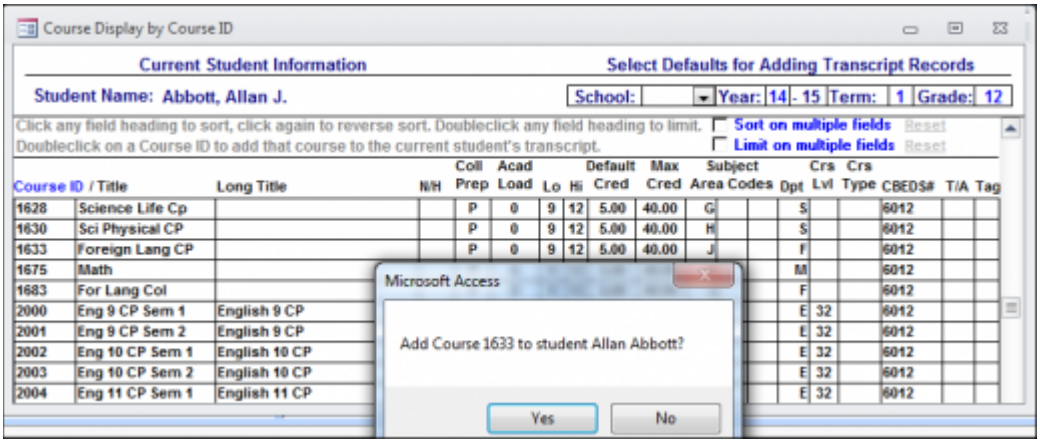


Locate a course title using View CRS in Aeries Client Version

1. In Aeries Client Version click the mouse on the **View CRS** button to locate a school's course title and number.



2. The following form will display in Course ID order. The sort order can be changed by clicking the heading for the courses displayed. For example, clicking the mouse on **Title** will change the sort by course title.



3. The top line of the form will allow you to enter the school where the course was taken, year, term and grade for the course to be added. Click the mouse on the **Course ID** and a message will display with the course number to be added and the student.

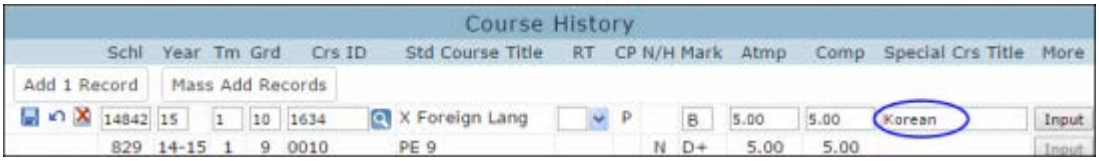
Adding a course title that is not taught at your school

1. Additional course numbers can be set up as **Transfer Courses** in **Course Data**. This method should be considered when entering a transfer student who has taken a course that ***your school does not teach***. For example, a course can be setup as **Transfer Foreign Language** and the

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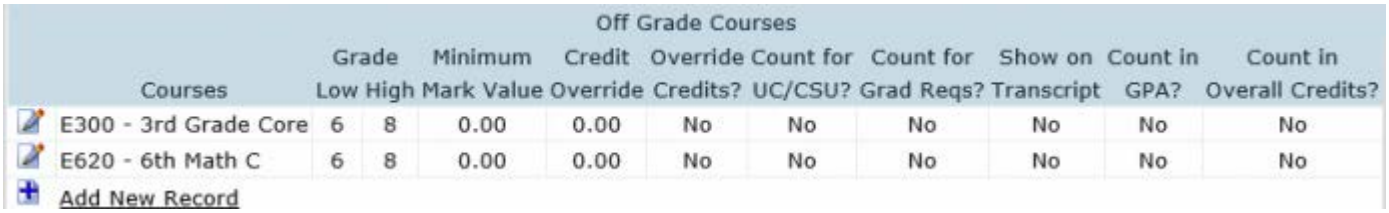
appropriate data for grad status can be entered. GPA calculations, UC and CSU, CSF eligibility, Vocational Subject, Core/Proficiency and CBEDS should be entered for that transfer class if appropriate.

2. Use a **Course ID** that is not already being used. After the new transfer course ID has been entered on the student's transcript form, you may leave it as **Transfer Foreign Language** or change it in the **Special Crs Title** field to the actual title such as **Korean**.



Off Grade Courses

1. The **Off Grade Courses** form is used to update the **OGC** table. This table is designed to store particular courses that may be taken outside of the normal grade range. For instance, courses taken in grades 6-8 that would be in a student's Course History and counted as a regular course for certain purposes.



2. Users can specify if a course taken in Middle School should be counted for UC/CSU eligibility, count for Graduation Requirements, show on Transcripts, or count in GPA.

- **Grade Low** – lowest grade level to be considered
- **Grade High** – highest grade level to be considered
- **Minimum Mark Value** – lowest mark value a student received that will determine whether or not the **OGC** options are utilized
- **Credit Override** – the new credit value to be used instead of the course credit value if the **Override Credits** is flagged
- **Override Credits** – if flagged the credit override value will be utilized instead of the course credit value
- **Count UC/CSU** – the course will count towards the UC or CSU requirements
- **Count for Grad Reqs** – course counts towards the graduation requirements
- **Show on Transcript** – when selected the course will print on the transcript
- **Count in GPA** – will be computed in the GPA
- **Count in Overall Credits** – will affect the Credit Attempted and Completed shown in the bottom left of the student printed transcript.

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3. Currently, when a transcript is generated it does not take into account what grade level the course was taken and will print all courses on the transcript. But some schools do not want all courses to print.

4. In the example below the student has taken Algebra and Spanish classes in 8th grade. Both classes are college prep classes and the 8th grade Algebra class fulfills the Algebra I requirement. A school would most likely want these courses to print on a transcript and possibly be included in college requirements.

5. The schools may not want the other middle school courses to print on the transcript, only certain ones that fulfill UC, CSU or graduation requirements. The **OGC** table can be utilized to override certain options in the **CRS** table. This allows the school to select which courses should or should not print on a transcript.

	Crs-ID	Course Title	Mark	Att/Cmp	
Grade 8 Fall 2011-2012					
Bald Eagle Intermediate School					
p	0923	Algebra	B	5.00	5.00
p	100680	Spanish	B+	0.00	0.00
Credit Att: 0.00 Cmp: 0.00 AGPA: 0.0000					
Grade 8 Spring 2011-2012					
Bald Eagle Intermediate School					
p	0923	Algebra	B	5.00	5.00
p	100680	Spanish	B	0.00	0.00
Credit Att: 0.00 Cmp: 0.00 AGPA: 0.0000					
Grade 9 Fall 2012-2013					
Screaming Eagle High School					
*	0010	PE 9	A	5.00	5.00
p	0314	Hon Eng 9 CP	C-	5.00	5.00



6. When the **OGC** table is created any course that needs to print on the transcript, should be counted for UC/CSU eligibility, count towards Graduation Requirements or count in GPA **MUST** be added. Once a course is added and flagged, these options can be utilized. Any course not added will not be included.

OGC TABLE

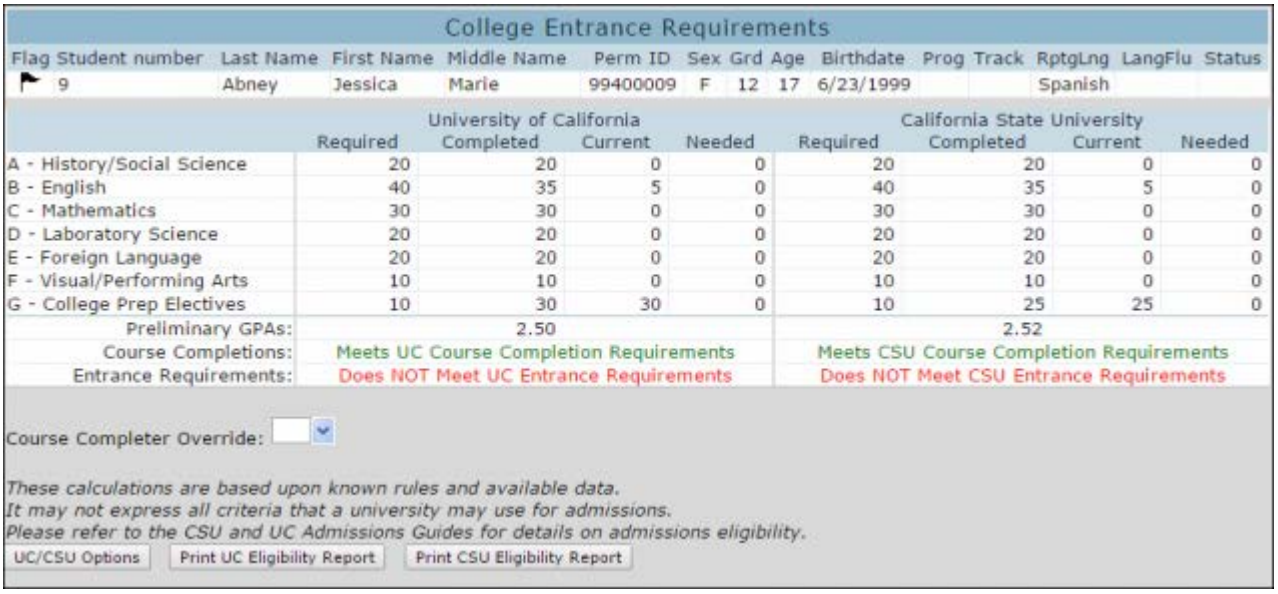
- Without an **OGC** table, transcripts and graduation requirements will perform as usual.
- If an **OGC** table has been created the program will first look at the low grade (LO) in the **LOC** table and compare it to the grade (GR) in the **HIS** table. If the grade the course was taken is less than the low grade the program will verify whether the course was added to the **OGC** table.
- Once a course has been located in the **OGC** table the values in **OGC** will override certain areas of the **CRS** table.
- If an **OGC** is created any course completed by a student in a grade less than the **LOC.LO** field will not print on the transcript, count in graduation requirements, UC/CSU eligibility or count in the GPA, unless set up in **OGC**.

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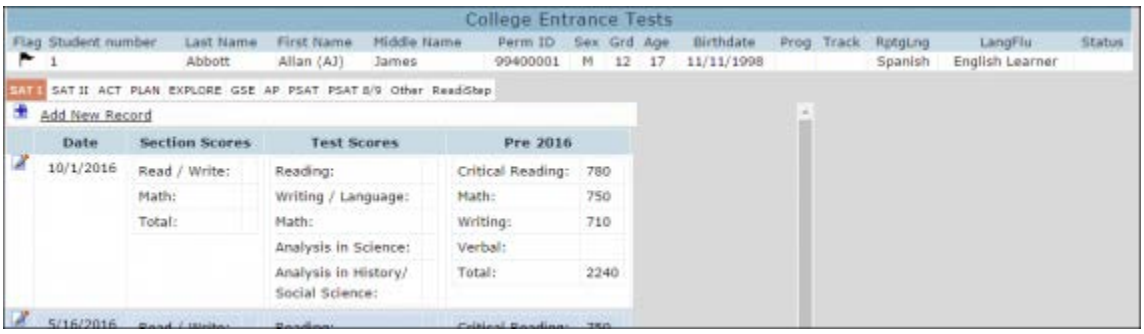
- If a **Minimum Mark** value has been entered the student **MUST** receive the minimum mark value or better for any of these options to be utilized. If **NO Minimum Mark** is entered the system will compare the transcript mark against the **Valid Marks** (**GRC**) table. If the mark is set to "Count as Completed" then the OGC options will be honored.

College Requirements Form and Entrance Tests

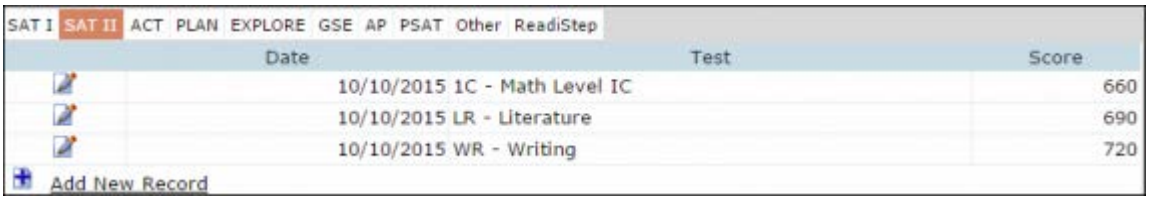
1. In Aeries Client Version from the **Student Data** form click the mouse on the **College** button. In Aeries Web Version from **Student Data** click on **Test Scores** and then **College Entrance Req's**. The following form will display. When a student meets the college requirements a message will display at the bottom of the form.



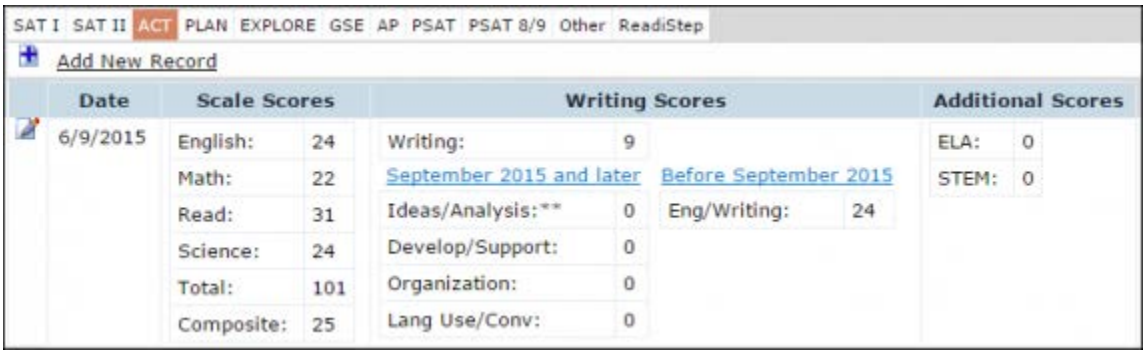
2. Under **Test Scores** click the mouse on the **College Entrance Tests** node. Additional tabs can be selected to display specific test data. Test records can be added by using the **Add New Record** button. The following forms displayed are the **SAT I** and **SAT II**.

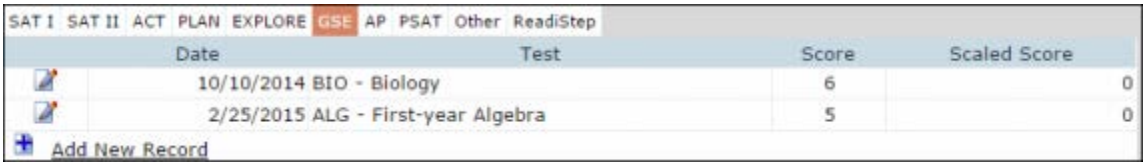


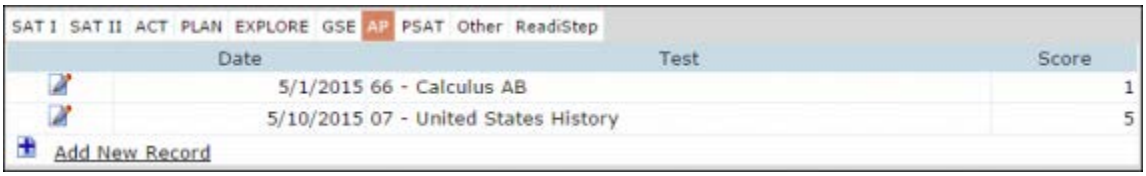
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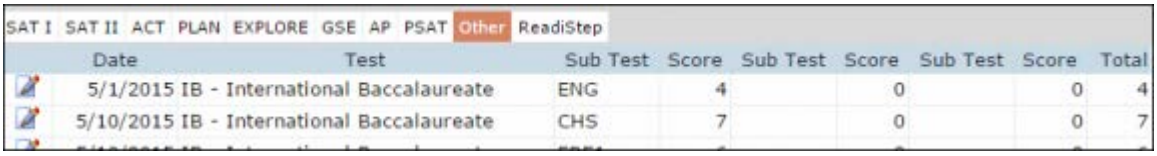
The following are the forms used to store the **ACT**, **GSE,** and **AP** scores.







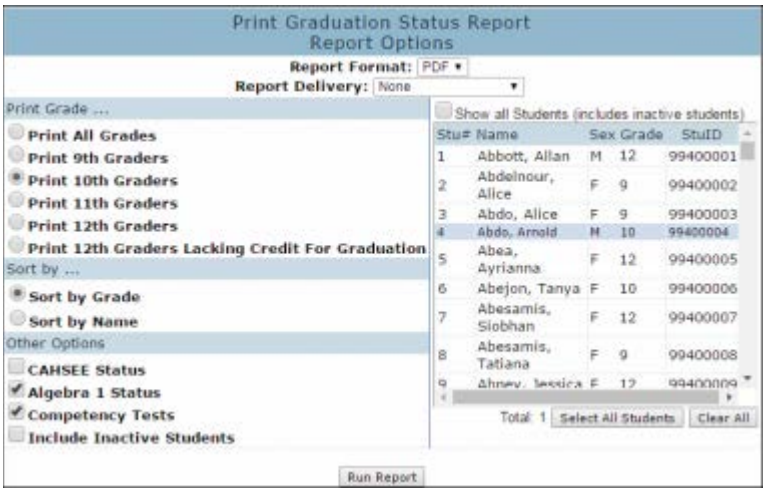
The **Other** test form is used to store additional tests taken by the student.



Graduation Status Setup and Print

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1. The **Graduation Status Setup and Print** option is available from **View All Forms** in Aeries Client Version. In Aeries Web Version the same report is the **Graduation Status Report By Student** and can be found in **View All Reports**. This report is very beneficial in tracking a student's graduation status.



2. A report can be created containing the graduation status of a student or specific grade range of students along with Competancy test results, and CAHSEE, Algebra 1 and Physical Fitness status printed at the bottom.

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3. In Aeries Web Version the **Print 12'***th* **'Graders Lacking Credit for Graduation** option will print out a Graduation Status report for every 12th grade student that is not on track to graduate.

4. In Aeries Client Version a letter can also be customized through **Check Letter Text**. These letters can then be generated from the **Graduation Status Setup and Print** form and sent to keep parents informed of a student's progress toward graduation.

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[Collapse]

Aeries.Net - Scheduling Master Schedule Board

The **Scheduling Master Schedule Board** is an ***Aeries.net'''™*** **program that has been created to assist the user with setting up and updating the** Scheduling Master Schedule**.**

1. The scheduling process usually involves a white board with the periods, teachers and different colored labels with the names of the classes to be scheduled. The labels are then moved around to try and create a successful Master Schedule for the upcoming semester or school year.

2. The purpose of this ***Aeries.net'''™*** **program is to eliminate manually moving the colored labels around on a white board and then entering the changes into the** *Aeries.net'''™* database. This form displays an overall view of the **Scheduling Master Schedule**. The user can add, change, delete and move classes instantly within the **Scheduling Master Schedule**, and then schedule all students to see the results.

NOTE: The information displayed on this form depends upon the size of the monitor. This program has been created to use a 17 inch monitor. If the monitor is less than 17 inches the scroll bar will need to be utilized to display information outside these parameters. The monitor settings should be at a minimum of 1024 X 768.

SCHEDULING MASTER SCHEDULE BOARD

1. The **Scheduling Master Schedule Board** is accessed from **Scheduling Process** on the navigation tree**.** Click the mouse on the **SMS Board** node.

2. The following form will display with the current **Scheduling Master Schedule**. The teacher number and name will display on the left side of the board with cells containing the class information. The course title, semester code and number of students are displayed in each cell. Multiple classes for the same teacher and period will display on separate lines. Click the mouse on any period and the class information will display at the top.

DISPLAY OPTIONS

1. The **Scheduling Master Schedule** will display for the **Semester** selected. To select a different **Semester** click the mouse on **Fall** or **Spring**. The top right of the form displays the different options available for viewing and sorting classes. There are 4 tabs – **Display**, **Scheduling Options, Color Codes,** and **Scheduling Statistics.** Below are the **Display** options available.

- **Semesters:** Select the term to display, Year, Fall, Spring. If Trimesters are set up select 1st, 2nd, or 3rd.

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- **GROUP by Department:** Selecting this checkbox will sort the classes by **Department** and display the department name in the teacher name column. The department codes are assigned on the **Course Data** form.

- **SHOW Course Number:** Selecting this checkbox will display the **Course Number** in the class cell.

- **SHOW Department Colors:** Selecting this checkbox will display the classes with the colors assigned to the departments on the **Color Codes** tab.

- **SHOW Singletons in RED:** Selecting this checkbox will display all **Singleton** classes for a course in red.

- **SKIP Inactive Sections:** Selecting this checkbox will not display sections tagged as **inactive.**

- **SKIP Teacher Aides:** Selecting this checkbox will not display sections of courses that are tagged as **Teacher Aide** on the **Course Data** form.

- **SORT by Teacher Name:** Select to sort by **Teacher Name** or if unselected will sort teachers by **number.**

- **Period Range to Show:** User can limit the **Period Range** to display on the board.

2. Once the selections are made, click the mouse on the **Save and Reload** button**.**

3. In the following example **Semester** will be changed to Fall, courses will be **Grouped by Department**, and **Department Colors** will show.

SCHEDULING OPTIONS

1. Below are the **Scheduling** options available. These options are also available on the **Schedule All Students** function under the **Scheduling Process** node.

- **Schedule Alternates:** If an alternate class was entered into a student's course request and a student has a rejected course the program will attempt to schedule the student into the alternate class.

- **Ignore Class Maximums:** All students requesting a class will be scheduled into the class regardless of the maximum number of students set for the section.

- **Include Inactive Students:** Inactive students will be included when scheduling classes. Pre-enrolled students tagged "*" (asterisk) will automatically be included.

- **Prevent Gaps in Schedule:** Will attempt to schedule every student into the tightest period range possible.

- **Ignore Group Codes:** This option will ignore any grouping/teaming that may be in place when scheduling.

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- **Balance Academic Weight:** Uses the **CRS.AC (Academic Weight)** field to ensure academic classes are balanced across all 4x4 terms. Using this option may result in a higher number of rejects.

2. Grade Sort/Student Sort: The default for scheduling students is alphabetically, without regard to grade level. To schedule by grade level, select **Schedule Low to High** or **Schedule High to Low**. Select **Reverse Alpha** to schedule backwards alphabetically. To schedule without regard to name click the mouse on **Schedule Randomly**.

Once the selections are made click the mouse on the **Save and Reload** button.

COLOR CODES

1. Up to 10 different departments can be assigned colors.

2. Click the mouse on any of the buttons to display department codes. Select a department for that button.

3. To assign a color to the Department button click the paintbrush on the button to select the color of your choice. Click on the **Save and Reload** button to save your changes.

DISPLAY INFO FOR A SELECTED PERIOD AND TEACHER

1. To display more class information for a particular period and teacher, click the mouse on the selected class for the teacher. The detailed information will display at the top of the form. The selected class will be hi-lighted in yellow.

ADD A CLASS

1. To add a class to the **Scheduling Master Schedule**, click the mouse on the selected **Period** and **Teacher** and the class will be hi-lighted in yellow. Click the mouse on the **Add Class** button on the bottom of the form.

2. A message will display verifying that the teacher/period selected will be added to the **Scheduling Master Schedule**. Click the mouse on the **OK** button to complete the **Add**.

3. The cursor will now display at the top of the form in the period field. A section number will be assigned. Change any necessary information for this class and click the mouse on the **Save** button**.** The course will be added to the teacher and period selected.

MOVE A CLASS

1. To move a class in the **Scheduling Master Schedule**, click the mouse on the selected class to hi-light it in yellow. Click the mouse on the **Move Class** button on the bottom of the form.

2. Take note that the **Cancel Move** button is now displayed to allow you to cancel the move.

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3. Click the mouse on the period to which the class is to be moved. The class will now be moved and will display in the selected period.

COPY A CLASS

1. To copy a class in the **Scheduling Master Schedule**, click the mouse on the selected class to hi-light it in yellow. Click the mouse on the **Copy Class** button on the bottom of the form.

2. Take note that the **Cancel Copy** button is now displayed to allow you to cancel the copy.

3. Click the mouse on the open period to which the class is to be copied. The class will now be copied and will display in the selected period.

CHANGE CLASS DATA

1. To change data on an existing class in the **Scheduling Master Schedule**, click the mouse on the selected **Period** and **Teacher** and the class will be hi-lighted in yellow.

2. The class information will display at the top of the form. Change any necessary information for this class and click the mouse on the **Save** button.

DROP A CLASS

1. To drop a class from the **Scheduling Master Schedule**, click the mouse on the selected **Class** and the class will be hi-lighted in yellow. Click the mouse on the **Drop Class** button.

2. If there are students scheduled in the class the following message will display. To continue with the delete, click the mouse on the **Yes** button. To cancel the delete, click the mouse on the **No** button.

3. The course has been deleted from the **Scheduling Master Schedule**.

CLASS LIST

1. To display a listing of students in a class, click the mouse on the selected class and the class will be hi-lighted in yellow. Click the mouse on the **List Students** button on the bottom of the form.

2. The following report will display in print preview with all students currently enrolled in the selected class.

REJECTED COURSES

1. After running the scheduler the **Rejected Courses** can be displayed. Click the mouse on the **Rejected Courses** button on the bottom of the form.

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2. The following text box will display courses that have students rejected from them. The **SMS** column will display all of the sections for the selected course. The **Total** column will display the total number of student rejects. The columns to the right will show the total number of students, broken down by the reject reason.

3. To display the rejected students for a course click the mouse on the **STU** button located to the right of the **Total** column. The following text box will display showing each student rejected from this course and the reject reason.

4. To **delete** a student's course request click the mouse on the **Remove** button. Click on the **X** on the upper right corner of the form to **Exit**.

5. To display the sections that contain rejected students click the mouse on the **SMS** button. The following text box will display showing the list of sections.

COURSE CHANGES

1. To change section information for a specific course, click the mouse on the selected class to hi-light in yellow. Click the mouse on the **Course Changes** button on the bottom of the form.

2. The following text box will display with all sections for this course.

3. Changes can be made for each individual section by entering the change in the field selected. To make a change to all sections displayed enter the information on the bottom line. Click the mouse on the **CHANGE ALL** button.

4. In the example below the maximum size will be changed to 28 for all sections of course 0608 – Geometry Cp.

5. A message will display verifying the change. Click the mouse on the **OK** button.

6. A message will display indicating the **Scheduling Master Schedule Board** has been updated with this change. Click the **OK** button**.** Click the mouse on the **X** at the upper right corner of the form to **Exit**.

REJECTED STUDENTS

1. To list rejected students click the mouse on a selected course to hi-light it in yellow. Click the mouse on the Rejected Students button on the bottom of the form.

2. A text box will display listing the students who have been rejected.

SCHEDULE ALL STUDENTS

1. Click the mouse on the **Scheduling Options** tab on the top of the form. Verify that all options have been correctly selected.

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2. Click the mouse on the **Schedule Students** button at the bottom of the form.

3. The following text box will display. Click the mouse on **YES** to proceed or on **No** to cancel.

4. A **Please Wait** message will display while the scheduler is running.

5. When the scheduler has completed, the following text box will display.

6. Click the mouse on the **Scheduling Statistics** tab to display the scheduling statistics.

INTERACTIVE SCHEDULING MASTER SCHEDULE BUILDER

1. The **SMS Builder** button will display the **Interactive Scheduling Master Schedule Builder**. This form allows you to add sections to a selected course. To add a section, click the mouse on the **SMS Builder** button.

2. The following form will display which allows you to add sections for a selected course.

3. To add sections to a course enter a course number or title in the **Select a Course** field to locate the course.

4. Once the course has been selected in **Area 1** the number of **Course Requests** for this course will display to the right by grade.

5. Area 2 will now display all of the scheduling conflicts by term for each period. To display the conflict details click the mouse on the **period column and term**.

6. The following text box will display with all potential conflicts for this course by the selected period and term.

7. In **Area 3** the number of sections to be added can be entered for each period. As each **number** is added the information for the period will display in **Area 4**.

8.To set up **ALL** sections the same enter the information in **Area 4** on the top line. When **Add Sections** is selected all sections will have the same information.

9. To set up each section differently enter the information in **Area 4** for **each section in each period**.

10. After all section information has been entered click the mouse on the **Add Sections** button and the sections will be added to the **Scheduling Master Schedule Board**.

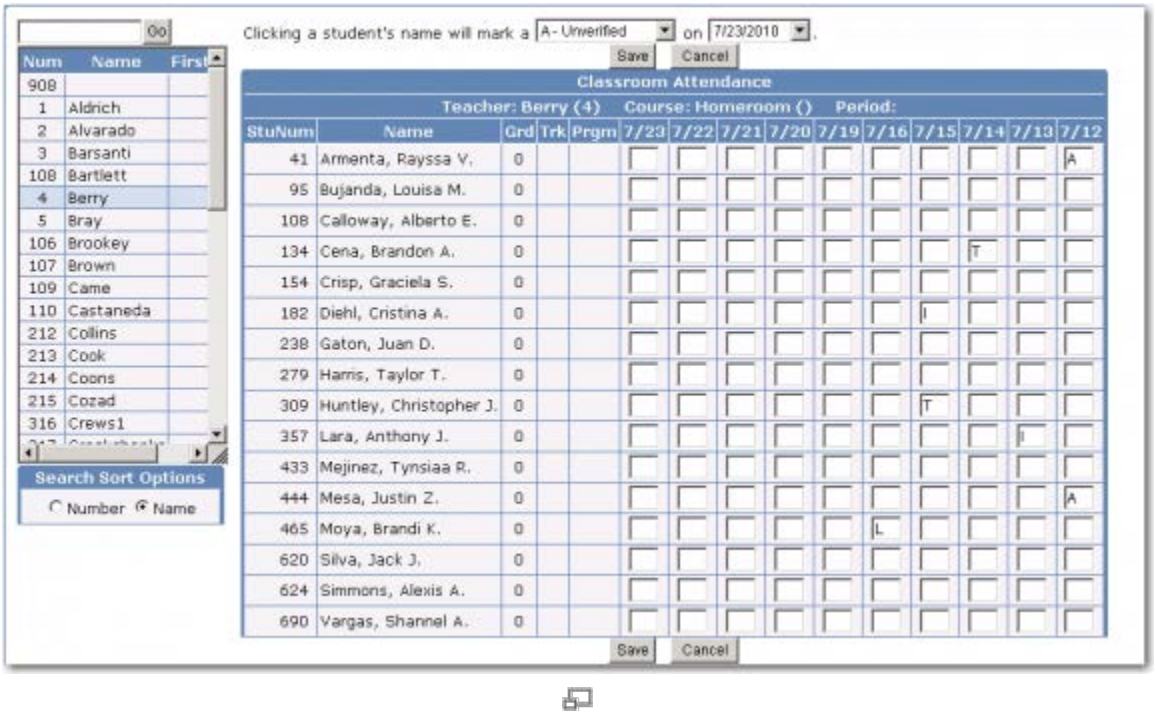
PRINT THE SCHEDULING MASTER SCHEDULE BOARD

1. Click the mouse on the **Print** button to print the **Scheduling Master Schedule Board**.

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Aeries.Net - Classroom Attendance

1. The **Classroom Attendance** form is used to update each student's daily attendance. An attendance roster is created that the teacher utilizes to keep track of the absences in their class. A clerk uses the roster to update the class attendance using the **Classroom Attendance** form.

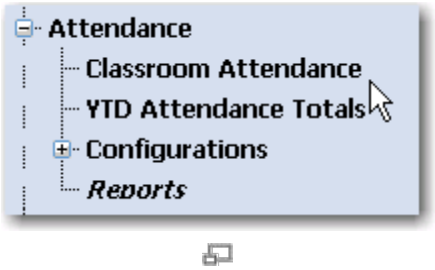


2. The absence for the student selected can be typed or an **Update** function can be selected and absences can be marked with the click of the mouse.

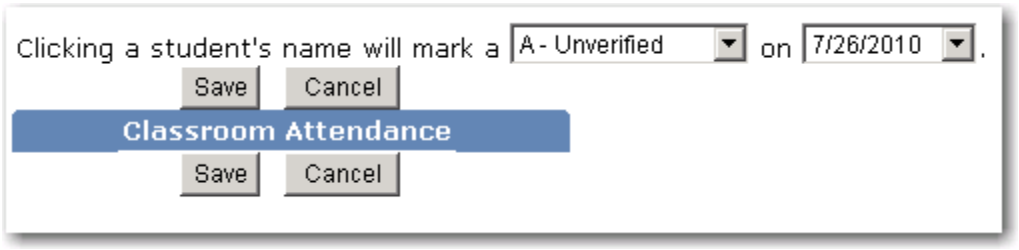
Classroom Attendance

1. From the **Navigation Tree** click the mouse on the **Classroom Attendance** node located below **Attendance**.

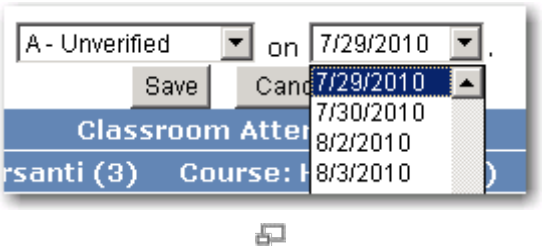
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2. When **Classroom Attendance** is selected a **Date** drop down list will display. The default **date** displayed will be today's date.



3. To change the date, click the mouse on the drop down and select a date. The date entered is used with the **Update** function to flag absences for a particular date.

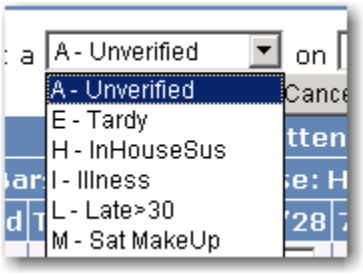


NOTE: The Classroom Attendance form will display the last ten attendance dates from the date entered.

Update Function

1. The **Update** function utilizes absence codes from the **Absence Code** drop down list. After selecting the absence code the **Class Attendance** can be **Updated** by clicking the mouse on the student's name.

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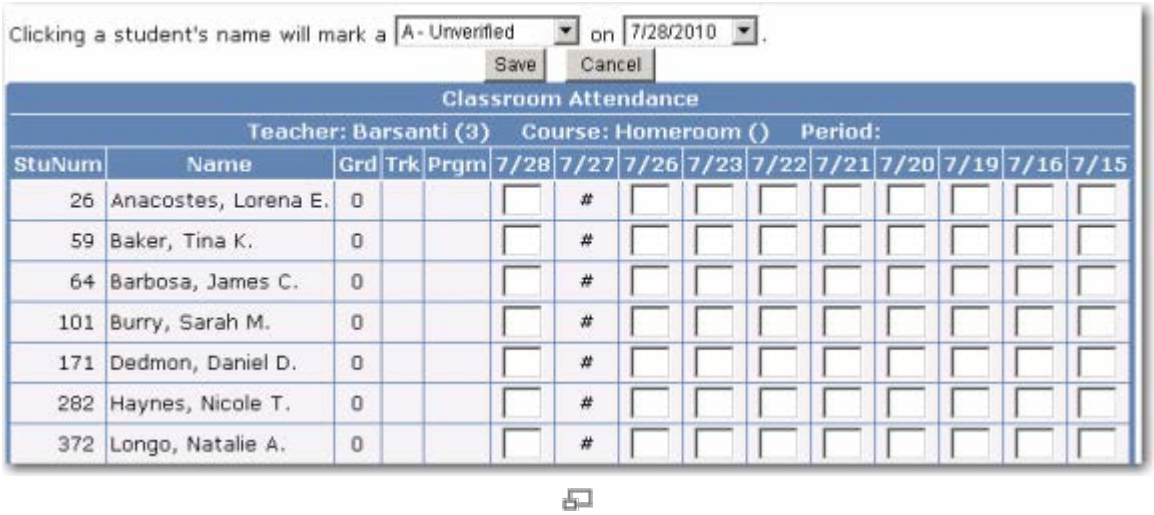
Display Class Attendance Records

1. To display **Class Attendance** records for a particular teacher, click the mouse on the teacher's name. The attendance will display for all students in this class.



2. At the beginning of the school year the **Calendar** is created and all dates are flagged when school is not in session.

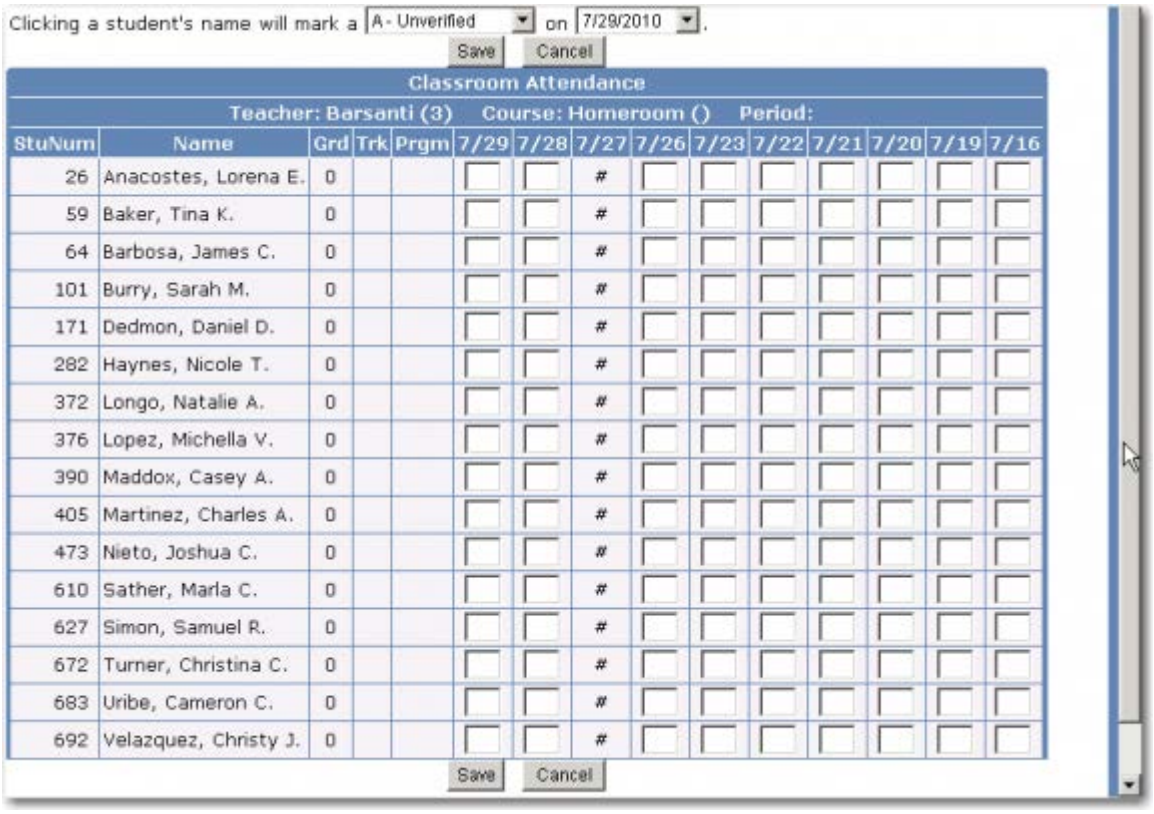
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3. These dates display on the **Classroom Attendance** form **flagged** and prevent entries into these fields.

View All Students

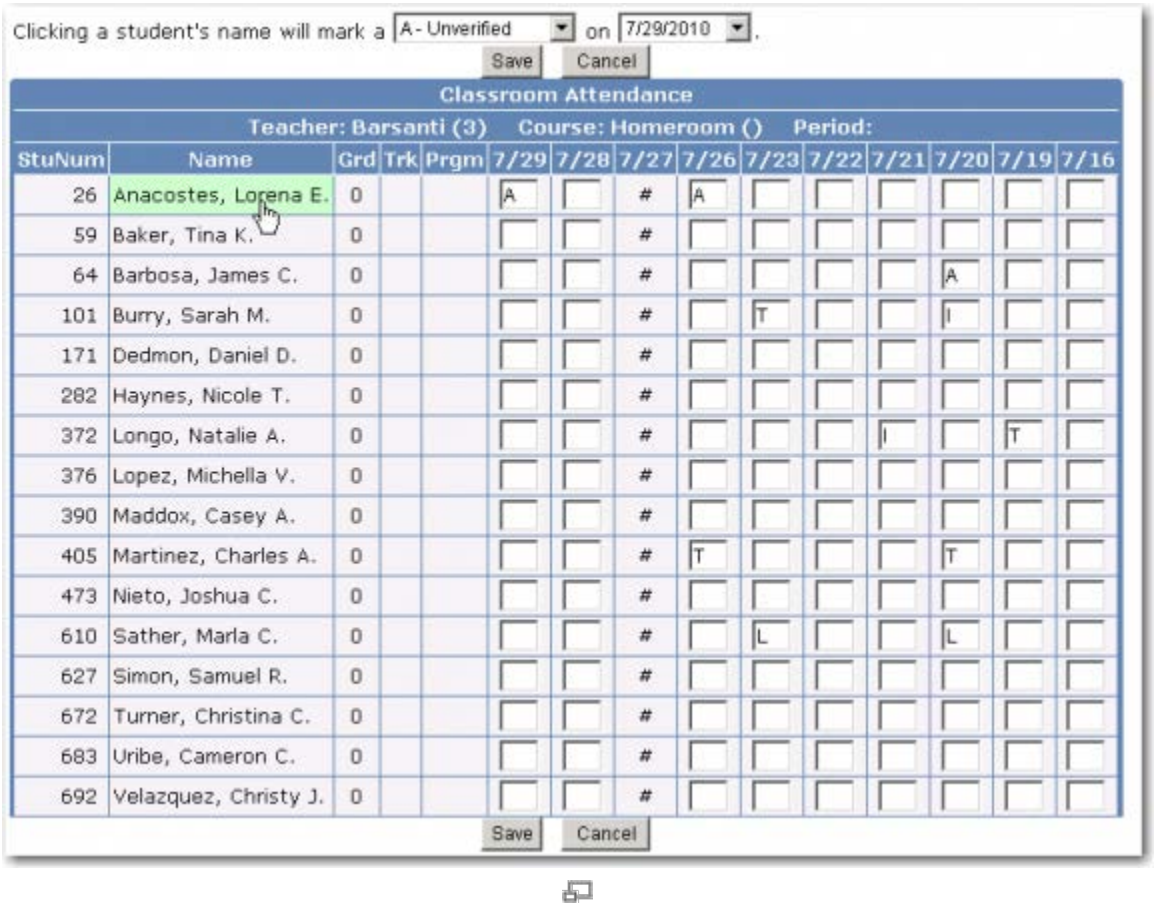
1. All students may not display on one page depending on the class size. To view the remaining students, use the **SCROLL bar** to display the remaining students.



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Mark a Student Absent

1. A student can be marked absent after the **Absence Code** and **Date** are selected. In the example below the date selected is 7/29/2010 and the Absence Code is A. Click the mouse on the **student's** name, for example **Anacostes, Lorena** below. An **A** will display for the date selected.

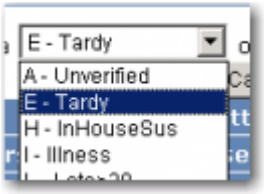


2. Continue to click on students who are to be marked with the absence code selected.

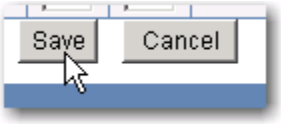
NOTE: The Update function uses the initial date entered when flagging an absence code.

|3. To update a different code select a code from the **Absence Code** drop down list. Continue to click the mouse on the **student's** name for the new absence code.

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4. When all absences have been updated click the mouse on the **Save** button.



5. After the Save button has been clicked all absences codes will be updated for the students selected.

Classroom Attendance

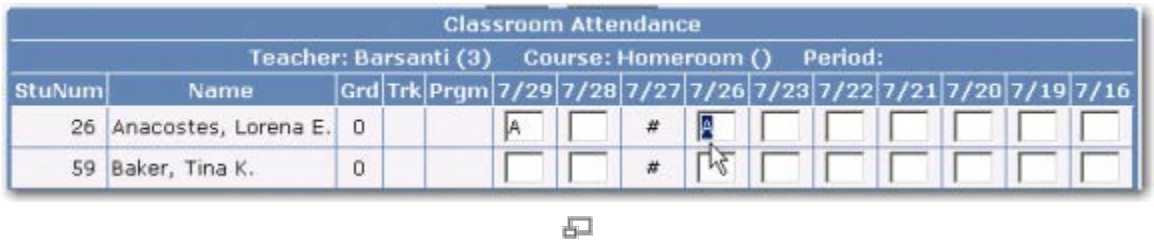
Teacher: Barsanti (3) Course: Homeroom () Period:

StuNum	Name	Grd	Trk	Prgm	7/29	7/28	7/27	7/26	7/23	7/22	7/21	7/20	7/19	7/16
26	Anacostes, Lorena E.	0			A		#	I						
59	Baker, Tina K.	0					#							
64	Barbosa, James C.	0			A		#					A		
101	Burry, Sarah M.	0					#		T			I		
171	Dedmon, Daniel D.	0					#							
282	Haynes, Nicole T.	0					#							
372	Longo, Natalie A.	0			E		#				I		T	
376	Lopez, Michella V.	0					#							
390	Maddox, Casey A.	0					#							
405	Martinez, Charles A.	0					#	T				T		
473	Nieto, Joshua C.	0					#							
610	Sather, Marla C.	0			E		#		L			L		
627	Simon, Samuel R.	0					#							
672	Turner, Christina C.	0					#							
683	Uribe, Cameron C.	0			A		#							
692	Velazquez, Christy J.	0					#							

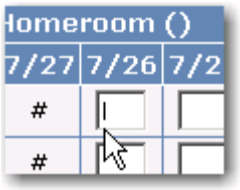
To Change an Absence Code

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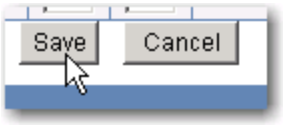
1. After marking a student with an absence code the code can be changed. For example, if a student has been marked as Unverified when the absence is verified the **Absence Code** will need to be updated. Select the absence code to be changed by clicking the mouse on the **Absence Code** for the date selected.



2. Type the new absence code over the current code displayed.



3. When complete updating students absence codes click the mouse on the **Save** button.



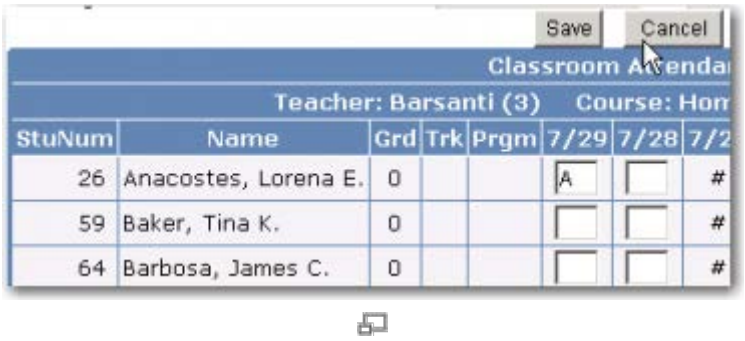
Cancel All Entries

1. The **Cancel** button can be utilized to clear out all entries **BEFORE** the **Save** button has been clicked. For example, below the **Absence Code E** was entered.



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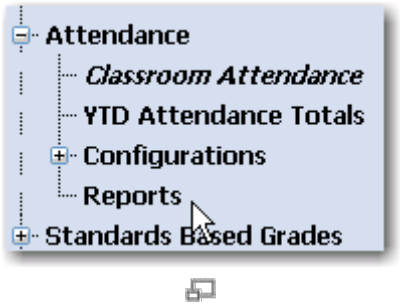
2. If you click the mouse on the **Cancel** button all codes will be cleared and **ANY** prior code that was entered and saved will display.



NOTE: Caution MUST be taken when utilizing the Cancel button. If the Cancel button is clicked in error all absences MUST be re-entered.

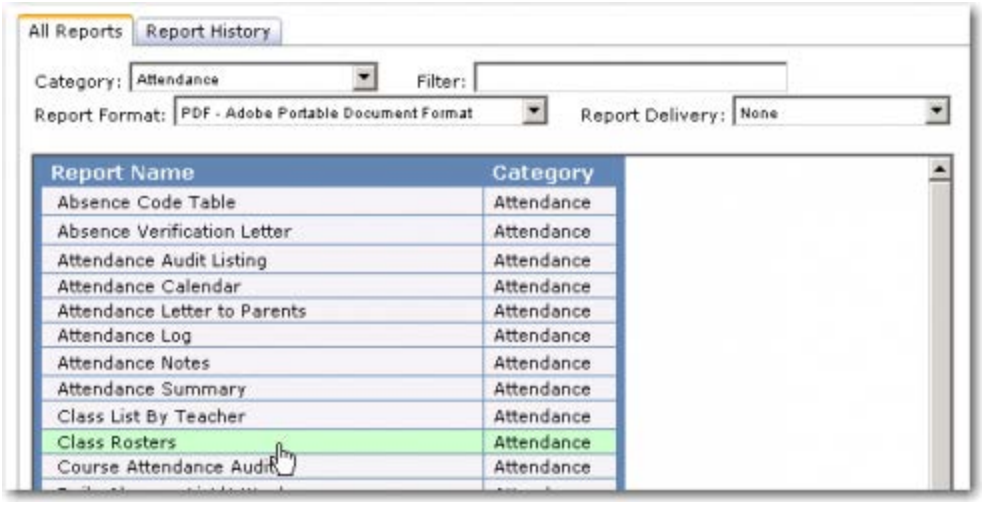
To Print a Class Roster

1. From the **Navigation Tree** click the mouse on the **Reports** node located below **Attendance**.

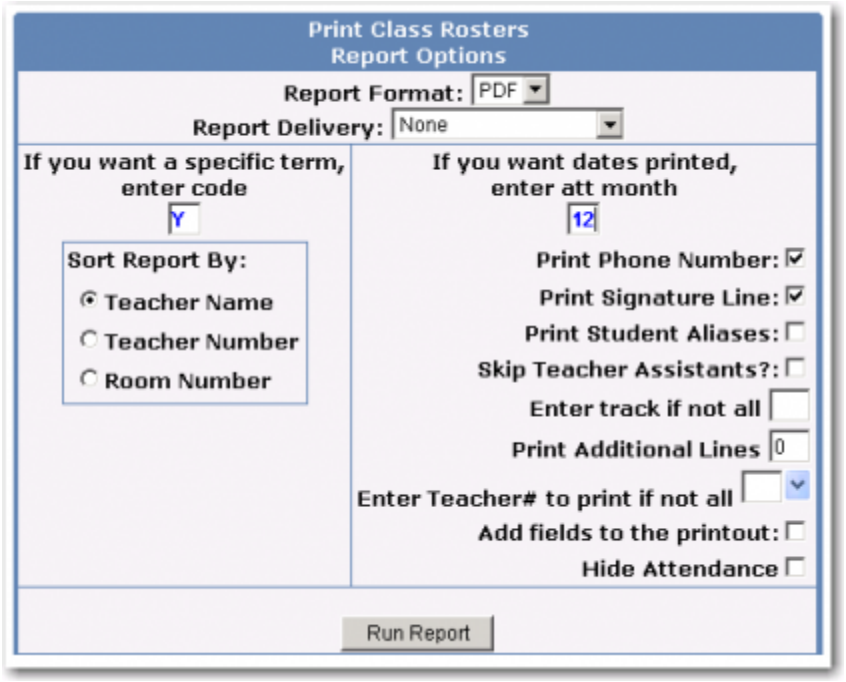


2. Click the mouse on the **Class Rosters** report.

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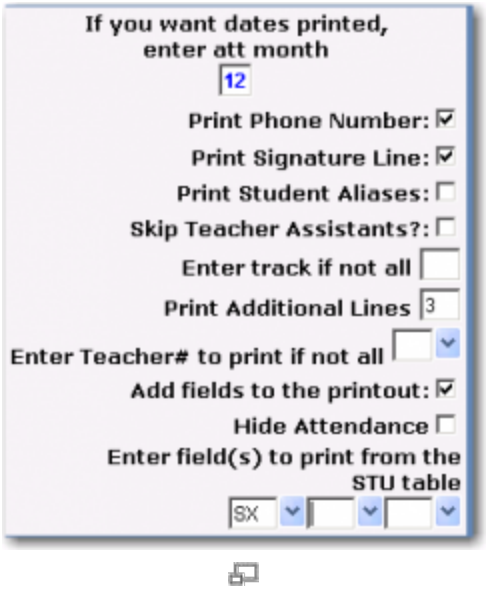


3. The **Class Rosters Report Options** box will display. Select the order that the report will be sorted. If you want dates to be printed enter the **Attendance** month.



4. Additional information can also be selected that will print on the report. For example below, 3 additional lines have been selected to print along with the **SX** field.

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5. After all selections are made click the mouse on the **Run Report** button and the following report will be generated.

6. If a specific month was selected and attendance has already been taken for specific dates, the absence codes will be printed if the **Hide Attendance** option is not selected.

Golden Eagle Elementary School — **Attendance Class Roster**

					Teacher	Room	Month#	Year
					Barsanti	3	12	09-10

Stu#	Student Name		SX	GR	07/19-07/23					07/26-07/30					08/02-08/06					08/09-08/13				
					M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
01 26	Anacostes, Lorena E	(777) 555-0234	F	0						I	#		A											
02 59	Baker, Tina K	(777) 555-2619	F	0							#													
03 64	Barbosa, James C	(777) 555-3873	F	0		A					#													
04 101	Burry, Sarah M	(777) 555-9303	F	0		I			T		#													
05 171	Dedmon, Daniel D	(777) 555-1886	M	0							#													
06 282	Haynes, Nicole T	(777) 555-0878	F	0							#													
07 372	Longo, Natalie A	(777) 555-6568	F	0	T		I				#													
08 376	Lopez, Michella V	(777) 555-1353	F	0							#													
09 390	Maddox, Casey A	(777) 555-7881	F	0							#													
10 405	Martinez, Charles A	(777) 555-3191	M	0		T				T	#													
11 473	Nieto, Joshua C	(777) 555-2452	M	0							#													
12 610	Sather, Marla C	(777) 555-9802	F	0		L			L		#													
13 627	Simon, Samuel R	(777) 555-3930	M	0							#													
14 672	Turner, Christina C	(777) 555-9601	F	0							#													
15 683	Uribe, Cameron C	(777) 555-3141	M	0							#													
16 692	Velazquez, Christy J	(777) 555-8992	F	0							#													

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_____		To the best of my knowledge, the information contained
Teacher (and/or Substitute) Signature	Date	on this attendance sheet is accurate and complete.

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Fields





[Collapse]

Aeries Web - Student Scheduling

Conversion in Progress. PDF contains updated information.

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Scheduling Cycle Cross Reference (Revision: 01.29.2016)

Client	PROCESS	Web	Navigation		Notes / Titles
Cycle-A	Student Scheduling Setup	Scheduling Process	Configurations	Scheduling Setup	Activate scheduling tables, Select scanning option, Blank out SSS and SMS tables
Cycle-B	Print Course Request Scanner Sheets	Scheduling Process	Configurations	Course Request Sheet Table	Create CRQ table: scanner sheets or Portal(s) -- parents, students, counselors
Cycle-C	Read Course Request Scanner Sheets	NA			Process supported in CS at this time
Cycle-D	Mass Change Course Requests	Scheduling Process	Mass Change Course Requests		
Cycle-E	Update or Schedule One Student into Classes	Scheduling Process	Course Requests		Also available under Student Data | Scheduling | Course Requests / Class Scheduling
Cycle-F	Print Students with No Course Requests	Scheduling Process	Reports		Students with No Course Requests
Cycle-G	Print Stu w/More/Less than N Course Requests	Scheduling Process	Reports		Students with More or less than N Course Requests
Cycle-H	Print Course Request Verification Listing	Scheduling Process	Reports		Scheduling Course Request Listing
Cycle-I	Print Simple Tally of Course Requests	Scheduling Process	Reports		Scheduling Course Request Tally
Cycle-J	Print Course Conflict Matrix	Scheduling Process	Reports		Scheduling Conflict Matrix
Cycle-K	Print Reverse Verification Listing by Course	Scheduling Process	Reports		Scheduling Reverse Verification Listing
Cycle-L	Print Schedule Course Request Letter to Parents	Scheduling Process	Reports		Scheduling Course Request Letter to Parent
Cycle-M	Scheduling Master Schedule	Scheduling Process	Scheduling Master		
Cycle-N	Print Master Schedule in Various Sequences	Scheduling Process	Reports		Scheduling Master Schedule
Cycle-O	Print Master Schedule Error Report	Scheduling Process	Reports		Scheduling Master Schedule Errors
Cycle-P	Print Prescheduling Edit Listing	Scheduling Process	Reports		Prescheduling Edit Listing
Cycle-Q	Schedule all Students into Classes	Scheduling Process	Schedule All Students		
Cycle-R	Print Various Analysis Reports	Scheduling Process	Reports		
	Scheduling Class Load Analysis				Scheduling Class Load Analysis
	Course Request Analysis				Scheduling Course Rquest Analysis
	Reject Analysis Listing				Scheduling Reject Analysis Listing
	Scheduling Class Load Averages				Scheduling Class Load Averages
Cycle-S	Save or Restore Scheduling Results	Scheduling Process	Functions	Backup & Restore Scheduling Results	
Cycle-T	Scheduling Master Schedule Board	Scheduling Process	SMS Board		
Cycle-U	Print Students with More/ Less than N periods/SMS				Print Students with More or Less than N Periods *(Note: select SSS/SMS option box)*
Cycle-V	Print Students with Incomplete Schedules	Scheduling Process	Reports		Students with Incomplete Class Schedules *(Note: select SSS/SMS option)*
Cycle-W	Print Students with Double Periods/SSS	Scheduling Process	Reports		Students with Double Periods *(Note: select /SSS option)*
Cycle-Y	Class Scheduling Alternate Display	Scheduling Process	Course Requests		*See option buttons at top of form.*
Cycle-Z	Scheduling Optimizer	Scheduling Process	Functions	Scheduling Optimizer	
Cycle-1	Print Scheduling Letter to Parents	Scheduling Process	Reports		Scheduling letter to Parent
Cycle-2	Print Locator Carts	Student Data	Reports		Student Locator Cards *(Note: Scheduling Locator Cards SMS/SSS)*
Cycle-3	Print Class Rosters	View All Forms	Class Rosters		Class Rosters (Attendance)
Cycle-4	Copy Results to STU and MST Tables	Scheduling Process	Functions	Copy Scheduling Results to SEC/MST	

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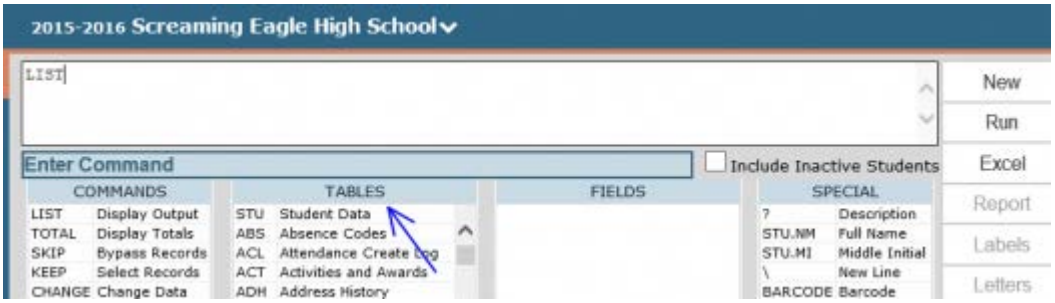
Aeries Web Version - Query

Aeries Query

1. All data entered into ***Aeries*** is stored within tables in the database. The **Query** option enables you to access the data stored in these tables. The process generates a "query statement", which is somewhat like a program and collects the data from within the tables selected. You can then use this data to create a report or to update specific data. **Query** is a very visual program, which makes it extremely easy to use when accessing data.

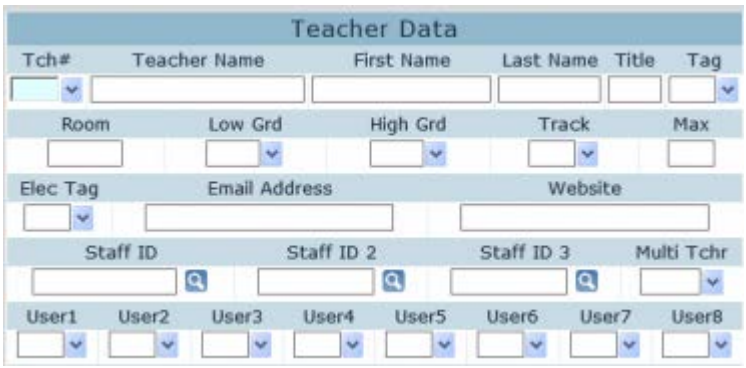
What is a Table?

1. A **table is a file** that stores certain data entered into the **Student Information System**. The **Query** form below displays some of the **tables** that are contained within the database.



How is a Table Created?

1. The form displayed below is the **Teachers** form. After you have typed information into the different **fields** on this form and pressed **ENTER** the information creates one record and is saved in the **TCH** table.



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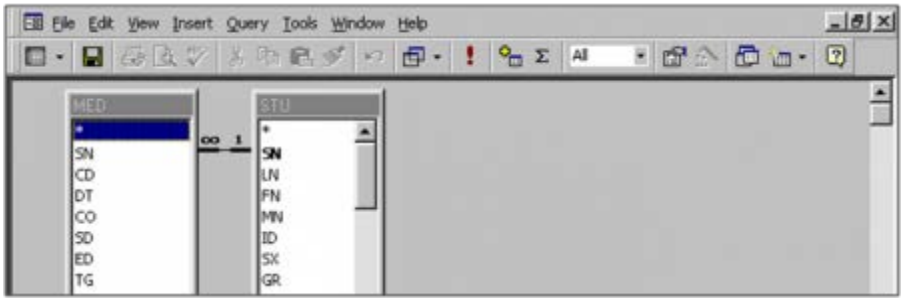
2. After the first record is created, essentially you have created the **TCH** table that will now store all new records. As you keep adding teachers a new record is created and a different teacher number is assigned.

Why is There More than One Table?

1. Instead of creating one large table containing all of the school's data, smaller tables are created to help increase processing speed. In order to access and combine data within a query a connection must be made between the two tables, which is usually the student number.

2. For instance, when medical data is entered for a student the student number, medical code, details, etc. are added to the table. Using Query to access and combine this information with the **STU** table the student number field is used and creates a link between the two tables.

3. The **MED** and **STU** tables are displayed below with all fields and both have the **SN** field that links the tables.



Using Query

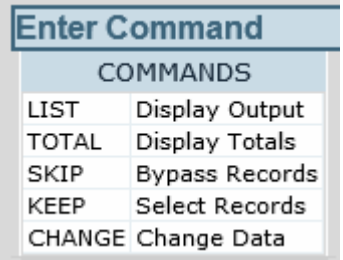
Accessing Query

1. The following documentation provides information on some of the general functions available to you through **Query**. To begin the query process, click on the **Query** node in **Aeries Web Version**.



2. Various **commands** can be selected by using the mouse or typing the query by hand.

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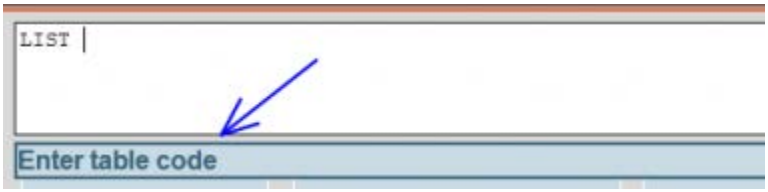


3. The commands available are:

- **LIST** – will select and display the query data.
- **TOTAL** - will calculate a total amount for a specific category and display.
- **SKIP** - will bypass specific records.
- **KEEP** - will select specific records.
- **CHANGE** - will make permanent changes to select records. **It is recommended that this command is restricted until a User is advanced.**

NOTE: It is suggested BEGINNING queries only utilize LIST and TOTAL commands until comfortable with query.

A text box is displayed at the top of the form. This area is where the query will be entered. Below the text box, **messages** display indicating the steps to be performed. You will notice that the color of the message area is **aqua blue**.



Creating a Basic Query

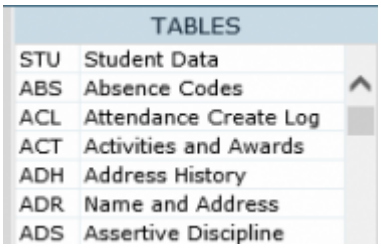
1. The first step when creating a query is to **Enter a Command** from the **Commands** box which has an aqua blue border. The border of the boxes will change to indicate each step to be taken.

2. Click the selected command which will display in the **text box**. Notice the message has changed and now displays **Enter Table Code**. Take note to the outline on the box called **TABLES,** which has changed to an aqua blue border.

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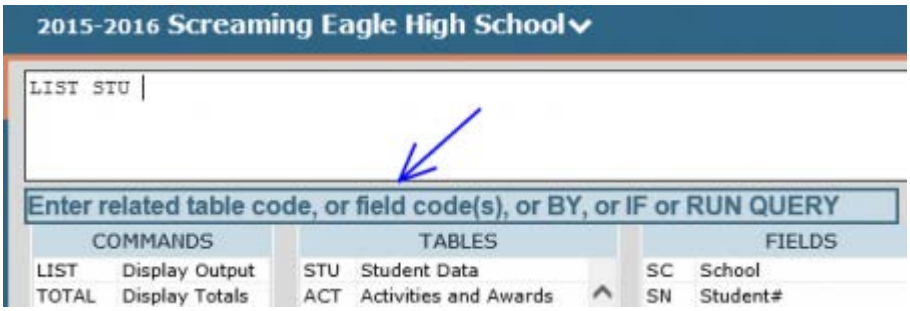


3. All tables available display a 3-letter code under **TBL**. **Table Name** displays to the right of the **TBL code.** A scroll bar displays on the right side of the box to display additional tables.



4. To create a Student related query click on the **STU** table. The 3-letter Table code will display in the text box. The **TABLES** box will now only display tables related to the **STU** table that have a **LINK**, such as the **Student Number (SN)**.

5. The next **available steps** that can be performed will display below the text box. Notice that there are many different **steps** listed.



Run Query for STU Table

1. With only the **STU Table** selected, click on the **RUN** button. A datasheet will display with **ALL** data stored in the table for each active student. A scroll bar displays at the bottom of the datasheet. Use the arrows and slide to the right to display **ALL** additional data.

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School	Student#	Last N...	First N...	Middle...	Stude...	Sex	Grade	Birthdate	Parent...
994	2	Abdelnour	Alice		99400002	F	15	04/13/2000	M/M A Abdelnour
994	3	Abdo	Alice	A	99400003	F	10	07/21/2000	M/M A Abdo

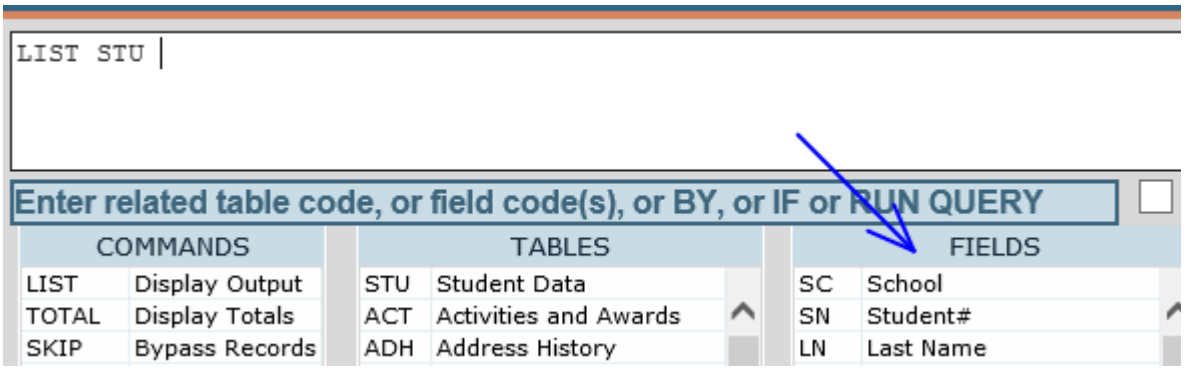
2. Aeries Web Version returns results using a pop-up window with scroll bars to the right and the bottom of the window. A maximum of 400 records will display per page. Clicking on the page numbers at the bottom of the window will display the next set of results.



3. To return to QUERY from Aeries Web click on the **"X"** to close the pop-up window. The **Query** form will re-display and still contains the original query statement generated. Changes can be made to this query and can be **RUN** again to change the data that you are looking for.

Change Sort Order of Field Names

1. Take note to the **FIELDS** box which displays **ALL** fields available for the **STU table** and the box is outlined in an aqua blue border. A two or three letter code displays for all fields under the **FLD** heading and display in the order stored in the table. The **Field Name** displays to the right. To change the sort order, click on the **Field Name** heading and the sort order will change to alphabetical A-Z.

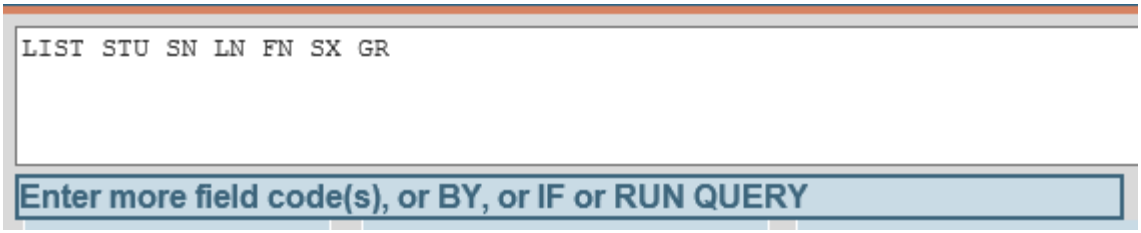


2. To display the fields in reverse alphabetical order, click on the **Field Name** heading again and the order will change from Z-A. A third click will return the order to the original view.

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Run Query for Specific Fields in STU Table

1. To generate a query for specific fields, click on the selected **Field Names.** The two or three letter code will display to the right of the table in the **text box**. The query displayed below, **LIST STU SN LN FN SX GR** contains the fields for the Student Number, Last Name, First name, Sex and Grade for all active students.

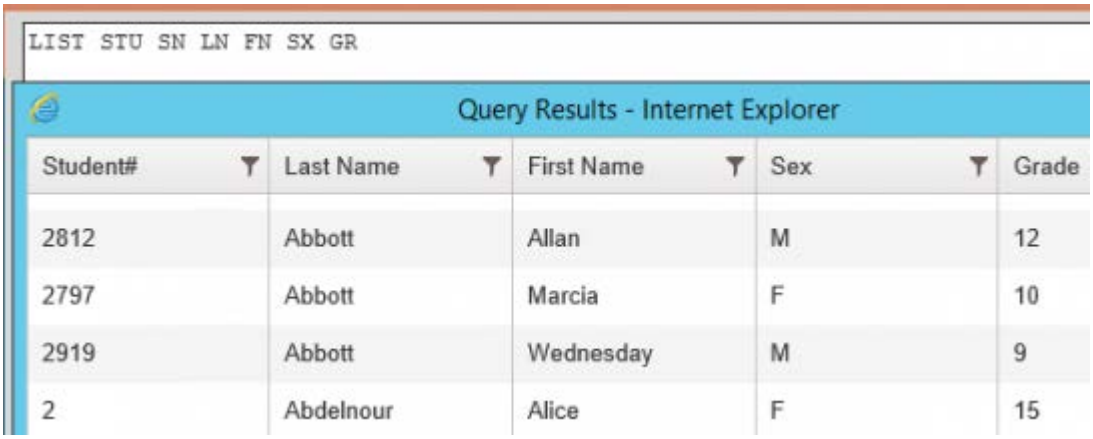


2. Notice that there is a space after each entry of the query. As you click the mouse a space is automatically inserted. In order for the query to generate properly there **MUST** be a space in between each entry of the query statement. The following is the definition for the query selected:

	LIST	= display on the form
	STU	= from the Student Data table
	SN	= the student Number
	LN	= the students Last Name
	FN	= the students First Name
	SX	= the sex
	GR	= the current grade

3. After the query statement is entered click on the **RUN** button and the query will be generated. A datasheet will now display with data from the fields selected. Notice the first and second student listed.

4. The first student's number is greater than the second student's number. This is because the default query sort order is by the students Last Name, First Name.

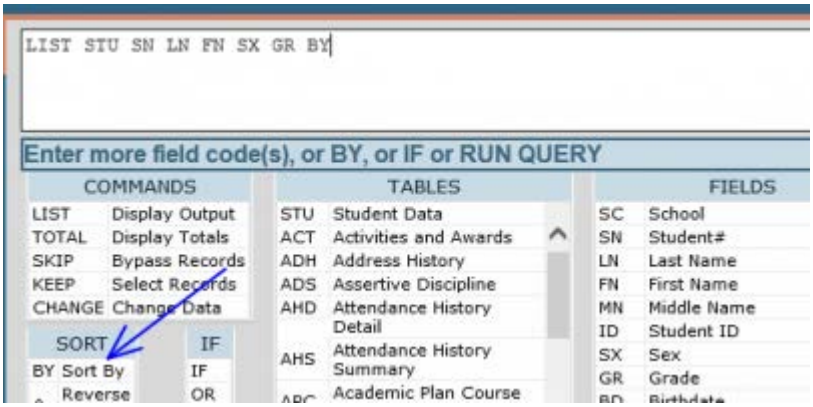


Student#	Last Name	First Name	Sex	Grade
2812	Abbott	Allan	M	12
2797	Abbott	Marcia	F	10
2919	Abbott	Wednesday	M	9
2	Abdelnour	Alice	F	15

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Change Default Sort Order

5. Now that the data has been selected it can be sorted by a particular field, for instance by grade. To sort the query, click on the **BY** option under **SORT**.



6. Determine the order that you want this data sorted. Click on that field, which will display to the right of **BY** in the query statement. For example, **BY GR** will sort the data in order of grade instead of the default last name, first name. Click on the **RUN** button.



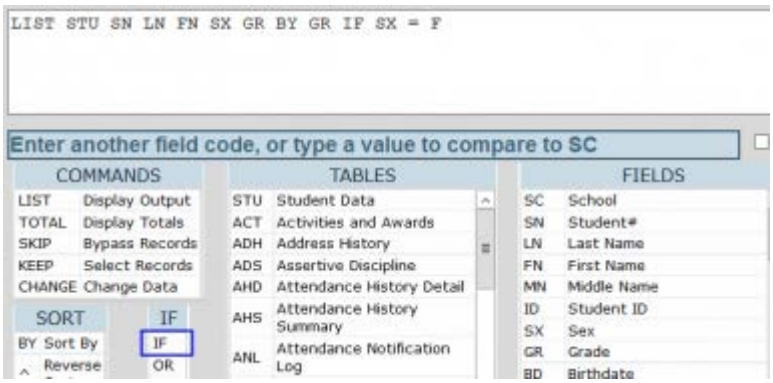
7. The datasheet will now display these students in order by grade. Click the **"X"** in the far right corner to return to **Query**.



Select Specific Records

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1. To select specific records, such as females only, an **IF** option can be added to separate other data. For this query to select certain records, click on the **IF** option. Click on a field for record selection. Type the criteria necessary to select a specific record. **For example, for a list of only female students, enter: IF SX = F**

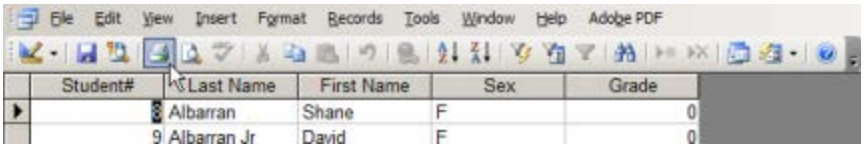


2. Click on the **RUN** button. Students displayed are only females and still in grade order. After generating a query verify the data selected is correct and in the right order. Then you will need to decide what you want to do with this data.

Student#	Last Name	First Name	Sex	Grade
2847	Allen	Sherry	F	3
13	Abrego	Ivette	F	7
2868	Abbott	Alice	F	9
41	Albert	Alison	F	9
47	Alexander	Christina	F	9
49	Alfaro	Kathryn	F	9

Print a Datasheet Report

1. To generate a report in the same format as the datasheet displayed on the screen click the **printer icon** at the top of the **Query** form in Aeries Client Version and a report will be generated.



Additional Functions

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1. There are a variety of options available in the column on the right side of the **QUERY** form. These buttons can be used after the query has been generated to create **reports**, **labels**, **files**, **etc**.

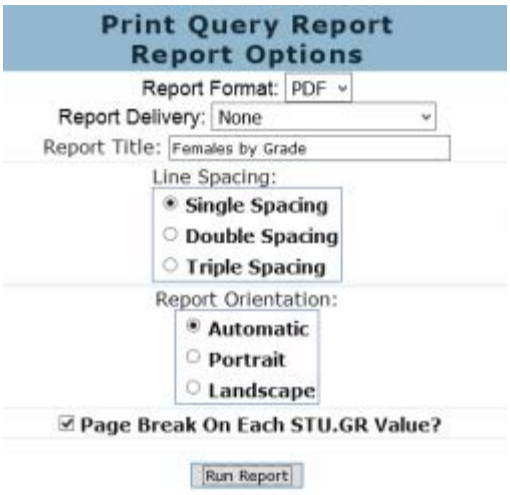
2. The following are the **Additional Functions** available:

- **NEW** clears the text box area of any query currently displayed to enter a new query.
- **RUN** will generate the query statement and display the data.
- **EXCEL** will create an Excel spreadsheet from the data generated. This option is only available in Aeries Web Version.
- **REPORT** will generate a formatted report from the data generated.
- **LABELS** will generate formatted labels from the data generated.
- **LETTERS** will generate a formatted letter previously created in the **Query Text Editor** program from the data generated.
- **LETTER EDITOR** will store formatted letters created in the **Query Text Editor** program.
- **ENVELOPE** will generate a format to be printed on a legal envelope from the data generated. This option is only available in Aeries Client Version.
- **TO FILE** will create a text file onto a disc from the data generated. This option is only available in Aeries Client Version.
- **CHANGE** allows you to make quick changes to data in select fields. This option is only available in Aeries Client Version.
- **SAVE** allows you to save the query for later use.
- **LOAD** will allow you to re-load a query previously saved.
- **STARTUP** will store a **KEEP** statement that can be set up to run automatically on the opening of Aeries **WITHOUT** having to enter query. This option is only available in Aeries Client Version.
- **RESET** will reset the **KEEP** and **SKIP** statements.
- **TABLES** will re-load and update data tables. This option is only available in Aeries Client Version.
- **EXIT** will exit the **QUERY** form.

Creating a Report

3. After generating a query statement, a formal looking report can be created by clicking **REPORT**. To format the report, enter the **report title** name to print at the top of the report and select the line spacing. If this report was sorted **BY** a specific field, such as grade, select whether or not you want this report to have a page break for each grade level. Click on the **OK** button.

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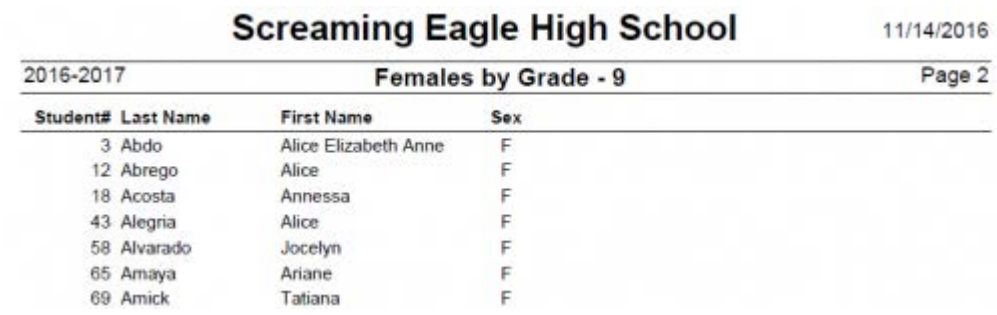


4. There is also an additional **Report Format** and **Report Delivery** option. Reports can be formatted as a PDF, Word Document (RTF), Spreadsheet (XLS) or Text file (TXT).

5. The **Report Delivery** options are:

- **Email w/ Attachment** – an email is sent to the user notifying them of the report parameters and the completion of the report
- **Email w/o Attachment** – an email is sent to the user notifying them of the report parameters and the completion of the report along with an attachment of the report
- **None** – no emails are sent to the user

6. The following report will display. Since it was sorted by grade and **Page Break** was selected, each **GRADE** will be printed separately. The Grade number will print at the top of the page after the report name. To print the formatted report displayed, click the **Printer** icon at the top of the form:



Screaming Eagle High School 11/14/2016

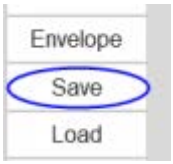
2016-2017 Females by Grade - 9 Page 2

Student#	Last Name	First Name	Sex
3	Abdo	Alice Elizabeth Anne	F
12	Abrego	Alice	F
18	Acosta	Annessa	F
43	Alegria	Alice	F
58	Alvarado	Jocelyn	F
65	Amaya	Ariane	F
69	Amick	Tatiana	F

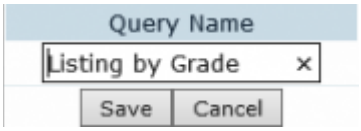
Saving Queries

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1. Once a query has been created it can be saved and accessed again at a later time. To save a query, click on the **SAVE** button.



2. The following text box will display. Enter a descriptive name in the text box. Click the **OK** button to save your **Query**.



REMEMBER: If a REPORT query is saved the query name will print on the report heading.

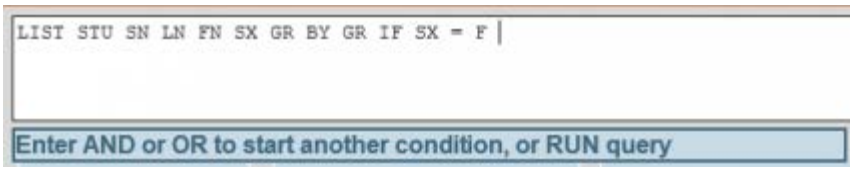
Loading Saved Queries

1. To **LOAD** a saved **Query** statement, click the **LOAD** button on the **QUERY** form. The saved queries can be displayed by the name of the **Query** or by the **Author's** name. To select the **Query** and run it, click on the query record.



NOTE: We do suggest ONLY saving frequently used Queries or complicated Queries.

2. The **Query** statement will now display in the **Query** textbox and can be generated by clicking on **RUN**. The query will be generated and will display the data displayed.



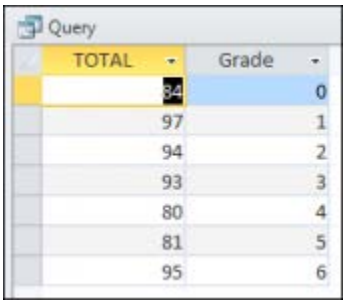
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TOTAL Queries

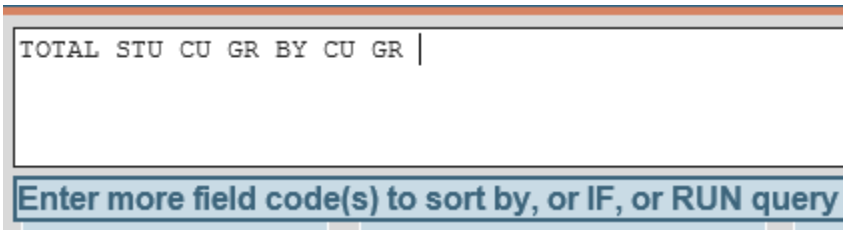
1. The **TOTAL** command can be utilized to add together a specific series of students and create a running total on the screen. For example, to determine the number of students in each grade you would type the following **TOTAL** query selecting the grade field and sorting by the grade field.



2. Take note to the **SORT** order selected, **BY GR**. Also note that the field the query is sorting on **must** be included in the **TOTAL** query statement. Click the **RUN** button. The following calculation will be generated.

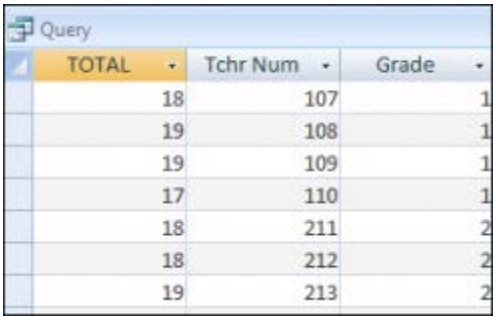


3. The **TOTAL** command can also be utilized to add together a specific series of students and create a running total on the screen using more than one field. For example, to determine the number of students for each teacher/counselor by grade you would type the following **TOTAL** query selecting the teacher/counselor and grade field and then sorting by the teacher/counselor and grade field.



4. Take note to the **SORT** order selected, **BY CU GR**. Also note that the fields being sorted on **must** be included in the **TOTAL** query statement. Click the **RUN** button. The following calculation will be generated.

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Include Inactive Students

1. When a query is generated only the active students are included by default. To Include Inactive Students, click the Include Inactive Students check box. When you generate the query ALL students will now be included in the data selected.



==Error Messages

1. If a command, such as **LIST** is used but an incorrect table name is entered into the query statement an error message will display. Take note to the **Command Line** in the query below and notice the Error message. The message states **Invalid table code.** In this case, the STU table is missing from the query. Click the **NEW** button and re-enter the query statement.



Conditions and Comparisons

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LIST STU SN FN LN GR RC1 BY GR RC1	Show student number, first name, last name, grade, and race. Order by grade and race.
LIST STU SN FN LN GR IF GR = 12	Show student number, first name, last name, and grade if in twelfth grade.
LIST STU FN LN GR SX IF GR = 12 AND SX = M	Show first name, last name, grade, sex if in twelfth grade and male.
LIST STU FN LN GR SX IF GR = 10 OR GR = 12	Show first name, last name, grade, sex if in tenth or twelfth grade.
LIST STU FN LN GR SX IF GR > 10	Show first name, last name, grade, sex if in grades greater than tenth grade.
LIST STU FN LN GR SX IF GR < 11	Show first name, last name, grade, sex, if in grades less than eleventh grade.
LIST STU FN LN GR SX IF GR # 10	Show first name, last name, grade, sex, for all grades EXCEPT tenth grade.
LIST STU FN LN GR SX IF LN : SON	Show first name, last name, grade and sex if the last name contains SON anywhere within it.
LIST STU FN LN GR PG IF PG ; LN	Show first name, last name, grade, parent/guardian if the parent/guardian name does not contain student's last name.

Using Query to Proof your Work

LIST STU SN FN LN RC1 BY RC1	Will display students in order of race codes with blank race codes at the top of the list.
LIST STU SN FN LN IF CU = 0	Will list students without a teacher or counselor number. **IF CU = 0 is a zero not the letter "O"**
TOTAL STU CU BY CU	**Elementary setting** - Will show total number of active students for each teacher. **Secondary setting** - Will show total student distribution across the counseling staff.

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TOTAL STU RC1 GR BY RC1 GR	Will show total number of active students in order by race code and grade.
LIST STU SN FN LN ETH RC1 IF ETH = " " AND RC1 = " "	Will display Students that have blanks in the Ethnicity Indicator flag and Race field.

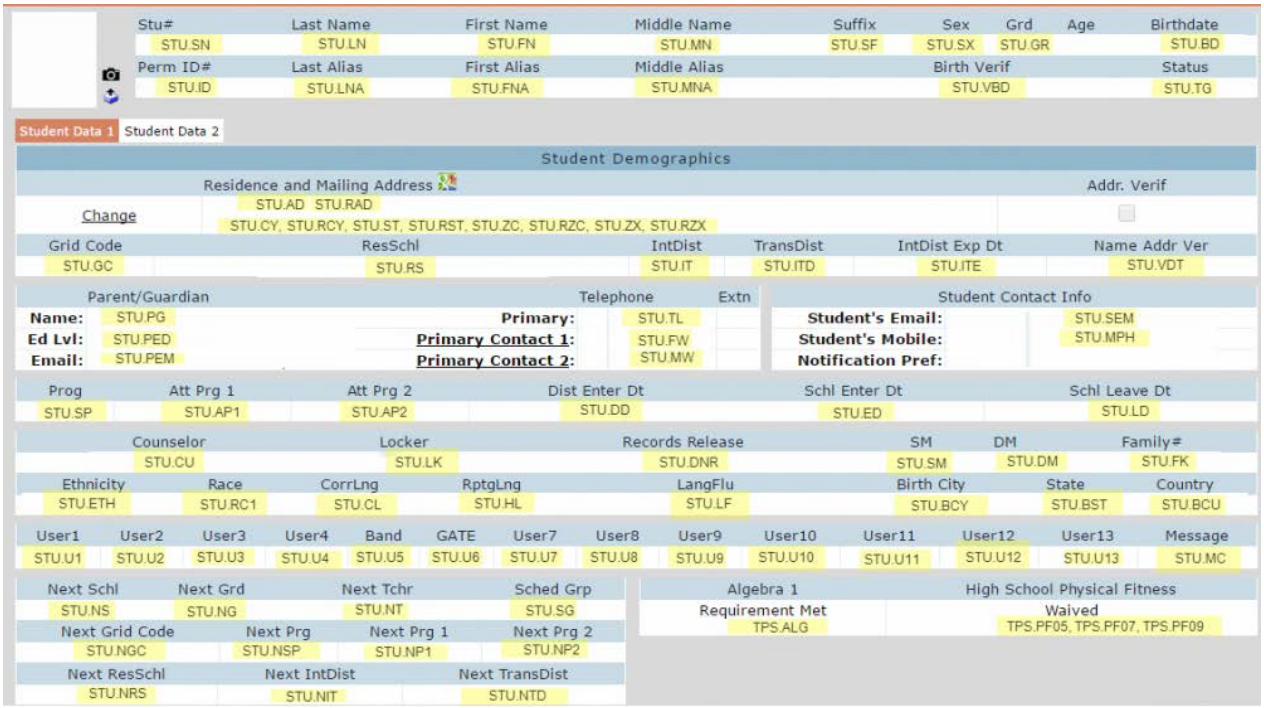
Additional Data to Query in Aeries

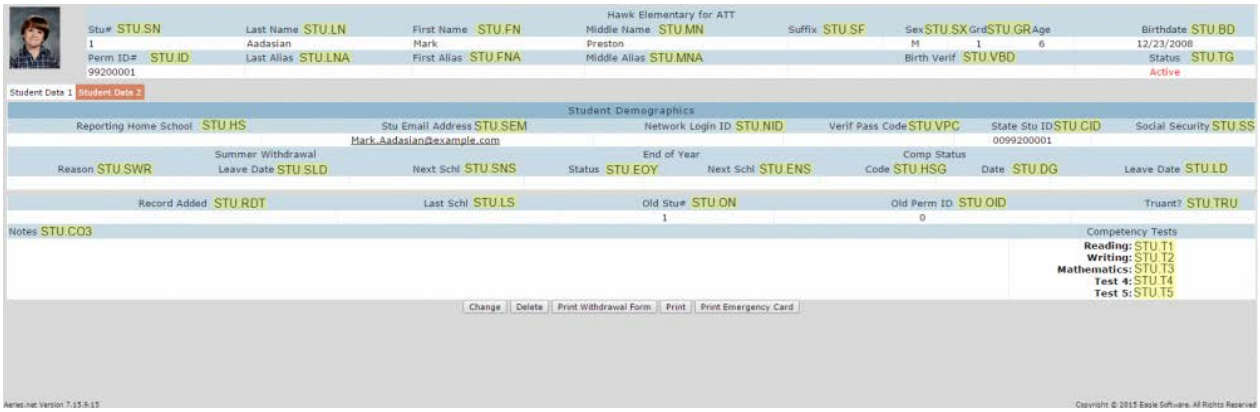
LIST STU SN FN LN NS NG NT	Will display Students next school, next grade and next teacher information.
LIST STU SN FN LN SX GR BD CU BY BD CU	Will display Students birthday sorted in order by birthday and teacher/counselor.

LIST TCH TN ID TE TT EM RM	Will display specific Teacher information.
LIST CRS CN CO NA S1 DE LO HI E1	Will display specific Course information.
LIST COL ID NM AD CY ST ZC TL CD ZX AT	Will display specific College information.
LIST LOC CD NM AD CY ST ZC AC TL LO HI	Will display specific information for all Schools in the district.
LIST LKR LK CM SN C1 C2 C3 C4 C5 SE	Will display specific Locker information.
LIST EMP CD NM AD CY ST ZC ZX TL	Will display Employers set up for Work Permits.
LIST REQ CD SA C1 C2 C3 C4 GRT	Will display the Graduation Requirement information.
LIST CTL ID PT NM A1 GR BY ID PT	Will display all Tests set up and will be sorted in order by the Test ID and Part number.

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Fields



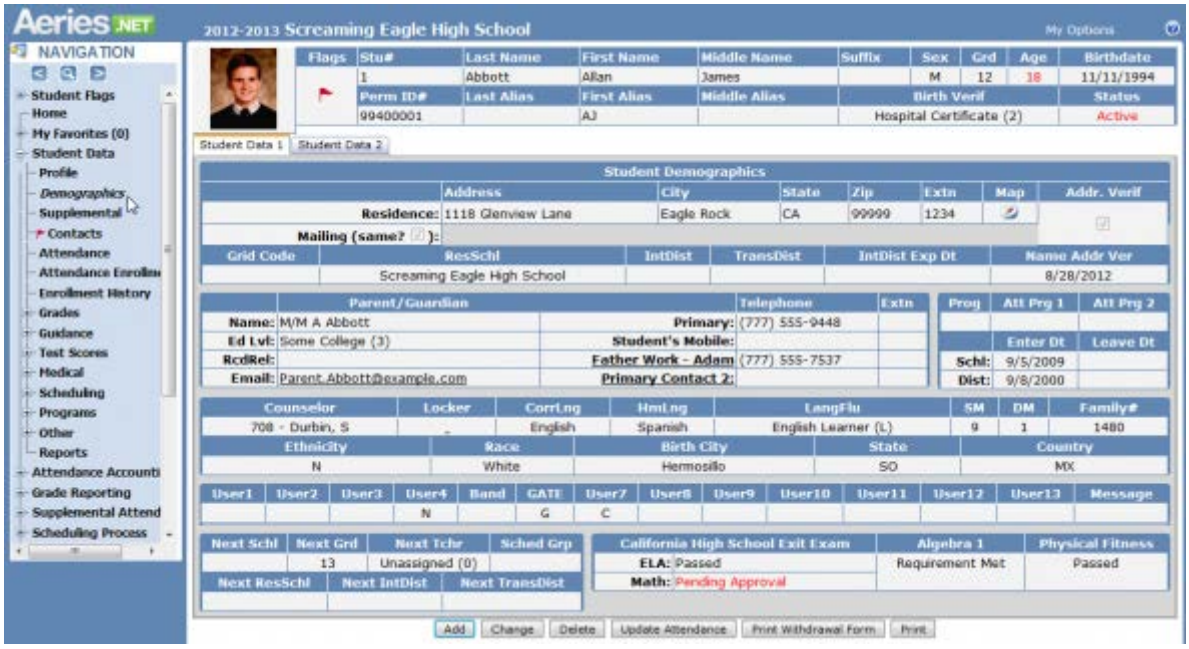


Aeries.net - Student Data Demographics

1. The **Student Data** form is utilized to add, update and display demographic information for each student enrolled at a school site. This program can be setup for an individual school site or for a District that can transfer students between school sites.

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2. A District can utilize the **District Student Locator** form to verify a student is not enrolled at another school. The **District Student Locator** form minimizes the possibility of a student being enrolled at more than one school site.



3. At the left of the form the navigation tree is displayed. These links can be utilized to access various forms with student information. The current selection is identified in italics. To navigate through the forms, simply click once on your selection

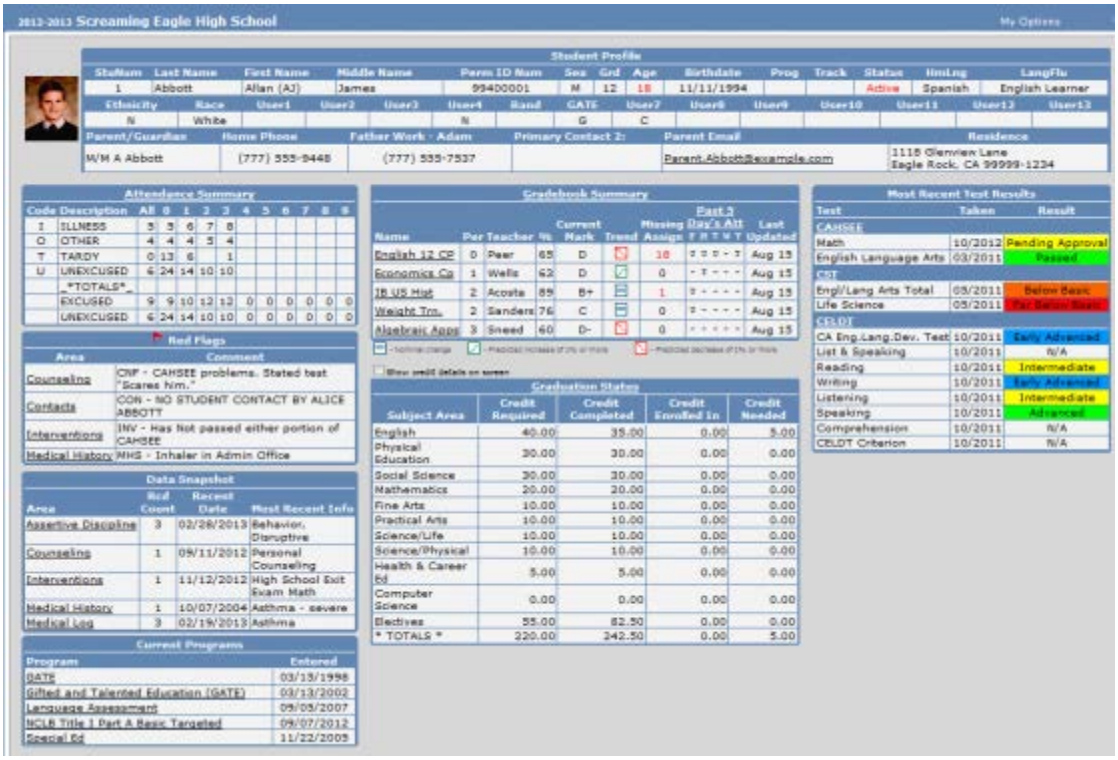
Display Student Data

1. Click the mouse on the **Student Data** node and all available data nodes will display. Click the mouse on the **Profile** node and the Profile page will display for the current student.

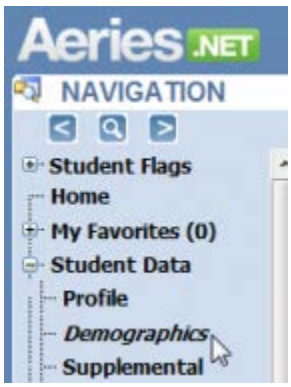


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2. The **Profile** page for the student displays any Attendance Summary, Red Flags, Data Snapshot, Current Programs, Gradebook Summary, Graduation Status and Most Recent Test Result information for the student.



3. Click the mouse on the **Demographics** node and the data will display for the first student located in the table.

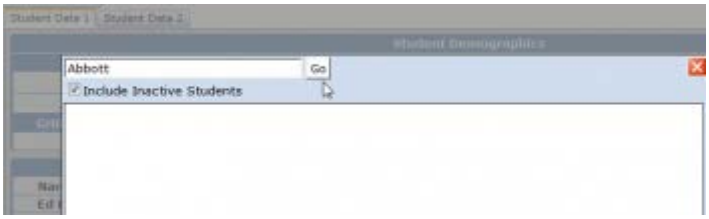


4. To select a different student, click the mouse on the **Search** button at the top of the navigation tree.

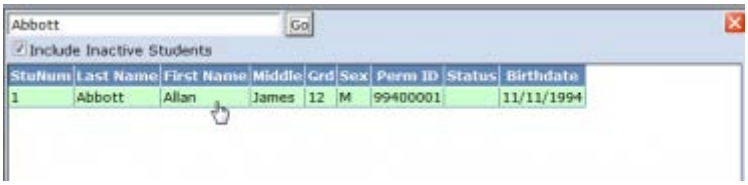
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5. A search window will display. Type the student number, the permanent ID number or type the last name of the student in the text box and click the mouse on the **GO** button.



6. All students located with the data selected will display. To select one of the students displayed, click the mouse on the student selected. The student data will now display. To exit the search window click the mouse on the **Red X**.



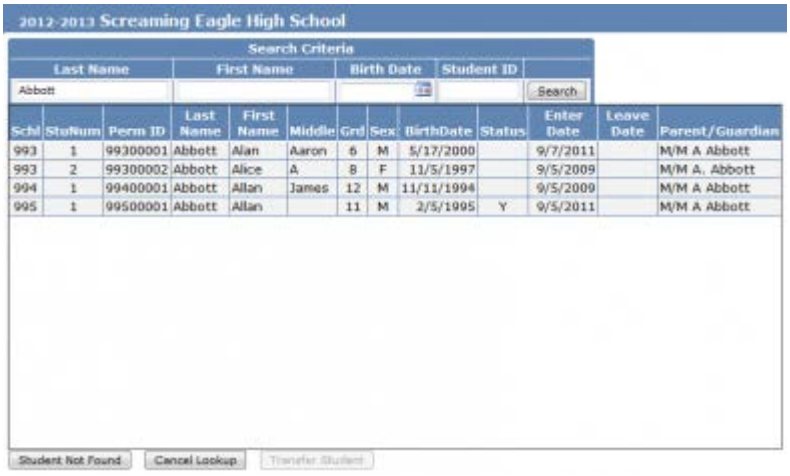
Add New Student

1. In **Student Demographics**, click the mouse on the **Add** button. A search form will display to locate a student by typing in a student's last name and first name, permanent ID number or birth date. Type the information into the field selected. Click the mouse on the **Search** button.



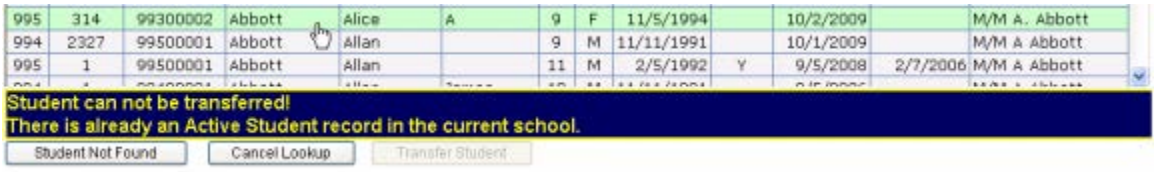
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2. A list of students enrolled in the District that meet the criteria entered will display. The student's school number, student number, permanent ID, name, grade, sex, birth date, status, enter date, leave date and parent/guardian will display.



3. Verify that the student has been flagged **inactive** from the school displayed. If the student is not inactive and flagged in the Status field, *Aeries.net* will not allow the transfer of the student.

4. If you select a student that has not been flagged as **Inactive** the following message will display at the bottom of the form and cannot be transferred.



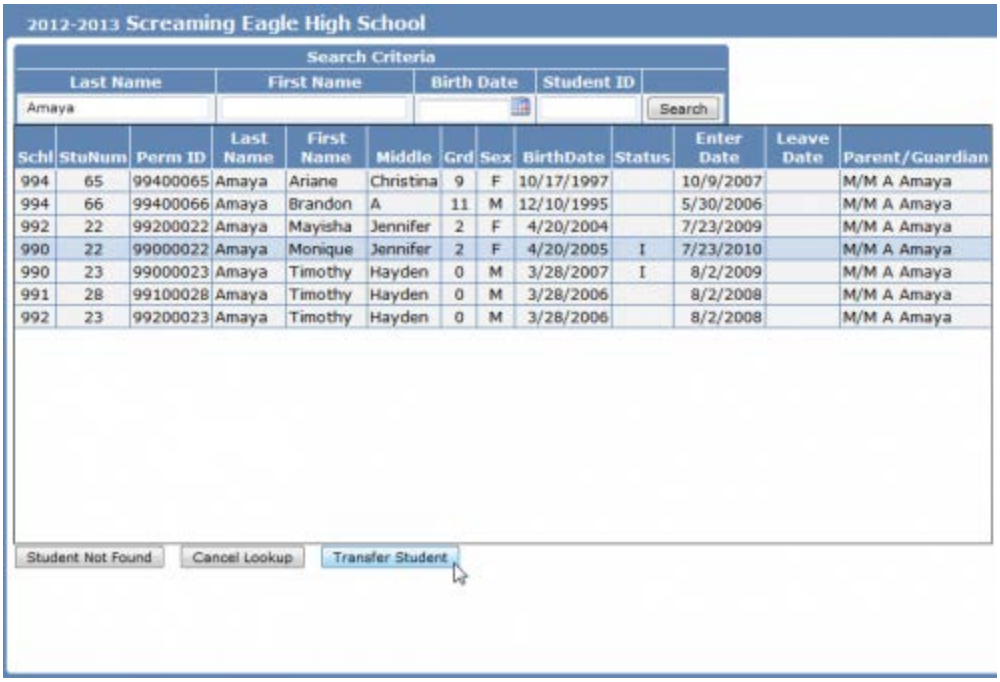
5. Select the student and click the mouse on the student's name. The student information will be **hi-lighted**. Verify the correct student has been selected.

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Schl	StuNum	Perm ID	Last Name	First Name	Middle	Grd	Sex	BirthDate	Status	Enter Date	Leave Date	Parent/Guardian
994	65	99400065	Amaya	Ariane	Christina	9	F	10/17/1997		10/9/2007		M/M A Amaya
994	66	99400066	Amaya	Brandon	A	11	M	12/10/1995		5/30/2006		M/M A Amaya
992	22	99200022	Amaya	Mayisha	Jennifer	2	F	4/20/2004		7/23/2009		M/M A Amaya
990	22	99000022	Amaya	Monique	Jennifer	2	F	4/20/2005	I	7/23/2010		M/M A Amaya
990	23	99000023	Amaya	Timothy	Hayden	0	M	3/28/2007	I	8/2/2009		M/M A Amaya
991	28	99100028	Amaya	Timothy	Hayden	0	M	3/28/2006		8/2/2008		M/M A Amaya
992	23	99200023	Amaya	Timothy	Hayden	0	M	3/28/2006		8/2/2008		M/M A Amaya

5. After selecting the student click the mouse on the **Transfer Student** button at the bottom of the form.

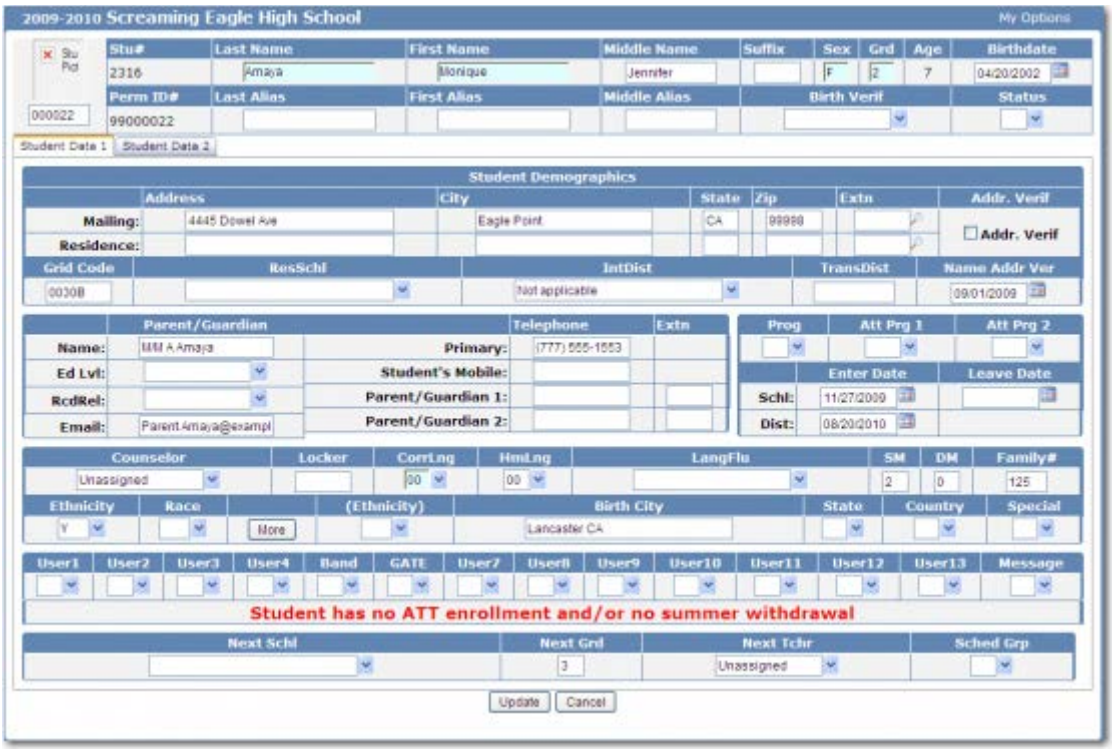


Schl	StuNum	Perm ID	Last Name	First Name	Middle	Grd	Sex	BirthDate	Status	Enter Date	Leave Date	Parent/Guardian
994	65	99400065	Amaya	Ariane	Christina	9	F	10/17/1997		10/9/2007		M/M A Amaya
994	66	99400066	Amaya	Brandon	A	11	M	12/10/1995		5/30/2006		M/M A Amaya
992	22	99200022	Amaya	Mayisha	Jennifer	2	F	4/20/2004		7/23/2009		M/M A Amaya
990	22	99000022	Amaya	Monique	Jennifer	2	F	4/20/2005	I	7/23/2010		M/M A Amaya
990	23	99000023	Amaya	Timothy	Hayden	0	M	3/28/2007	I	8/2/2009		M/M A Amaya
991	28	99100028	Amaya	Timothy	Hayden	0	M	3/28/2006		8/2/2008		M/M A Amaya
992	23	99200023	Amaya	Timothy	Hayden	0	M	3/28/2006		8/2/2008		M/M A Amaya

6. The student selected will now display on the **Student Data** form.

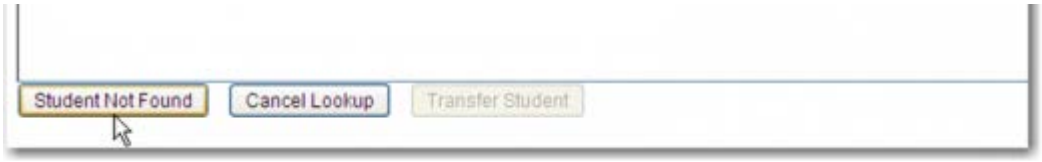
7. When the student is transferred the following message will display at the bottom of the form ***Student has no ATT enrollment and/or no summer withdrawal'''***. **The student** must **be enrolled into attendance the first day the student will begin class.**

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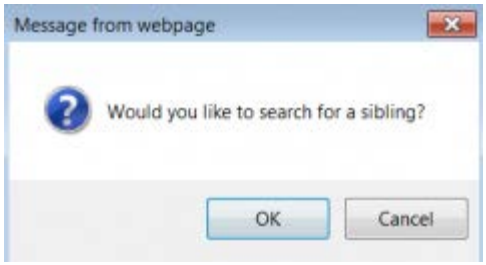


NOTE: New students DO NOT get added to attendance automatically.

8. After searching the **District** database if the student cannot be located, the student can now be manually added. Click the mouse on the **Student Not Found** button.

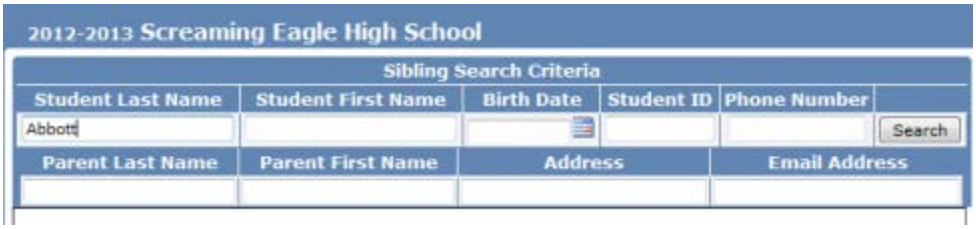


9. The following message will display to allow you to locate the student's sibling. Once located the siblings demographic information can be copied into the student being added.

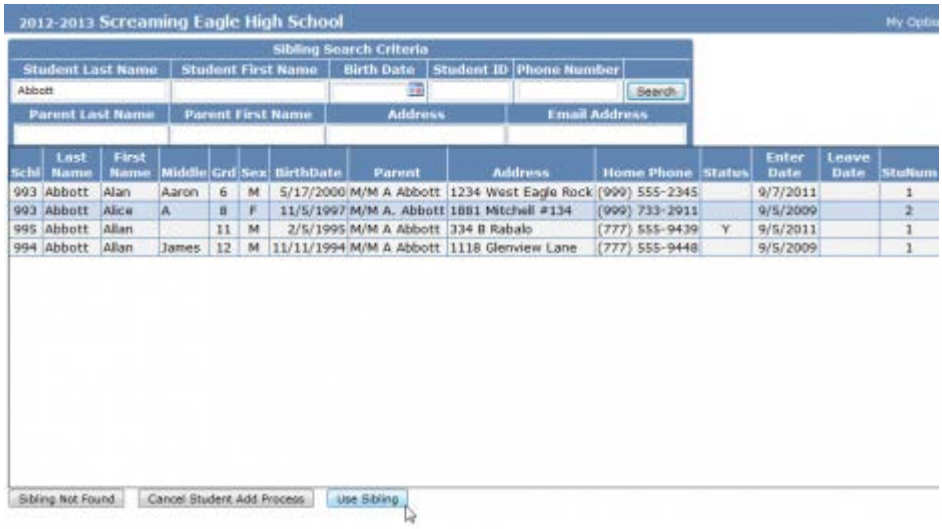


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10. Click the mouse on the **OK** button and the **Sibling Search Criteria** form will display. Enter the Students information to search by and click the mouse on the **Search** button.

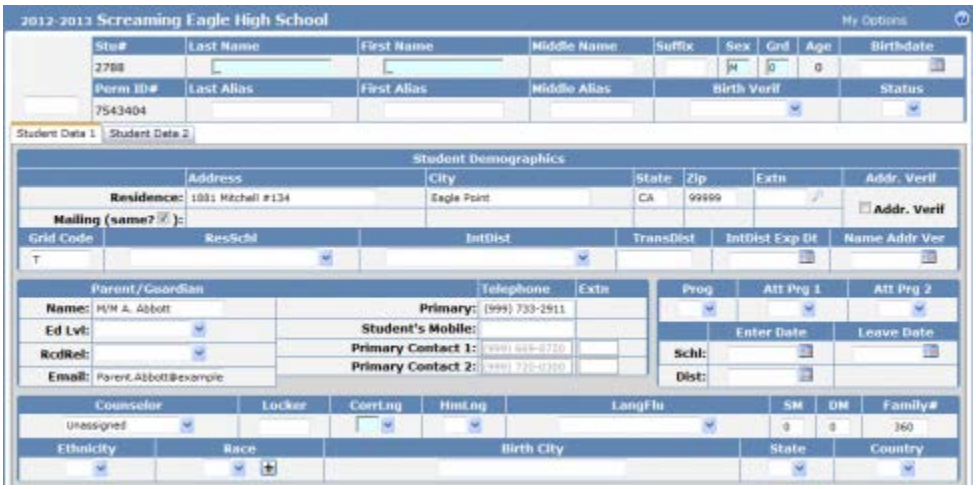


11. All students meeting the search criteria will display. If the sibling is located click the mouse on the student selected. Click the mouse on the **Use Sibling** button.



12. The **Student Data** form will display with all demographics from the sibling filled in, such as the address, parent guardian information, etc. Enter the Student's specific information such as last name, first name, birthdate etc.

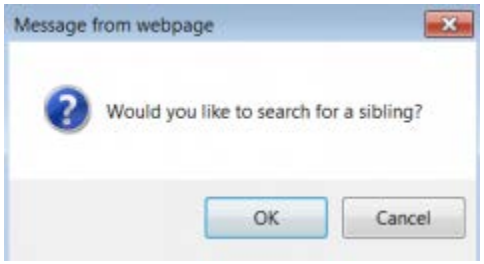
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13. After all data is entered click the mouse on the **Update** button.

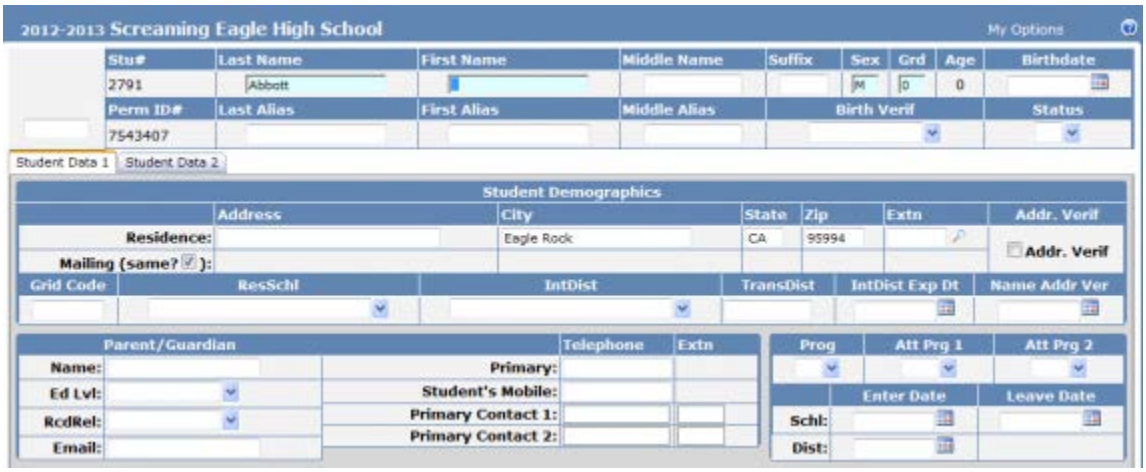


14. If you do not want to search for a student's sibling click the mouse on the **Cancel** button.



15. The **Student Data** form will display. The **Stu#** and **Perm ID#** will automatically be assigned. Enter the student's information and click the mouse on the **Update** button. The student will be added to the **STU** table.

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16. The table and fields associated with **Student Data 1** are:

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- **STU.SN** – Student Number
- **STU.FN** – First Name
- **STU.SF** – Suffix
- **STU.GR** – Grade
- **STU.ID** – ID Number
- **STU.FNA** – First Alias
- **STU.VBD** – Birth Verification
- **STU.RAD** – Residence Address
- **STU.RST** – Residence State
- **STU.AD** – Mailing Address
- **STU.ST** – State
- **STU.RZX** – Residence Zip Extension
- **STU.GC** – Grid Code
- **STU.IT** – Interdistrict
- **STU.ITE** – Interdistrict Exp. Date
- **STU.PG** – Parent/Guardian
- **STU.PED** – Parent Ed Level
- **STU.DNR** – Do Not Release
- **STU.FW** – Primary Contact 1
- **STU.MW** – Primary Contact 2
- **STU.SP** – Program
- **STU.AP2** – Attendance Program 2
- **STU.LD** – School Leave Date
- **STU.CU** – Counselor/Teacher Number
- **STU.CL** – Correspondence Language
- **STU.LF** – Language Fluency
- **STU.DM** – District Mobility
- **STU.ETH** – Ethnicity
- **STU.RC2** – Race 2
- **STU.RC4** – Race 4
- **STU.BCY** – Birth City
- **STU.BCU** – Birth Country
- **STU.U2** – User Code 2
- **STU.U4** – User Code 4
- **STU.U6** – User Code 6

- **STU.LN** – Last Name
- **STU.MN** – Middle Name
- **STU.SX** – Sex
- **STU.BD** – Birthdate
- **STU.LNA** – Last Alias
- **STU.MNA** – Middle Alias
- **STU.TG** – Status Tag
- **STU.RCY** – Residence City
- **STU.RZC** – Residence Zip
- **STU.CY** – City
- **STU.ZC** – Mailing Zip Code
- **STU.AV** – Address Verified
- **STU.RS** – Residence School
- **STU.ITD** – District of Residence
- **STU.VDT** – Name/Address Verification
- **STU.TL** – Primary Telephone
- **STU.MPH** – Student Mobile Phone
- **STU.PEM** – Parent Email Address
- **STU.FX** – Primary Contact 1 Ext.
- **STU.MX** – Primary Contact 2 Ext.
- **STU.AP1** – Attendance Program 1
- **STU.ED** – School Enter Date
- **STU.DD** – District Enter Date
- **STU.LK** – Locker
- **STU.HL** – Home Language
- **STU.SM** – School Mobility
- **STU.FK** – Family Key
- **STU.RC1** – Race 1
- **STU.RC3** – Race 3
- **STU.RC5** – Race 5
- **STU.BST** – Birth State
- **STU.U1** – User Code 1
- **STU.U3** – User Code 3
- **STU.U5** – User Code 5
- **STU.U7** – User Code 7



- **STU.U8** – User Code 8
- **STU.U10** – User Code 10
- **STU.U12** – User Code 12
- **STU.MC** – Message Code
- **STU.NG** – Next Grade
- **STU.SG** – Scheduling Group
- **STU.NIT** – Next Inter/Intra District

- **STU.U9** – User Code 9
- **STU.U11** – User Code 11
- **STU.U13** – User Code 13
- **STU.NS** – Next School
- **STU.NT** – Next Teacher
- **STU.NRS** – Next Residence School
- **STU.NTD** – Next District of Residence



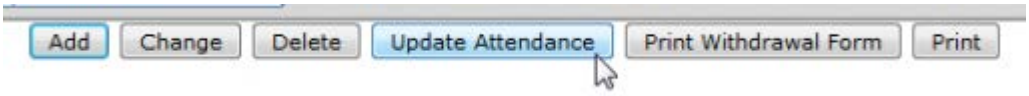
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17. When the student is added the following message will display at the bottom of the form ***Student has no ATT enrollment and/or no summer withdrawal***. The student **must** be enrolled into attendance the first day the student will begin class.

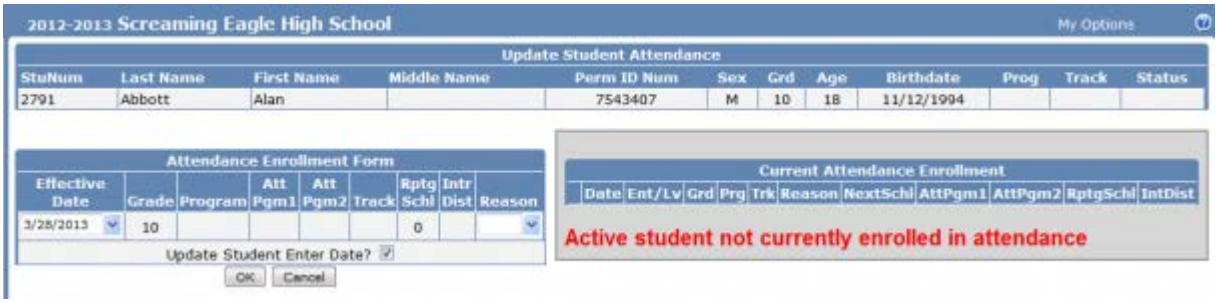
NOTE: New students DO NOT get added to attendance automatically.

Enroll New Student in Attendance

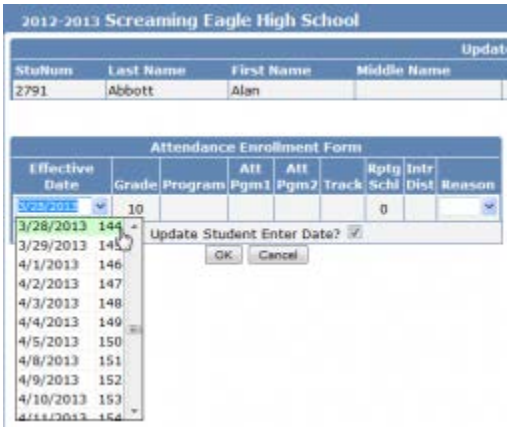
1. After a student has been added to the **STU** table they **must** be added to the **ATT** table. On the bottom of Student Demographics, click the mouse on the **Update Attendance** button.



2. The following form will display. Verify the **Attendance Enrollment Information** is correct for the student displayed.

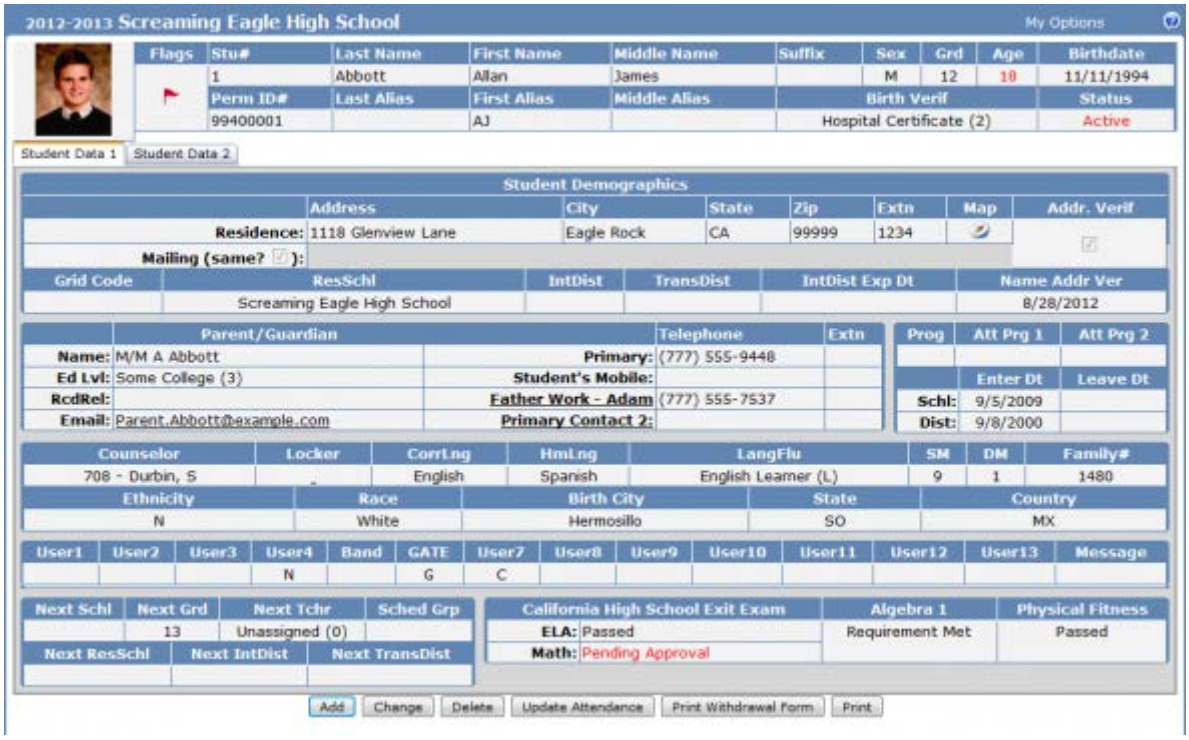


3. The **Effective Date** and **Reason** are the only fields that can be changed from this form. If the date needs to be changed and updated in the **STU** table click the mouse on the dropdown arrow. Select the new effective date and click the mouse on the **OK** button.



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4. The **Student Data** form will display. The student will now be updated into **Attendance Enrollment** form that is available from the **Navigation Tree**. The **Student Data** form will no longer display the red message at the bottom of the form.

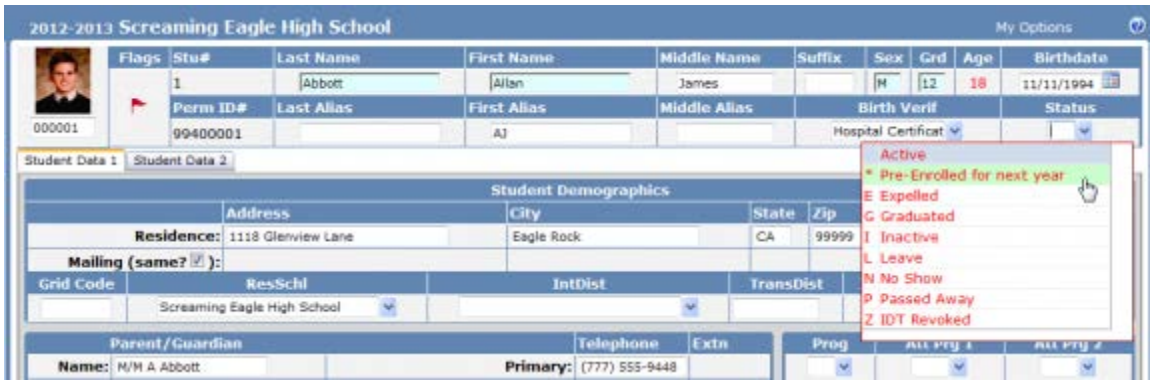


Add Pre-Enrolled Student

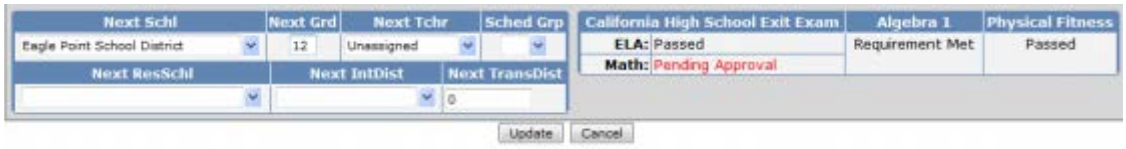
1. If a new student will be attending the school in the next year they can be **pre-enrolled** into the current school year. To pre-enroll a new student, click the mouse on the **Add** button.

2. Enter all student information. Click the mouse on the dropdown arrow for the **Status** field. Click the mouse on the ***** (asterisk) code for **Pre-Enrolled for Next Year**.

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3. The **NextGrd** field **MUST** contain the same grade as the **Grade** field for the upcoming school year. Type the same grade into the **NextGrd** field. Click the mouse on the **Update** button at the bottom of the form

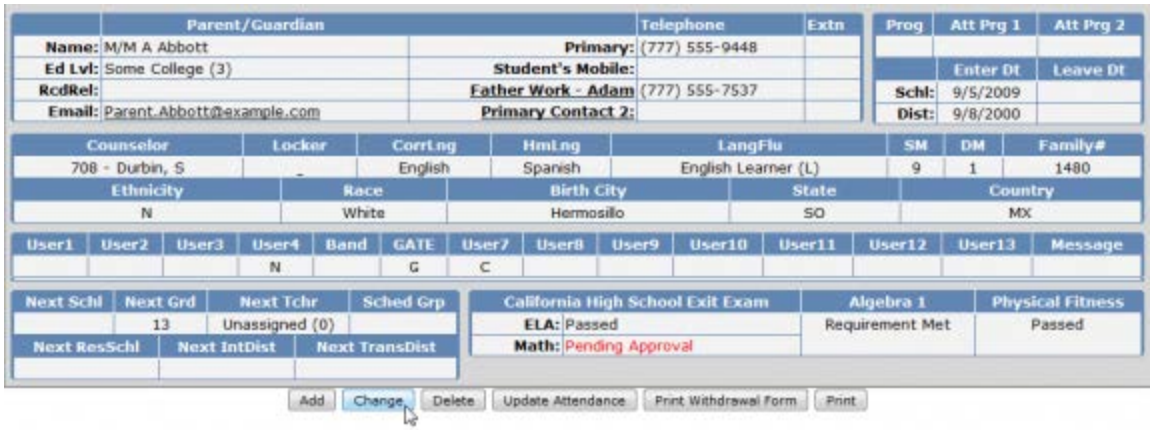


4. The student will now be added into this year's database as pre-enrolled and is inactive in the current year's file. When the new year database is created this student will "roll-over" into the new year file with the same grade level entered into the **Grade** field.

NOTE: DO NOT add pre-enrolled students into the attendance table.

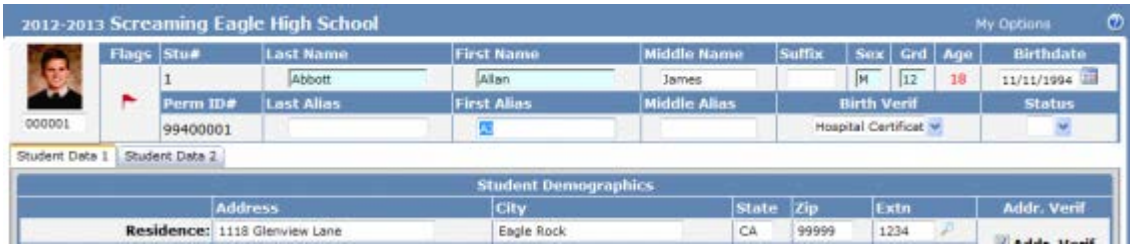
Change Student Data

1.Use the **Navigation** search options to find and select the student to be changed. Click the mouse on the **Change** button.



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2. The **Student Data** form will now display in change mode. Use the tab key to move throughout the form to the field to be changed or click the mouse directly into a field. The cursor will display in the field to be updated, such as the **First Alias** field below.



3. Enter the new information in the field selected and press **Tab** to the next field to be change.

NOTE: If the Grade field is changed you must press Tab twice.

4. When all fields have been updated click the mouse on the **Update** button.



NOTE: Use the BACK TAB function (Shift and TAB) to move backward from field to field.

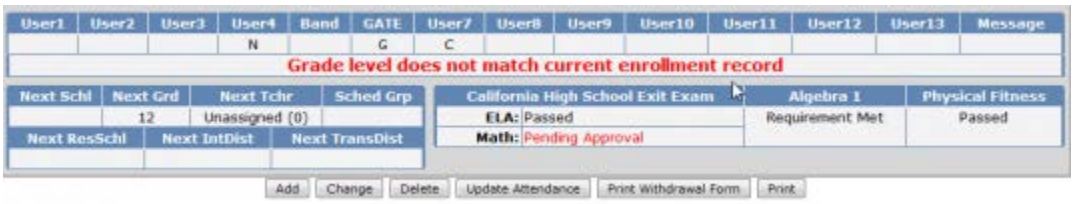
5. If a change is made to the last name, first name, middle name or sex a message will display to verify the change. To continue with the change click the mouse on the **OK** button. To reverse the change, click the mouse on the **Cancel** button. The original data will display.

File:Student Data - Aeries Net 31.png

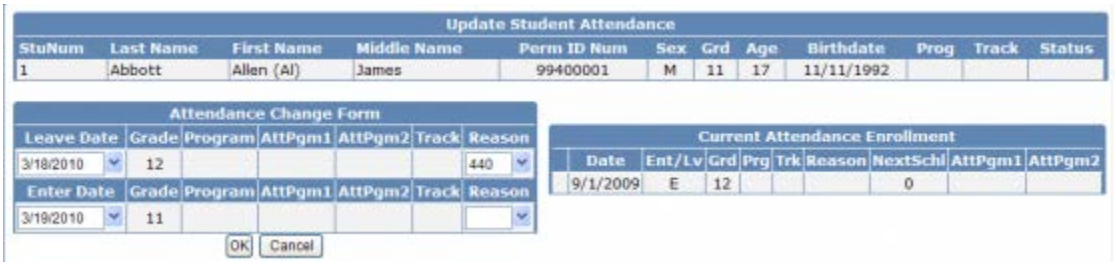
288px

6. If information is changed that affects the attendance a message will display and the data **must** be updated in the **ATT** table. For example, if you change a student's grade level, the grade level in the Attendance **must** also be updated to match.

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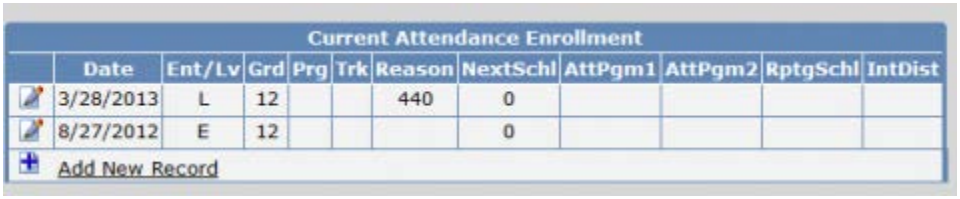


7. To update the **ATT** table, click the mouse on the **Update Attendance** button. The following form will display. The **Leave Date** will be the current date. The **Enter Date** will be the next school day in the Calendar but can be changed.



8. The grade, programs and track are display only and can **ONLY** be changed from **Student Data**. Verify all data is correct and click the mouse on the **OK** button. The screen will default back to the student demographics form.

Two entries will display on the **Attendance Enrollment** form.

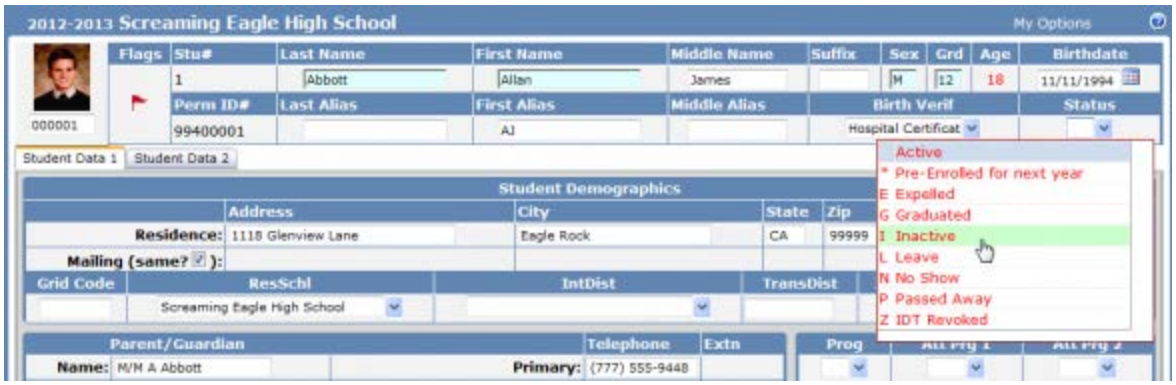


NOTE: All changes to student information that affect the ATT table should be verified in the Attendance data.

Inactivate or Withdraw a Student

1. Use the **Navigation search** options to display the student to be inactivated. Click the mouse on the **Change** button. Click the mouse on the **Status** field dropdown and select the **Inactive** code.

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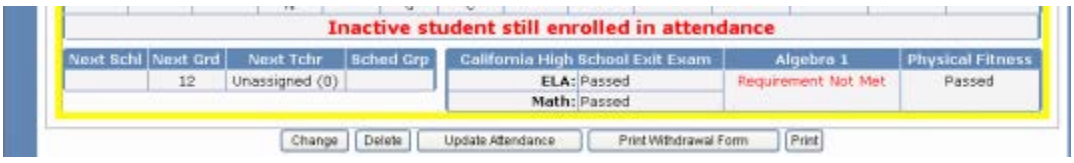
2. If the student has Course Requests or a Class Schedule the following **Options** box will display. Leaving the options selected will drop all classes or requests but can be de-selected. Verify the leave date and click the mouse on the **OK** button.



3. Inactive student still enrolled in attendance will display toward the bottom of the form. Click the mouse on the **Update** button.



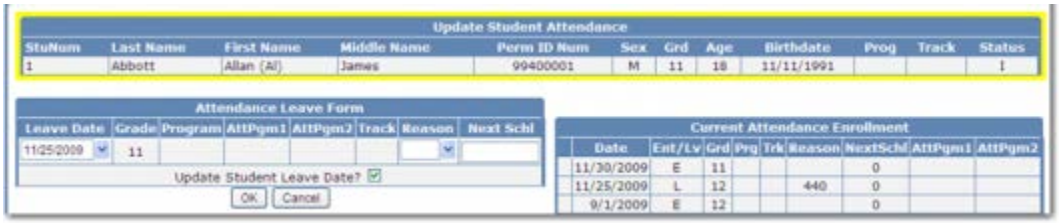
4. The student will now be inactivated and a border will display. To update the attendance record, click the mouse on the **Update Attendance** button.



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NOTE: Students 'ARE NOT> inactivated from attendance automatically.

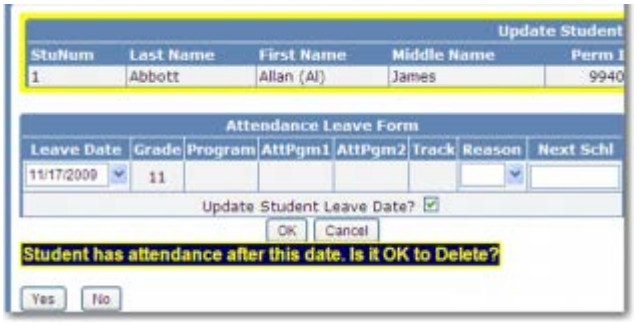
5. The **Update Student Attendance** form will display. The **Leave Date** will be the current date. To change the date the student will be inactive, type the new date into the **Leave Date** field or use the dropdown arrow to select the date from the list.



6. A **Reason** code must be entered and **Next School** can also be entered. Click **OK** to create a '**leave record**' for this student.



7. If the student has attendance records after the effective date the following error message will display. To cancel click the mouse on the **No** button. To continue click the mouse on the **Yes** button.

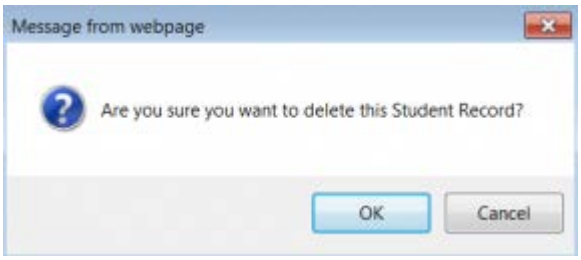


NOTE: All changes made MUST be verified in Attendance for the student record changed.

Delete Student

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1. The **Delete** function can be used to delete a student from the **STU** table. **But this function is rarely used and most schools will inactivate the student.** Use the **Navigation** search option to display the student and click the mouse on the **Delete** button. To finalize the delete click the mouse on the **OK** button and the student will be deleted from the **STU** table.

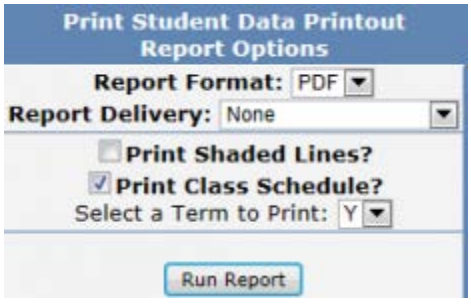


2. A student cannot be deleted if enrolled in Attendance. If a student is enrolled in attendance the following message will display after the **Delete** button has been selected. Click the mouse on the **OK** button.



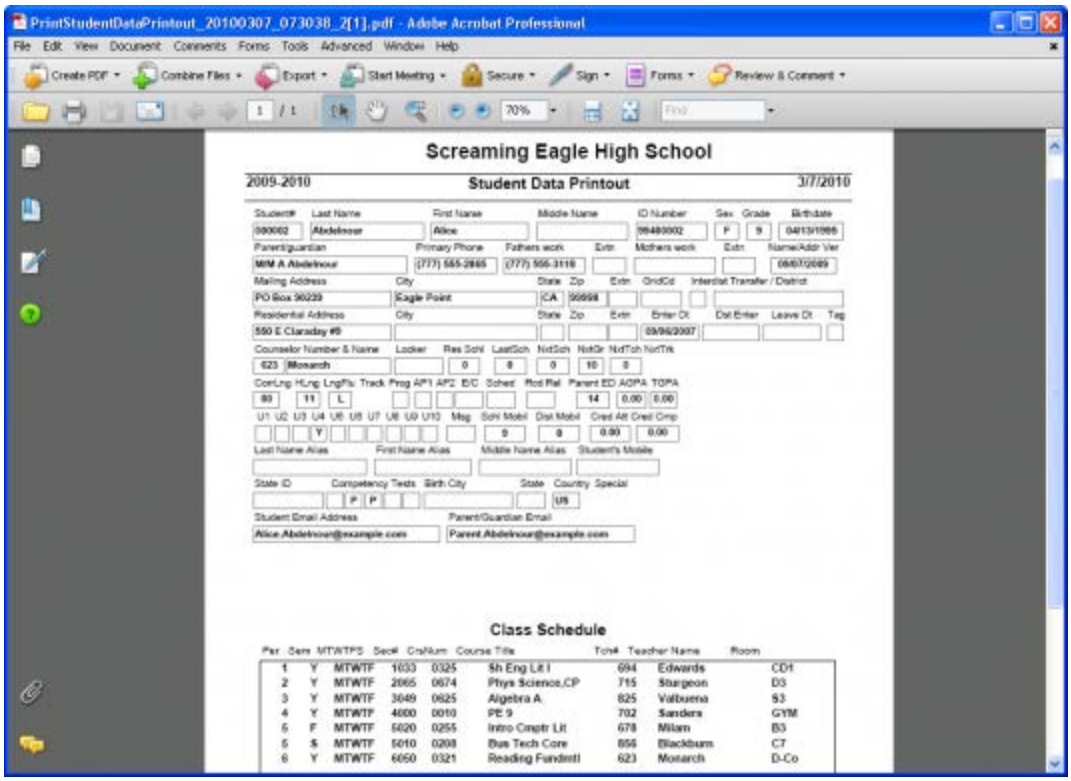
Print Student

1. To print a copy of the student data, click the mouse on the **Print** button. The following message will be displayed. Select the Term to be printed and click the mouse on the **OK** button.



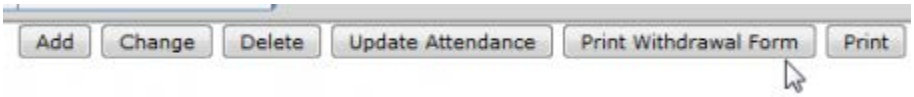
2. The following PDF will be generated with all student demographics and their class schedule.

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Print Withdrawal Form

1. To print a student withdrawal report, click the mouse on the **Print Withdrawal Form** button.



2. The following report will be generated.

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Screaming Eagle High School
6336 Eagle Crag Lane
Eagle Rock, CA. 95994
(999) 555-9994

March 28, 2013

Student Withdrawal Report

Stu#: 1 Birthdate: 11/11/1994 Age: 18 Perm ID #: 99400001
Student Name: Allan Abbott Sex: M State ID#: 1234567890
Address: 1118 Glenview Lane E/C: Leave Date:
City: Eagle Rock, CA 99999 Grade: 12 Enter Date: 9/5/2009
Locker #:
Last Day Attended: _____

Reason for leaving: _____
New Address: _____
Next School: _____
Authority for Withdrawal: _____

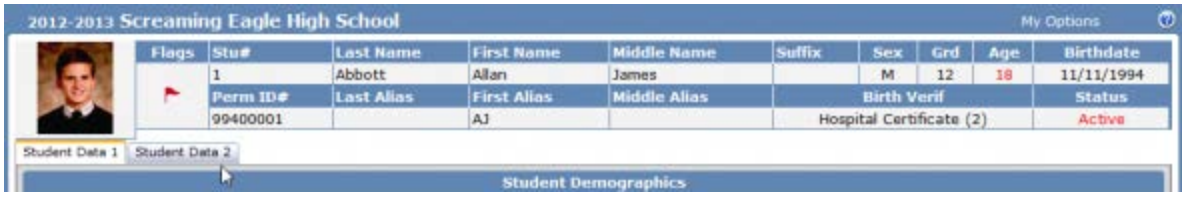
Sec#	Per	CrsID	Course title	Rm#	Teacher	Mark	Citz	W/H	Signature
1118	1	0317	IB Eng HL2	C6	Stockton				
2166	2	0726	IBHstAm2/HEcCv	Z2	Acosta				
3194	3	0427	IB Span HL 2	BC3	Alvarado				
4188	4	0714	Economics Cp	T1	Bryan, R				
5133	5	0698	IB Biology SL	Q23	Smith				

* Please sign above and show average grade from the beginning of the current semester to the present time.

Clearance: _____
ID Card: _____
Library Books: _____
Bookkeeper: _____
Locker: _____
Attendance: _____
Administration: _____
Additional Info.: _____

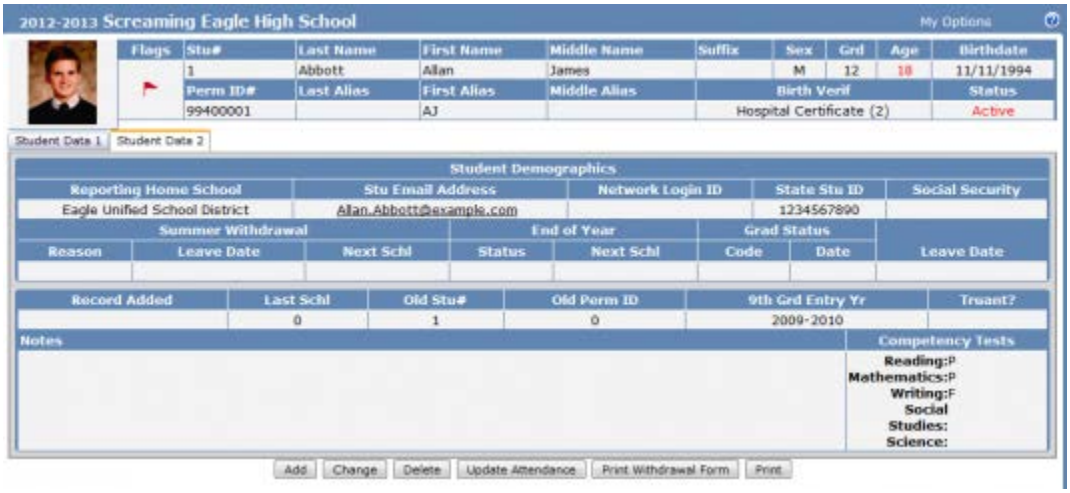
Student Data 2

1. At the top of the form the **Student Data 1** and **Student Data 2** tabs display. These tabs allow you to access between the various student information to update or display without leaving the **Student Data** form.



2. The **Student Data 2** is accessible by clicking the mouse on the tab and **Additional Student Data** will display. Use the **Change** button to update data on this form.

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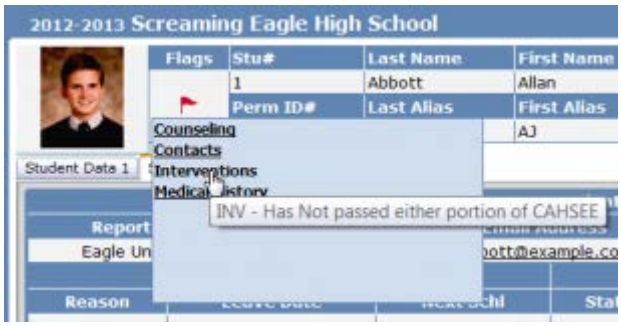
3. The table and fields associated with **Student Data 2** are:

- **STU.SN** – Student Number
- **STU.FN** – First Name
- **STU.SF** – Suffix
- **STU.GR** – Grade
- **STU.ID** – ID Number
- **STU.FNA** – First Alias
- **STU.VBD** – Birth Verification
- **STU.HS** – Reporting Home School
- **STU.NID** – Network Login ID
- **STU.CID** – State Student ID
- **STU.SWR** – Summer Withdrawal Reason
- **STU.SNS** – Summer Withdrawal Next School
- **STU.ENS** – End of Year Next School
- **STU.DG** – Completion Status Date
- **STU.RSY** – Record Added
- **STU.ON** – Old Student Number
- **STU.INE** – Initial 9th Grade Entry Year
- **STU.CO3** – Student Notes
- **STU.LN** – Last Name
- **STU.MN** – Middle Name
- **STU.SX** – Sex
- **STU.BD** – Birthdate
- **STU.LNA** – Last Alias
- **STU.MNA** – Middle Alias
- **STU.TG** – Status Tag
- **STU.SEM** – Student Email Address
- **STU.VPC** – Verification Passcode
- **STU.SS** – Social Security Number
- **STU.SLD** – Summer Leave Date
- **STU.EOY** – End of Year Status
- **STU.HSG** – Completion Status
- **STU.LD** – School Leave Date
- **STU.LS** – Last School
- **STU.OID** – Old Perm ID Number
- **STU.TRU** – Truant?

Special Options

1. There are options available from **Student Data** that perform various functions. If a student has been flagged from another form a **Red Flag** will display next to the student picture. Click the mouse on the red flag and all Student forms that have been flagged will display. If a comment was added to the **Red Flag** when you scroll the mouse over the form name the comment will display.

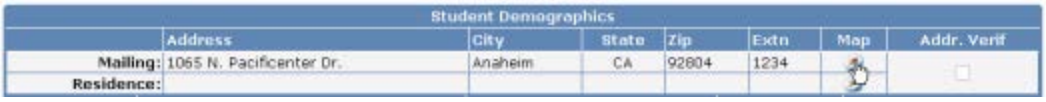
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2. To display the flag information click the mouse on the form selected, for example, **Counseling**. The **Counseling** form will display with a **Red Flag** in the top left hand corner and if available a **Red Flag Comment**.

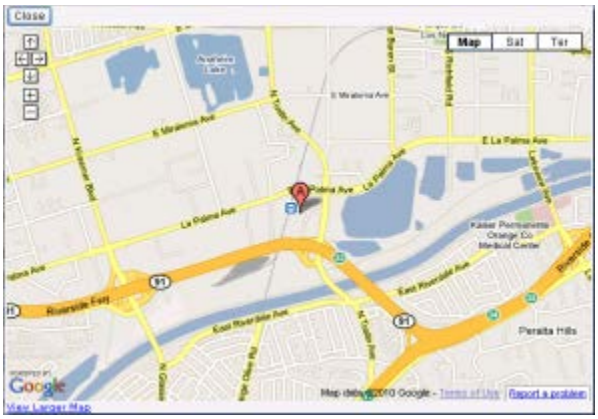


3. A display map icon is also available next to the students address. Click the mouse on the **Map** icon.

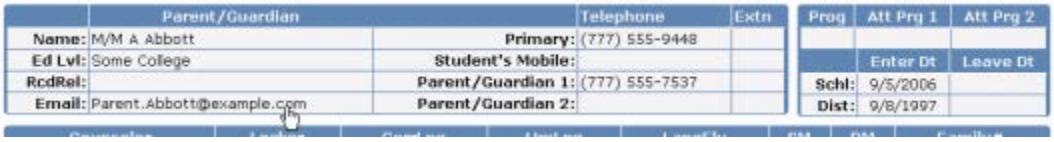


4. A map for the address selected will display.

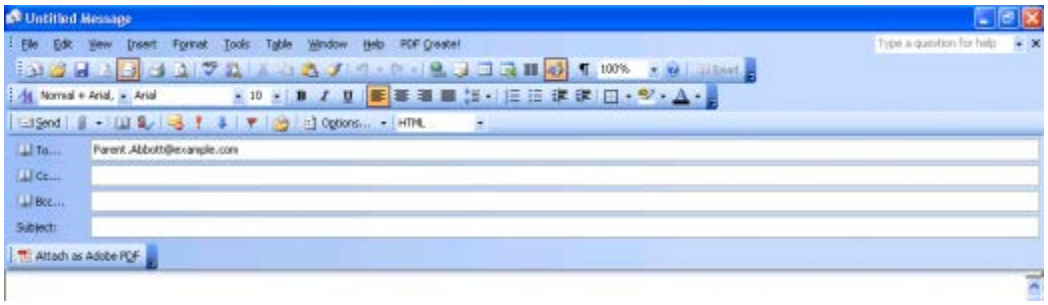
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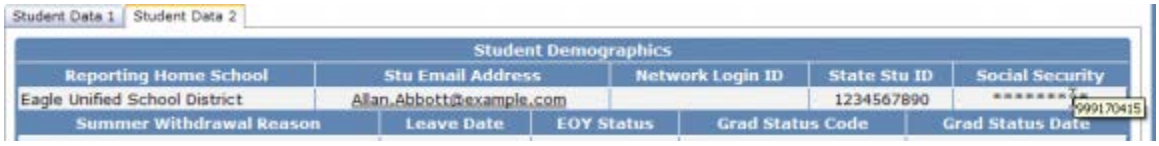
5. There are email address fields for the Parent/Guardian and Student.



6. When you click the mouse on the email address your email program will open and load the email address. For example, after clicking the email address Microsoft Outlook has opened.

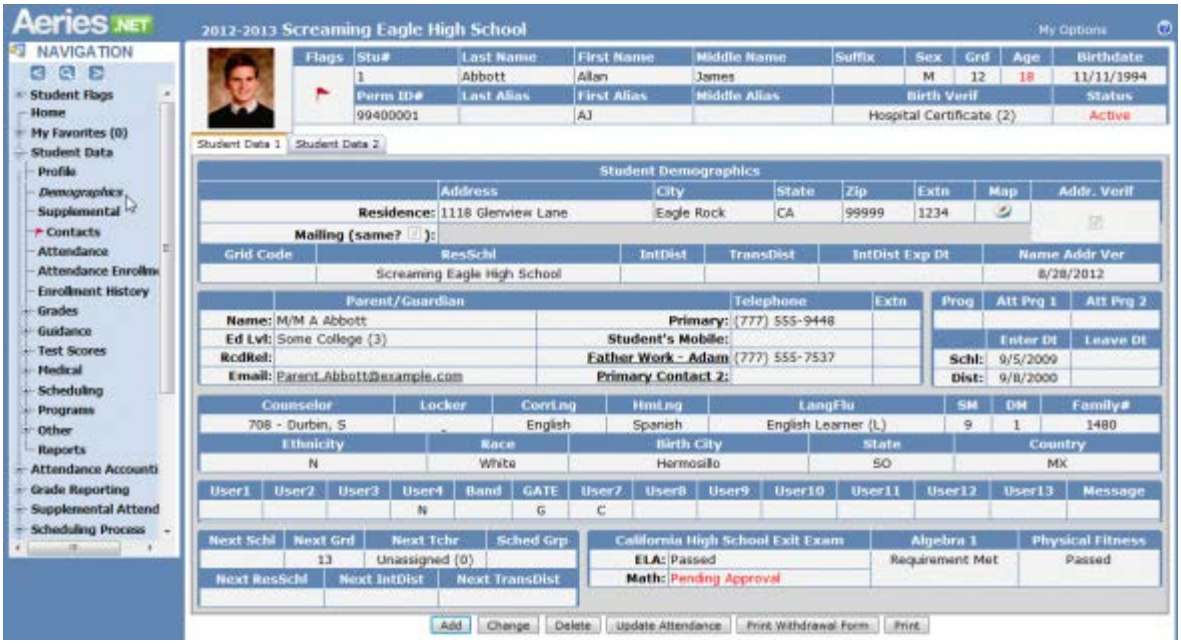


7. If the **Social Security** number has been entered it will display hidden with asterisks in the field. The **Social Security** number can be displayed by scrolling the mouse over the field.



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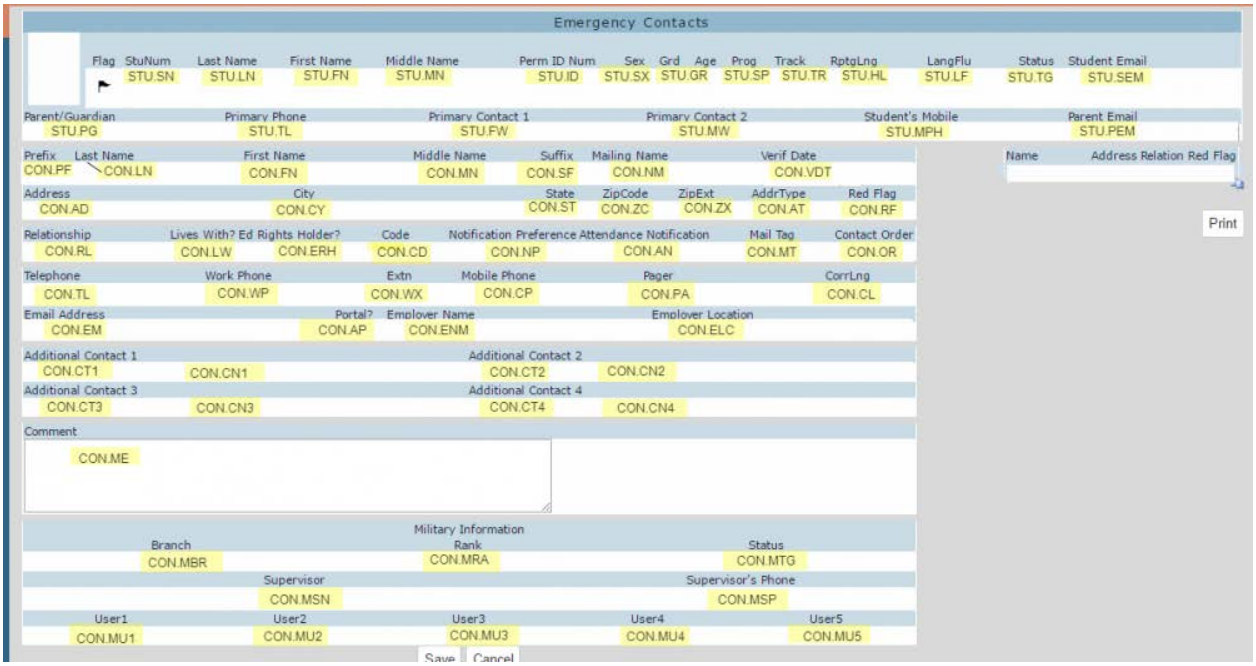
8. The **Navigation Tree** on the left side of the form will provide you access to additional forms. Each form contains information that can be displayed or updated for the current student displayed.



9. To access specific data for the student displayed click the mouse on a specific form listed in the navigation tree.

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Fields



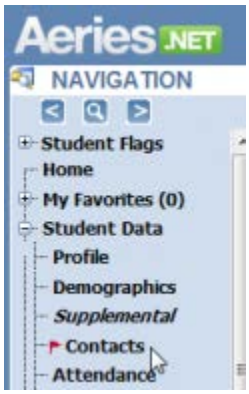
[Collapse]

Aeries.net - Student Data Contacts

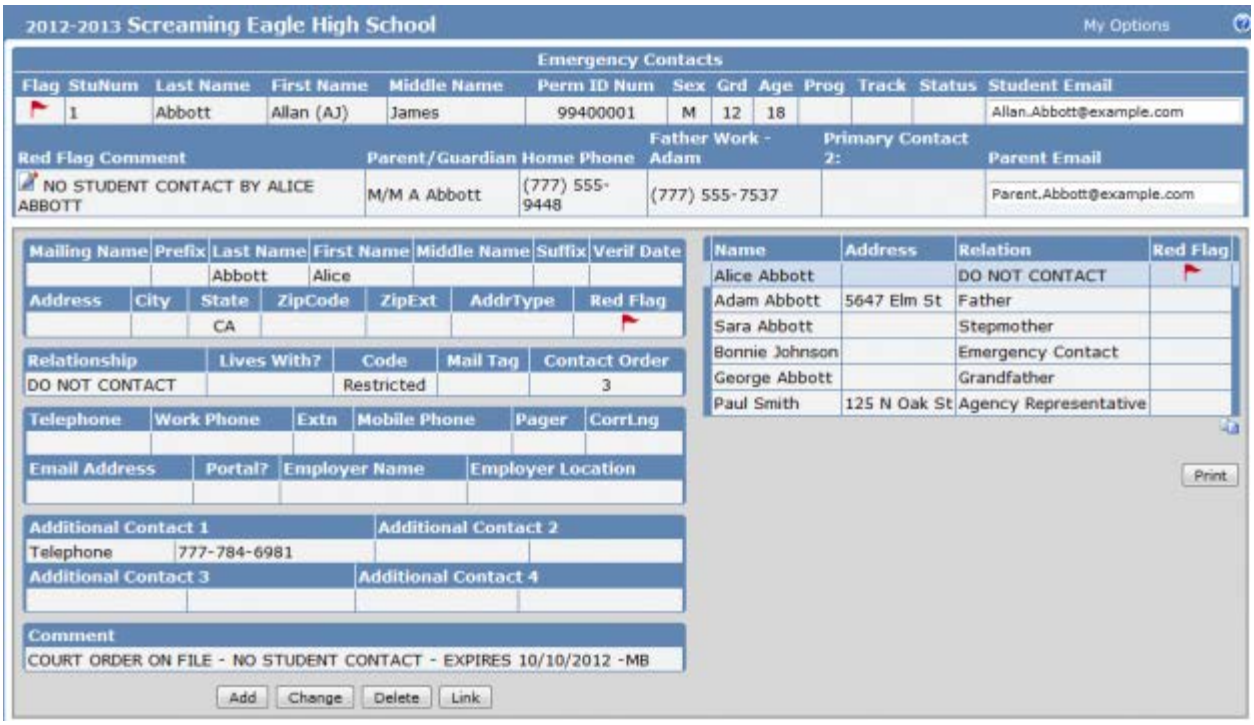
1. The **Contacts** form is used to store emergency contacts including other individuals besides the parents who are allowed to pick up the student. This form also allows you to add individuals who should receive a **copy of all mail or only grades**.

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2. To access the **Contacts** form, click the mouse on the **Contacts** node on the Navigation Tree.



3. The **Contact** data will display for the first student located in the table.



4. The table and fields associated with **Contacts** form are:

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- **CON.NM** – Mailing Name
- **CON.LN** – Last Name
- **CON.MN** – Middle Name
- **CON.VDT** – Verification Date
- **CON.CY** – City
- **CON.ZC** – Zip Code
- **CON.PF** – Prefix
- **CON.FN** – First Name
- **CON.SF** - Suffix
- **CON.AD** - Address
- **CON.ST** - State
- **CON.ZX** – Zip Extension



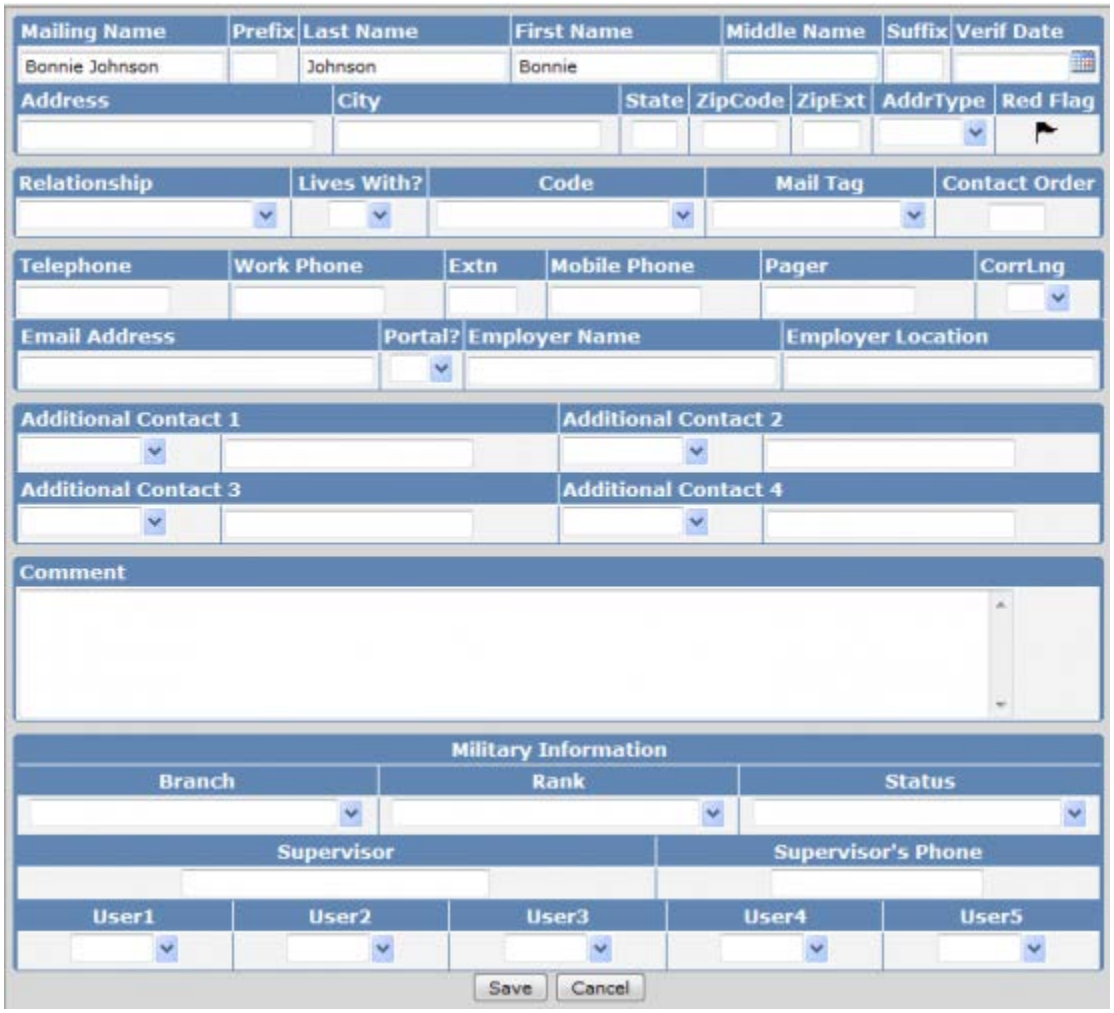
- **CON.AT** – Address Type
- **CON.RL** – Relationship
- **CON.CD** – Code
- **CON.OR** – Contact Order
- **CON.WP** – Work Phone
- **CON.CP** – Mobile Phone
- **CON.CL** – Correspondence Language
- **CON.AP** – Access to Portal
- **CON.ELC** – Employer Location
- **CON.CN1** – Additional Contact 1 Number
- **CON.CN2** – Additional Contact 2 Number
- **CON.CN3** – Additional Contact 3 Number
- **CON.CN4** – Additional Contact 4 Number
- **CON.MBR** – Military Branch
- **CON.MTG** – Military Status
- **CON.MSP** – Supervisor's Phone
- **CON.MU2** – Military User 2
- **CON.MU4** – Military User 4
- **CON.RF** – Red Flag
- **CON.LW** – Lives With
- **CON.MT** – Mail Tag
- **CON.TL** - Telephone
- **CON.WX** - Extension
- **CON.PA** - Pager
- **CON.EM** – Email Address
- **CON.ENM** – Employer Name
- **CON.CT1** – Additional Contact 1
- **CON.CT2** – Additional Contact 2
- **CON.CT3** – Additional Contact 3
- **CON.CT4** – Additional Contact 4
- **CON.ME** - Comments
- **CON.MRA** – Military Rank
- **CON.MSN** - Supervisor
- **CON.MU1** – Military User 1
- **CON.MU3** – Military User 3
- **CON.MU5** – Military User 5



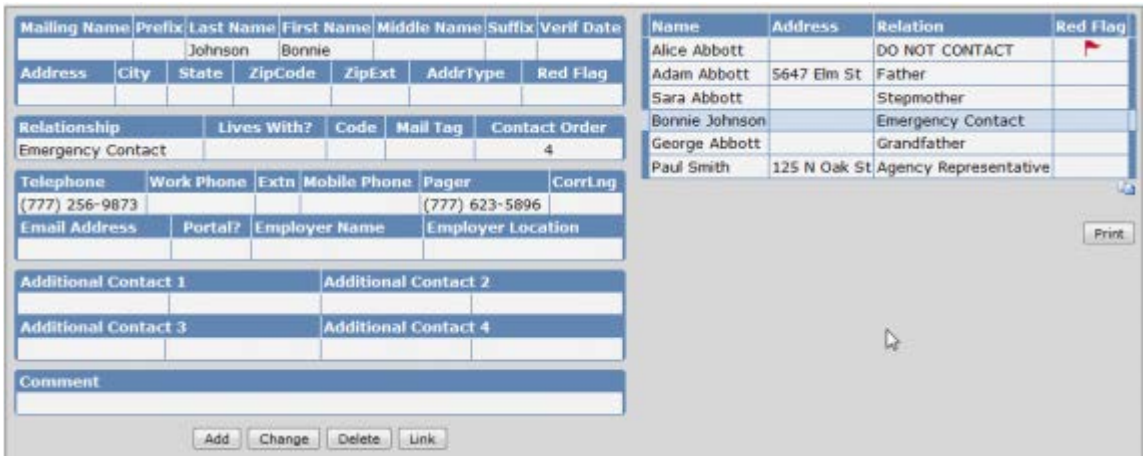
Add Contact

1. To add a new Contact, click the mouse on the **Add** button. A blank record will display. Press **Tab** and the cursor will display in the first field. Enter the **Contact Name** and press **Tab** to selected fields. When all data is entered click the mouse on the **Save** button.

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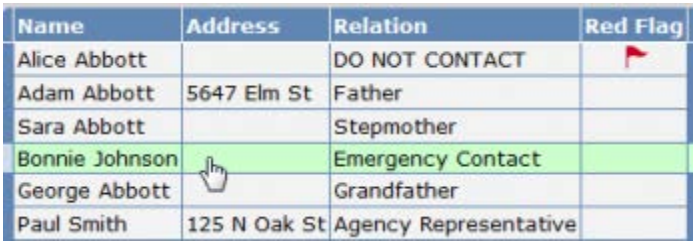
2. The new **Contact** record will display on the right hand side.



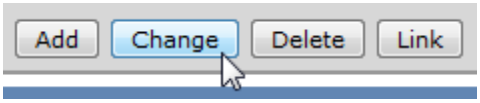
© 2017 Marin County Office of Education

Change Contact

1. To change information for a **Contact** click the mouse on the Contact on the right side and the record will be hi-lighted.



2. Click the mouse on the **Change** button.



3. Press **Tab** and the first field will be hi-lighted. Press **Tab** to access the fields and enter any changes.



4. When all data is entered click the mouse on the **Save** button.



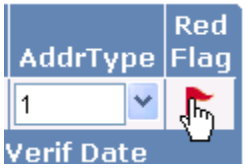
Add Red Flag

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1. A **Red Flag** can be added to a Contact record as an indicator that this individual has important information added to their record.

2. To add a **Red Flag** click the mouse on the **Change** button. Click the mouse on the **Black Flag** in the right hand corner and the Flag will now display red.

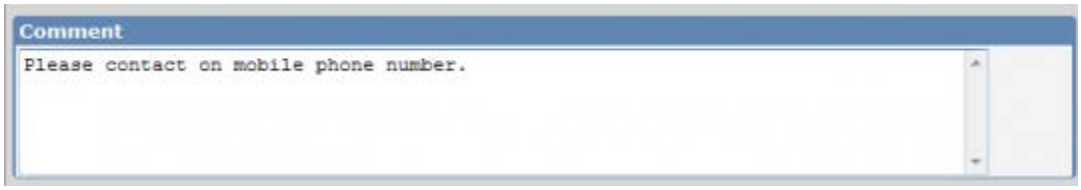




3. Specific information is available from the **Relationship** field drop down that can be selected.



4. Comments can also be added to the Contact record.



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5. When all data is entered click the mouse on the **Save** button.



6. The **Red Flag** will now display under the **Red Flag** column for the record selected.

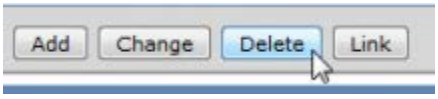
Name	Address	Relation	Red Flag
Alice Abbott		DO NOT CONTACT	
Adam Abbott	5647 Elm St	Father	
Sara Abbott		Stepmother	
Bonnie Johnson		Emergency Contact	
George Abbott		Grandfather	
Paul Smith	125 N Oak St	Agency Representative	

Delete Contact

1. To delete a Contact record click the mouse on the **Contact** to be deleted on the right side and the record will be hi-lighted.

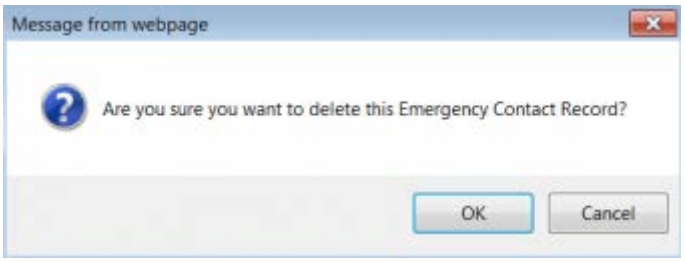
Name	Address	Relation	Red Flag
Alice Abbott		DO NOT CONTACT	
Adam Abbott	5647 Elm St	Father	
Sara Abbott		Stepmother	
Bonnie Johnson		Emergency Contact	
George Abbott		Grandfather	
Paul Smith	125 N Oak St	Agency Representative	

2. Click the mouse on the **Delete** button.

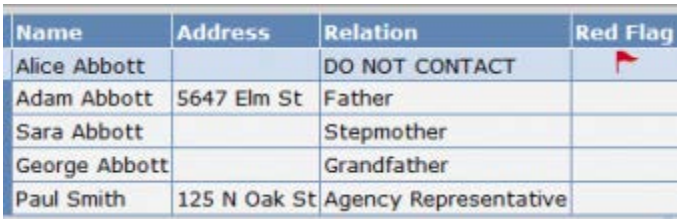


3. The following message will display. Click the mouse on the **OK** button to continue.

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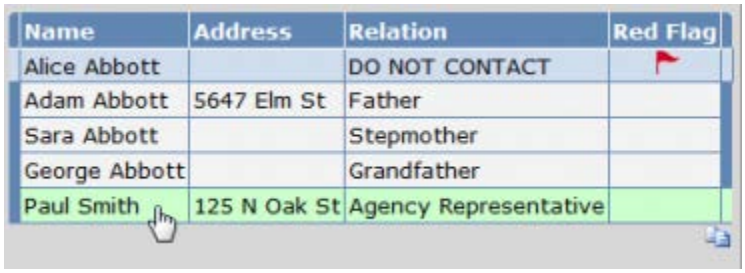


4. This record will permanently be removed and will no longer display in the Contact list on the right side.

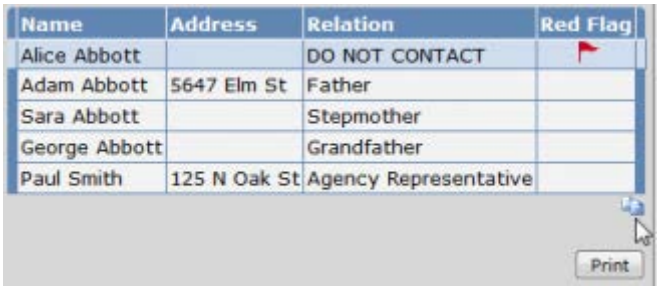


Copy Contact

1. A contact record can be copied from one student to another. To copy a contact record to another student, click the mouse on the contact record to be copied

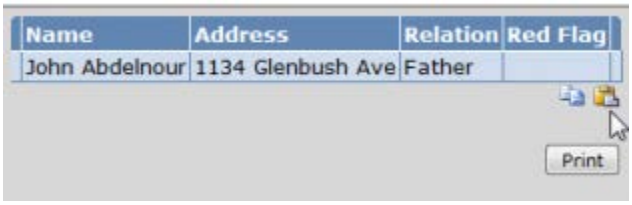


2. Click the mouse on the **Copy** icon.

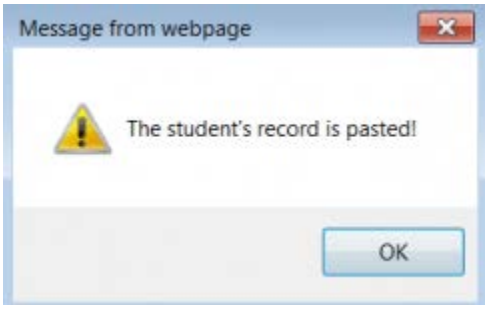


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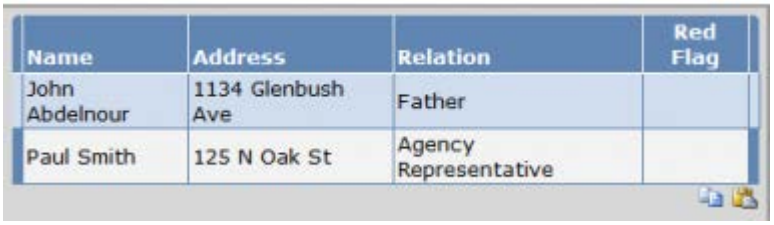
3. Navigate to the Contact screen of the student to copy the contact record to. To copy the contact record, click the mouse on the **Paste** Icon.



4. The following message will display. Click the mouse on the **OK** button.



5. The copied contact record will now display on the student's contact list.



Contact List

1. To **Print** a Contact List, click the mouse on the **Print** button. The following PDF will be generated with all of the contact information.

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Screaming Eagle High School

3/27/2010

2009-2010 — **Student Contacts** — Page 1

Student#	Last Name	First Name	Middle Name	ID Number	Sex	Grade	Birtdate
000001	Abbott	Allen	James	99400001	M	11	11/11/1992

Name	Address	City	State	Zip	Telephone	Work Phone	Extn	Cell Phone	Pager
Adam Abbott	5647 Elm St	Eagle rock	CA	99998	(999) 555-1234	(777) 555-7537		(989) 955-5123	(555) 444-1234

Alternate Phone :

Relation: Father **E-mail Address:** adam@yahoo.com

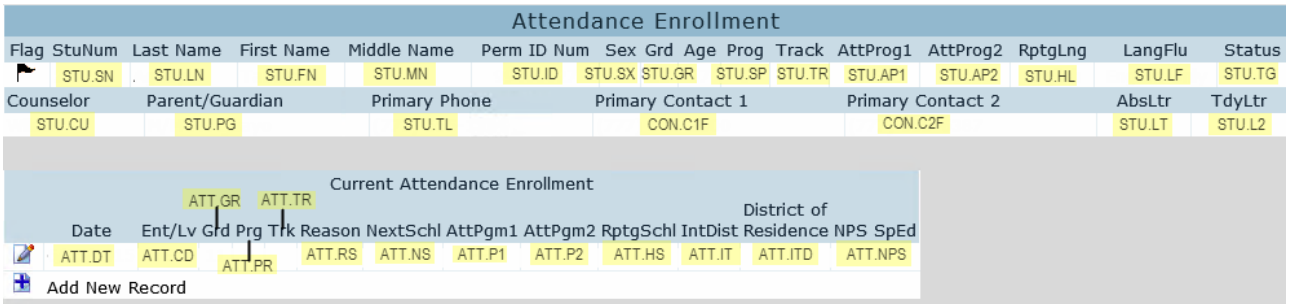
Sara Abbott	5647 Elm St.	Anaheim	CA	99999	(777) 555-9448	(999) 555-1234		(777) 569-1498	

Answering Service :

Relation: Stepmother **E-mail Address:** sara@yahoo.com

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Fields



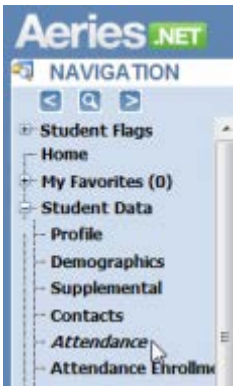
[Collapse]

Aeries.net - Student Data Attendance

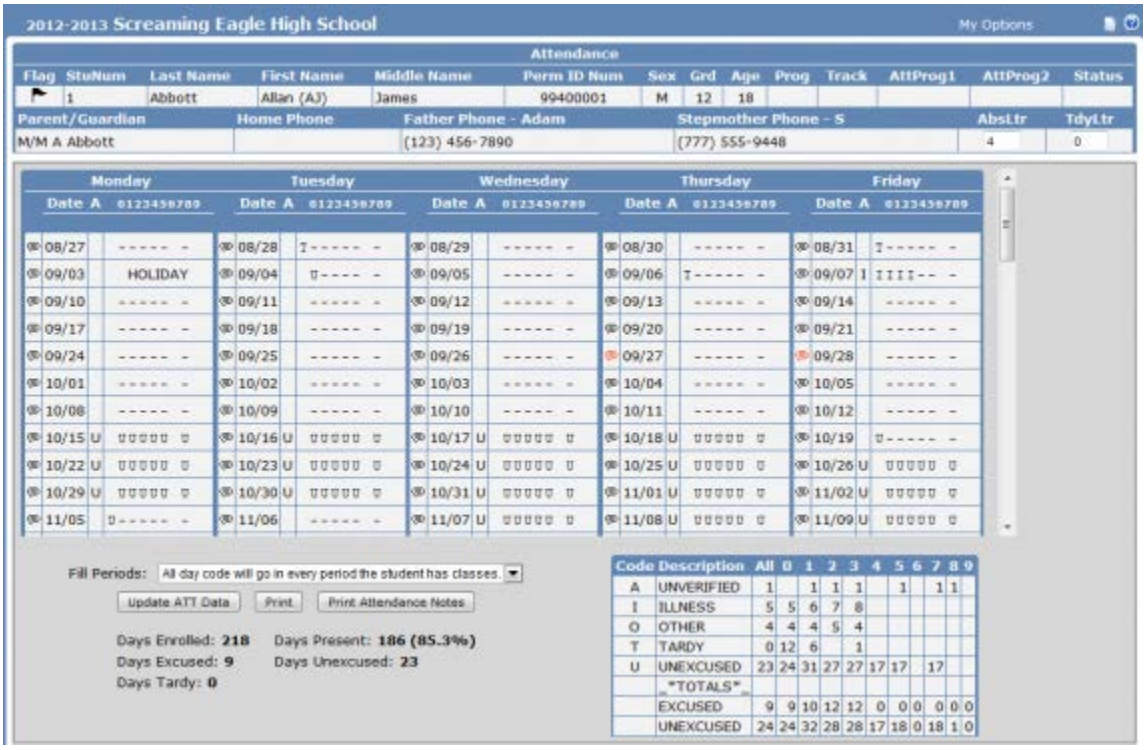
1. The **Attendance** form is used to display or update a student's attendance record. The Attendance data is usually updated through scanning attendance sheets or from **Aeries Browser Interface or Aeries.Net Portals**. The form will display the first week in the calendar at the top of the form.

2. To access the **Attendance** form, click the mouse on the **Attendance** node on the Navigation Tree.

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3. The Attendance form for the student will display.



4. The table and fields associated with the **Attendance** form are:

- **ATT.DT** – Date
- **ATT.A0** – Period 0 Code
- **ATT.A2** – Period 2 Code
- **ATT.A4** – Period 4 Code
- **ATT.A6** – Period 6 Code
- **ATT.A8** – Period 8 Code
- **ATT.AL** – All Day Code
- **ATT.A1** – Period 1 Code
- **ATT.A3** – Period 3 Code
- **ATT.A5** – Period 5 Code
- **ATT.A7** – Period 7 Code
- **ATT.A9** – Period 9 Code

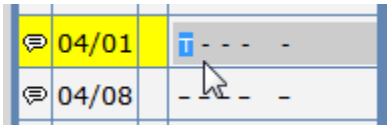
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5. To view additional attendance days place the cursor on the scroll bar and hold down the left side of the mouse. Scroll up or down to display additional records.

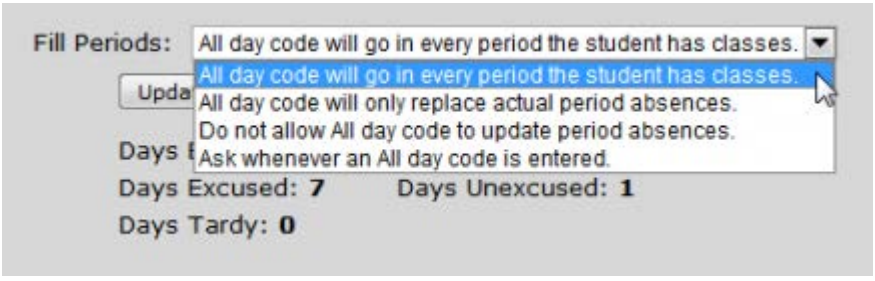


Update Attendance

1. To update a particular attendance record, click the mouse on the period to be changed. Enter the new attendance code or to clear the code press **Space bar**. Press **Enter**. The Attendance code will be updated.

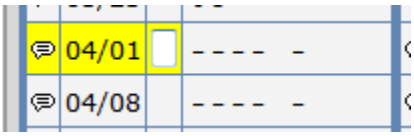


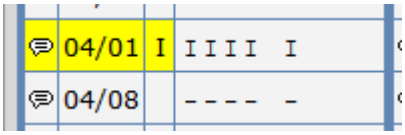
2. To update all periods for a particular day, click the mouse on the **Fill All Periods** option at the bottom of the form. Select an option from the drop down list.



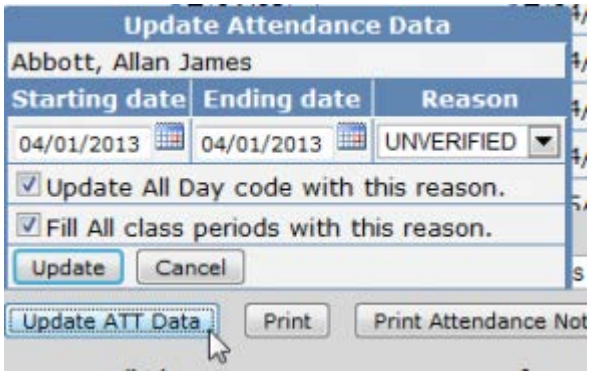
3. Click the mouse in the **All Day Field** code and enter the Attendance Code. All Periods will be filled with the code entered.

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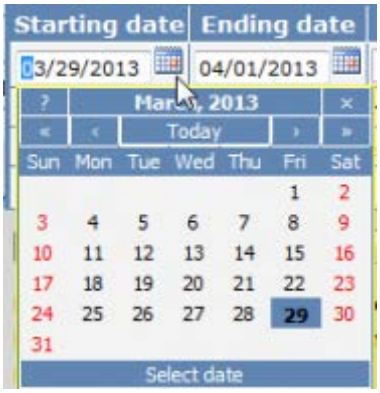




4. To update the attendance for a particular date or date range, click the mouse on the **Update ATT Data** button. The following selection box will display with the student's name. The **Starting** and **Ending** date will default to the current date.



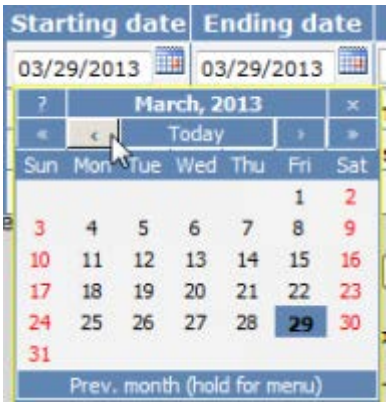
5. To select a different date enter a new date into the starting and ending date fields or click the mouse on the date picker icon. A small calendar will display with the current month displayed. Click the mouse on the new date selected.



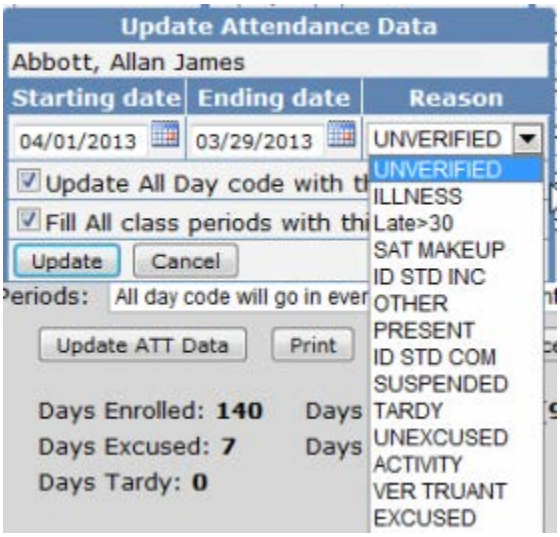
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6. To select a different month click the mouse on the **Next Month** button or **Previous Month** button. Click the mouse on the date selected.



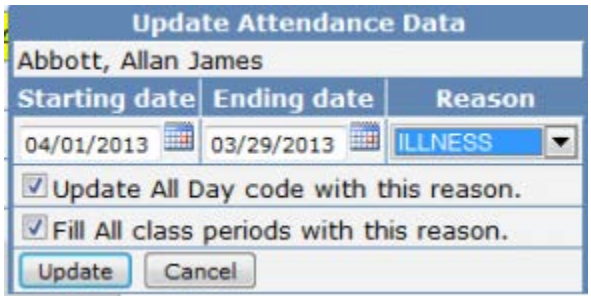


7. The **Reason** code will default to **Unverified**. To select a different code click the mouse on the drop down arrow. Click the mouse on the **Reason** code selected.

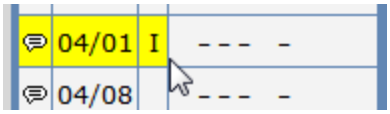


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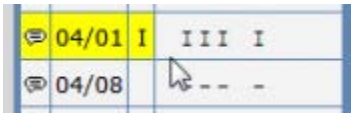
8. To update the **All Day Code Reason** or **Fill All Class Periods** click the mouse on the option selected. After all data has been selected click the mouse on the **Update** button.



9. If **Update All Day Code** is selected ONLY the All Day code will be filled. If Fill **All Class Periods** is selected all periods will be filled with this code. If **BOTH** options are selected the **All Day Code** and **All Periods** will be filled.

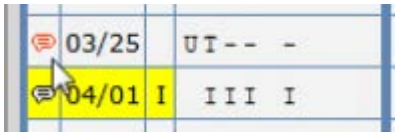






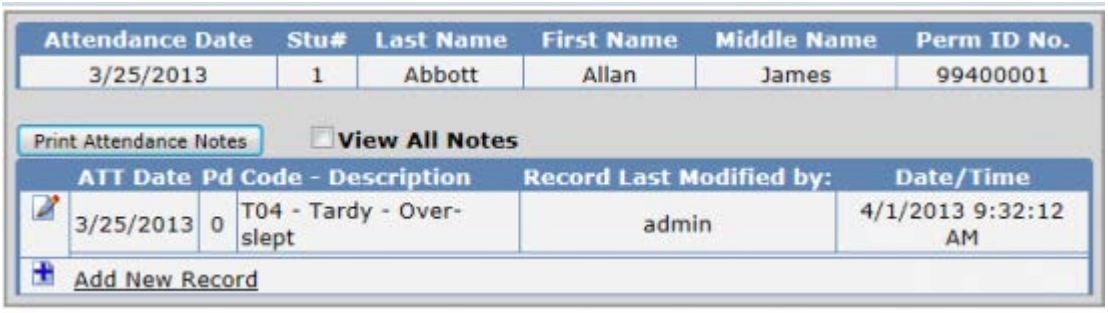
View Attendance Notes

1. When a particular date has an **Attendance Note** record the icon will display **Red**. To View the Attendance Notes click the mouse on the icon.



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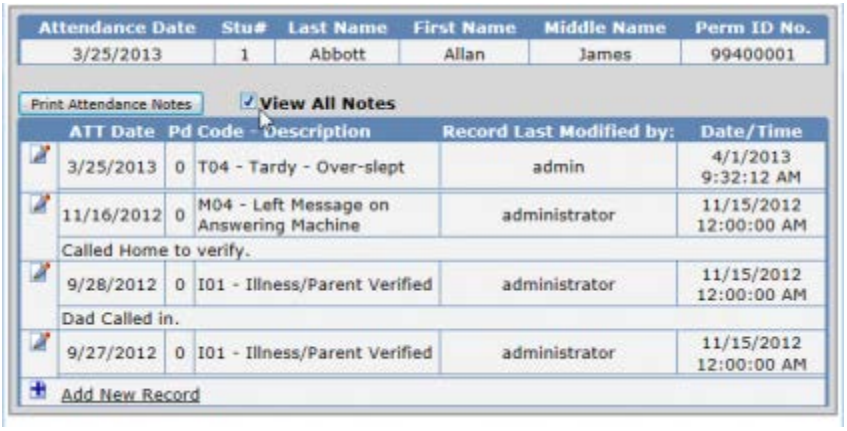
2. The Attendance Note for that date will display.



3. The table and fields associated with the **Attendance Notes** are:

- **ATN.DT** – Attendance Date
- **ATN.CD** – Attendance Code
- **ATN.RDT** – Record Date/Time
- **ATN.PD** – Attendance Period
- **ATN.NM** – Name Modified By
- **ATN.CO** - Notes

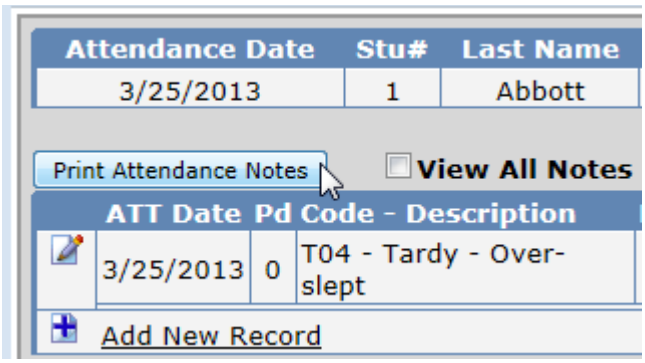
4. To **View All Notes** click the mouse on the selection box. All additional notes for all dates will display.



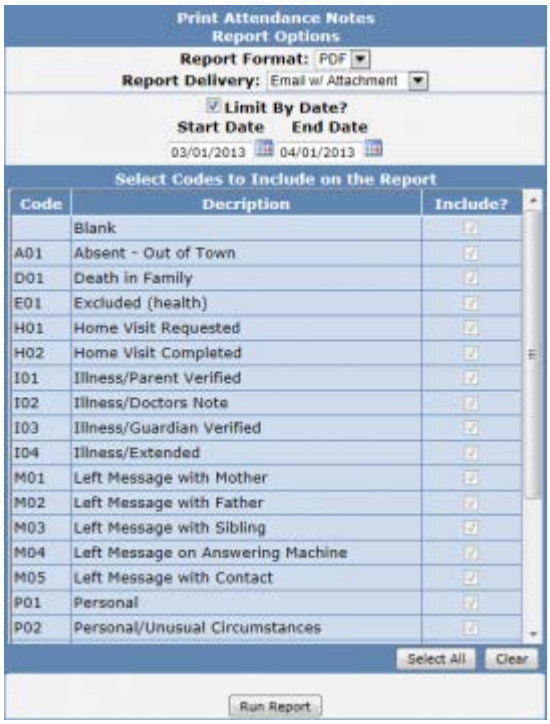
Print Attendance Notes

1. To print attendance notes click the mouse on the **Print Attendance Notes** button.

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2. The following report options will display. The **Report Format** will default to PDF but can be changed to a different format. The **Report Delivery** will default to Email w/Attachment.



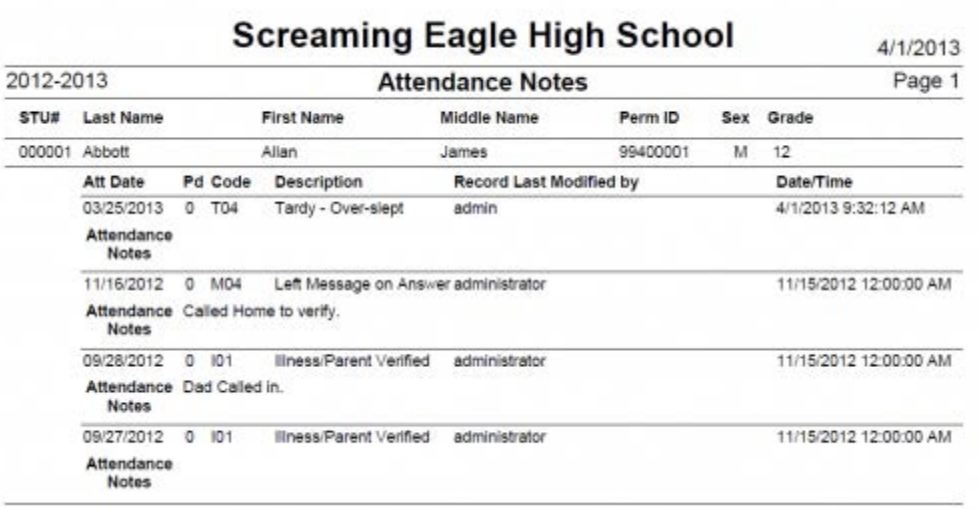
3. The report will default to print ALL Attendance Notes. Specific Attendance Notes can also be selected to print. The **Limit By Date** option will allow you to select a specific date range by clicking the mouse on the selection box. When selected a **Start Date** and **End Date** will display to select the specific dates.

4. The option is also available to select All codes to print or to select only specific codes. To de-select specific codes click the mouse on the **Attendance Code** and a check mark will no longer display under the **Include** column. To only select a couple of codes to print click the mouse on

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the **Clear** button and no check marks will display under the **Include** column. Click the mouse on each specific **Attendance Code** and a check mark will display.

5. To print the Attendance Notes click the mouse on the **Run Report** button. All attendance notes will display for the date range and codes selected.



Screaming Eagle High School 4/1/2013

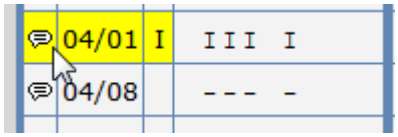
2012-2013 **Attendance Notes** Page 1

STU#	Last Name	First Name	Middle Name	Perm ID	Sex	Grade
000001	Abbott	Allan	James	99400001	M	12

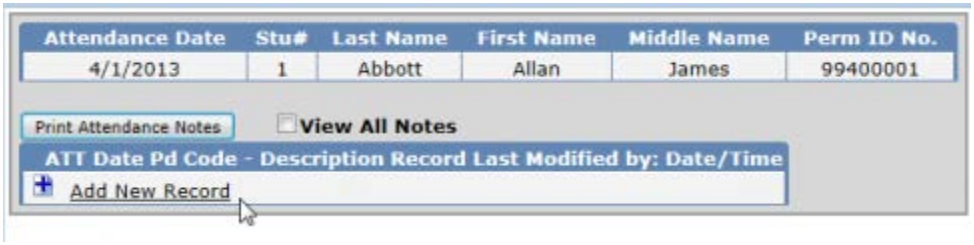
Att Date	Pd	Code	Description	Record Last Modified by	Date/Time
03/25/2013	0	T04	Tardy - Over-slept	admin	4/1/2013 9:32:12 AM
Attendance Notes					
11/16/2012	0	M04	Left Message on Answer	administrator	11/15/2012 12:00:00 AM
Attendance Notes	Called Home to verify.				
09/28/2012	0	I01	Illness/Parent Verified	administrator	11/15/2012 12:00:00 AM
Attendance Notes	Dad Called in.				
09/27/2012	0	I01	Illness/Parent Verified	administrator	11/15/2012 12:00:00 AM
Attendance Notes					

Add Attendance Note

1. To add an Attendance Note to a particular attendance record, click the mouse on the **Attendance Note** icon that displays to the left of the date.

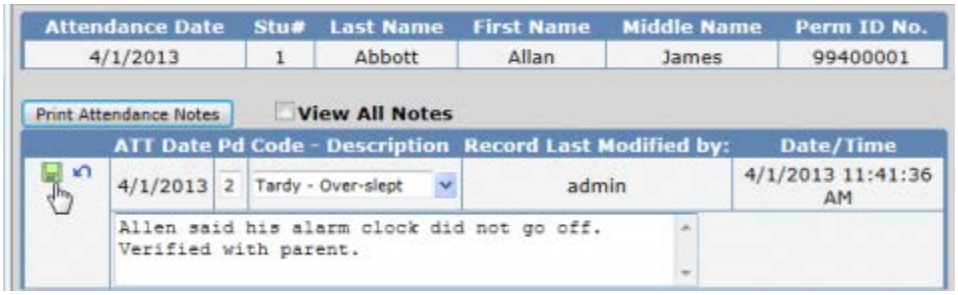


2. When the form displays click the mouse on **Add New Record**.

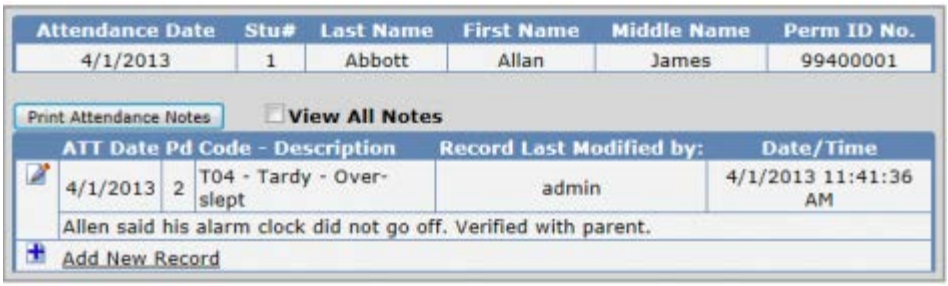


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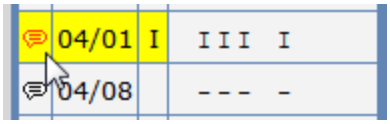
3. The cursor will display in the **Period** (**PD**) field. Enter the period for the **Attendance Note** and any additional information. Click the mouse on the **Save Record** icon.



4. The record will now be saved and will display.



5. The **Attendance Note** icon will now display **Red**.

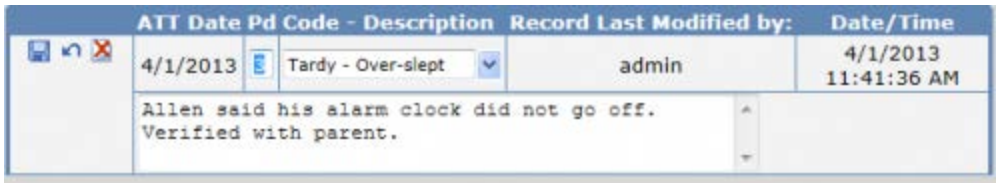


6. To update an **Attendance Note** click the mouse on the **Attendance Note** icon. The Attendance Note record will display. Click the mouse on the **Change** icon next to the record to be changed.



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7. Press **Tab** to the field to be updated and enter the new data.



8. Click the mouse on the **Save Record** icon.



9. The record will now be saved with any changes and will display.



Delete Attendance Note

1. To delete an **Attendance Note** click the mouse on the **Attendance Note** icon. The Attendance Note record will display. Click the mouse on the **Change** icon next to the record to be changed.

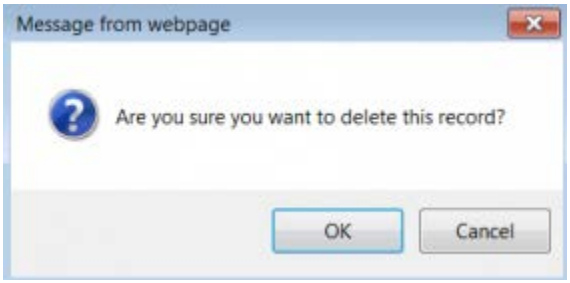


2. Click the mouse on the **Delete Record** icon.

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3. The following message will display. Click the mouse on the **OK** button to continue.



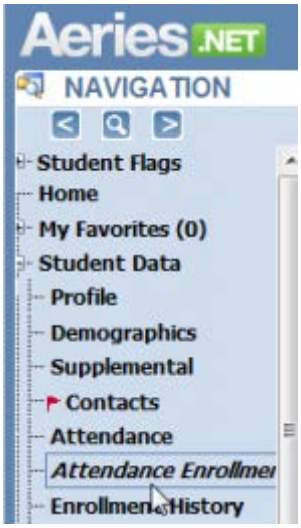
4. This record will permanently be removed and will no longer display in the Attendance Notes list.



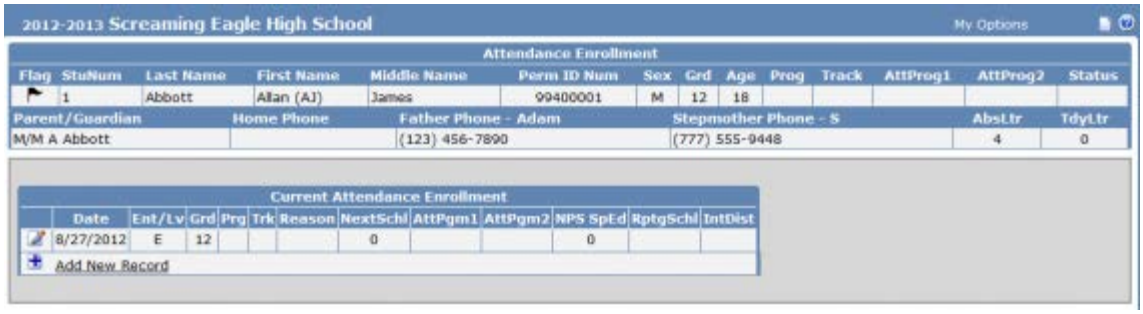
Attendance Enrollment

1. The **Attendance Enrollment** form is available from the **Navigation Tree** by clicking the mouse on **Attendance Enrollment** under the Student Data node.

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2. The following form will display with the student's current enrollment history.

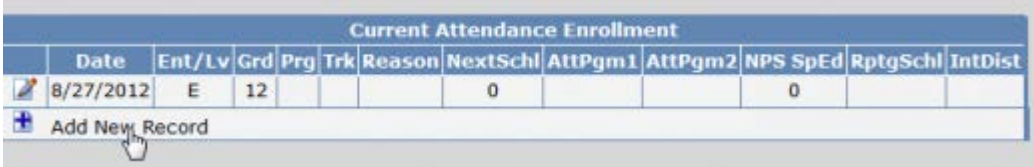


3. The table and fields associated with the **Attendance Enrollment** form are:

- **ATT.DT** – Attendance Date
- **ATT.GR** – Grade
- **ATT.TR** – Track
- **ATT.RS** – Reason
- **ATT.AP1** – Attendance Program 1
- **ATT.HS** – Reporting Home School
- **ATT.CD** – Enter/Leave
- **ATT.PR** – Program
- **ATT.TN** – Teacher Number
- **ATT.NS** – Next School
- **ATT.AP2** – Attendance Program 2
- **ATT.IT** – Interdistrict

4. To add an enrollment record for a student, click the mouse on **Add New Record**.

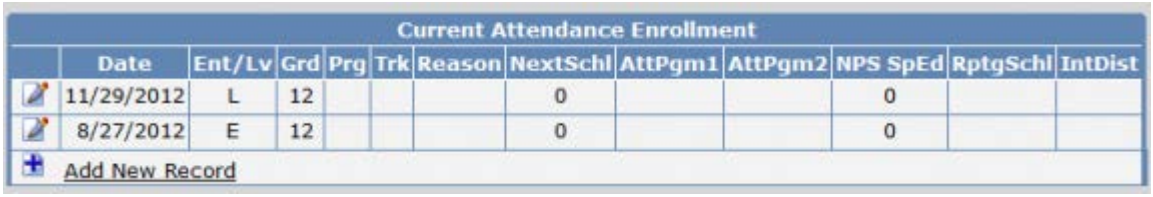
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5. The record will display in edit mode. Fill in the appropriate information and then click the mouse on the **Save** record icon.



6. The updated record will now display under attendance enrollment.

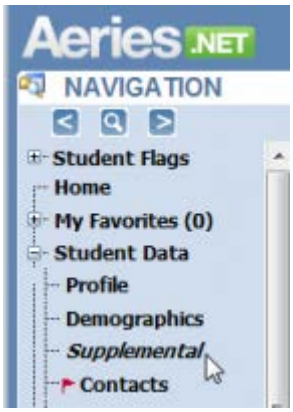


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Aeries.net - Student Data Supplemental Data

1. The **Supplemental Data** is a customized form that stores unique student data for each District.

2. To access **Supplemental Data**, click the mouse on the **Supplemental** node on the Navigation tree.

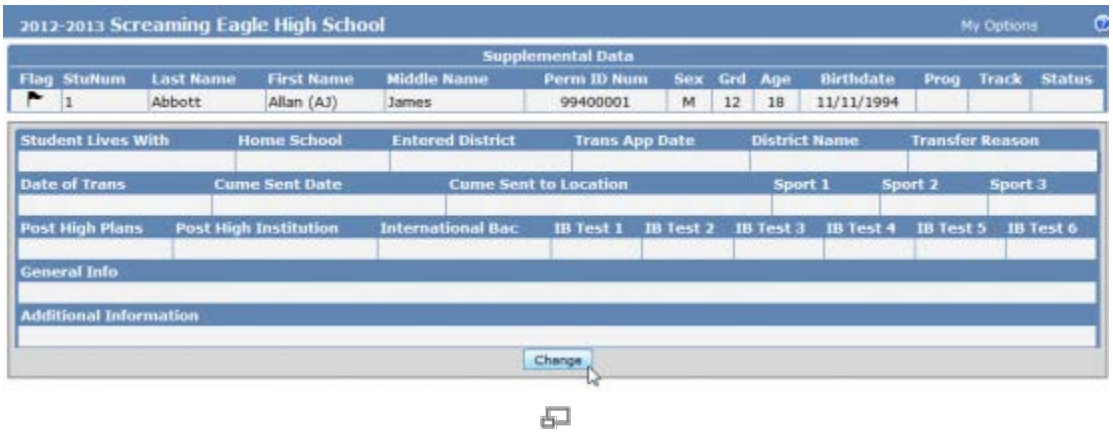


3. The data will display for the first student located in the table.

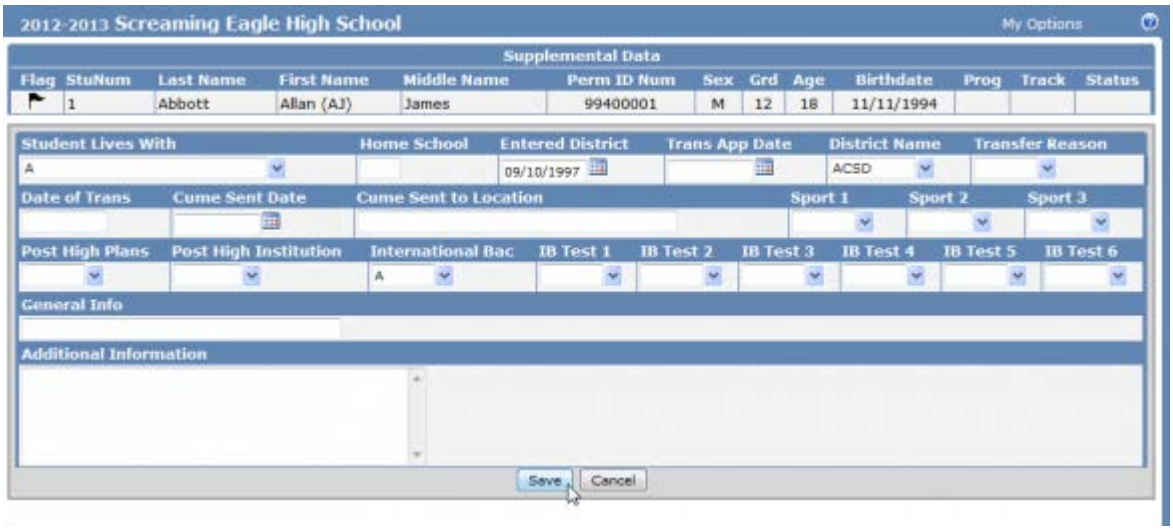


4. To update the **Supplemental** data, click the mouse on the **Change** button.

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5. Click the mouse in the selected field and enter the new data. Press **Tab** to move through the fields and when all data is entered click the mouse on the **Save** button.



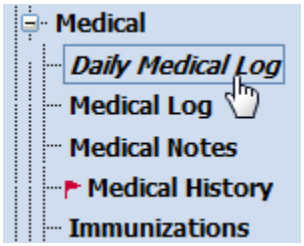
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[Collapse]

Aeries.net - Student Data Medical Data

1. The **Medical** section of the **Navigation Tree** contains many different forms that are available that allow you to store various medical information pertaining to the student.

2. Notice below next to the **Medical History** node a **red flag** displays. This is an indication that a vital notation has been made from this form.



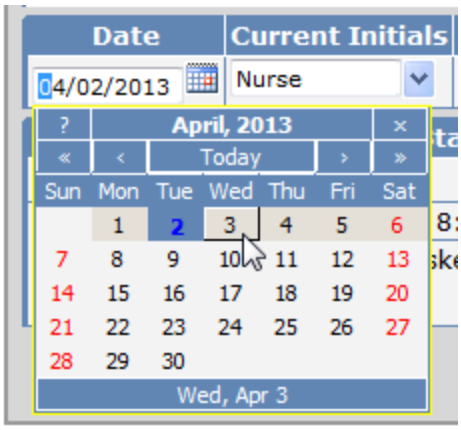
Add Record

1. The different forms from the **Medical** node contain various information but the procedures for updating the records on ***MOST*** of these forms are the same. To add a new record, click the mouse on **Add New Record**.

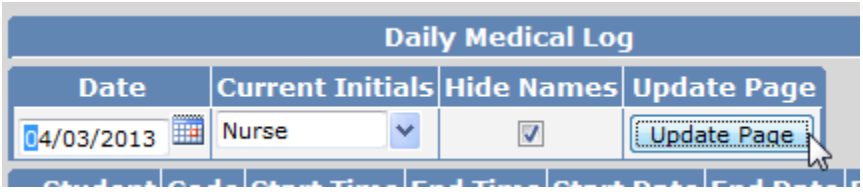


2. The form will now display all fields for the form selected. Press **Tab** and the cursor will hi-light each field. Enter all information into each selected field. Click the mouse on the **Save Record** icon.

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3. The new record will now display.



Copy Record

1. Some forms will also allow you to copy a record to the current student displayed or another student. For example, if two students have the same medical condition a record can be copied from one student to another.

2. To copy a record, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Click the mouse on the **Copy** icon.



3. The following message will display. Click the mouse on the **OK** button.



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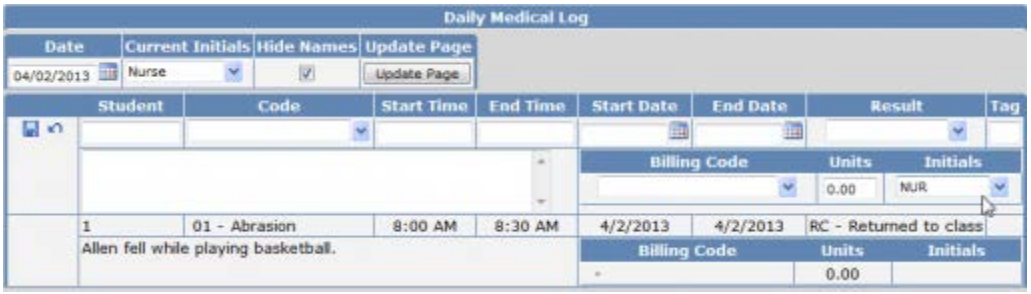
4. Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.



5. The following message will display. Click the mouse on the **OK** button.



6. The new record will now display with the same **data** as the record copied. Use the **Change** icon to change the selected data.



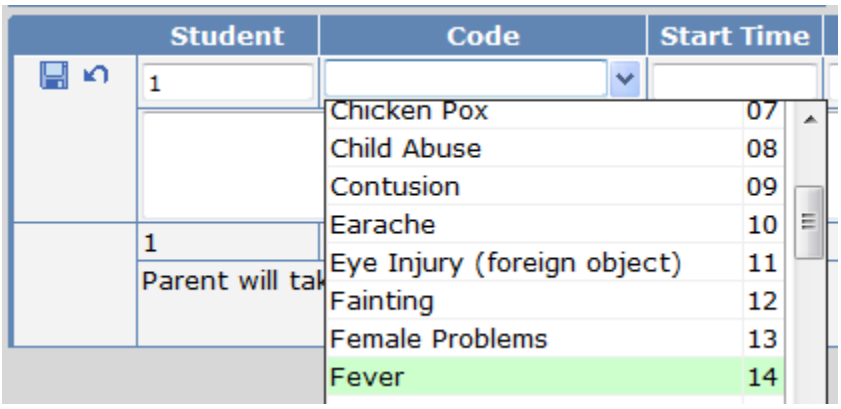
Change Record

1. To change an existing record, click the mouse on the **Change** icon.

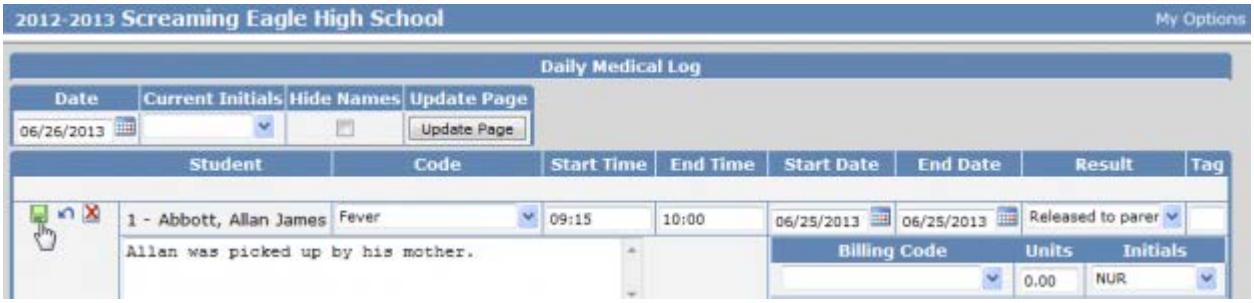


2. The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.

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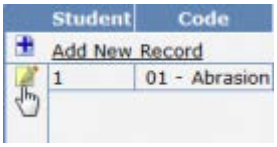
3. The updated record will now display.



Delete Record

1. To delete an existing record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.





2. The following message will display. Click the mouse on the **OK** button.



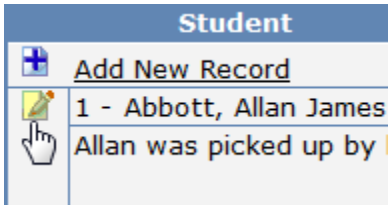
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3. The record will be deleted and will no longer display.

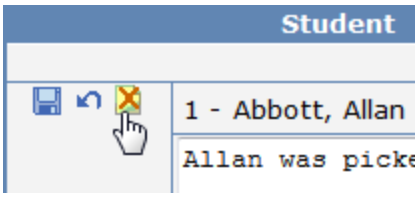


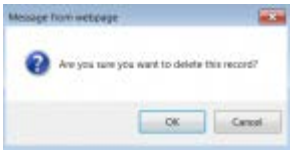
Add Red Flag

1. To add a **Red Flag** indicator, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number. A **Comment** box will display and a comment can be added but is ***not required***. Click the mouse on the **OK** button.



2. The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.



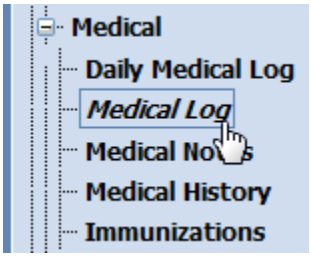


3. To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.

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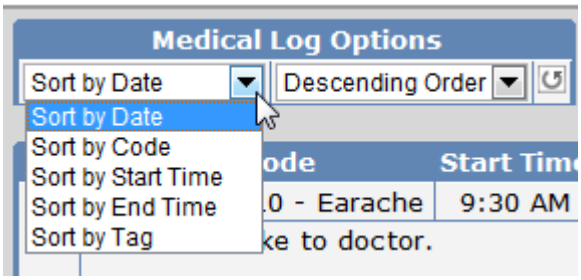
4. The following message will display. Click the mouse on the **OK** button.



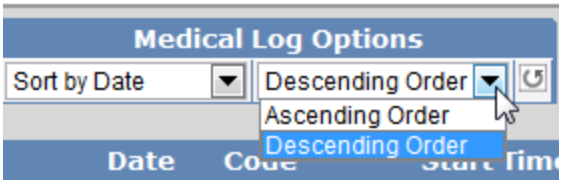
5. A **Black Flag** will now display. The **Red Flag** and any **Comments** will no longer display.



6. To Print a student's Medical History records click the mouse on the **Print** button.



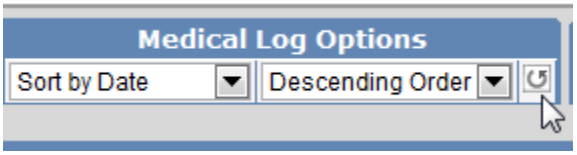
7. The following report will display.



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Daily Medical Log

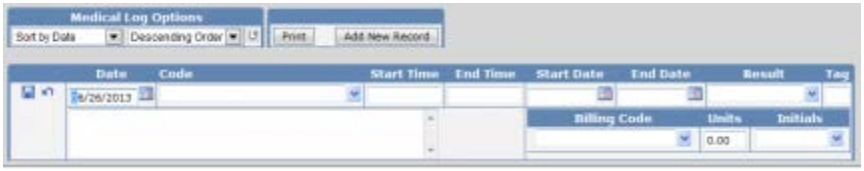
1. The **Daily Medical Log** form stores daily visits made to the office by students with a medical condition. This information includes the student, medical condition, start and end time, start and end date and any comments.



2. The **Date** field at the top of the form will default to today's date. The date can be changed by selecting a new date using the calendar icon.



3. After selecting a new date, click the mouse on **Update Page**.



4. The Daily Medical Log will now display the entries for that date.



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5. The Daily Medical Log has a **Current Initials Field**. This field displays the last used Initials used to log an entry with.



6. To select a different set of Initials to log an entry, click the mouse on the drop down arrow and select from the list.



7. To add a Medical Incident for the date selected, select a value from the **Current Initials Field** and then click the mouse on **Add New Record**. The Initials field will display the value selected from the Current Initials drop down.

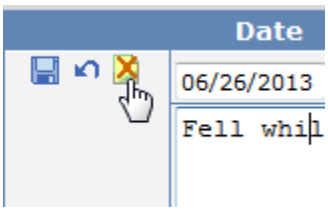


8. To locate a student enter the student name in the field and click the mouse on **Search Student**. Click the mouse on the student selected.

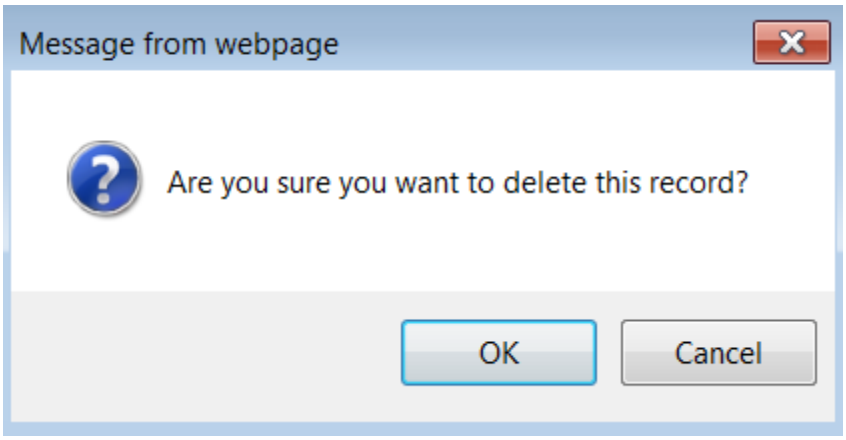


9. The student number will display. Select a code from the drop down list and enter all remaining information.

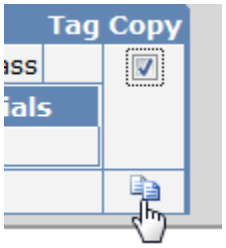
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10. To save the record, click the mouse on the **Save Record** icon.

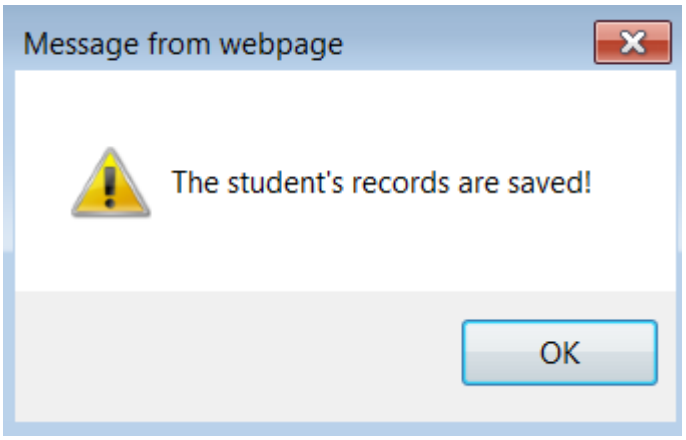


11. The record will now display.



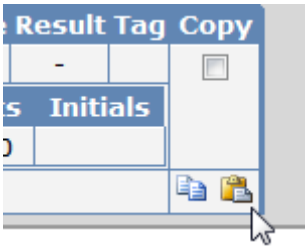
12. The Daily Medical Log has a **Hide Names** option. If selected, this option will hide the student name on the form. It will still display the student number.

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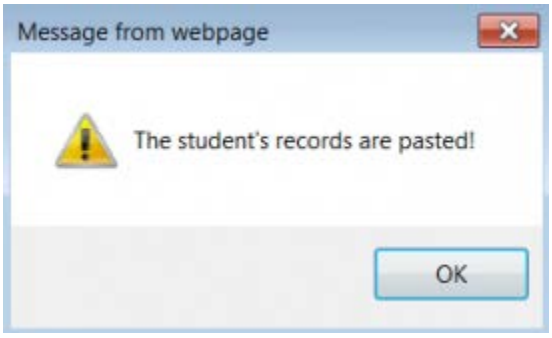


Medical Log

1. The **Medical Log** form will display all Medical Incidents for the student selected. These records will display when added from the Medical Log or Daily Medical Log form.



2. The Medical Log has **Medical Log Options** that will allow sorting of the records by Date, Code, Start Time, End Time or by Tag.

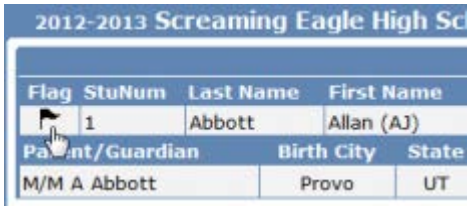


3. There is also an option to sort by Ascending or Descending order.

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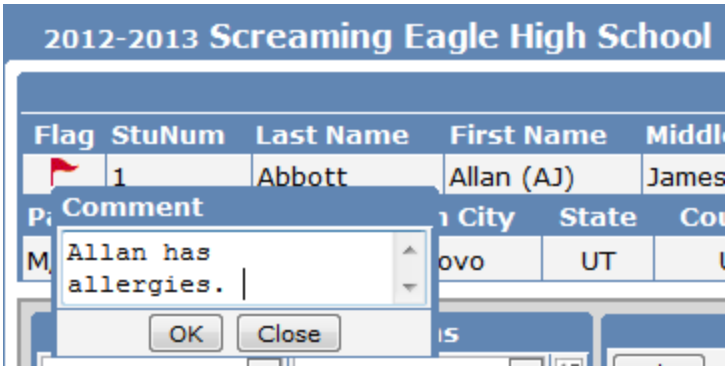


4. After a sort option is selected, click the mouse on the **Refresh** icon to apply the sort selections.



Medical History

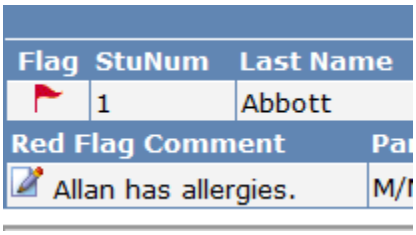
1. The **Medical History** form is used to store and display past or existing medical information about a student. The following is an example of the **Medical History** form and is accessible by clicking the mouse on the **Medical History** node on the Navigation tree.



Immunizations

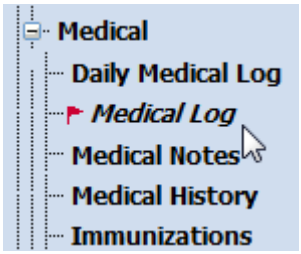
1. The **Immunizations** form is used to store and display immunization data for all students. The following is an example of the **Immunization** form. If an immunization has not been received in the appropriate time frame the field will display in red. A comment field for each shot is located to the right of the date fields.

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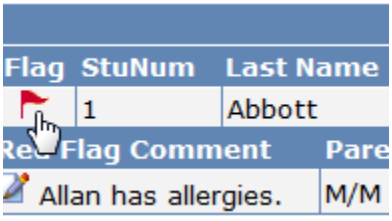
Hearing

1. The **Hearing** form is used to store results from a hearing test normally performed on all students at the school. The following is an example of the **Hearing** form.



Vision

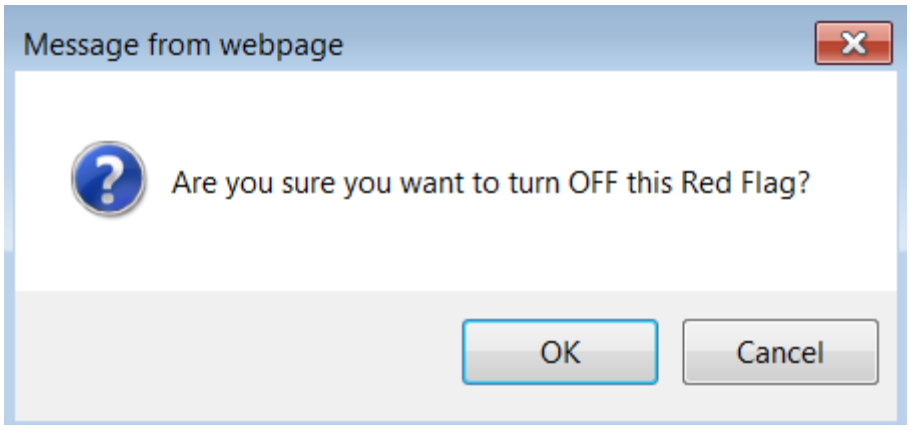
1. The **Vision** form is used to store and display the results from a vision test normally performed on all students at the school. The following is an example of the **Vision** form.



Dental

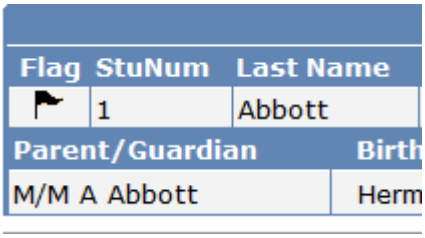
1. The **Dental** form is used to store results from a dental checkup for all students at the school. The following is an example of the **Dental** form.

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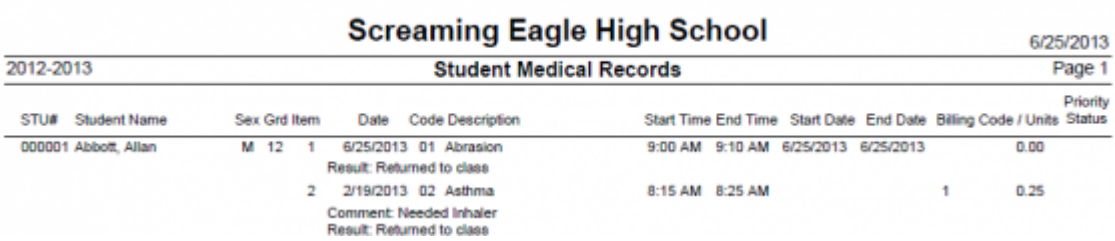
Physical Exams

1. The **Physical Exam** form is used to store and display data not pertaining to the medical categories, such as the weight and height of a student. The following is an example of the **Physical Exam** form.



Scoliosis

1. The **Student Scoliosis** form is used to store and display the results from the scoliosis testing that is normally performed on all students. The following is an example of the **Scoliosis** form.

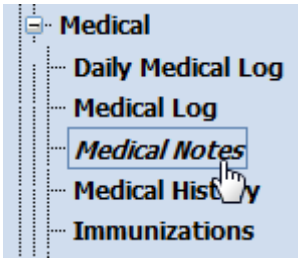


Mass Add Medical Test

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1. To mass add medical test records click the mouse on the **Mass Add Medical Test** records node from the **Navigation Tree**.

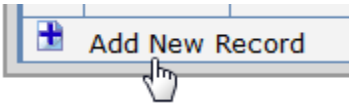
2. If this test is only for specific grades, click the mouse on the **Grade Levels to Include**. Click the mouse on the **Medical Test**, enter the **Date** and select a **P - Pass** or **F – Fail**.



3. Click the mouse on the **Update** button.



4. The following message will display. Click the mouse on the **OK** button.

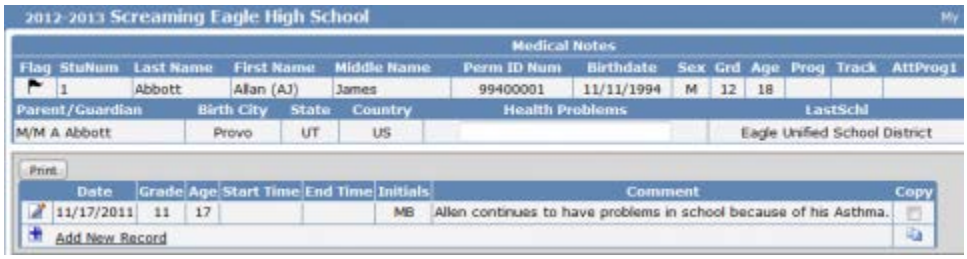


5. The following message will display indicating the number of records added for the test selected.



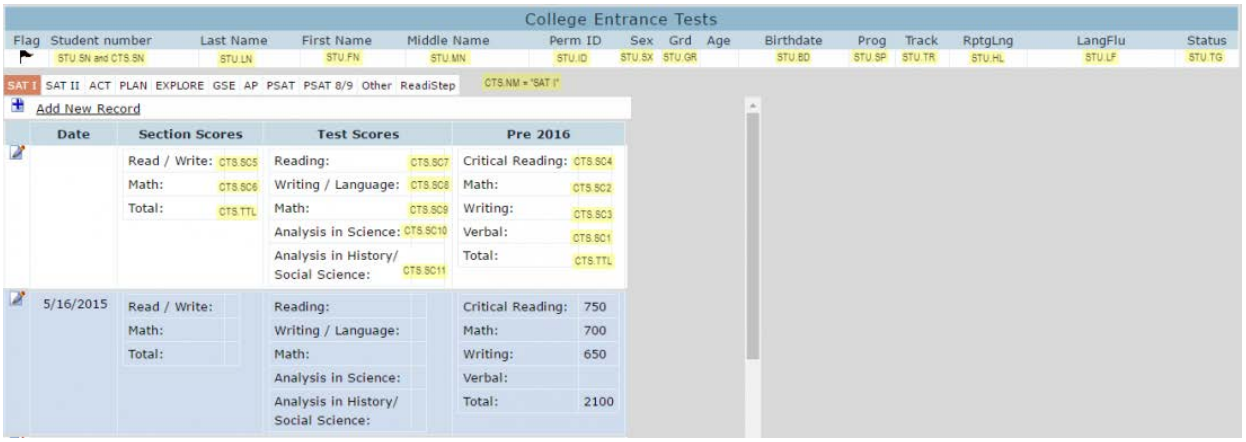
6. After the test records have been added the record will display for each student. The record can now be updated for each student or only specific students. For example, all students have a **P-Pass**. The students who failed can now have their record changed to **F – Failed**.

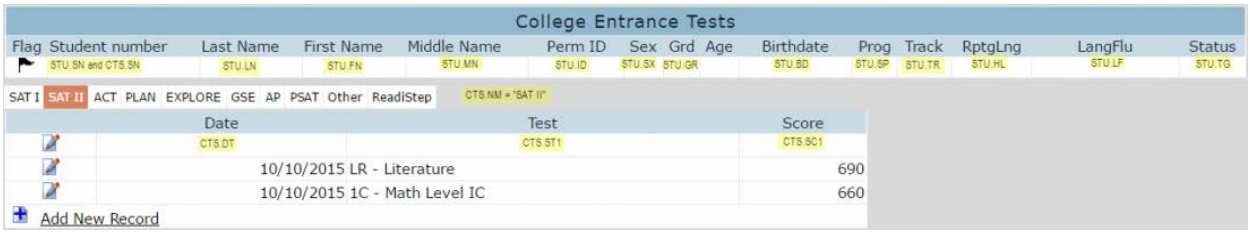
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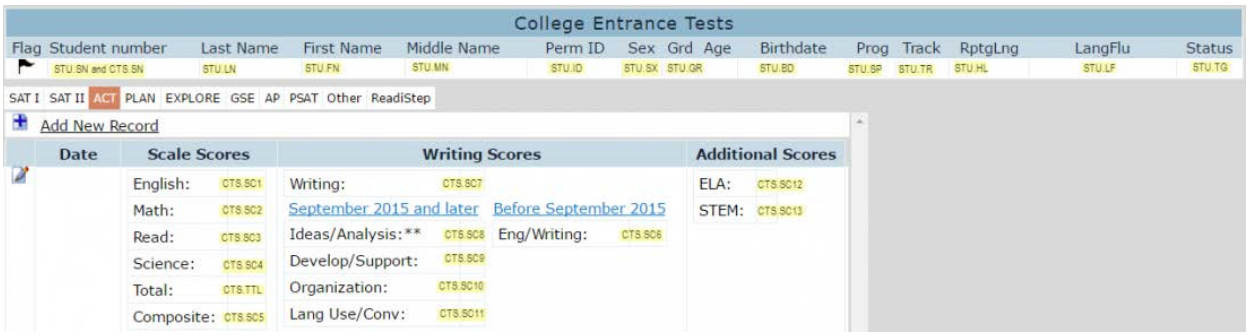


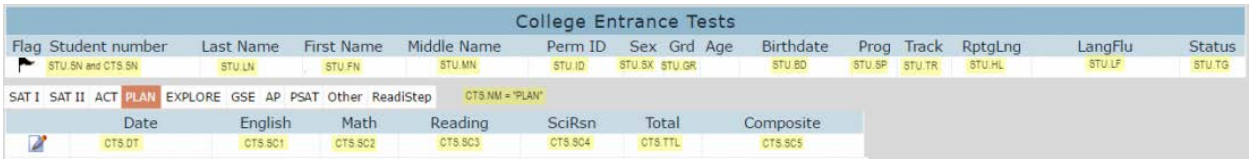
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Fields

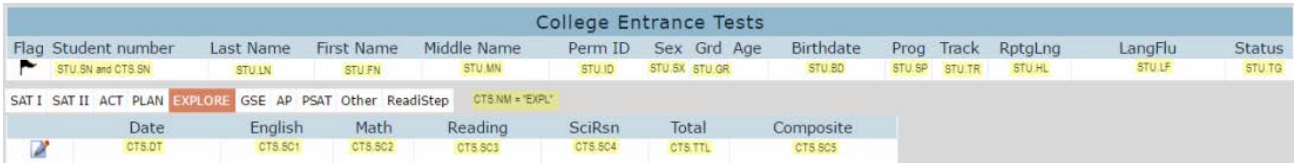


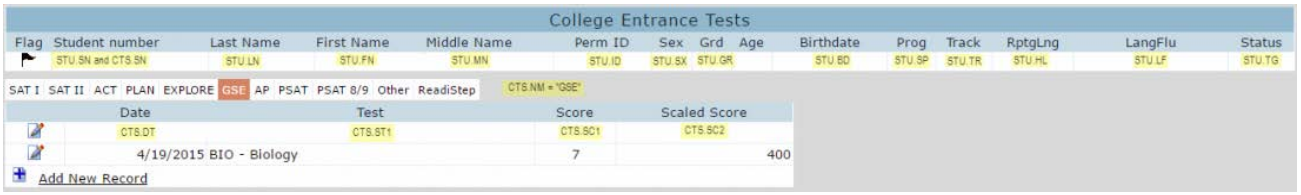


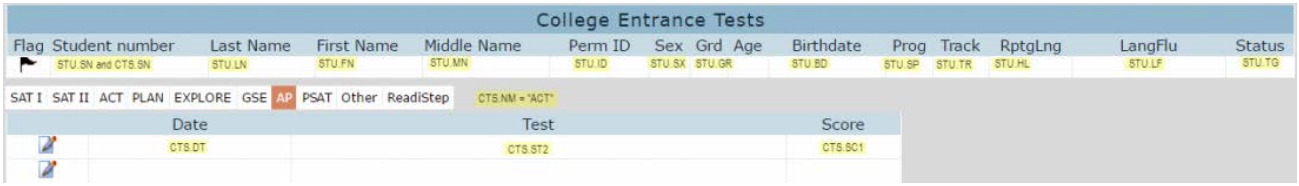


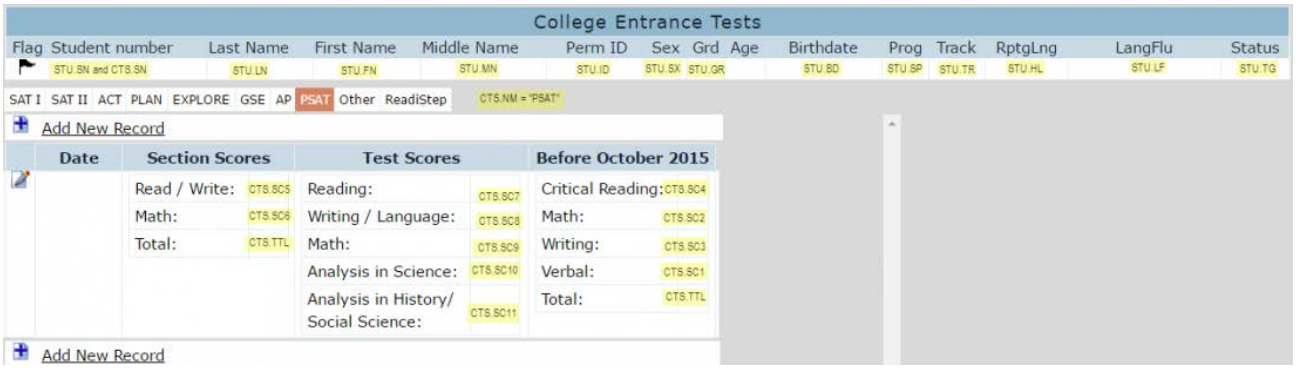


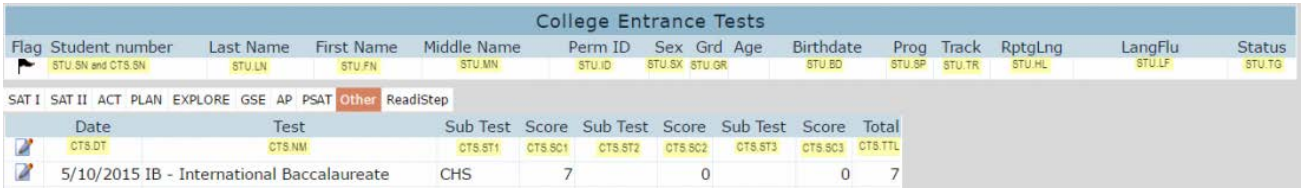
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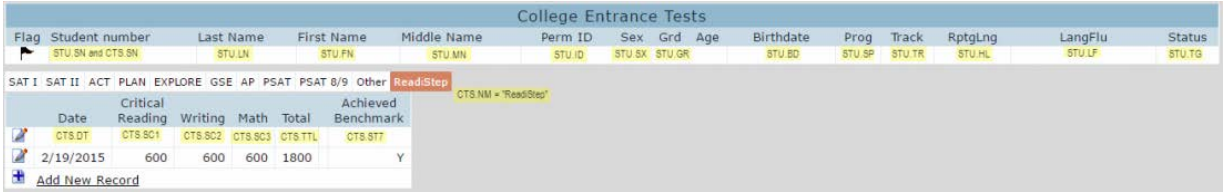












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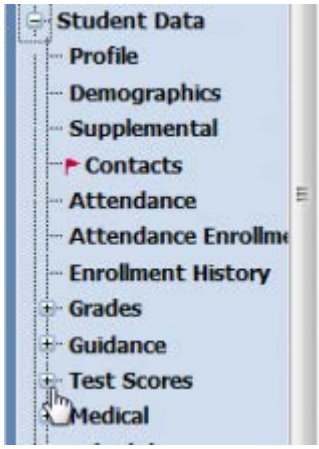
[Collapse]

Aeries.net - Student Data Test Scores

Test Scores

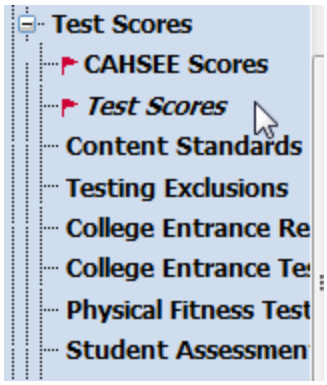
1. The **Test Scores** section of the **Navigation Tree** contains many different forms that are available that allow you to store all test data and scores for tests taken by the student.

2. To access the Test Scores form, click the mouse on **Test Scores** on the Navigation Tree.



3. Notice below next to the **CAHSEE Scores** and **Test Scores** nodes a **red flag** displays. This is an indication that a vital notation has been made from these forms.

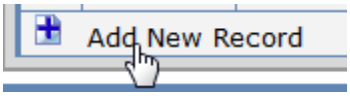
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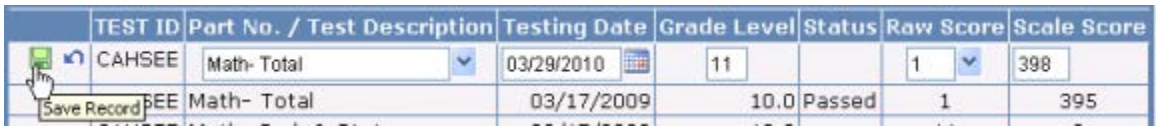
4. The different forms from the **Test Scores** node contain various information but the procedures for updating the records on these forms are the same.

Add New Record

1. To add a new record, click the mouse on **Add New Record**.



2. The form will now display all fields for the form selected. Press **Tab** and the cursor will hi-light each field. Enter all information into each selected fields. Click the mouse on the **Save Record** icon.



3. The new test record will display.

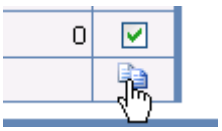


4. Some forms will also allow you to copy a record for the current student displayed or another student. For example, if a student has taken the CAHSEE test for many different parts the last record can be copied and the part number and test scores can be changed.

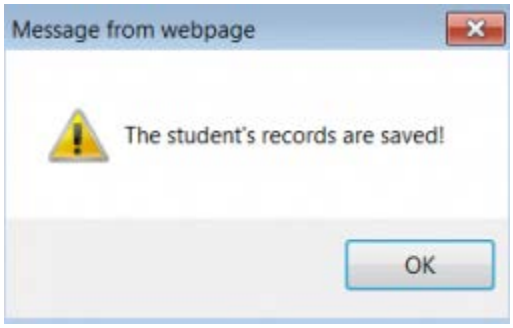
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Copy Test Record

1. To copy a record, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Click the mouse on the **Copy** icon.



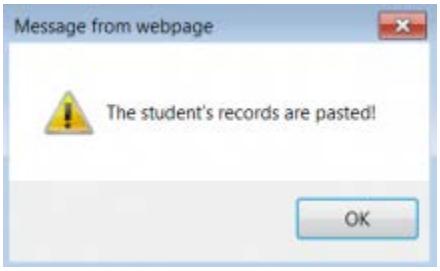
2. The following message will display. Click the mouse on the **OK** button.



3. Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.

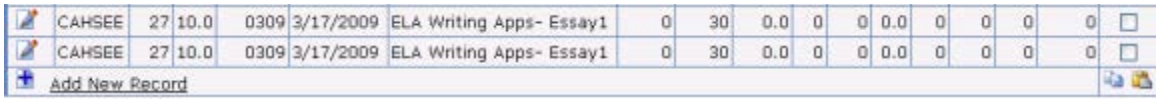


4.The following message will display. Click the mouse on the **OK** button.

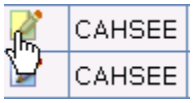


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5. The new record will now display with the same **data** as the record copied. Use the **Change** icon to change the selected data.



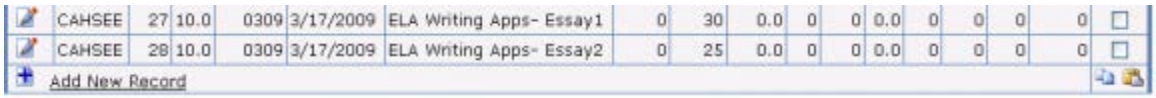
6. To change an existing record, click the mouse on the **Change** icon.



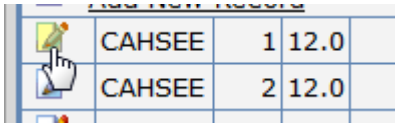
7. The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.

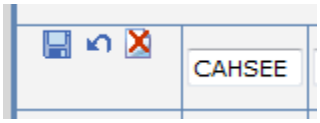


8. The updated record will now display.



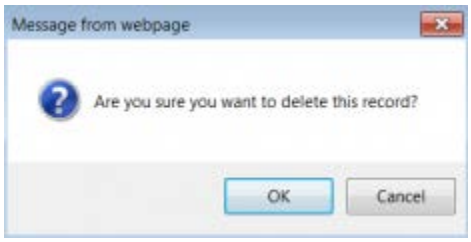
9. To delete an existing record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.





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10. The following message will display. Click the mouse on the **OK** button.

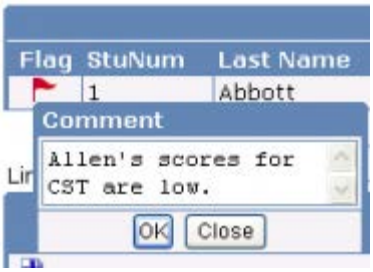


11. The record will be deleted and will no longer display.

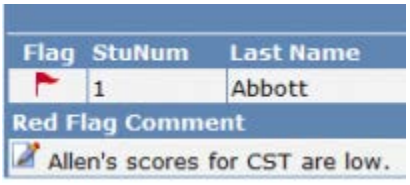


Add Red Flag

1. To add a **Red Flag** indicator, click the mouse on **Black Flag** in the top left corner. A **Comment** box will display and a comment can be added but is ***not required***. Click the mouse on the **OK** button.



2. The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a Red Flag.



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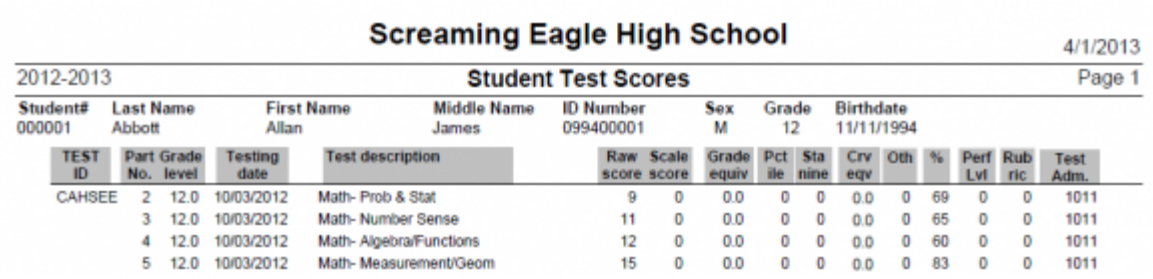
3. To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon. A **Black Flag** will now display and the **Red Flag** and any **Comments** will no longer display.





Print Test Records

1. To Print a student's records click the mouse on the **Print** button and a report will be generated with all records.



Screaming Eagle High School 4/1/2013

2012-2013 **Student Test Scores** Page 1

Student#	Last Name	First Name	Middle Name	ID Number	Sex	Grade	Birthdate
000001	Abbott	Allan	James	099400001	M	12	11/11/1994

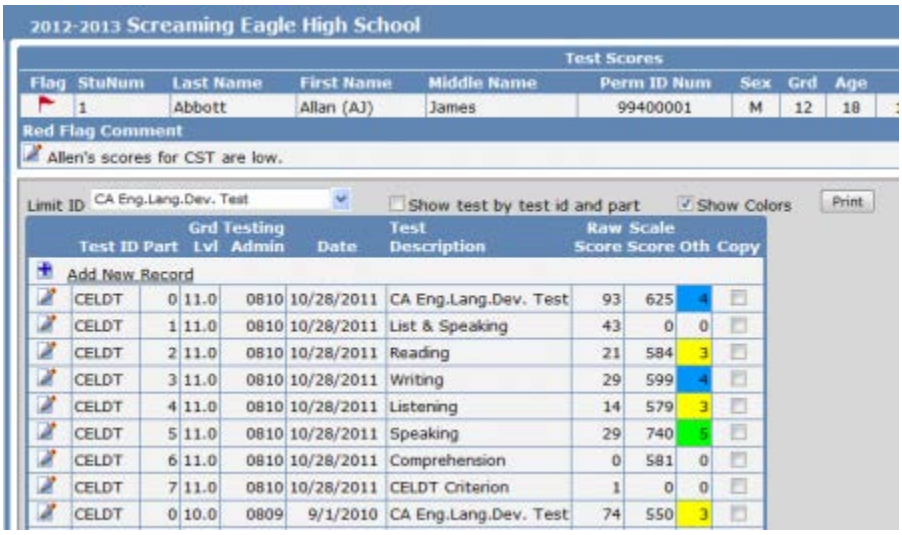
TEST ID	Part No.	Grade level	Testing date	Test description	Raw score	Scale score	Grade equiv	Pct ile	Sta nine	Crv eqv	Oth	%	Perf Lvl	Rub ric	Test Adm.
CAHSEE	2	12.0	10/03/2012	Math- Prob & Stat	9	0	0.0	0	0	0.0	0	69	0	0	1011
	3	12.0	10/03/2012	Math- Number Sense	11	0	0.0	0	0	0.0	0	65	0	0	1011
	4	12.0	10/03/2012	Math- Algebra/Functions	12	0	0.0	0	0	0.0	0	60	0	0	1011
	5	12.0	10/03/2012	Math- Measurement/Geom	15	0	0.0	0	0	0.0	0	83	0	0	1011

2. The **CAHSEE Scores** form shows all of the different test results for the California High School Exit Exam.

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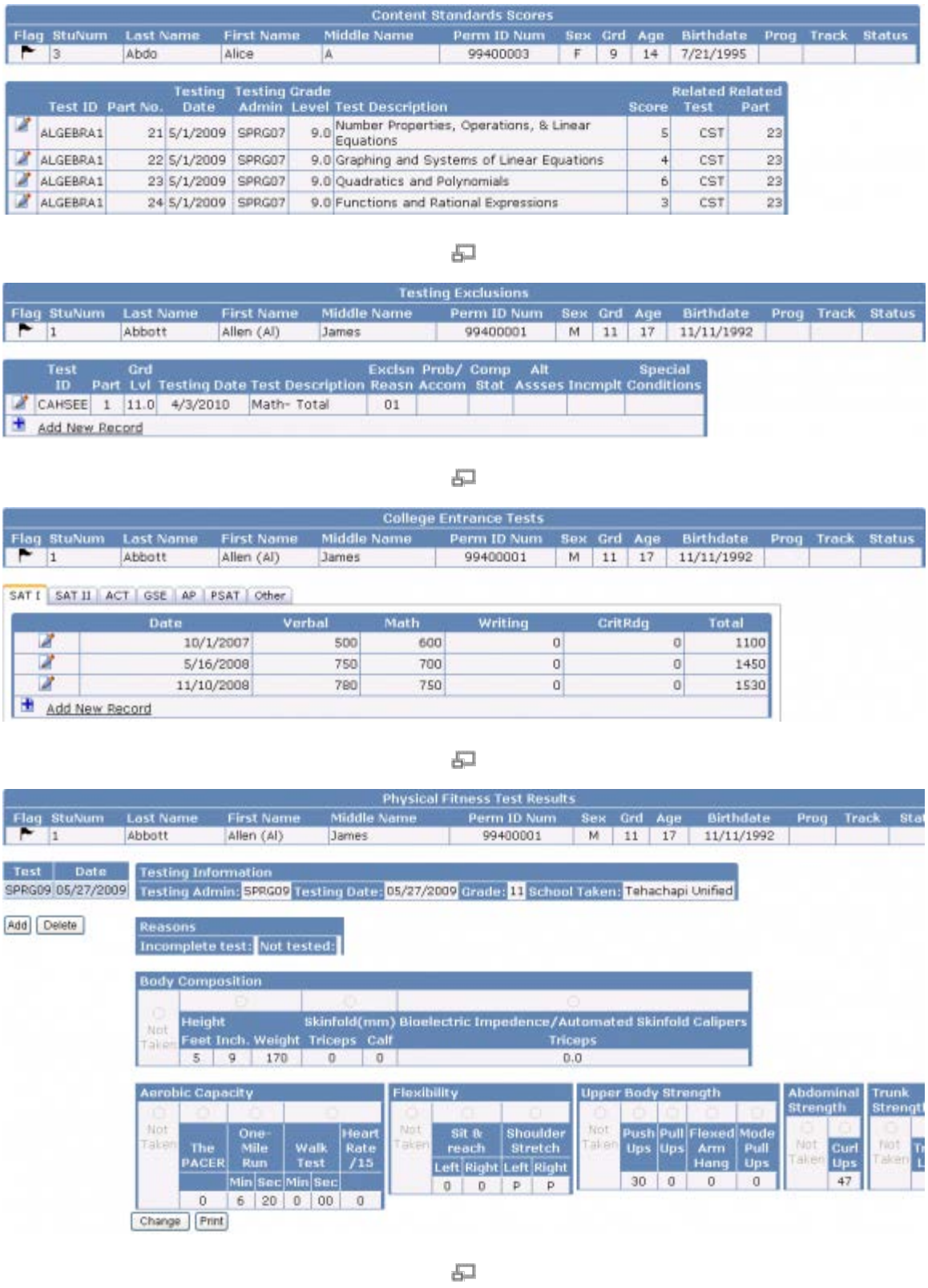


3. The **Test Scores** form displays all of the different test results for any test that a student has taken which can include any State test along with specific District tests.



4. The **Content Standards Scores, Testing Exclusions, College Entrance Tests** and **Physical Fitness Test Results** forms will display all test results in each of these categories.

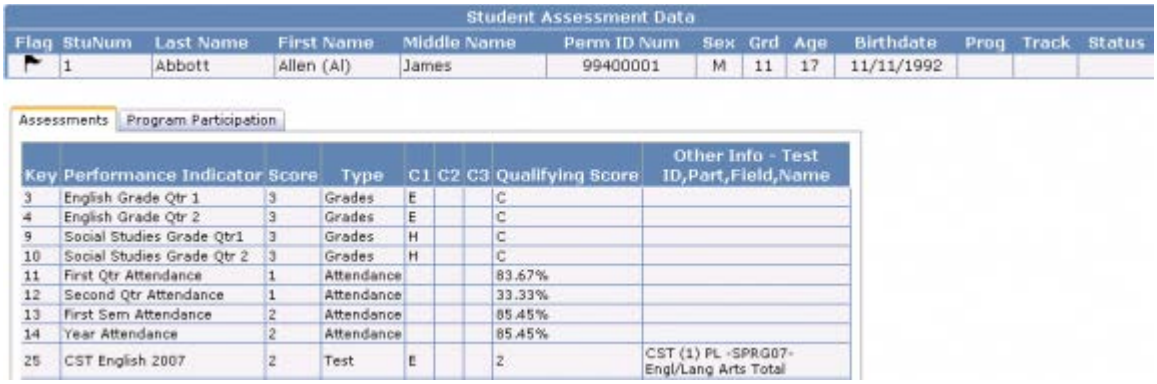
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5. The **Student Assessment Data** form contains data used to track a student's progress using Multiple Measures. The data utilized can be based upon test scores, academic grades and

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attendance. Each school has the capability to '**program**' the **Student Assessment Data** form to fit their own needs.



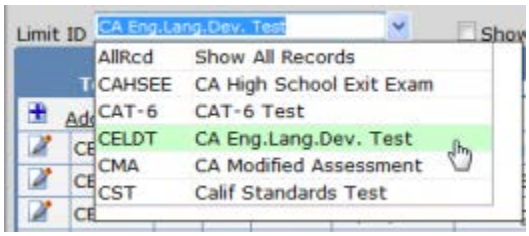
Student Assessment Data

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog	Track	Status
	1	Abbott	Allen (Al)	James	99400001	M	11	17	11/11/1992			

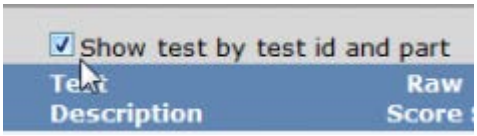
Assessments | Program Participation

Key	Performance Indicator	Score	Type	C1	C2	C3	Qualifying Score	Other Info - Test ID,Part,Field,Name
3	English Grade Qtr 1	3	Grades	E			C	
4	English Grade Qtr 2	3	Grades	E			C	
9	Social Studies Grade Qtr1	3	Grades	H			C	
10	Social Studies Grade Qtr 2	3	Grades	H			C	
11	First Qtr Attendance	1	Attendance				83.67%	
12	Second Qtr Attendance	1	Attendance				33.33%	
13	First Sem Attendance	2	Attendance				85.45%	
14	Year Attendance	2	Attendance				85.45%	
25	CST English 2007	2	Test	E			2	CST (1) PL -SPRG07-Engl/Lang Arts Total

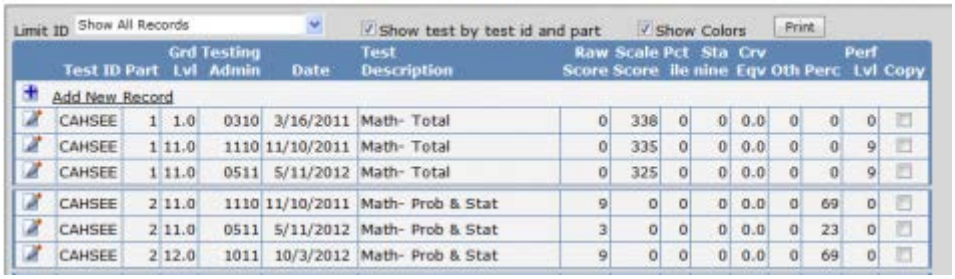
6. The Test Scores form has an option to Limit ID. When a test is selected from the drop down choices, the form will only show tests with the selected Test ID for the student.



7. The form also has an option to "**Show Test by Test ID and Part**"



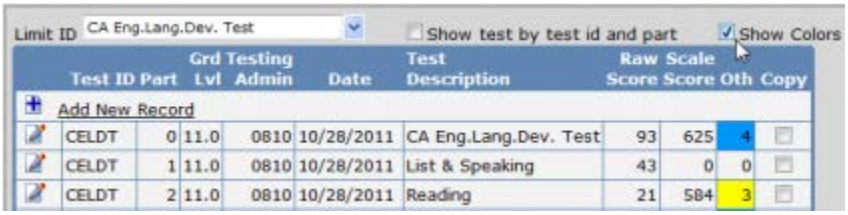
8. When this option is selected, the form will display the tests with the same Test ID and Test Part in groups.



Test ID	Part	Grd Lvl	Testing Admin	Date	Test Description	Raw Score	Scale Score	Pct ile	Sta nine	Crv Eqv	Oth Perc	Perf Lvl	Copy
Add New Record													
CAHSEE	1	1.0	0310	3/16/2011	Math- Total	0	338	0	0	0.0	0	0	0
CAHSEE	1	11.0	1110	11/10/2011	Math- Total	0	335	0	0	0.0	0	0	9
CAHSEE	1	11.0	0511	5/11/2012	Math- Total	0	325	0	0	0.0	0	0	9
CAHSEE	2	11.0	1110	11/10/2011	Math- Prob & Stat	9	0	0	0	0.0	0	69	0
CAHSEE	2	11.0	0511	5/11/2012	Math- Prob & Stat	3	0	0	0	0.0	0	23	0
CAHSEE	2	12.0	1011	10/3/2012	Math- Prob & Stat	9	0	0	0	0.0	0	69	0

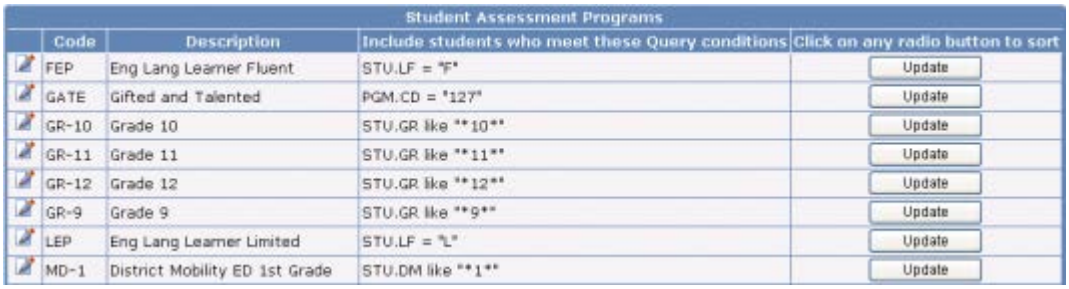
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9. The "**Show Colors**" option on the form will display any associated color for the test.



Configurations

1. The **Configurations** node contains The **Student Assessment Programs** and the **Student Assessment Definitions** forms that will allow each school to '**program**' the **Student Assessment Data** form to fit their own needs.



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Standard Based Reporting Elementary Schools

1. The Standards Based Grade Reporting is a self-customizing module that allows a school site to create a free form report card. A report card is created from setting up different Grade Reporting Options, Categories and Standards, creating the Standards Based Report Card Templates, and pushing them out to the Report Card Setup. Report cards can be created for each grade level including the PS and TK grades. Report Card Types are available for different types of students per grade level, ex: LEP or GATE students. Also, different report card layouts can be selected for different grade levels. This information MUST be set up first in order for the grade process to work properly.

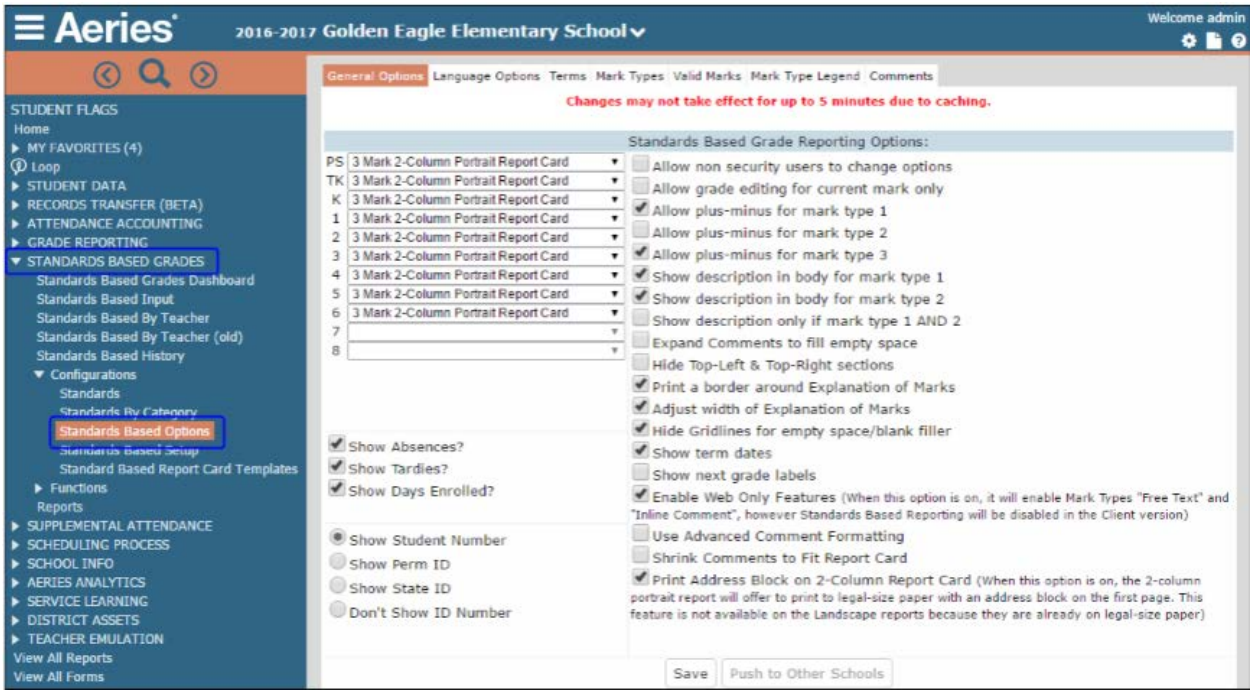
2. Since this report card is a free form customizing report it is suggested that the Print Standards Based Report Cards Preview be generated from the Report Card Template screen throughout each step. This will help visualize what the report card will look like prior to using it in the grading period. Once the Standards Based Grade Report table has been created and marks have been submitted, changes should not be made to the Standards or Report Card Set Up. The Standards Based Report Card Template screen was developed to allow districts to design or update report cards in a "sandbox" area that will not affect the current production report cards. However, once the Standards Based Grade Report Table has been created the templates should not be copied to the Report Card Setup until the following school year.

3. Translations can be entered for the Standards, Mark Types, Valid Marks and Filler/Headers with text for up to 6 Correspondence Languages. The headings and labels are translated to the students' Correspondence Language. The translations for the headings and labels are hard coded and only include Spanish at this time. Therefore, a report card can be printed entirely in Spanish.

4. After the Grade Setup and Grade Reporting Terms are complete, student grades can be entered manually. The Teacher Portal can also be used to enter grades. A Load From Gradebook process is available to teachers. Report cards can then be generated for the term and grade selected.

5. A Standards Based Grade node is available on the navigation tree in Aeries Web Version which contains all of the screens and functions to set up report cards, maintain elementary grades during the school year, and print out report cards.

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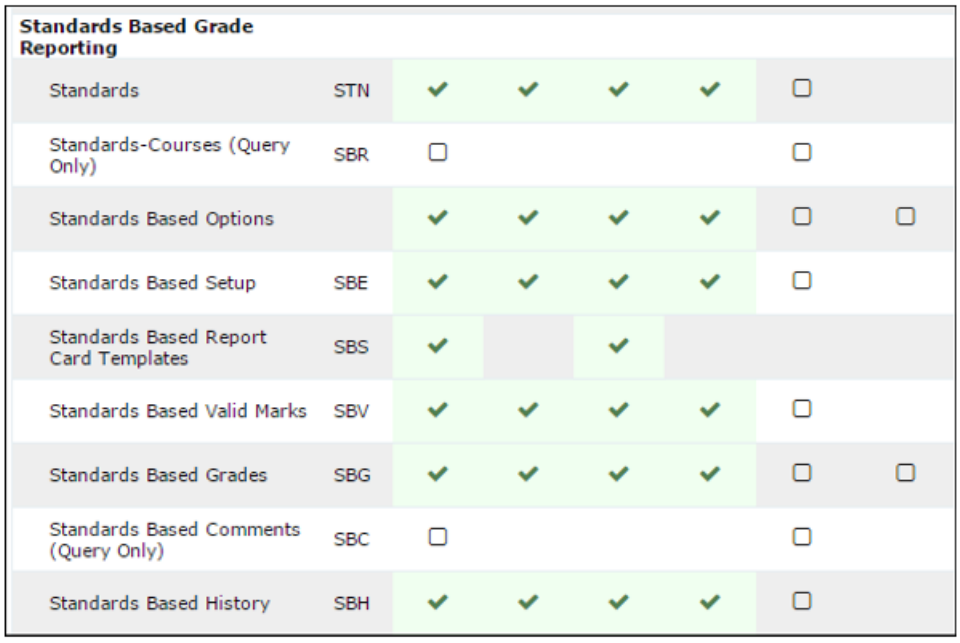
STANDARDS BASED TABLES

1. The Standards Based set up tables are district-owned in Aeries. Set up at one school will be visible to all schools in the database. The Standards Based Grades module is comprised of the following tables:

2. STN – Standards - District owned SBV – Standards Based Valid Marks - District owned SBD – Standards Based Template Details – District owned SBS – Standards Based Templates – District owned SBE – Standards Based Setup- District owned SBR – Standards Based Courses- District owned SBC – Standards Based Comments SBG – Standards Based Grades SBH – Standards Based History

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Permissions need to be granted to users on the Security page:

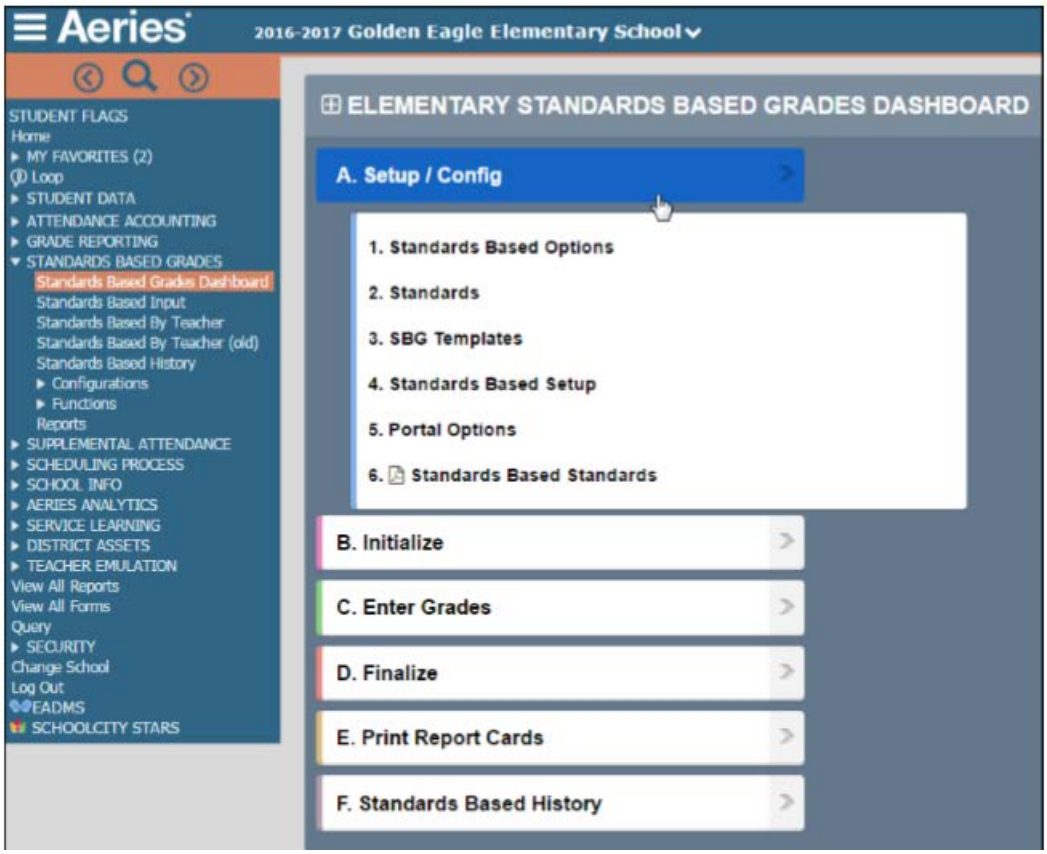


Standards Based Grade Reporting								
Standards	STN	✔	✔	✔	✔	☐		
Standards-Courses (Query Only)	SBR	☐				☐		
Standards Based Options		✔	✔	✔	✔	☐	☐	
Standards Based Setup	SBE	✔	✔	✔	✔	☐		
Standards Based Report Card Templates	SBS	✔		✔				
Standards Based Valid Marks	SBV	✔	✔	✔	✔	☐		
Standards Based Grades	SBG	✔	✔	✔	✔	☐	☐	
Standards Based Comments (Query Only)	SBC	☐				☐		
Standards Based History	SBH	✔	✔	✔	✔	☐		

3. Complete Procedures on Report Card Options

4. The Standards Based Grades Dashboard is a new page that will help guide users through the standards based grading process for elementary schools. All of the Standards Based Grades forms and reports are organized by category in order of when the process is usually run. Clicking on the category buttons will open up the list of forms or reports that can be accessed from that category. Alternatively, clicking on the + sign next to the heading will open up all of the categories at once. Clicking on a form or report will jump to that page.

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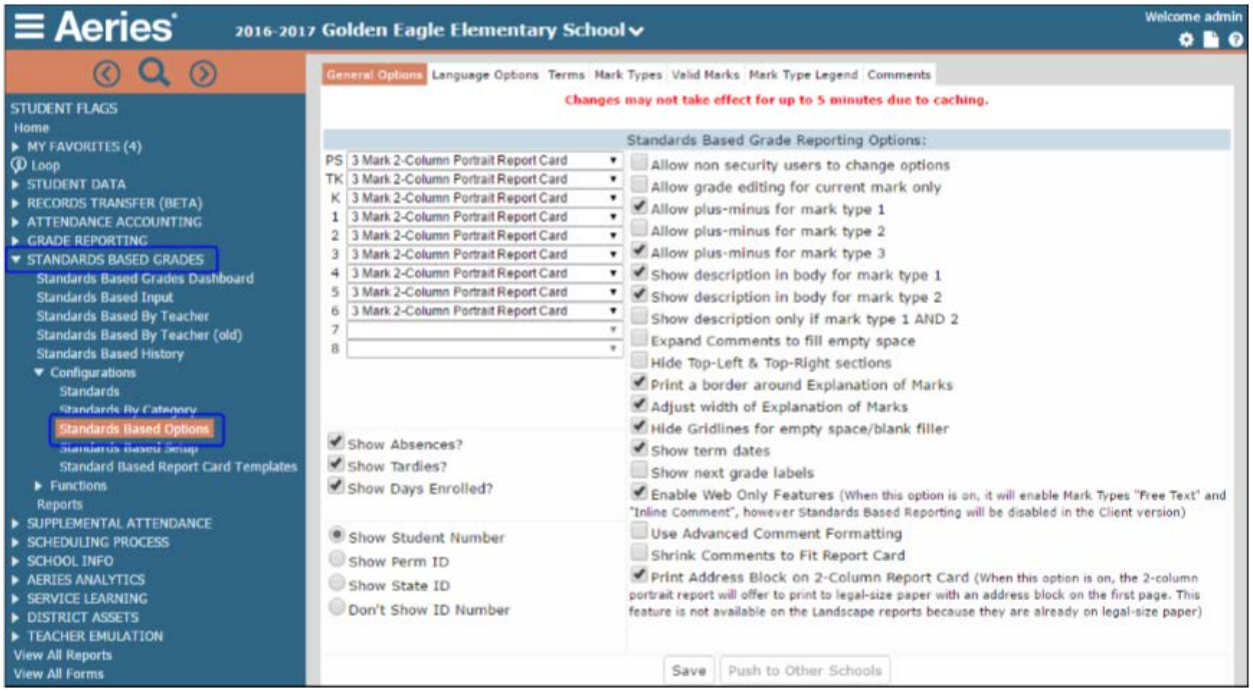


5. The Standards Based Options screen is used to select report card options, grade reporting options, mark types, valid marks and comments.

6. Select Standards Based Options under Setup/Config in the Standards Based Grades Dashboard or from Standards Based Grades | Configurations in the navigation tree. The following page will display.

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7. The General Options tab is used to select certain report card and grade reporting options.



8. NOTE: It is suggested that the Print Standards Based Report Cards Preview be generated from the Standards Based Setup or the Standards Based Report Card Template pages as the options are changed. This will help visualize what the report card will look like prior to printing it in the grading period.

9. General Options Tab

• Select Report Card Type for each grade level including PS and TK. Each grade level can have a different report card type. Below are the available report card types: o Landscape Report Card will format the report card to print in legal landscape format and will grow or shrink to the size of your setup but is limited to only 1 page. o 2-Column Portrait Report Card will format the report card to print as a 2-column portrait report card. It is designed for double-sided printing on 1 piece of paper o Portrait Report Card will format the report card to print in portrait format and will grow or shrink to the size of your setup - can print multiple pages. Not supported in Aeries Web Version • Each report card type is

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available as a 3- or 4-mark report card. o 3 Mark Report Card will format the report card to print up to 3 marking periods for trimester schools o 4 Mark Report Card will format the report card to print up to 4 marking periods

• Show Absences will print the total number of absences the student has on the report card for each marking period. The Update Attendance Totals button needs to be run to update the absences • Show Tardies will print the total number of tardies the student has on the report card for each marking period • Show Days Enrolled will print the total number of days the student has been enrolled for each marking period

10. Page 6 Standards Based Grade Reporting for Elementary Schools

• Only 1 of the following options can be selected:

• Allow non security users ability to change grade reporting options can be utilized by a security level user to give individuals such as a clerk the capabilities to change grade reporting options • Allow grade editing for current mark only will only allow changes to the current mark • Allow plus-minus for mark types 1 allows a plus or minus to be added to the mark • Allow plus-minus for mark types 2 allows a plus or minus to be added to the mark • Allow plus-minus for mark types 3 allows a plus or minus to be added to the mark • Show Description in body for mark type 1 will print the Mark Type 1 description and can be de-selected to not print • Show Description in body for mark type 2 will print the Mark Type 2 description and can be de-selected to not print • Show Description only if mark type 1 AND 2 will hide mark descriptions of mark type 1 or 2 for standards that are only using one of them, but still print if the standard is using both mark type 1 AND mark type 2 • Expand comments to fill empty space expands the last column that does not contain standards/categories to allow additional comment space. This option applies to the Landscape report cards • Hide Top-Left & Top-Right sections will move the body of the report card up • Print a border around Explanation of Marks will print a border around the mark legend • Adjust width of Explanation of Marks will format the “Explanation of Marks” to accommodate longer mark descriptions • Hide Gridlines for empty space/blank filler this option will remove the empty horizontal lines on the report card. The report card will display as more separated areas • Show term dates will print the term dates in the top center of the report card • Show next grade labels will print the grade to be promoted in the top right hand corner and is usually selected for the final report card of the

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year. A “Promoted to grade” label will print. The promoted grade is pulled from the Next Grade field (STU.NG) for the student.

• Enable Web Only Features – this option enables two new mark types to be used: Free Text and Inline Comments. When this setting is enabled Standards Based Grade Reporting is completely disabled in the Aeries Client version for all schools. • Use Advanced Comment Formatting – this option enables the Free Text and Inline Comment standards. It also allows the Inline Comment standards and the report card Comments to be entered using a web-based text editor that will allow richer formatting of the text. NOTE: report cards are limited to up to 10 Inline Comment Standards per report card. Also, when Advanced Comment Formatting is used the teachers will no longer have the character counter below the report card comments. • Shrink Comments to Fit Report Card – this option will shrink the comments that the teachers enter to fit in the space provided. • Print Address Block on 2-Column Report Card – selecting this option will trigger additional options on the Print Standard Based Report Cards screen that will offer to print the 2-column portrait report cards on legal-size paper with an address block either at the top or the bottom of the report card, and with an additional option to print to contacts that have the Mail Tag field populated. • Save – click on the Save button to save changes made to the options screen.

• Show Student Number will print the student number on report cards • Show Perm ID will print the student permanent ID number on report cards • Show State ID will print the assigned State ID on the report card • Don’t Show ID Number will not print ANY student numbers on the report cards

11. Page 7 Standards Based Grade Reporting for Elementary Schools

• Push to Other Schools – will push all the options on the General Options screen to selected schools. The list of schools is limited to active schools with their School Type set as Elementary or Elementary with Master Schedule. Click in the box to the right of the school to select or deselect it. The Check Mark icon and X icon can also be used to select or de-select all schools at once.

NOTE: Caution the teachers to be aware of the space available in both the Inline Comments and the report card Comments. The system will not limit them upon data entry. The Advanced Comment Formatting will lessen the amount of text that will fit in the comment box and the Shrink Comments to Fit will attempt to fit all of the text into the comment box to the point of making the comment too small to read.

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12. Two additional options are available on the options form in Aeries Client Version: • Do Not Repeat Explanation of Marks will not print the mark legend on the subsequent pages of the Portrait report card. • Use Standards Based Courses (SBR) allows elementary schools with a master schedule or secondary schools to link standards to courses. Teachers of select courses can assess their students on those standards. This option is available on the Aeries Client Version Standards Based Grade Reporting Options form for schools set up as Elementary with Master Schedule.

NOTE: Selecting the Enable Web Only Features option will completely disable Standards Based Grade Reporting in the Client Version. Standards Based Grade Reporting will be limited to Aeries Web Version only. We highly recommend that all schools use the same Enable Web Only Features options for consistency.

13. Language Options Tab

• Print Language Information at Top will print the students' Language Fluency and Language Assessment information in the top left or right sections of the cards. There is space for 5 options to print on the left and 5 on the right. The following options can be selected and if populated will automatically print on the students' cards. o Student Language Fluency will print the description for the STU.LF field o Language Years in Program will print the number of years from the LAC.YP field

13. Page 8 Standards Based Grade Reporting for Elementary Schools

o Program/Instructional Setting will print the description from the Program LAC.PR field o Language Designation Code will print the language from the LAC.LD field of Language of Instruction will print the language from the LAC.LI field o English Classroom Eligibility will print the description from the LAC.ECE field o Services Received will print the description from the LAC.SR field o CELDT Test Scores Students scores from the Test table can be selected to print. □ Test – options of All, Most Recent or TA - from a selected Testing Admin. □ Score – options of the RS – Raw Score, SS – Scale Score or OT – Proficiency Level

NOTE: Language Information option labels are hard-coded and include only Spanish at this time. Code descriptions can be translated in the COD table with up to 6 Correspondence Languages.

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14. Grade Reporting Terms

After General Options and Language Options are completed the grade reporting terms must be set up. Click the mouse on the Terms tab. The following form will display. Terms can be set up for a Traditional school in the first Term field or each Track can be set up for a Track school.

15. Use the Add New Record link to add a new term to the Terms screen. Enter the code for the term and the Term Start and Term End dates. The Dates entered in the Term Starts and Term Ends fields MUST be set up in the current calendar as valid school days. Use the Edit icon to modify the term start and end dates.

NOTE: Term and Track start and end dates will display if the school is using a Master Schedule or have already been set up in the School Options form. Any information entered on this form will update the TRM table and will also display on the School Options form.

16. Mark Types

17 .The Mark Type codes will automatically be set up with default descriptions. To Change the Description, click the mouse on the Edit icon to the left of the Mark Type Code. Type the new description and click on the Save icon when complete.

18. Page 9 Standards Based Grade Reporting for Elementary Schools

19. An area at the top portion of the report card displays the different types of marks. All Mark Types can be utilized, however there is only enough room for up to four to display under the Explanation of Marks.

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NOTE: The Default description for Type 1 is “Achievement”, Type 2 is “Effort” and Type 3 is “Progress Toward Standard” but they can be changed on this form.

20. The following are Mark Types utilized by the grade reporting programs as codes used to describe the level of achievement a student has obtained. • Mark Type 1 (default is Achievement) is used to define a student’s level of accomplishment for the subject being graded. • Mark Type 2 (default is Effort) is used to define a student’s effort towards the grade level standards. • Mark Type 3 (default is Progress Towards Standards) is used to define a student’s progress towards each standard that is set up. • Mark Type 4 Check Mark is a check mark and cannot be changed. Any value entered will display and print as a checkmark. • Mark Type 5 Other Comment Graded 1-5 cannot be changed. Can be used to enter rubric grades or levels 1-5. • Mark Type 6 Free Text cannot be changed. Teachers can enter any letter, number or symbol into this field. 5-character maximum. • Mark Type 7 Comment cannot be changed. Used for free-form comments within the body of the report card. NOTE: when attached to a standard the Standard description will not print on the report card. Also, report cards are limited to up to 10 Comment standards per report card.

21. In addition to the seven default Mark Types user-defined marks can be added in the Mark Types tab. The new mark types will be numbered 10 and higher. Up to 99 Mark Types are available but only up to four can print in the report card Explanation of Marks section.

22 Update Correspondence Languages for Mark Type Descriptions

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23. The Standards Based Report Card can have Mark Type descriptions set up for up to 6 different languages. Click the mouse on the Correspondence Languages checkbox on the bottom of the form.

24. Additional fields will display. To add a translation for a mark type description, click on the Edit icon to the left of the Mark Type code, select the home language code from the dropdown and type the translation for the Mark Type in the selected language to the right of the code. When all of the translations have been entered for the Mark Type click the Save icon.

Valid Marks

25. Each grade can utilize different Valid Marks. Marks can also be copied from grade to grade. From the Valid Marks form click the mouse on the Grade button at the top of the form. Click the mouse on the drop down arrow to select the Mark Type. The mark types previously entered in the Mark Types tab will display. All Valid Marks MUST be set up for each grade level and Mark Type.

26. Use the Add New Record link to add a new Valid Mark for the Mark Type. • Enter the code for the Mark and enter a description of the mark in the Title field. • The Sort Order is the order that the Valid Marks will print under Explanation of Marks on the report card and it is updated automatically with the next available number when the record is added. If you wish to change the order of the Valid Marks you can do so by changing the Sort Order value. • Low Percentage/High Percentage enter the default % ranges for teachers when loading pointbased gradebook grades into Standards Based Grade Reporting

27. Page 11 Standards Based Grade Reporting for Elementary Schools

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• Low Rubric/High Rubric enter the default rubric ranges for teachers when loading rubric-based gradebook grades into Standards Based Grade Reporting • Not Taught flag is used to identify a default mark type used by teachers to indicate if a particular standard was not taught during the term

Click on the Save icon to save the new Valid Mark. Different grade levels can have different Valid Marks defined. As an example, grades K through 3 can have S, N and U, while grades 4 through 6 can have A, B, C or D. Valid Marks can be alpha, numeric or even symbols such as * or @.

28. If the option Allow plus-minus for mark type # is not selected in the General Options screen, then the plus and minus rows will not be configurable for the valid marks.

29. To Change a Valid Mark, select the Grade and Mark Type for the marks to be changed. Click on the Edit icon next to the Valid Mark that needs to be updated. Highlight the field to be changed and type the new information. Click on the Save icon to save the changes.

NOTE: If Sort Order is changed the order that the marks print will change under Explanation of Marks on the report card.

30. To Delete a Valid Mark, select the Grade and Mark Type for the mark to be deleted. Click on the Edit icon next to the Valid Mark that needs to be removed. Click on the Delete icon. A message will display to verify the deletion. Click the mouse on the OK button and the Mark will be deleted.

Update Correspondence Languages for Valid Marks

31. The Standards Based Report Card can have Valid Marks set up for different languages. Click the mouse on the Correspondence Languages checkbox on the bottom of the form. Additional fields will

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display. To add a different language for a mark, click the mouse on the Edit icon to the left of the Mark Type code. Click the mouse on the dropdown arrow and the home language codes will display.

32. Select the home language code from the dropdown and type the translation for the Valid Mark Title in the selected language to the right of the code. A total of six different languages can be entered for the mark displayed. When all of the translations have been entered click the mouse on the Save icon.

33. Copy Grade to Another Grade

34. After entering all marks for a particular grade click the mouse on the Copy Grade to Another Grade button. Click the mouse on the Yes button. Select the grade to copy to from the dropdown and click on OK. All marks and translations will be copied to the grade selected. For example, the Kindergarten marks can be copied to the new PS and TK grade levels and can then be modified if necessary.

Mark Type Legend

34. The Mark Type Legend is used to define which Valid Marks will display on the report card for each grade level and in what position they will print in the Explanation of Marks. Up to four positions are available for each grade level. All four positions are not required to be used. To update the Mark Type Legend click the mouse on the Change button. Select the Mark Type from the dropdown. Click on the Save icon when complete.

35. The report card Explanation of Marks legend will print the Mark Types and Valid Marks selected on the Mark Type Legend form.

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Comments

36. The Comments tab is used to enter comments to define any additional information to be printed on the student's report card. Teachers will be able to insert the pre-defined comments in the Teacher Portal Comments field. There are 3 default comments automatically added. These comments can be changed or new comments can be added.

37. To Add a Comment, click the mouse on the Add New Record link. Type the code into the Code field and press Tab. Type the comment in the Description field. Click on the Save icon to save the changes.

37. To Change a Comment click on the Edit icon next to the Comment that needs to be updated. Update the comment description and click on the Save icon to save the changes.

38. To Delete a Comment click on the Edit icon next to the Comment code that needs to be deleted. Click on the Delete icon. A message will display to verify the deletion. Click the mouse on the OK button and the Comment will be deleted. Define / Update Standards

39, The Standards screen is used to define all Standards that will be used on the Standards Based Report Card. Select Standards from the Setup/Config category in the Standards Based Dashboard or under Standards Based Grades | Configurations in the navigation tree. The following form will display.

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40. The Standards page has two views, the Display List and Display Tree. The Display List (pictured above) will list the standards by Standard ID and a Search box is available to quickly locate a particular standard.

41. The Display Tree will display the hierarchy of the standards. Filters are available to limit the standards that are displayed by their type (Local, Common Core, CA State Standard or Next Generation Science) and by grade level. A Search box is also available to quickly locate a standard by its' ID or title.

42. Standards can be entered as a Top Level Standard Category and then sub standards can be linked to the Standards. When using the Standards Based Report Card Templates page to build the report card only the Top Level Standard Categories need to be added. An option is provided to include the linked sub standards automatically to the template.

NOTE: When Mark Type 7 - Comment is attached to a standard the Standard description will not print on the report card.

43. Page 14 Standards Based Grade Reporting for Elementary Schools

44. Load CA State Standards (Common Core and NGSS)

45. State standards can be quickly imported by using the Load CA State Standards form. The Load CA State Standards form is available in Aeries Client AdminCS in View All Forms. The following form has three tabs to load California, Common Core or Next Generation Science (NGSS) standards into Aeries.

46. The Update Previously Loaded Standards with New ID's and Load Selected Standards button will analyze all existing standards in the system, rename them if needed, and add any new standards.

NOTE: After loading Common Core standards the Title or descriptions can be modified. This may be necessary due to the space limitations of the Standards Based Report Cards.

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47. Add Standards

48. To Add a Standard manually, click the mouse on the Add New Record button on the Standards screen.

49. The standards details screen will display to the right of the standard list. Enter a Standard ID and use the Tab key on the keyboard to move to the next field of Title. Enter the Title and tab to the Type of Standard field.

50. Page 15 Standards Based Grade Reporting for Elementary Schools

There are several types of standards available:

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51. The actual Type of Standard values are only for information with the exception of 0 – Top Level Standard Category. If you are using Common Core standards that have been loaded with the Load CA Standards form, the Type of Standard should not be changed. The Common Core standards are imported with the appropriate type codes. The hierarchy is based on the relationships between the standards with the Category field.

52. For local standards that are manually entered, it is suggested to use the type 0 Top Level Standard Category and for all sub-standards, use the Type of Standard of 4 - Detailed Standard. This format will allow the sub-standards to be linked to the top level or main standards.

53. To allow this standard to have marks press Tab to Mark Type1. Select the Mark Type from the dropdown. To set up Mark Type2 click the mouse on the dropdown arrow key and select Code 2.

NOTE: Mark Type 2 can only be set up when Code 1 is set up in the Mark Type 1 field.

NOTE: When Mark Type 7 - Comment is attached to a standard the Standard description will not print on the report card. There is a limit of 10 Comment standards/report card.

54. The Include in Transcript option will print this standard, mark type and marks stored for a student in the Standards Based History (SBH) table when an Elementary Transcript is generated. This is usually selected for top level standards.

55. The Applies to Terms check boxes are used if a standard does not apply to a specific term. Deselecting a term check box will disallow data entry for that term and the box on the report card will be greyed out.

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56. Below, the standard “Capitalize the first word in a sentence and the pronoun I.” is not available for the first reporting term and will display with the marking box as gray.

57. Code Type Description 0 Top Level Standard Category 1 Sub Group 2 Cluster/Strand 3 Filler – for internal use 4 Detailed Standard 5 Sub Standard S Subject Area G Subject Area Group

58. Page 16 Standards Based Grade Reporting for Elementary Schools

The Applies to Grades check boxes allow particular grades to be selected that will utilize this standard category. Click the mouse on each grade selected and a black check mark will display.

59. To select ALL grades, click on the Apply to All button and a black check mark will display for all grades available.

60. To de-select this Category/Standard from printing on the Missing Mark Report click on the drop down and select No.

61. The Not Linkable to Gradebook Assignments option can be used to prevent teachers from associating that standard to any gradebook assignments that they have created.

62. The Standards Based Report Card can have Standard Title translations for up to 6 different languages. To add a Correspondence Language select the non-English language code from the dropdown and type the translation for the Standard Title in the selected language to the right of the code.

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63. When the standard has been completely defined click on the Save button to save the standard.

64. Add A Sub Standard

65. To Add a Sub Standard, click on the Add New Record button. Enter a Standard ID and Title as before. Click on the dropdown for Type of Standard and select the Type of Standard. Type 4 – Detailed Standard is recommended. This will allow you to link a substandard to a Top Level Standard Category. Press Tab into the Category field. Click on the Category drop down arrow and select the top level standard or type the standard's ID into the Category field. In the below example the substandard "Understands concepts about print" is linked to the higher level standards "English Language Arts".

66. NOTE: When sub standards are linked to a Top Level Standard, only the Top Level Standard needs to be added to the Standards Based Report Card Templates to build the report card. The linked sub standards will automatically be added to the set up.

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68. Press Tab until you reach the Mark Type 1 field. Click on the drop down arrow key. Click to select the Mark Type for this standard. Only Mark Type 1 should be populated for sub standards.

69. Complete the rest of the fields for this substandard (Include on Transcript, Applies to Terms, Applies to Grade Levels, etc.) as described earlier in this document. When the standard is completely defined click the Save button to save the standard.

70. To Change a Standard first select the standard by clicking on it in the standard list. Then click on the Change button. Enter all necessary changes and click on the Update button to save the changes.

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71. To Delete a Standard Category select the standard to be deleted. Then click on the Delete button. A message will display to verify the deletion. Click on the OK button.

NOTE: Standards that are used in the Standards Based Setup or Standards Based Report Card Template CANNOT be deleted. The standard must be removed from these screens first then deleted from the Standards screen. This also applies to category standards with sub-standards in the Setup or Template. In addition, a standard attached to a gradebook assignment cannot be deleted.

72. Add Sub Standards with the Auto Populate Option in Client

73. Client Version has an additional feature to quickly add additional sub standards to a category. After a Sub Standard has been set up for a particular Category, the Auto Populate option can be selected. This will automatically add the same category attributes to the following NEW Standards as the previous standard setup.

74. After all standards have been added for the category displayed, click the mouse on the Auto Populate option to de-select it.

75. Inactivate Standard or Category

76. To Inactivate a Standard/Category, select the standard by clicking on it in the standard list. Click the mouse on the Change button. Click the mouse on the Status drop down and select Inactive. The Last School Year that the Category was active is also available to be updated. Click on the Update button to save the changes.

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77. Standards by Categories

78. To help determine that all standards have been set up correctly, the Standards by Category screen can be used to display the standards in each category. The Standards by Category screen can be found under Standards Based Grades | Configurations in the navigation tree.

79. Standards not already linked to a category can be linked through this form. Select the category standard from the list on the left side of the screen. Sub standards that are associated with that category standard will display in the list to the right.

80. To add a substandard to the category standard, click on the Add New Record link. Use the dropdown to select the substandard. Click on the Save icon to save the changes.

81. To remove a substandard from the category standard, click on the Edit icon. Click on the Delete icon.

82. Standard Listing

83. After all the standards have been entered on the Standards form a report can be run to verify the information. Click on the Standards Based Standards link under the Setup/Config category of the Standards Based Grades Dashboard or click the Report link under Standards Based Grades in the navigation tree. Select the Standards Based Standards report.

The following report will display and can be used to verify the standard information.

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84. Standards Based Report Card Templates

85. Standards Based Report Card Templates allows users to create multiple report cards without impacting the current report cards that may be in production. The Standards Based Report Card Templates page will allow a user to create new report cards in a “sandbox” area and will greatly reduce the amount of time needed to create or modify your report cards.

86. An existing report card setup from the Standards Based Setup (SBE table) can be imported into the Standards Based Report Card Templates page and then it can be modified. When the new report card template is complete, it can be pushed to the current setup with the Push to SBE icon. The new page features drag and drop ability to move standards onto and around the report card. All of the options are available including a new option to “Center” the standard or filler. Standards can be added or edited from the page also with the appropriate permissions.

Note: Currently the 2 Column Portrait format report card is supported in the Standards Based Report Card Templates. Landscape format report cards are not yet supported.

87. A Print Preview is available from the Standards Based Report Card Templates page to check the progress of the report card while building it.

88. Security and Tables

89. Two new tables have been added to support Standards Based Report Card Templates: • SBS – Standards Based Report Card Templates • SBD - Standards Based Report Card Template Details

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90. Users will need permissions to the new Standards Based Report Card Templates under the Standards Based Grade Reporting section on the Security page.

91. Standards Based Report Card Templates - SBS Permissions: • Read - allows users to open existing templates, view what is in SBE for import, print previews • Update - with Update permission users can create new templates save templates, delete templates and import from SBE

92. Standards Based Setup SBE – Insert permissions are needed to push/copy the template to the current set-up with the Push to SBE icon

93. Standards STN – Insert and/or Update permissions are needed to Add or Edit a Standard from the Standards Based Report Card Templates page.

94. NOTE: Editing an existing standard will impact standards already in use. Permissions to the Standards STN table should be limited to admin type users and be granted with caution.

Create Templates

95. Once permissions are granted to the Standards Based Report Card Templates – SBS security area, users will see a Standards Based Report Card Templates option under the Standards Based Grades node, Configurations on the navigation tree.

96. Clicking on Standards Based Report Card Templates will display the following page.

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97. Below are the descriptions for the function icons on the left side of the page.

 Grade dropdown displays grade levels from the School Low and High.

 Create New Template allows users to create a new blank template

 Open File allows users to open, copy or delete existing saved templates

 Save Template allows users to Save and Name a template. The Save should be used periodically when working on a template.

 Print Preview allows users to see a preview of the current template.

 Import from SBE allows users with permissions to import an existing setup (SBE table) into the template Push to SBE allows users with permissions to push the current template to the current setup (SBE table) Remember Me/Undo Remember Me is available to add related sub-standards to the template when selecting the top standard.

98. There are 2 ways to create templates:

• Create a New Blank Template – a blank template can be created and standards from the Standard List can be added.

• Import from SBE – an existing Standards Based Setup (SBE table) can be imported into the template. Once imported the template can be edited.

Create New Blank Template

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99. To create a new blank template, select the grade level from the Grade dropdown. Then click on the Create New Template icon.

100. A blank template will display. If the Language Options are selected from the Standards Based Grade Options, they will display in the top left or top right sections of the template.

101. The Portrait template has 2 pages. Page 1 will display when creating a new blank template. Page 2 can be displayed by clicking on P2 on the upper right of the page.

Import from SBE

102. The Import from SBE option will import an existing Standards Based Setup (SBE table) into the template. Once imported the template can be edited.

103. To import a template, select the grade level from the Grade dropdown. Then click on the Import from SBE icon. The current setups will display.

104. In the example below, grade 5 is selected. The following popup will display with the current Standards Based Setups (SBE table) available for the grade selected. Click on the download icon on the report card to import.

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105. Building a Template

106. After the template is created by either the using the Create New Template button or the Import from SBE, many options and functions are available to build a template.

107. Standard List

108. The Standard List will display from the Standards - STN table and display the standards for the selected grade level. Common Core standards can be imported into the Standards table. Please refer to the Load CA State Standards (Common Core and NGSS) section earlier in this document for details.

109. The Standard List page has drilldowns available to locate standards. Click on the arrows at the far right to display related sub-standards.

110. The Search box can also be used to find standards. Enter the standard name and click on the Search icon. The list will be filtered for standards with the word entered in the search box.

111. Add Standard

112. If the user has permissions Insert or Update Standards, an Add Standard button will display next to the standard Search box.

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124 .A popup page will display to enter the standard information. This will allow users to enter Local standards. Enter the Standard ID, Title, and Type of Standard. If the standard is a sub-standard, enter the Category standard ID to link to the top level standard.

125. The Mark Type 1 and 2 can be populated if appropriate.

126. The Include in Transcript option will print this standard, mark type and marks stored for a student in the Standards Based History table (SBH) when an Elementary Transcript is generated. This is usually selected for top level standards.

127. The Applies to Terms check boxes are used if a standard does not apply to a specific term. Deselecting a term check box will disallow data entry for that term and the box on the report card will be greyed out.

128. Please refer to the Load CA State Standards (Common Core and NGSS) section earlier in this document for more detail on adding or modifying standards.

NOTE: Editing an existing standard will impact standards already in use. Permissions to the Standards STN table should be limited to admin type users and be granted with caution.

129. Adding Standards to the Template

130. After creating a new template, the first column on page 1 will be highlighted with a dark blue border to indicate that it is the selected column.

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132. Standards can be added to the template by dragging the standard to the selected column or by clicking on the arrow to the left of the standard.

133. To drag and drop a standard, click the mouse on the standard from the Standard List and drag it to the appropriate column on the template. Standards can also be added to the Top Left and Top Right sections of the template by dragging and dropping.

134. A Drop Here message will display at the top of the column. Drop the standard onto the template. Filler/Header lines can be added later to add space between standards to balance out the columns.

135. If the standard is a top level standard with related sub-standards linked to it, the following message will display when adding the standard to the template:

136. Select the Remember Me option to always use the same Yes or No setting for the related substandards when adding additional standards to the template. The Remember Me option can be turned off by clicking on the Undo Remember Me icon on the left hand tool bar.

137. Adding standards with many related sub-standards may push them to the next column. If the first 2 columns on Page 1 are full, the related sub-standards will be pushed to Page 2. If the page is full, the following message will display.

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139. Standards can also be added to the template by clicking on the arrow to the left of the standard.

140. Right Click Options

141. Once standards are added to the template, there are various options are available by right clicking on a standard: Center Justify, Shading, Filler/Header, Line Number, Remove and Edit.

• Center Justify – will center the Standard description or Filler text in the center of the line. This option is not supported in Client.

• Shading - will allow standard in the report card to be shaded

• Bold Text – will allow either a standard or filler to be bolded or un-bolded. This option is not supported in Client.

• Filler/Header – will add blank lines or free text in the body of the report card o Add Above/Add Below – will add the blank line above or below the selected standard o Remove Fillers – will remove a group of fillers from the template o Edit – will allow adding text to a filler line or for editing existing filler text. Includes adding translations for Correspondence languages

• Line Number – will increase the lines of a standard from 1 to 10. This option is used for standard descriptions that do not fit on 1 line. Increase the Line number to fit the standard description.

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• Remove – will remove the standard from the template. This option does not delete the standard from the Standards table, just removes from the template. The standard will display in the Standard List once removed.

• Edit – If the user has permissions to Update Standards, the Edit option will display. When the Edit option is selected the following warning message will display. Note: Any change to an existing standard will affect standards that are already in use, edit with caution.

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143. Print Preview

144. A Print Preview icon is available to check the report cards progress when building. When creating a new template, the Print Preview icon is disabled until the template has been saved by clicking on the Save icon. Once the template has been named and saved, clicking on the Print Preview icon will automatically save the template to ensure new changes are saved.

145. When clicking on the Print Preview icon, the following options display:

• Include Standard ID in Mark - When the option is selected, the Standard ID (STN.SD) will print in the mark columns

• Teacher Signature - When the option is selected, the Teacher signature line will print on the 2nd page

• Principal Signature - When the option is selected, the Principal signature line will print on the 2nd page

146. It is suggested that the Print Preview option be utilized throughout the process of creating the report card template.

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147. Save Template Clicking on the Save Template icon will display the Save Template popup page.

• Name – When creating a new template, the Name will be blank. Enter the template name. • Type – the Portrait format is supported at this time. • Grade – the grade will default to the selected grade and cannot be changed.

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149. When saving a template that was imported from SBE, the template name will contain "(Imported)" in the name. The name can be changed.

150. If the Home icon is clicked before the template is saved or a Print Preview is made, the following message will display. Click on Save and Exit to save the changes or Exit to exit the page.

151. Open File

152. After templates have been saved, the Open File icon provides more functions.

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153. The Open File popup will display the template Name, Grade Level, Type (currently only Portrait is supported) and Last Updated date.

154. The following icons are available:

• Open icon – will open the selected template

• Copy icon – will copy the existing template to another template in the same grade or in another grade level. The Name and Grade can be changed on the Copy Template screen prior to clicking on the Copy button.

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• Delete icon – will delete the template from both the SBS – Standards Based Report Card Templates table and the SBD - Standards Based Report Card Template Details table. A confirmation message will display. Use the Delete with caution.

156. Push to SBE

157. When the template is complete, it can be pushed to the current set up by using the Push to SBE icon. The following will display.

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158. The Card Type can be entered or left blank for the default. The Overwrite existing card type option will allow a new template to overwrite an existing Standards Based Setup (SBE table) Card Type.

159. If the report card type exists in the Standards Based Setup (SBE table) and the Overwrite existing card type option is NOT selected, the following message will display:

160. A new Card Type must be entered to import the template. A confirmation message will display after the import.

161. Report Card Type codes and descriptions are stored in the STU.RC field and can be modified on the Update Code Table page.

NOTE: A grade level must have a Default Report card before any other Report Card Types can be saved for that grade level.

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Standards Based Setup (SBE table)

163. After the template has been pushed to the Standards Based Setup (SBE) table, the Standards Based Setup page can be used to view and to preview the report card. It can be accessed from the Setup/Config category of the Standards Based Dashboard or from Standards Based Grades | Configurations on the navigation tree.

164. The Standards Based Setup page has a link to the Standards Based Report Card Templates page at the top of the page.

165. The Preview Report Card button is available.

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166. Assigning Students a Report Card Type Code

167. To create report cards for students with the new Report Card Types, the students need to be tagged with the corresponding Report Card Type before the Standards Based Grade Reporting table is created. On the Standards Based Grade Input form under Standards Based Grades in the navigation tree, click the mouse on the Report Card Type dropdown. Only the Report Card Types that are set up for the student's grade level will display. Select the appropriate code. Queries can

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also be run to populate the STU.RC field before the Standards Based Grade Reporting table is created.

168. Standards Based Report Card Setup in the Client

169. The Standards Based Report Card Set-Up is used to select the Categories and Standards that each grade level will be graded upon. This form is also used to build and design the outcome of the final Standards Based Grade Report Card for EACH grade level and Report Card Type if applicable.

170. The Standards Based Report Card Set-Up form is only functional in Client Version. The Web Version uses the Standards Based Report Card Set-Up form only for displaying and print previewing the report card setup.

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171. It is important that all the Standards are entered correctly on the Define/Update Standards form before the Standards Based Report Card Set-Up process is started. Any change to the category standard linking or change in mark types will not automatically cascade to the Standards Based Report Card Set-Up.

172. Report Card Types can be created to accommodate different Standards Based Report Card setups for each grade level. Examples of Report Card Types are LEP, GATE or Modified Curriculum.

173. Add the standards for the default setup for each grade level. The Report Card Types can be added after the default setup is completed. When adding the new Report Card Types an option will display to copy from the default setup.

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175. Add a Category/Standard

176. From the Standards Based Report Card Set-Up form, click the mouse on the Grade button. To Add a Category, click the mouse on the Add Category button. A selection box will display. Click the mouse on the dropdown, select the Category and click the mouse on the OK button.

177. Type 0 standards are the Top Level Standard Categories. It is suggested that ALL Top Level Standard categories be added for the grade displayed. All the sub standards linked to the Category will also be added to the report card. The following message will display.

178. Take note to the Print Location. The default is for the Body of the report card.

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179. To change the Print Location click the mouse on the standard and then click the mouse on the Edit Print Location button and type the number for the print location in the text field. Click the mouse on the OK button.

• 1 – Prints the category in the body of the report card • 2 – Prints the category in the top left area of the report card • 3 – Prints the category in the top right corner of the report card

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181. The Print Location selected will now display. For example, Top Left displays for Special Services. The following is an example of the top left hand corner of a printed Standards Based Report Card.

182.The order in which the categories display on the Standards Based Report Card Set-Up form are the same order that they will print on the report card. The categories can be repositioned to the desired printing order. Click the mouse on the Category selected.

182. Click the mouse on the Up or Down arrow and the Category will adjust with the arrow selected. The Category can be placed in any position on the form. For instance, clicking the mouse on the Up arrow the Category can be placed at the top of the form and will be the first category printed on the card.

183. Delete a Category

184. To Delete a Category, click the mouse on the Category selected and the category will be highlighted. Click the mouse on the Delete button. The category will no longer display and will not print on the report card when generated.

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185. Edit Number of Lines

186. Click the mouse on the Edit Number of Lines button to add lines to a standard that does not fit on just one line. Below is an example of standards with Edit Number of Lines set to 2.

187. The Lines column on the Standards Based Report Card Set-Up form will display the number of lines for the standard.

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Shading

189. The two Shade buttons will allow any standard in the report card to be shaded. The top Category section has a Single and Mass option. This will allow all top level categories in the top section to be shaded at once when clicking on the Mass option. There is also a Shade column on the form.

190. Individual standards can be selected or deselected to shade by clicking on the standard then clicking on the Shade button with the Single option selected.

Below is an example of the Shade option set to Yes.

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191. Add a Filler/Header

192. On the Standards Based Report Card you may want to add headers below the categories to group the standards. The report format may also need to be adjusted to make it more readable. Fillers can be used to add blank lines to separate areas of the report card. To add a filler or header, within a category select the Category. Click the mouse on the Add Filler/Header button.

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The following text box will display. Type the Title for the header in the text field. Click the mouse on the OK button.

194. The Title for the header will display at the bottom of Standards in Category. The arrows can be used to move the Filler/Header up.

195. A filler can also be added to the report card that will add blank lines. To add a filler within a category, click the mouse on the Add Filler/Header button. A text box will display. To create a blank line on the report card, leave the text field BLANK. Click the mouse on the OK button.

196. After a header or filler has been added the report may need to be adjusted. To reposition the Filler or Header click the mouse on the filler or header. Click the mouse on the Up or Down arrow keys.

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197. The filler or header will move up or down the form. Click the mouse on the arrow keys until the filler or header is positioned appropriately on the form.

198. For example, the header Word Analysis is now at the top of the form.

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200. When the report card is printed Word Analysis will print directly below the category Reading. The following is an example of the category setup above. Compare the printout to the form displayed above. Fillers can also be shaded by clicking on the Filler line and then clicking on the Shade button.

201. Click the mouse on the Edit Number of Lines button to add lines to a filler/header that does not fit on just one line.

202. Edit Header/Update Correspondence Languages

203. To set up a Header to print in a different language, select the header and click the mouse on the Edit Header button. The following form will display. Select the language code for the Default Title displayed. In the text field to the right of the home language enter the translation of the Header in the language selected. Click the mouse on the Exit button. This new header will not display but will be printed on any report card that is selected to print in language code 01.

204. Preview Report Card

205. It is suggested that the Preview Report Card option be utilized throughout the process of creating the report card. An option is available to Print Standard in Mark.

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206. When the option is selected, the Standard ID (STN.SD) will print in the mark columns. This is helpful during the report card building process. Below is a portion of the report card when using the Print Standard in Mark option when print previewing the report card on the Standards Based Grades Set-Up form.

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208. Click on the Preview Report Card button. An option box will display to select the Language Code and whether or not to print a Teacher Signature Line and/or Principal Signature line.

209. Click on the OK button and a Sample Report Card will display. The following is a Landscape Report Card example.

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211. The following is page 1 of the 2 Column Portrait Report Card.

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NOTE: Once the Standards Based Grade Report table has been created, changes should not be made to the Standards or Report Card Set-Up. Once grades have been submitted changes should only be made during the summer. Utilize the Preview Report Card during the process to ensure the report card is complete and accurate.

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213. Add a Report Card Type

214. After the default grade level setup is complete new Report Card Types can be added if applicable. The ability to add Report Card Types allows multiple setups per grade level. Some examples are LEP or Gate report cards that could have a different set of standards than the default grade level setup.

215. Click the mouse on <Add New> button on the left side of the form. The following message will display.

216 Click the mouse on Yes to continue adding a new Report Card Type. The following messages will display. Enter a report Card Type code up to 3 characters then enter a description.

217.This description will print on the header of the report card.

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218. After entering the code and description the following message will display. Selecting Yes will allow you to copy the default setup to the new Report Card Type setup. Selecting No will allow you to start with a blank setup. You will need to build the report card for the Report Card Type if selecting No.

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220. When Yes is selected the following form will display. For the first Report Card Type only the Default will display on the form. Once other Report Card Types are created they will also display on this form. Click the mouse on Default to copy the Default Setup to the new Report Card Type.

221. The Set Up form will now display the setup for the new Report Card Type of GTE – Gate.

222. Standards can now be added and deleted on the form for the new Report Card Type. Report Card set-ups can also be copied to different grade levels.

223. Standards Based Grade Reporting

224. After the Standards Based Grade setup is completed the grade entry can be performed through Standards Based Grade Input, Standards Based Grades by Teacher, or Teacher Portal.

225. Create Grade Reporting Table

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226. Prior to entering grades the Grade Reporting Table must be created. Click on Initialize New Grading Cycle under the Initialize category on the Standards Based Grades Dashboard or in Standards Based Grades | Functions in the navigation tree.

227. Click on the Current Mark option. The correct starting and ending dates should automatically be highlighted. If tracks have been set up they will display. Click on the correct Track(s). Click on the Initialize New Standards Based Grading Cycle button. A message will display confirming that you wish to proceed. Click on the OK button and a message will display that the process may take some time to complete and an email will be sent out when it is completed.

NOTE: Once the Standards Based Grade Report table has been created, changes should not be made to the Standards or Report Card Setup. Once grades have been submitted changes should only be made in the Standards Based Report Card Templates and from the template copied into the Standards Based Setup during the summer or at

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229.the beginning of the new school year before the Standards Based Grade table has been initialized. Changes made during the school year could invalidate previous marks that have been submitted.

230. Create/ Update Standards Grade Report Table for a Student

231. After the grade reporting table has been created, changes can occur that will affect the grade table. For example, a new student can be added to the school database, which will not be included in the grade reporting table. To update the grade reporting table for one student, click on Create/Update SBG for One Student under Standards Based Grades | Functions. The following selection box will display. Enter the student's name in the Search box and search for the student.

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232. Click the mouse on the student and then click on the Update SBG for this Student button. A message will display confirming that you wish to proceed. Click on the OK button to continue.

233. Standards Based Grade Input

234. The Standards Based Input form is used to manually enter marks, comments and assign a student a Report Card Type code if applicable. It can be found under the Enter Grades category of the Standards Based Grades Dashboard or under Standards Based Grades in the navigation tree.

235. All Categories and Standard Descriptions previously set up will display under the Subject column. All Valid Marks will also display in the far right column. Only the marks displayed can be used for the Subject selected. If no marks display the line is either a Header Area and should not have any marks entered in the Mark column, or a Free Text mark or an Inline Comment mark. Locate the student. Click the mouse on the Edit icon to the left of the standard.

236. Enter a Valid Mark from the marks displayed. Press Tab to move to the next Mark field. Click on the Save icon when all entries are complete.

237. Standards that are the Free Text mark type will allow up to 5 characters to be entered into the mark field. The data entered is not validated.

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239. To add an overall Comment for the student displayed, click the mouse on the Comment tab. Click the mouse on the Add New Record link. Select the Term. Type the comment to be printed on the report card in the Comment field.

240. When the option to Use Advanced Comment Formatting is selected in the General Options tab, the Comments will be updated in a web-based text editor.

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241. Click on the Save icon to save the comment.

NOTE: Only one comment can be entered per term per year. Due to space limitations the entire comment may NOT print on the report card.

242. Standards Based Grades By Teacher And Subject

243. The Standards Based Grades By Teacher screen can be utilized by designated school staff to select a teacher and display the students in their class. The grades can then be updated for all Subject Areas and Standards. It can be found under the Enter Grades category of the Standards Based Grades Dashboard or under Standards Based Grades in the navigation tree.

244. Teacher Portal Input

245. In order for teachers to input Standards Based Grades, the administrator needs to populate the Open SBG Grading Window dates in Portal Options. These dates control when teachers have access to Standards Based Grades. The Portal Options page is under School Info | Portal Management on the navigation tree.

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247. Aeries Security also needs to be granted for Standards Based Grades for the Portal Group of Teachers.

248. The following page will display to teachers when logged into the Teacher Portal.

249. Standards that are the Free Text mark type will display as an open box with no dropdown. Teachers will be able to enter up to 5 characters into the mark field. The data entered is not validated.

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251. When the option to Use Advanced Comment Formatting is selected in the General Options tab, the standards that are the Comments mark type will be updated in a web-based text editor.

252. Print Standards Based Missing Mark Report

253. The Standards Based Missing Mark report will print a detailed listing of all students that do not contain a mark for all categories or standards. To exclude standards from this report enter an N in the Count on Missing Mark Report? field on the Standards form.

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254. To run this report, click the mouse on Reports under Standards Based Grades in the navigation tree. Then click on the Standards Based Missing Mark Listing. The following selection box will display. Select the options for the report to be generated and click the mouse on the Run Report button.

255. The following is an example of the Print Standards Based Missing Mark Report. The check marks below the M1, M2, M3 and M4 are for the marking periods that are missing a mark.

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257. Update Attendance Totals

258. If the Attendance options were selected in the Standards Based Options, the Update SBG Attendance Totals function MUST be run to calculate the attendance totals prior to the report cards being generated. The calculated attendance totals will then print on the report card when generated.

259. The Update SBG Attendance Totals screen is in the Finalize category of the Standards Based Grades Dashboard or under Standards Based Grades | Functions in the navigation tree. Select the Term to Update and click the mouse on the Update SBG Attendance Totals button. When complete an email notification will be sent and the updated attendance totals will print on the report cards.

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NOTE: If more than one mark will print on the report card each Term MUST be updated.

260. Print Standards Based Report Cards

261. The Print Standards Based Report Cards can be run from the Print Report Cards category of the Standards Based Grades Dashboard or from Standards Based Grades | Reports in the navigation tree. From the report list click on the Standards Based Report Cards report. A selection box will display. Click on options from the following selections for the report cards to be printed:

• Print All Languages - print report cards in ALL languages. • Print in English Only – print report cards in English Only regardless of the Students Correspondence Language • Print Only CL - print report cards for students with the selected Correspondence language • Student Grade – either print an individual grade or All grades • Report Card Type – All, None or select a specific Report Card Type • Teacher to Print – print an individual teacher or All teachers • Teacher Name – will print Teacher, Teacher First Name/Last Name or Teacher Last Name/First • Print Teacher Signature Line – prints Teacher Signature line for all students on the bottom right corner of the last comment box • Print Principal Signature Line – prints Principal Signature line for all students on the bottom left corner of the last comment box • Include Inactive – include inactive students • Print Address Block Legal – this option is available for Portrait 2-Column report cards when the Standards Based Option Print Address Block on 2-Column Report Card is selected. When selected, the Portrait 2-Column report cards will be printed on legal-size paper with the school's return address and the parent/guardian address printed either at the top or the bottom of the report cards and formatted to fit in a window envelope. NOTE: only Admin and User accounts will have this option. It is not available for Teacher, Parent or Student accounts. • Mail Info at Top – this option becomes available when the Print Address Block Legal option is selected. When this option is selected the return address and parent/guardian address will print at the top of the page. • Print to Contacts - this option becomes available when the Print Address Block Legal option is selected. When this option is selected the contact address will print for all contacts with a Mail Tag. • Print for One Student - print report cards for Only the selected student • Marks – print for one or more marking periods • Tracks - print for as many tracks selected

262. Click on the Run Report button.

NOTE: When printing the report cards remember to select the appropriate printing options: • Select the appropriate Paper Size for the report card that is being printed. For example, Portrait 2-column report cards should be printed on Letter paper, however, when the Print Address Block option is being used the paper size needs to be changed to Legal. • The Fit to Print option should be unchecked • Select whether

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or not to print Two-sided. For example, the Landscape report cards are one-sided and this option should be turned off. The Portrait 2-column report cards are two-sided an this option should be turned on.

263. The following is a landscape Standards Based Grade Report Card example.

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264. The following is a 2-Column Portrait Standards Based Grade Report Card example. It is a 2 page report card with the Attendance totals and comments on the 2nd page.

265. Below is an example of the Portrait 2-Column report card using the options to print the address block on the bottom of the page.

266. If the Correspondence Language codes for Spanish (01) is selected, the headings on the report card will also be translated. The translations are hard coded and stored in the usysTrans Table. The following is a 2-Column Portrait Standards Based Grade Report Card example for a student with the Correspondence Language of Spanish (01).

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267. Page 48 Standards Based Grade Reporting for Elementary Schools

268. If using the Report Card Type the description will print in the Report Card header. Below is an example of a report card for a student with the Report Card Type code of Gate.

269. Report Card History

270. Report Card History is a feature that allows schools to save a permanent, electronic copy of every report card a student receives. The Report Card History will remain with the student across multiple years and schools and can be accessed by office staff, teachers, parents and students given appropriate permissions. The Report Card History is stored in the RCH table, and this security area is found under the Other Student Data category on the Permissions form.

271. Generate Report Card History

272. Generating the Report Card History for Standards Based Report Cards requires the same permissions as printing Standards Based Report Cards plus Update permission to Report Card History (RCH).

273. Each report card document will be saved to the RCH table in English and also in the student's Correspondence Language if different from English. An email notification will be sent when the process has completed.

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274. A Generate Report Card History button has been added to the Print Standards Based Report Cards Report Options form. Clicking this button will create or update Report Card History

275. Page 49 Standards Based Grade Reporting for Elementary Schools

276. documents based on the options and students selected. This allows for a streamlined workflow of printing the report cards and then generating the Report Card History immediately afterward. The option to print only one language is ignored when doing Report Card History.

277. NOTE: Report Card History records are uniquely identified by the combination of Student ID (RCH.ID), School (RCH.SCL), Academic Year (RCH.YR), Term/Marking Period (RCH.TM), and Report Card Type (RCH.TY). Therefore, subsequent execution of the Generate Report Card History process will overwrite existing Report Card History records where the identifying fields match. For example, a student can only have one Report Card History record for Golden Eagle Elementary School, year 2016, Trimester 2, type Standards Based Report Card. Only the most recently generated report card matching those values will be saved.

278. NOTE: For confidentiality purposes the Report Card History will not be formatted with the address block information for the Portrait 2-column report cards.

279. View Student Report Card History

280. Viewing a student's Report Card History requires Read permission to Report Card History (RCH). The page can be found under Student Data | Grades in the navigation tree of the Admin and Teacher Portals and under the Grades menu of the Student and Parent Portal. The page displays a list of all of the Report Card History records that exist for the current student.

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281. The following fields will display for each item in the Report Card History.

• School – The school where the report card was generated • Year – The academic year when the report card was generated (e.g., 2016 for the 2016-17 year) • Term – The term (quarter or trimester) that was active when the report card was generated. For elementary Standards Based, the active term is stored in the GBO table and is updated when the Initialize New Standards Based Grading Cycle function is run. • Grade – The student's grade level at the time the report card was generated • Report Title – For Standards Based Grades, this will simply display "Standards Based Report Cards" • Report Card – A link to the PDF document of the report card, both in English and the student's Correspondence Language (if available/applicable) • Date – The date the report card was generated

282. There is also a Report Card History area on the Home page of the Student and Parent Portal that will display if the user has Read permission to Report Card History and the student has at least one item in Report Card History. Only Report Card History for the current school year will display on the home page.

283. Page 50 Standards Based Grade Reporting for Elementary Schools

284. Copy Marks To Standards Based Grade History

285. After each marking period or at the end of the school year the grade reporting table can be rolled into the standards based grade history table and will display when printing the Elementary Transcript. The Copy SBG to Standards Based History page can be found under the Standards Based History category of the Standards Based Grades Dashboard or under Standards Based Grades | Functions in the navigation tree. Select the Marks to be rolled over into history. Click the mouse on the Copy SBG to SBH button.

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286. A message will display confirming that you want to copy the SBG grades to SBH. To continue click the mouse on the OK button. The marks selected will be copied over to history. Comments do not roll to history ONLY the selected marks.

287. Display and Update Standards Based History

288. After the Standards Based Grades have been rolled over into history the student information can be displayed and changes can also be made. Select Standards Based History under Standards Based Grades in the navigation tree. The following form will display.

289. Use the Locate options to select a student and display the history that has been previously rolled over from Standards Based Grades. To filter the history information, click the mouse on Filter School Year drop down at the top right hand corner of the form. The years available to view will display. Click the mouse on the year selected and the form will filter out all other years of history. To filter out history information for a particular category, click the mouse on the Filter Category drop down. The only history displayed will be for the Category selected.

290. Update Grade History for a Particular Student

291. Use the Locate options to select a student and display the history previously rolled over from Standards Based Grades. Click the mouse on the Edit icon of the history record that needs to be updated. Enter the necessary changes to the record. The Tab can be used to move to the next field. When all changes have been entered click on the Save icon. The history will now be updated.

NOTE: Changes made in Standards Based Grade History WILL NOT update Standards Based Grades.

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292. Page 51 Standards Based Grade Reporting for Elementary Schools

293. Print Elementary Transcript

294. The Elementary Transcript can be run from the Standards Based History category of the Standards Based Grades Dashboard or from Standards Based Grades| Reports in the navigation tree. A selection box will display with the following Transcript Setup options:

• Limit Report By - limit by Student #, Counselor or Grade • Print Shading – print shading in every other column to differentiate the years • Print Contacts - print Contacts on the transcript • Select Contact to Print – select the Contacts to print on the transcript • Use District Name – print District name on transcript instead of school name

295. After the selections have been made click on the Run Report button. The following is an example of the Elementary Transcript.

296. Elementary With Master Schedule Set Up

297. The Standards-Based Courses (SBR) table allows courses to be linked with standards for “pull-out” teachers. Courses used in the Master Schedule must be linked to standards used in the Standards Based Report card so that the “pull-out” teachers are assigned to the standards that are associated with the course that they teach.

298. Linking The Standards To Courses

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299. The Standards tab in the Courses screen is used to define which standards apply to each course and if they display on the report card. Standards assigned to courses at one school or at the District level will apply for all schools. Users will need full permissions to Course Data to associate a standard to a course.

300. Page 52 Standards Based Grade Reporting for Elementary Schools

301. To view or update the standards for the courses click on Scheduling Process | Courses in the navigation tree.

302. The Courses screen will appear in the center of the screen. Click on the Standards tab to view any standards associated with a course, or add, edit or delete that association.

303. To define a standard for a course enter enter the Course Name or Course ID into the Search box and click on Go. Select the course to view it. Click on the Standards tab. Click on Add Standard(s).

304. The following screen will display.

305. To search for a standard enter a key word or the first few letters to filter for in the Search box. Select the Type of Standard to choose. The options are Local, Common Core or CA State Standards. These standards must already be defined in the Standards table in order to choose them. Enter the Grade level of the standard to limit the number of standards that appear in the list. Click on Go.

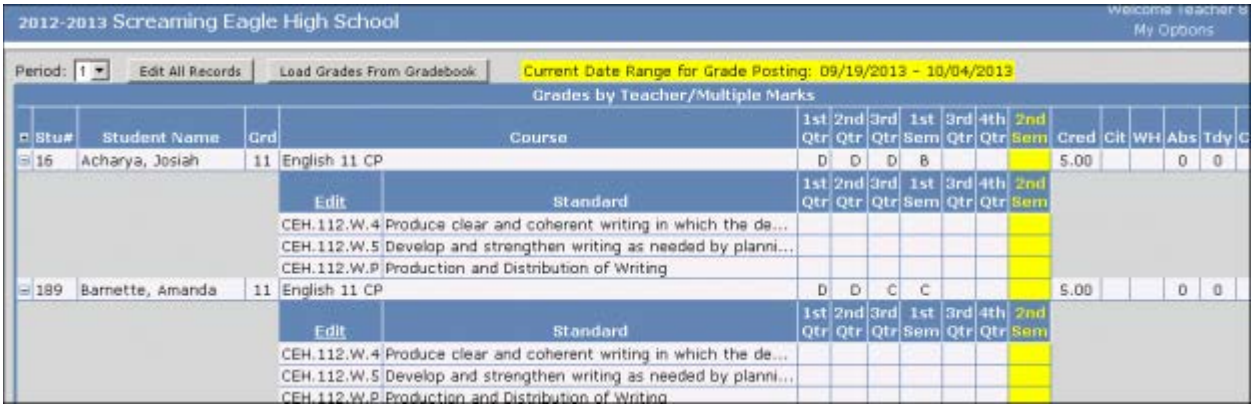
306. A list of all of the standards that meet the selection criteria will come up. Click on the standard that will be associated with the course to select it. If the standard has sub-standards and you wish to also associate those standards to the course leave the Include Related Standards option selected. Click on OK to complete this process.

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[Collapse]

Aeries Web Version - Standards Based Grade Reporting for Elementary Schools

1. The **Standards Based Grade Reporting for Secondary Schools** allow schools to define which standards are linked to a course and then identify which of those standards should display on the report card. During the grade reporting period teachers can enter grades for each standard as well as an overall grade for the course. A **Load Grades from Gradebook** process is available to teachers.



2. The **Standards Based Grade Reporting for Secondary Schools MUST** be set up prior to use. Standards must be assigned to courses and schools must select the grade range that will utilize Standards Based Grade Reporting for their secondary grades. Only ***Aeries Web Version*** supports the **Standards Based Grades for Secondary Schools**.

3. Once the Secondary **Grade Reporting Cycle** has been initialized and marks have been submitted, changes **should not** be made to the **Standards**, **Grade Reporting Codes, or Secondary Standards Based Grade Reporting Options**.

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4. Translations can be entered for the **Standards**, **Marks**, and other secondary report card codes with up to 6 **Correspondence Languages**. The printing of the translated standards, marks and codes is determined by the students' **Correspondence Language**.

5. After the **Grade Setup** is complete and the **Grade Reporting Cycle** has been initialized, student grades can be entered manually or imported using the **Load From Gradebook** feature in the **Teacher Portal**. Report cards can then be generated for the term and grade selected.

Initial Setup

Secondary Standards Based Grades uses the following tables in **Aeries**:

GRD – Grade Reporting

GRO – Grade Reporting Options

GRS – Secondary Standards Based Grades

SBR – Standards Based Courses

SBV – Standards Based Marks

STN – Standards

1. Users that are setting up both the **Standards Based Grades for Secondary Schools** and the secondary report card will need permissions to the following areas:
2. To set up **Standards Based Grades for Secondary Schools**:
    a. **Course Data** – under the **Scheduling** Table/Program Area
    b. **Grade Reporting Options** – under the **Grade Reporting** Table/Program Area
    c. **Standards Based Valid Marks** – under the **Standards Based Grading** Table/Program Area

3. To set up **Secondary Report Cards**/ initialize report cards for each grading term:
    a. **Grades** – under the **Grade Reporting** Table/Program Area

4. **Grade History** – under the **Grade Reporting** Table/Program Area colspan = "2" colspan = "2"|Grade Reporting Options **– under the** Grade Reporting **Table/Program Area** colspan = "2" colspan = "2"|**Grade Reporting Address Options** – under the **Grade Reporting** Table/Program Area colspan = "2" colspan = "2"|**Update Multiple Mark Headings and Descriptions** – Under the **Grade Reporting** Table/Program Area

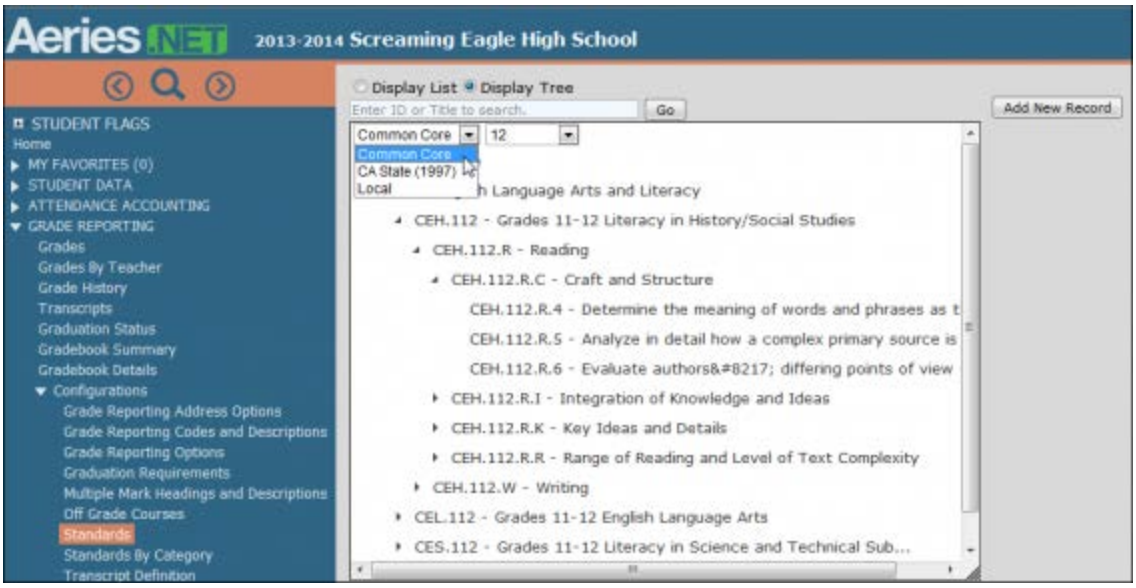
Setting Up Standards

1. The **Standards** screen is found in **Grade Reporting/Configurations**. Standards can be displayed in a list of all standards, or in a tree format which shows the hierarchy of the

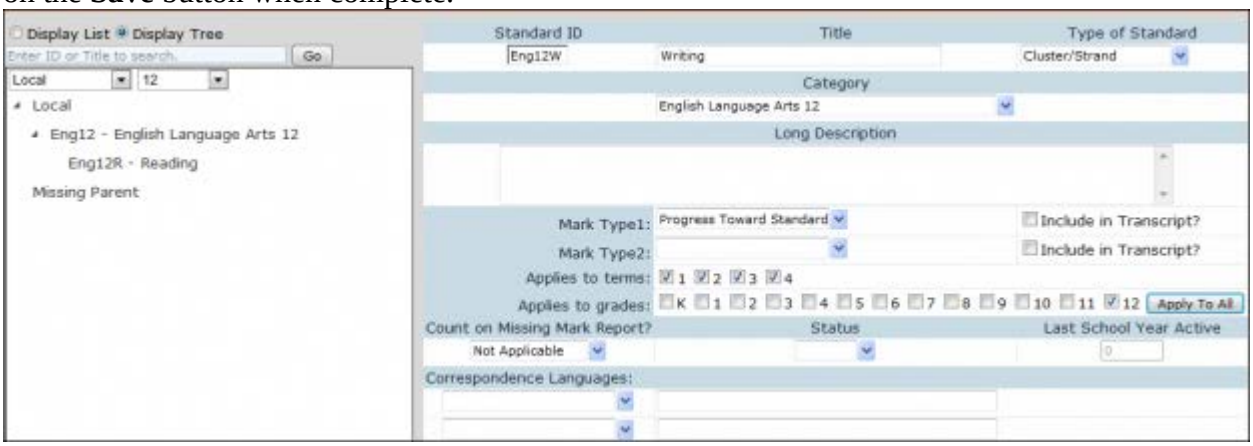
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standards. A **Search** box is available to limit the standards displayed, as well as filters for type of standard and grade level.

2. File:Standards Based Grade Reporting for Secondary Schools 20161028 01.gif

3. 

4. Click the mouse on the **Add New Record** button to enter a new standard into the table. In the screenshot below a 12th grade Writing standard is being added to the **Standards** table. Enter the **Standard ID**, **Title**, **Type of Standard**, and if it is a substandard, then select the higher level standard that it is under in the **Category** field. If the standard will be receiving a grade on the report card, then **Mark Type1** must be set to **Progress Toward Standard**. Select the **terms** when this standard is assessed and the **grade** level(s) that it applies to. Up to six translations can be entered for each standard. Select the **Correspondence Language** code and enter the translation into the field next to it. Click on the **Save** button when complete.

5. 

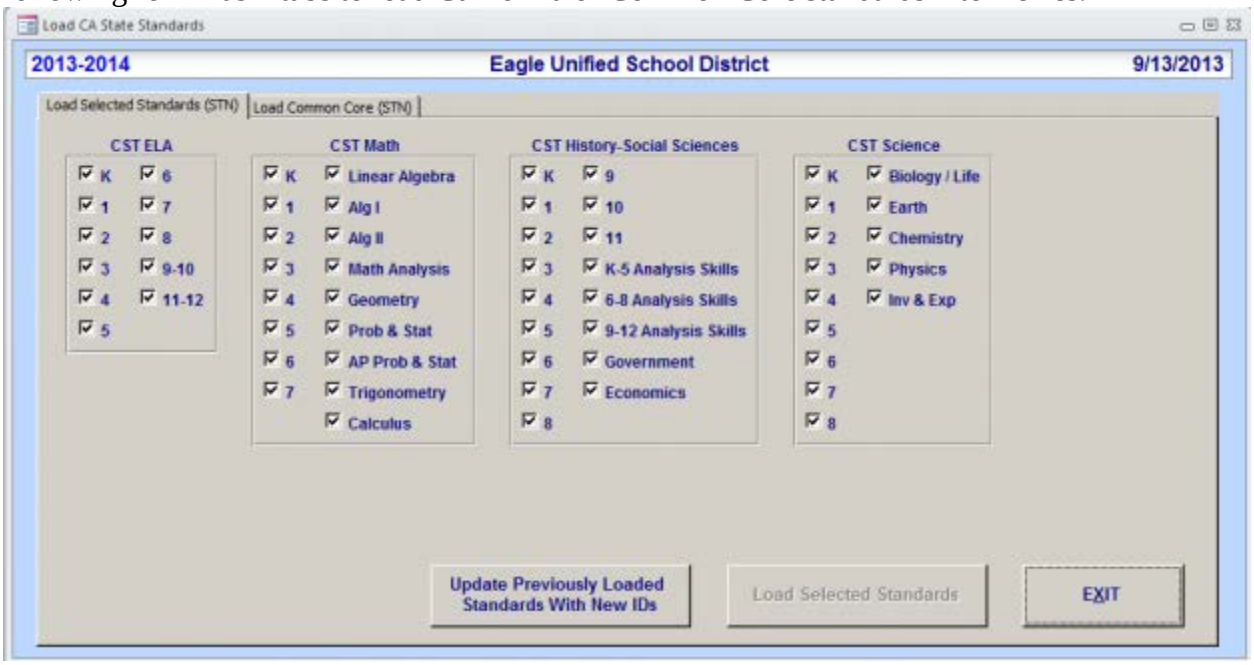
6. To edit a standard select the standard in the **Display List**. The standard definition will display on the right. Select the **Change** button. Once all changes have been made, select **Save**.

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7. **NOTE: Standards should not be modified once the Grade Reporting Cycle has been initialized.**

8. *Load Standards*

9. Standards can also be added to ***Aeries*** by using the **Load CA State Standards** form. The **Load CA State Standards** form is available in **Admin CS** in **View all Forms**. The following form has 2 tabs to load California or Common Core standards into **Aeries**.

10. 

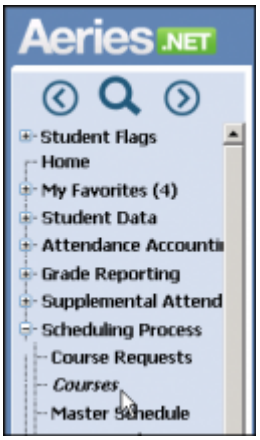
11. *Defining Standards for a Course*

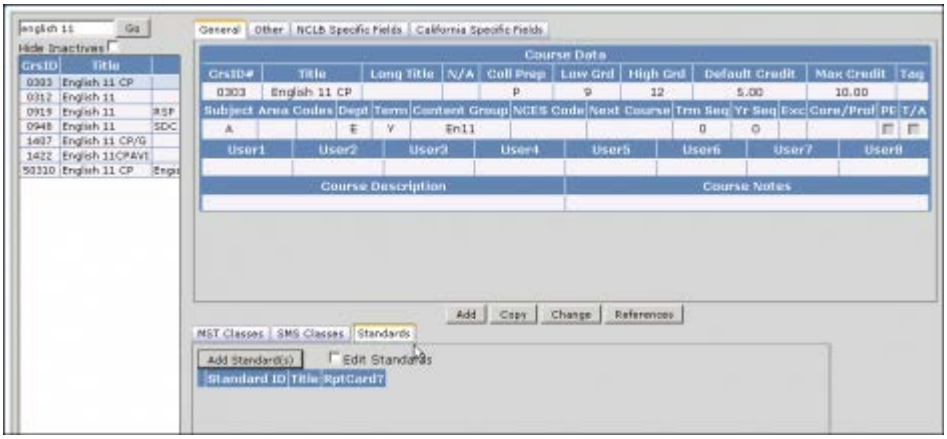
12. The **Standards** tab in the **Courses** screen is used to define which standards apply to each course and if they display on the report card. Standards assigned to courses at one school or at the District level will apply for all schools.
13. The permissions needed in ***Aeries*** to associate a standard to a course or edit or delete the association are **Read**, **Insert**, **Update** and **Delete** to **Course Data**.

14. 

15. To view or update the standards for the courses click on the **Scheduling Process** node to expand it and then click on **Courses**.
16. The **Courses** screen will appear in the center of the screen. Click on the **Standards** tab to view any standards associated with a course, or add, edit or delete that association.
17. To define a standard for a course enter enter the **Course Name** or **Course ID** into the **Search** box and click on **Go**. Select the course to view it. Click on the **Standards** tab. Click on **Add Standard(s)**.

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18. 

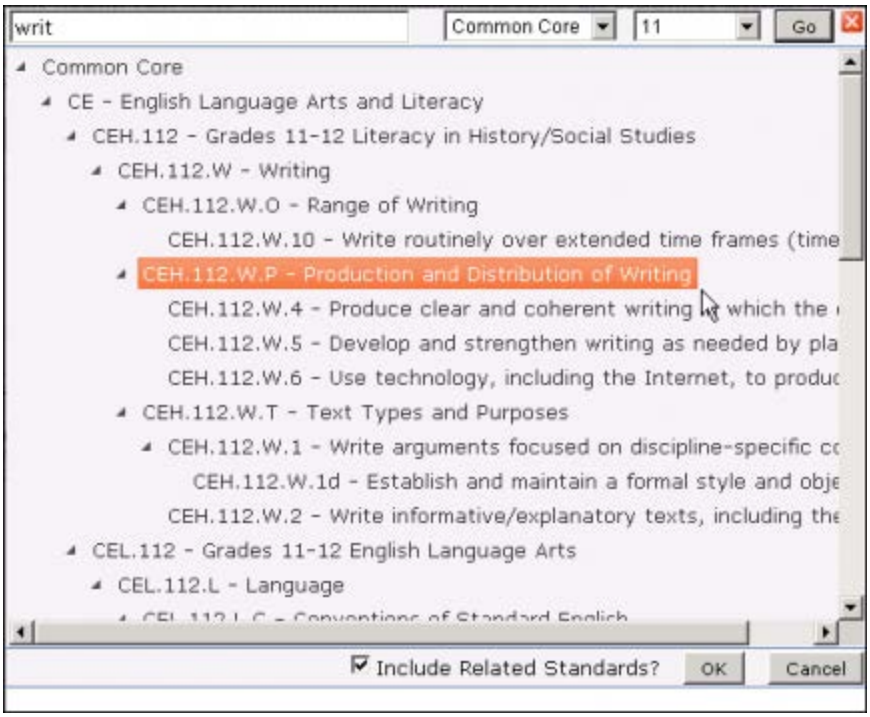
19. 

20. The following screen will display. To search for a standard enter a key word or the first few letter to filter for in the **Search** box.

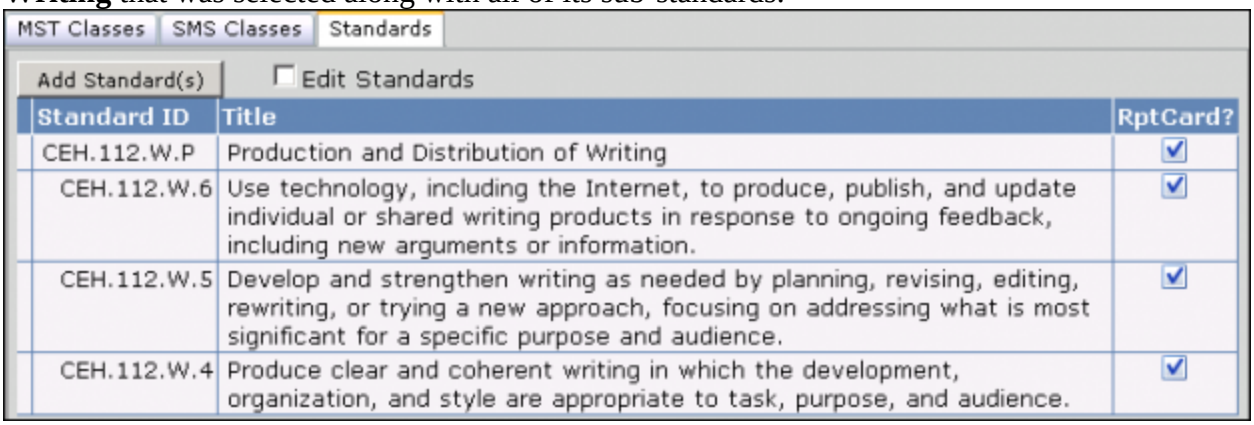
21. 

22. Select the type of Standard to choose. The options are **Local**, **Common Core** or **CA State Standards**. These standards must already be defined in the **Standards** table in order to choose them. Please see the section on how to load Common Core and State Standards into **Aeries** earlier in this document to learn how to add these standards to your database.
23. Enter the **Grade** level of the standard to limit the number of standards that appear in the list. Click on **Go**.
24. A list of all of the standards that meet the selection criteria will come up. Click on the standard that will be associated with the course to select it. If the standard has sub-standards and you wish to also associate those standards to the course leave the **Include Related Standards** option selected. Click on **OK** to complete this process.

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25. 

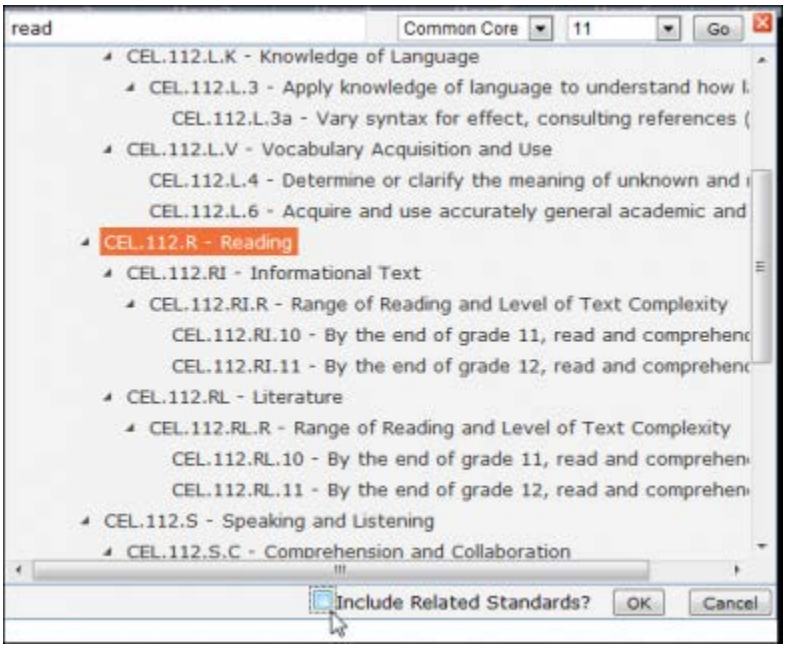
26. The **Standards** tab now lists the **CEH.112.W.P – Production and Distribution of Writing** that was selected along with all of its sub-standards.

27. 

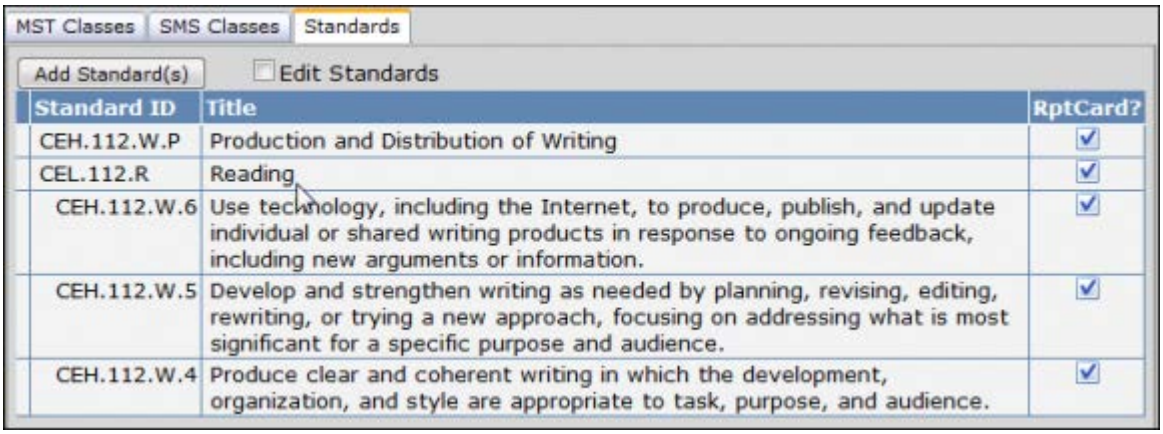
Standard ID	Title	RptCard?
CEH.112.W.P	Production and Distribution of Writing	☑
CEH.112.W.6	Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.	☑
CEH.112.W.5	Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.	☑
CEH.112.W.4	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.	☑

28. To add only the higher level standard to a course <u>without</u> its substandards, <u>de-select</u> the **Include Related Standards** option before clicking on **OK** to add the standard.

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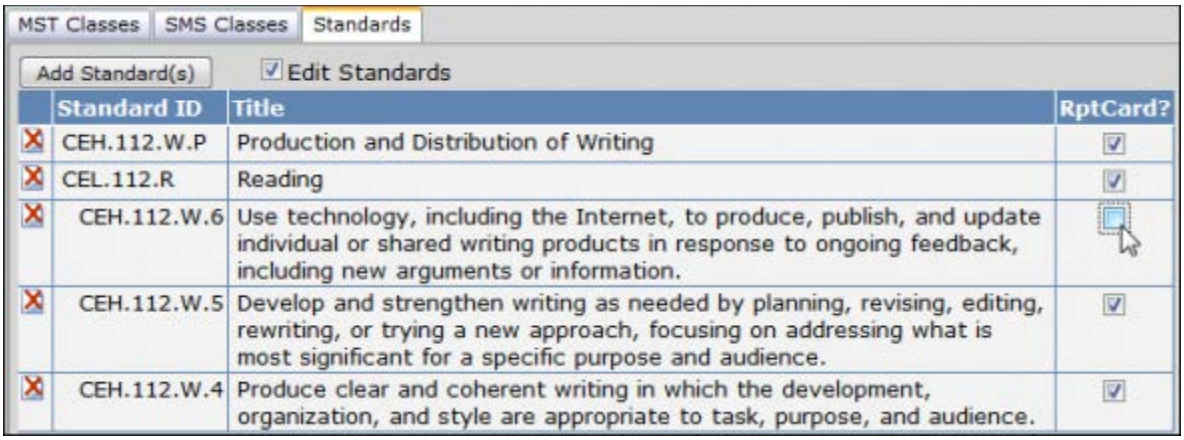
29. 

30. In this example only the higher level standard **CEL.112.R – Reading** was added to the course.

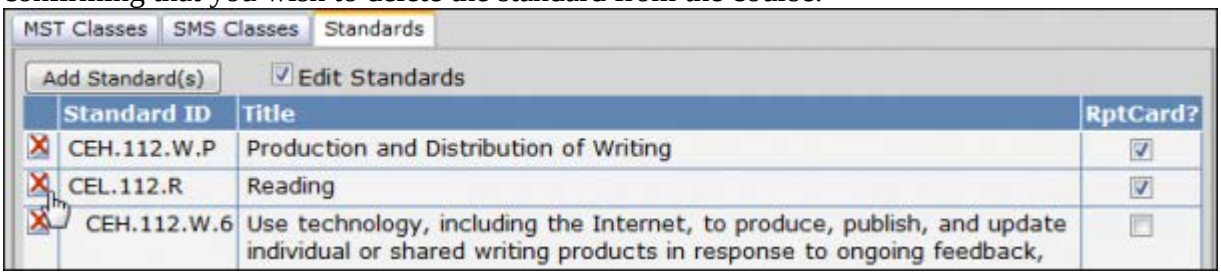
31. 

32. To prevent a standard from displaying on the report card or to delete the association of a standard to a course click on **Edit Standards**. De-select any standards that should not be printed on the report card.

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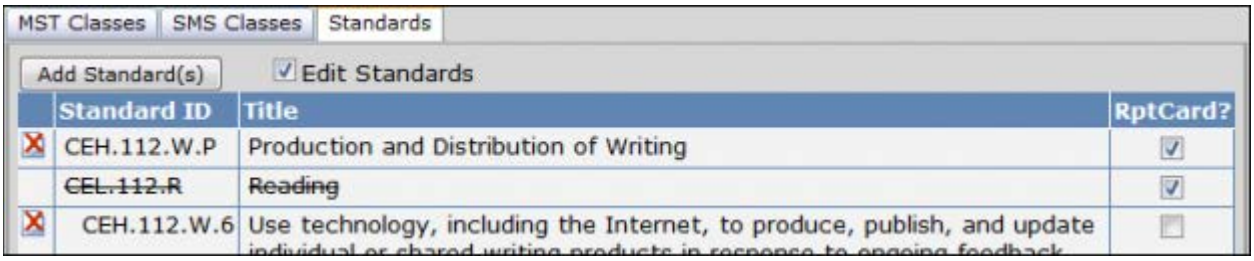
33. 

34. To delete an association to a standard click on the Red X and click on OK to the prompt confirming that you wish to delete the standard from the course.

35. 

36. 

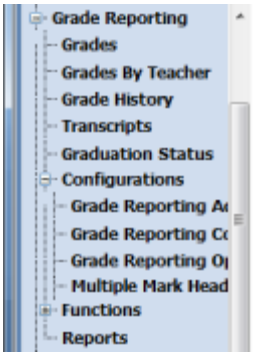
37. The standard will be lined out. Once the screen is refreshed the standard will no longer display on the screen.



Setting Up Secondary Grade Reporting Options

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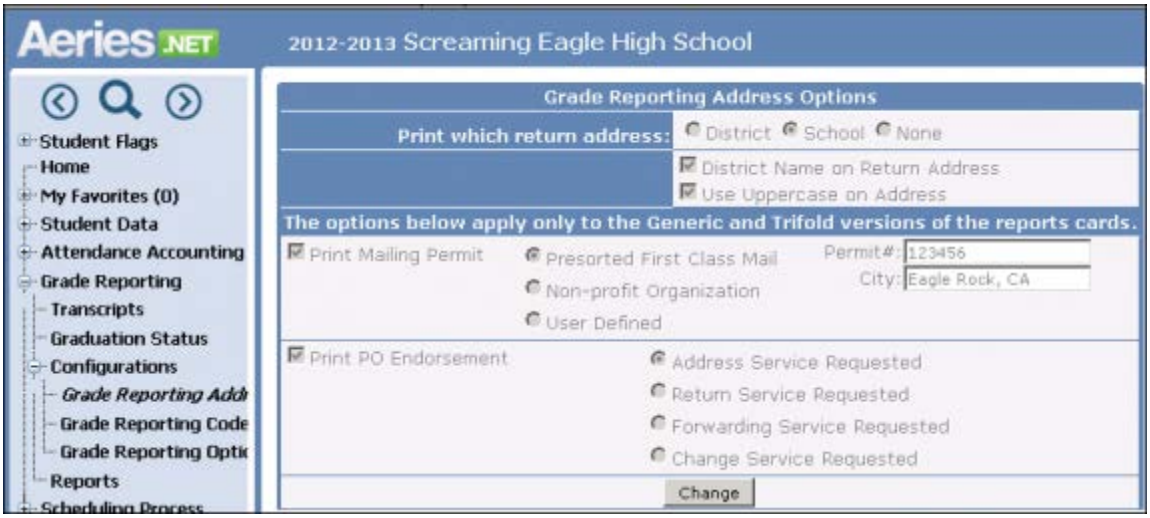
1. There are several screens that are used to set up the **Secondary Report Cards** and **Secondary Standards Based Report Cards.** Users that will be updating the secondary report card options will need **Read**, **Insert**, **Update** and **Delete** permissions to **Grade Reporting Options**, **Grade Reporting Address Options**, **Update Multiple Mark Headings and Descriptions**, and **Standards Based Valid Marks**.
2. 

3. Log into a **school** in Aeries to update the **Secondary Grade Reporting** options for that school. Click on the **Grade Reporting** node and then the **Configuration** node to view the additional Grade Reporting set up screens.
4. 

5. *Grade Reporting Address Options*

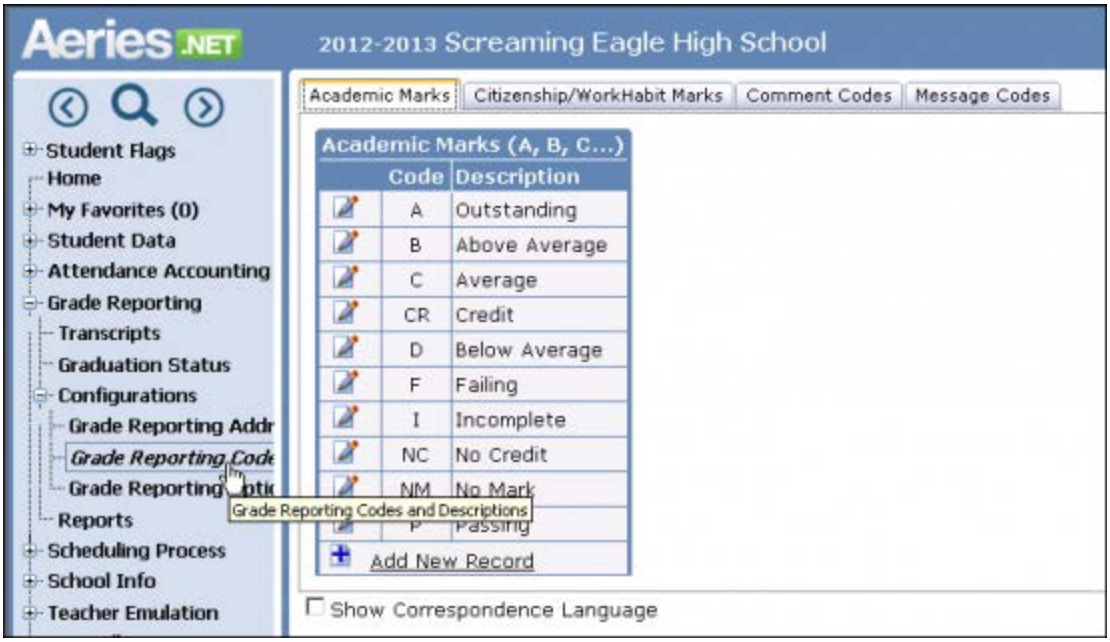
6. The **Grade Reporting Address Options** allows the user to update which return address will appear on the secondary report cards. The user can also select if the **Mailing Permit** or a **PO Endorsement** will be printed on the report card and set up those options. The **Address Options** are unique to each school site.
7. Click on the **Change** button to open up the screen to editing. Once all changes are complete click on the **Update** button to save the changes or the **Cancel** button to leave the screen without saving the changes.

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8. 

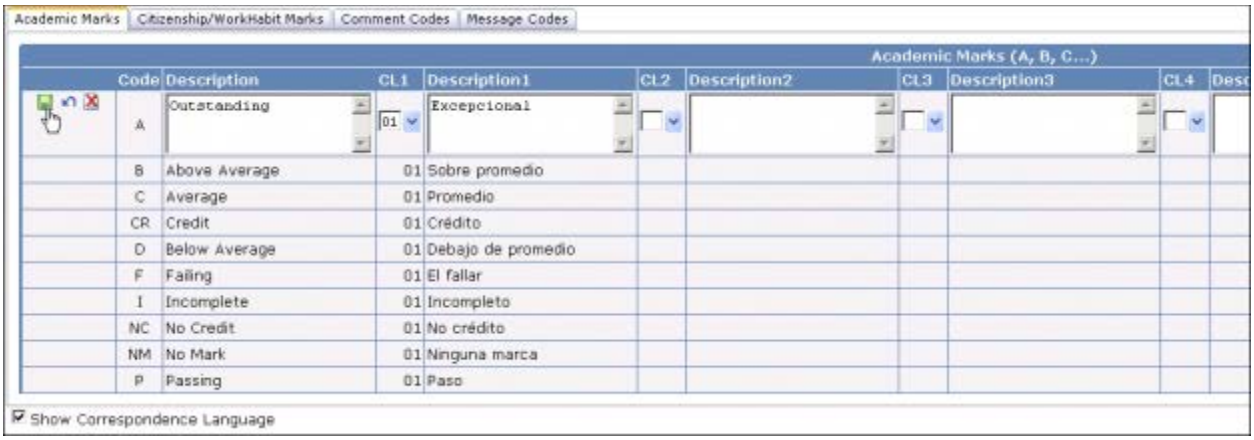
9. *Grade Reporting Codes and Descriptions*

10. The **Grade Reporting Codes and Descriptions** screen allows the user to add or update grade reporting **Academic**, **Citizenship**, and **Work and Study Habits** marks. The user can also add **Comments** and **Message** codes. Use the **Edit** icon next to the record to update the code. The **Add New Record** icon towards the bottom of the list is used to add a new code.

11. 

12. Translations into another language can be done by selecting the **Show Correspondence Language** option, clicking on the **Edit** icon next to the code, and entering the **Correspondence Language Code** and the **Correspondence Language Description** (translation). Click on the **Save** icon to save the changes or the **Undo** icon to leave edit mode without saving changes. Up to six language translations can be entered.

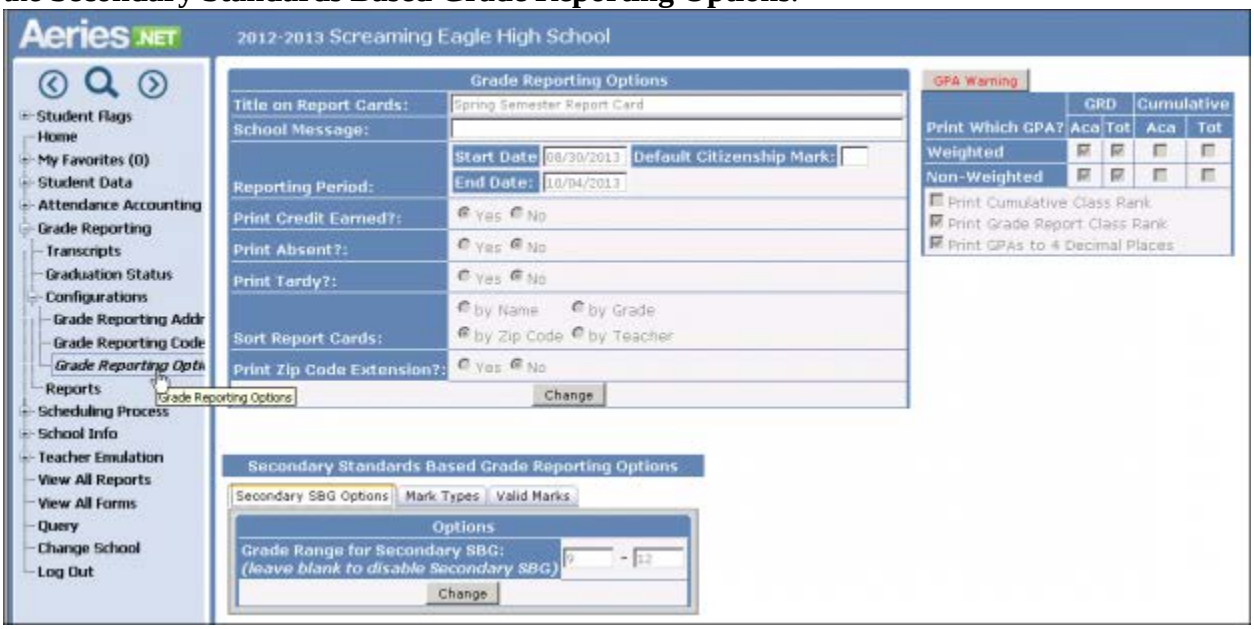
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13. 

14. **NOTE: Changes made to the Grade Reporting Codes and Descriptions screen in one school will affect all secondary schools. These values are district-wide.**

15. Grade Reporting Options

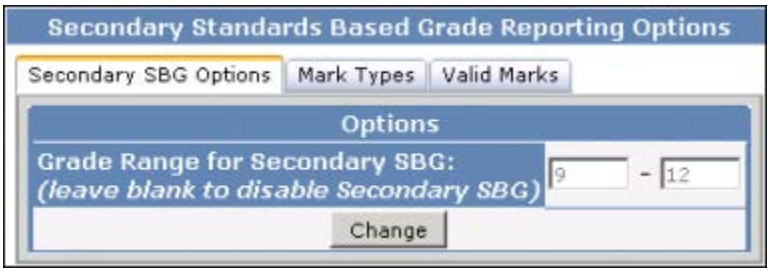
16. The **Grade Reporting Options** form is used to select the **Grade Reporting Options** and the **Secondary Standards Based Grade Reporting Options**.

17. 

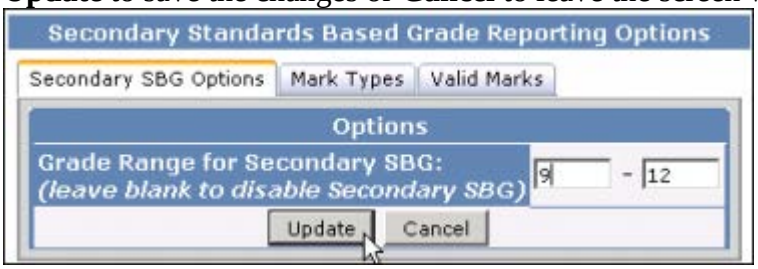
18. Secondary SBG Options

19. In order to use secondary standards based grades, the **Secondary SBG Options** area needs to have the grade range entered that will be using the secondary standards. Leaving this value blank will disable secondary standards based grades for this school. To enter a grade range click on the **Change** button.

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20. 

21. Enter the grade range that will be using secondary standards based grades and click on **Update** to save the changes or **Cancel** to leave the screen without saving.

22. 

23. **NOTE: Each school can define their own grade range that will use secondary standards based grades.**

24. Mark Types

25. The **Mark Types** codes are automatically setup with default descriptions.

26. **Mark Type 1 (default is Achievement)** is used to define a student's level of accomplishment for the subject being graded.

27. **Mark Type 2 (default is Effort)** is used to define a student's effort toward the grade level standards.

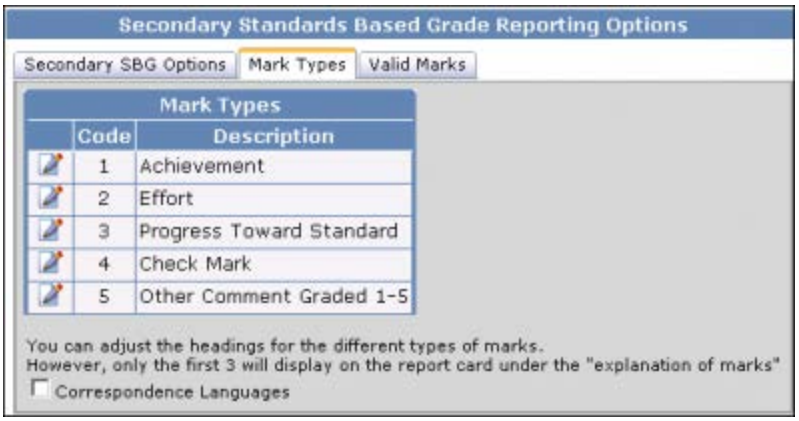
28. **Mark Type 3 (default is Progress Towards Standards)** is used to define a student's progress toward each standard that is setup.

29. **Mark Type 4 Check Mark** is a check mark and cannot be changed. Any value entered will display and print as a checkmark.

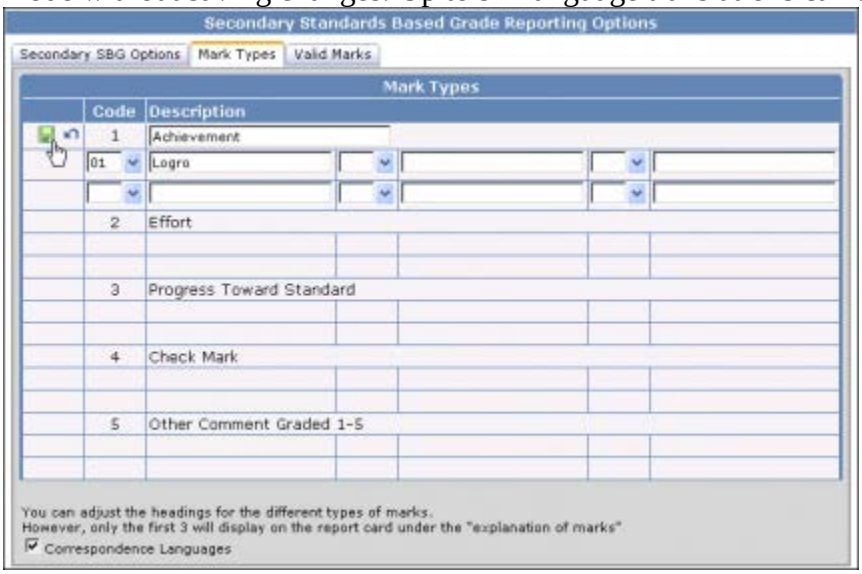
30. **Mark Type 5 Other Comment Graded 1-5** cannot be changed.

31. To change the **Description**, click on the **Edit** icon next to the **Mark Type Code**. Enter the new description. Click on the **Save** icon to save the changes or the **Undo** icon to leave the screen without changing.

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32. 

33. Translations into another language can be done by selecting the **Correspondence Languages** option, clicking on the **Edit** icon next to the code, and entering the **Correspondence Language Code** and the **Correspondence Language Description** (translation). Click on the **Save** icon to save the changes or the **Undo** icon to leave edit mode without saving changes. Up to six language translations can be entered.

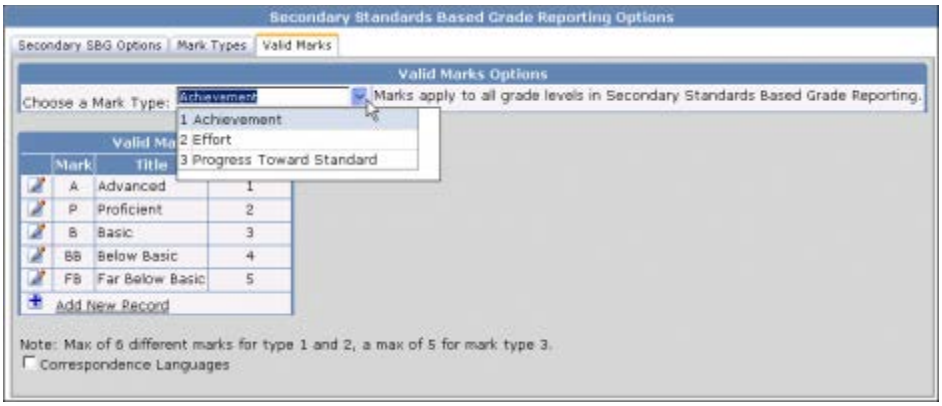
34. 

35. '*NOTE: Changes made to the Mark Types screen in one school will affect <u>all</u>* '**secondary schools. These values are district-wide.**

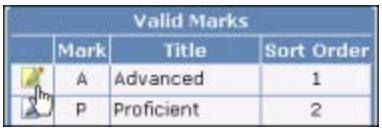
36. Valid Marks

37. The **Valid Marks** screen is used to identify the marks that will be used for the secondary standards based grade reporting.
38. Marks can be entered for three **Mark Types**; define the values for each **Mark Type** used. The **Add New Record** icon towards the bottom of the list is used to add a new mark. The **Achievement** and **Effort** mark types can have a maximum of six defined marks and the **Progress Toward Standard** mark type can have a maximum of 5 defined marks.

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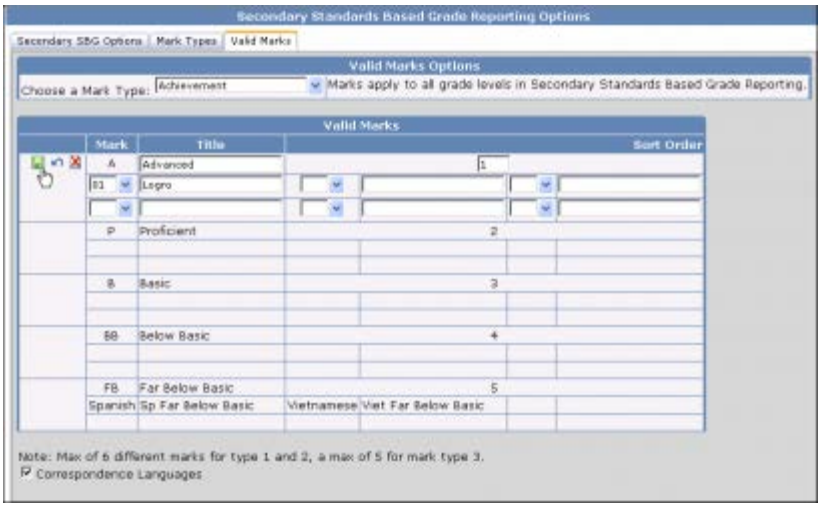
39. 

40. '*NOTE: The Valid Marks apply to <u>all</u>* '**Grade Ranges in the Secondary Standards Based Report**
41. **Grades.**
42. To edit the Mark record click on the **Edit** icon next to the **Mark** value. The **Mark Title** and **Sort Order** can be changed.

43. 

44. Click on the **Save** icon to save the changes, the **Undo** icon to leave the screen without saving changes, or the **Delete** icon to delete the entire Mark record.
45. Translations into another language can be done by selecting the **Correspondence Languages** option, clicking on the **Edit** icon next to the mark code, and entering the **Correspondence Language Code** and the **Correspondence Language Title**. Click on the **Save** icon to save the changes, the **Undo** icon to leave edit mode without saving changes, or the **Delete** icon to delete the entire record. Up to six language translations per mark can be entered.

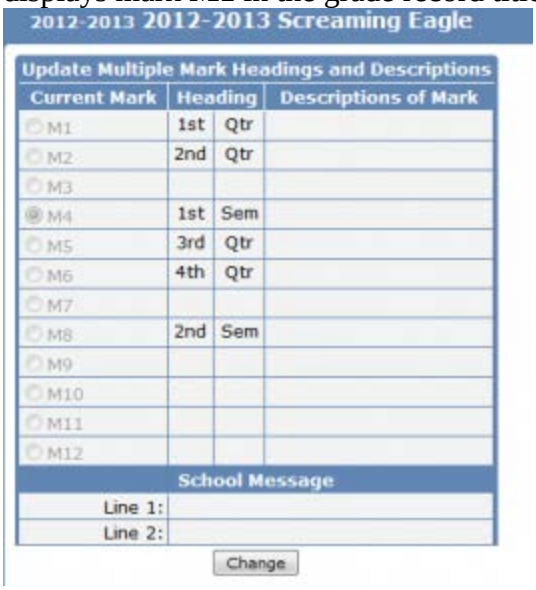
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46. 

47. '*NOTE: Changes made to the Valid Marks screen in one school will affect <u>all</u>* '**secondary schools. These values are district-wide.**

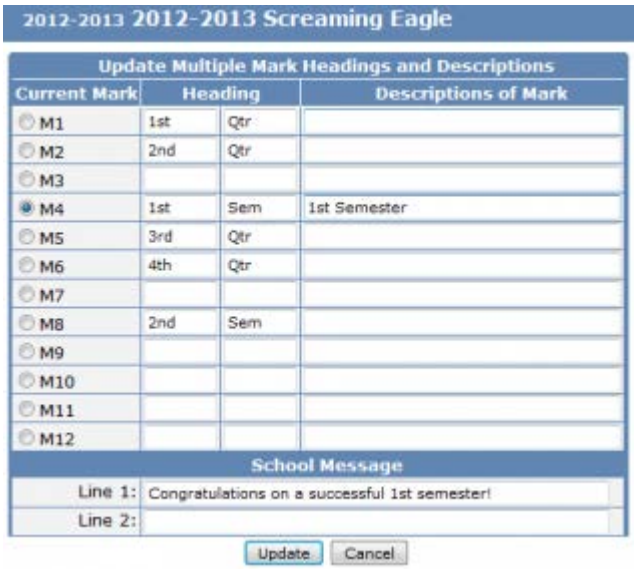
48. Multiple Mark Headings and Descriptions

49. The **Update Multiple Mark Headings and Descriptions** screen is used to update headings that print over each mark on the secondary report cards. The sample below displays mark **M1** in the grade record titled "**1st QTR**" on the report card.

50. 

51. To **Add** a **Mark Heading**, click the **Change** button to open up the screen to editing. Enter the heading field and the heading title in the appropriate fields for each mark that will be used. Enter the **Descriptions of Mark**.
52. To **Add** a **School Message**, type a message in the text area to the right of **School Message**. This message will print on all report cards. When complete click the mouse on the **Update** button to save the changes or **Cancel** to leave the screen without changes.

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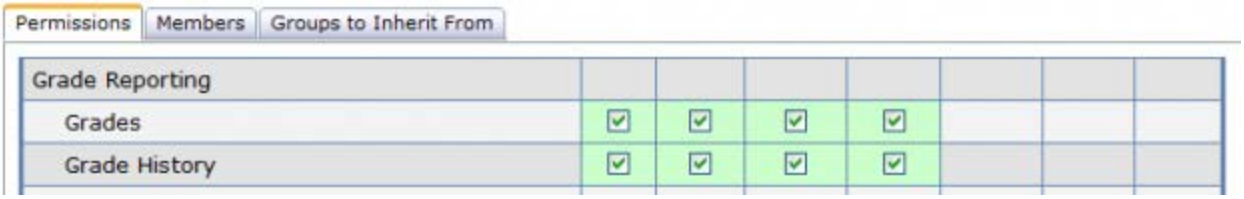


53.

54. **NOTE: Each school can define their own Multiple Mark Headings and Descriptions.**

Initialize New Grade Reporting Cycle

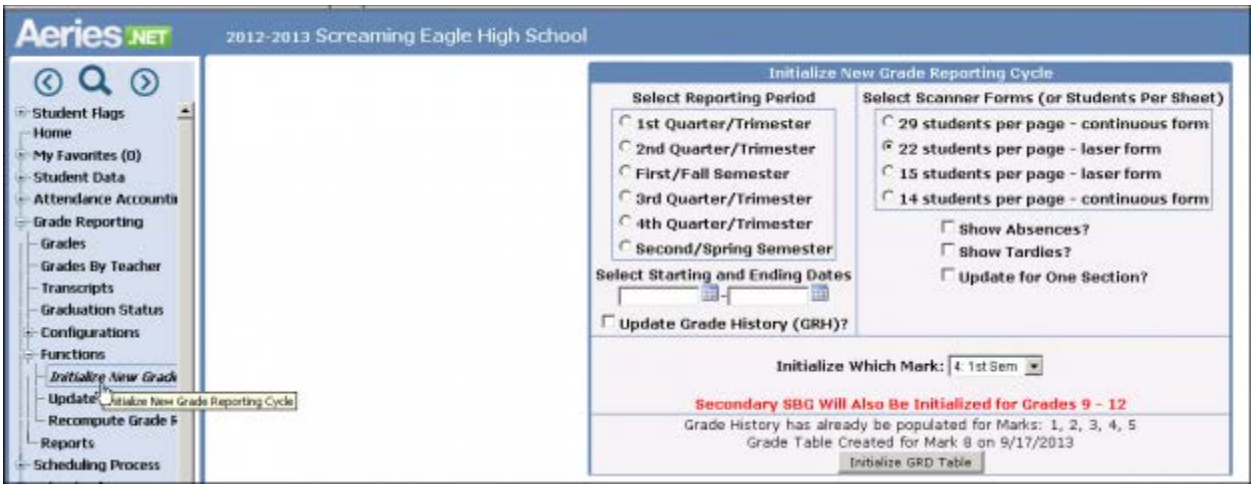
1. Users that will be initializing the **Grade Reporting** table for each grade reporting period will need **Read**, **Insert**, **Update** and **Delete** permissions to the **Grades** table. Users may also need permission to the **Grade History** table if they will be copying the prior term **Grades** to **Grade History** before initializing the **Grade** table for the new marking period.

2. 

3. 

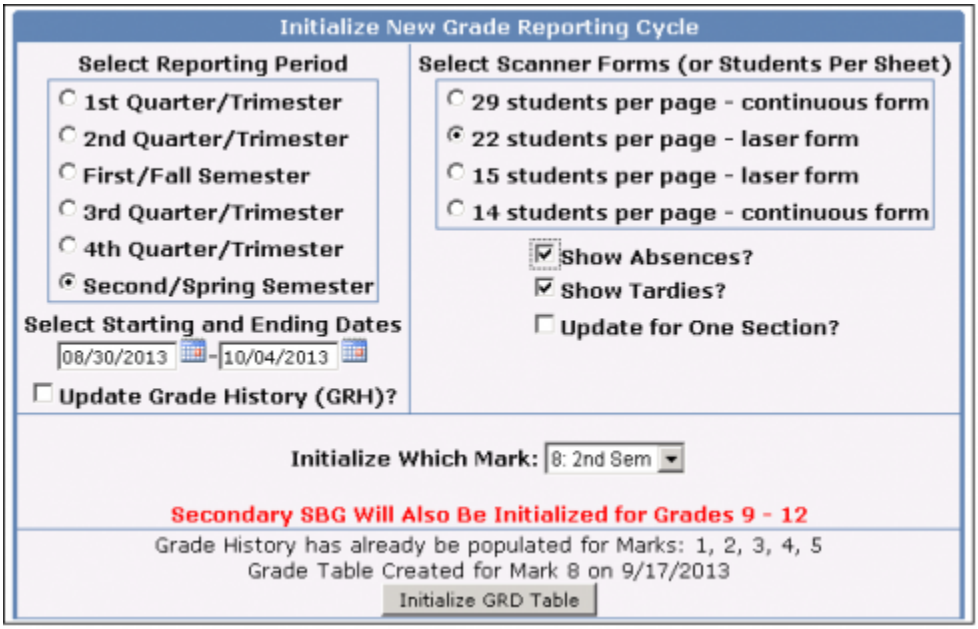
4. Before teachers enter grades for the new grade reporting period, the **Grade Table** needs to be initialized for that period. Click on the **Grade Reporting** and then the **Functions** nodes to open them up. Click on **Initialize New Grade Reporting Cycle**.

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5. 

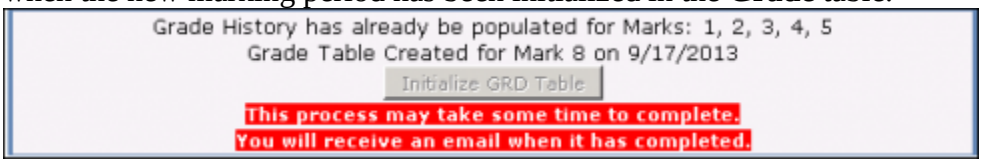
6.
7. The **Initialize New Grade Reporting Cycle** screen will display. Verify that all secondary grade reporting configuration screens have been completed and the multiple marks display under the **Initialize Which Mark** dropdown.
8. Select the mark that you wish to initialize the **Grade** table for in the **Select Reporting Period** section of the screen. The starting and ending dates will display for the term selected as setup in **School Options**.
9. Click the mouse on the type of **Scanner Forms** used.
10. Select **Yes** for **Show Absences** or **Show Tardies** to have the total number of absences or tardies for that period print on the report cards.
11. Click the mouse on the dropdown under **Initialize Which Mark** and select the mark that you wish to initialize. This will update the field selected with the grade mark entered during this reporting cycle.
12. If multiple tracks are setup they will display at the bottom of the form. Select the tracks to be included in the grade reporting cycle. This area will be blank if the school is not setup as multi-track.
13. The **Update Grade History (GRH)** is an option that will copy the last grade marks into the **GRH** table prior to creating the new **GRD** table.
14. If **Secondary Standards Based Grades** have been defined for the report card, a message will appear in red stating that the Secondary SBG will also be initialized for the grade range defined in the **Secondary SBG Options** screen.
15. After all options have been selected click the mouse on the **Initialize GRD Table** button.

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16. 

17. 

18. A message will display at the bottom of the screen indicating that an email will be sent when the new marking period has been initialized in the **Grade** table.

19. 

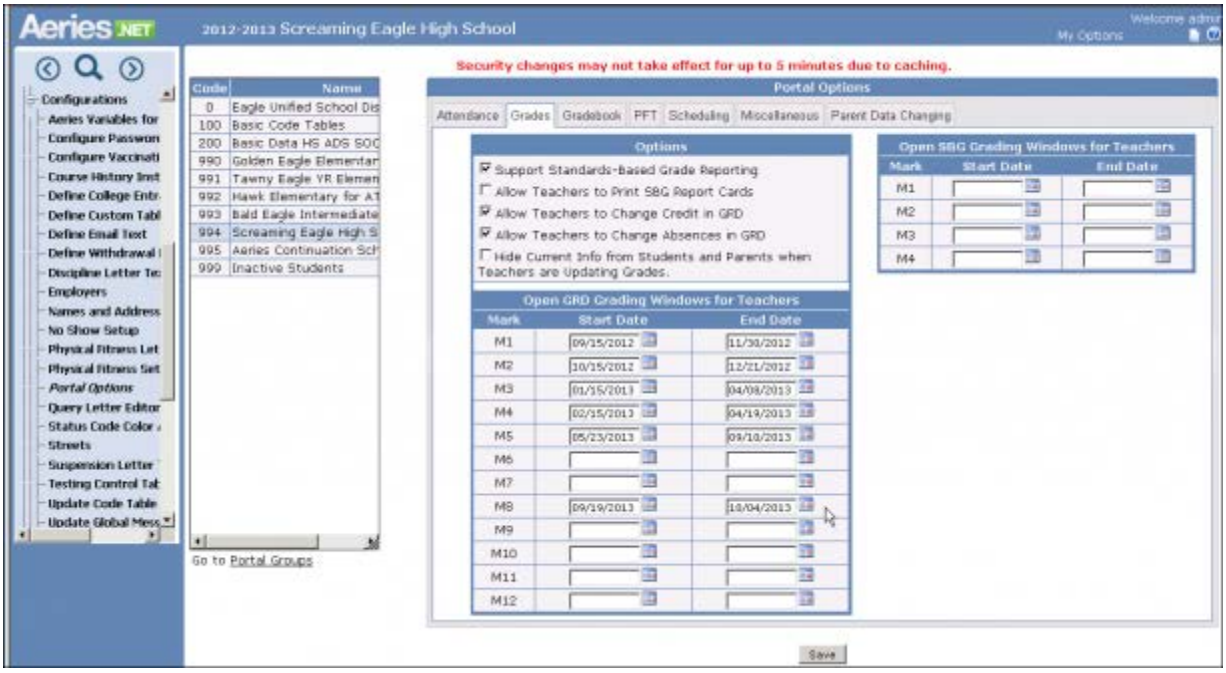
20. 

21. **REMEMBER: Never create a new GRD table in the middle of a grading cycle.**

22. Portal Options

23. Prior to the teachers' entering the secondary report card grades, the Portal Options need to be set up by the Aeries system administrator.
24. Navigate to **School Info** | **Portal Management** | **Portal Options** to display the **Portal Options** screen. Click on the **Grades** tab to review/update this screen.
25. The **Grades** tab will display the various options and date windows for **GRD** and **SBG**.

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26. 

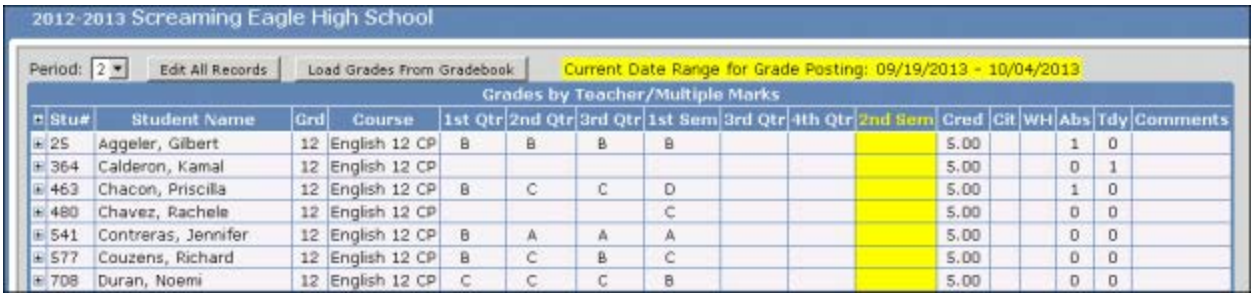
27.

28. **Support Standards-Based Grade Reporting** – supports standards based grades grade reporting on the Grades page and in the gradebook.
29. **Allow Teacher to Print SBG Report Cards** – allows the teacher to print the Elementary Standards Based Report Cards.
30. **Allow Teacher to Change Credit in GRD** – allows the teacher to update the Credits - **GRD.CR** field.
31. **Allow Teacher to Change Absences in GRD** – allows the teacher to update the Absence - **GRD.AB** field.
32. **Hide Current Info from Students and Parents when Teachers are Updating Grades –** This option will hide the current grade reporting mark, citizenship, work habits, absences, credits, and comment fields while the teacher grade posting window is open.
33. **Start and End Dates** – This is the date range that teachers are allowed to update grades via the Portal. This is NOT the start of the grade reporting period (quarter or semester). This option needs to be maintained and updated each grade reporting cycle.

Teachers Entering Grades (using Teacher Portal)

1. Teachers use the **Grades** page in the Teacher Portal to view or update their students' grade reporting grades. They can access this screen by clicking on the **Grades** node on the Navigation tree. All students currently enrolled will display. A message will display in yellow indicating the period of time that a teacher can post to grades. Click the mouse on the **Period** dropdown to select a different period. The yellow highlighted column is the marking period for which the teacher can enter grades.

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2. 
2012-2013 Screaming Eagle High School

Period: 2 | Edit All Records | Load Grades From Gradebook | Current Date Range for Grade Posting: 09/19/2013 - 10/04/2013

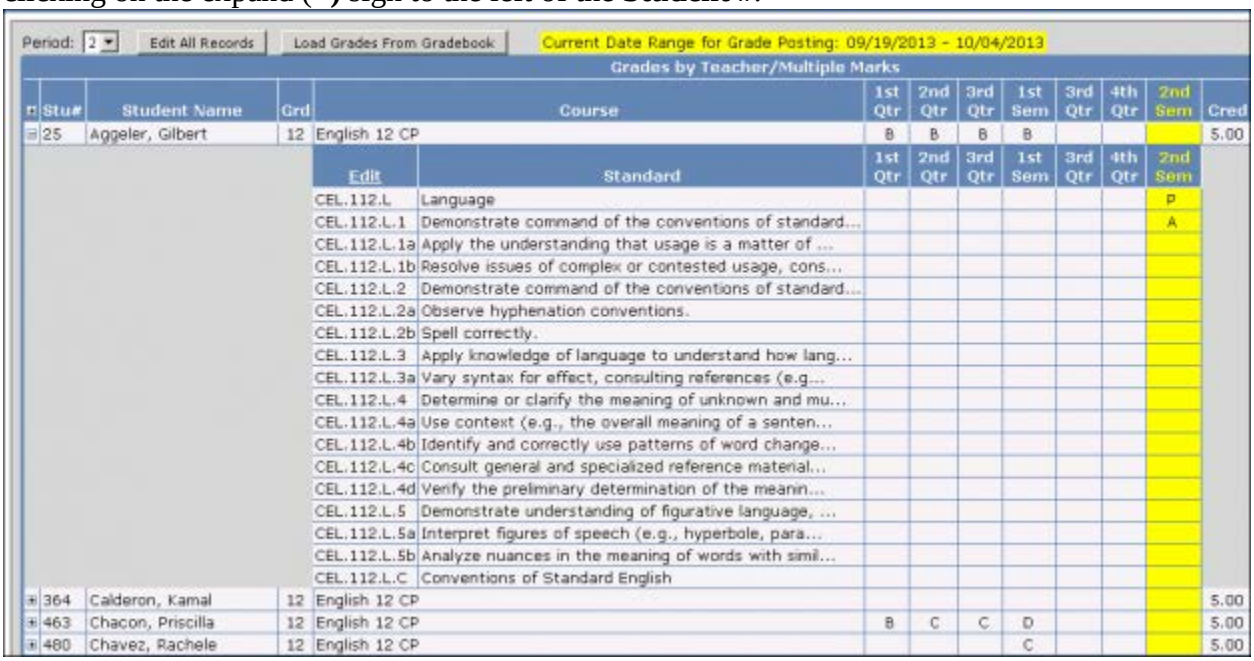
Grades by Teacher/Multiple Marks

Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
25	Aggeler, Gilbert	12	English 12 CP	B	B	B	B				5.00			1	0	
364	Calderon, Kamal	12	English 12 CP								5.00			0	1	
463	Chacon, Priscilla	12	English 12 CP	B	C	C	D				5.00			1	0	
480	Chavez, Rachele	12	English 12 CP				C				5.00			0	0	
541	Contreras, Jennifer	12	English 12 CP	B	A	A	A				5.00			0	0	
577	Couzens, Richard	12	English 12 CP	B	C	B	C				5.00			0	0	
708	Duran, Noemi	12	English 12 CP	C	C	C	B				5.00			0	0	

3. Teachers can enter Grades by manual entry using the **Edit All Records** button or mass entry using the **Load Grades From Gradebook** button on the **Grades** page.

4. *Entering Secondary Standards Based Grades using Edit Records*

5. If Secondary Standards Based Grades have been created, then they can be viewed by clicking on the expand (**+**) sign to the left of the **Student #**.

6. 
Period: 2 | Edit All Records | Load Grades From Gradebook | Current Date Range for Grade Posting: 09/19/2013 - 10/04/2013

Grades by Teacher/Multiple Marks

Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred
25	Aggeler, Gilbert	12	English 12 CP	B	B	B	B				5.00

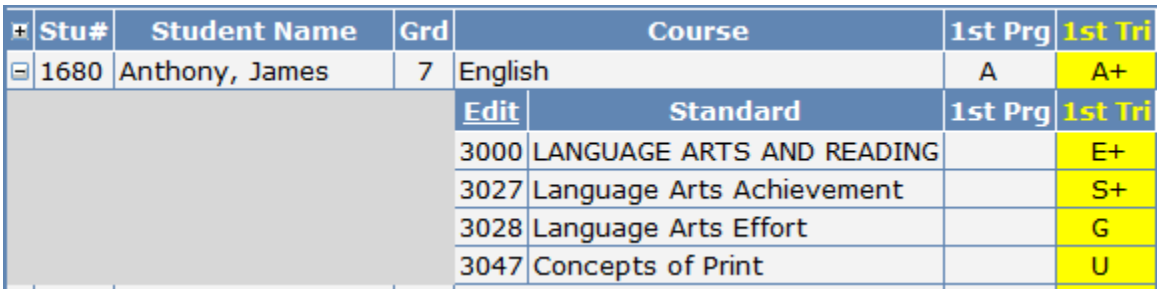
Edit	Standard	1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem
CEL.112.L	Language							P
CEL.112.L.1	Demonstrate command of the conventions of standard...							A
CEL.112.L.1a	Apply the understanding that usage is a matter of ...							
CEL.112.L.1b	Resolve issues of complex or contested usage, cons...							
CEL.112.L.2	Demonstrate command of the conventions of standard...							
CEL.112.L.2a	Observe hyphenation conventions.							
CEL.112.L.2b	Spell correctly.							
CEL.112.L.3	Apply knowledge of language to understand how lang...							
CEL.112.L.3a	Vary syntax for effect, consulting references (e.g...							
CEL.112.L.4	Determine or clarify the meaning of unknown and mu...							
CEL.112.L.4a	Use context (e.g., the overall meaning of a senten...							
CEL.112.L.4b	Identify and correctly use patterns of word change...							
CEL.112.L.4c	Consult general and specialized reference material...							
CEL.112.L.4d	Verify the preliminary determination of the meanin...							
CEL.112.L.5	Demonstrate understanding of figurative language, ...							
CEL.112.L.5a	Interpret figures of speech (e.g., hyperbole, para...							
CEL.112.L.5b	Analyze nuances in the meaning of words with simil...							
CEL.112.L.C	Conventions of Standard English							

364	Calderon, Kamal	12	English 12 CP						5.00
463	Chacon, Priscilla	12	English 12 CP	B	C	C	D		5.00
480	Chavez, Rachele	12	English 12 CP				C		5.00

7. File:Standards Based Grade Reporting for Secondary Schools 20161028 02.gif

8. To add or edit **Secondary Standards Based Grades** click on the **Edit** link below the course title for the student.

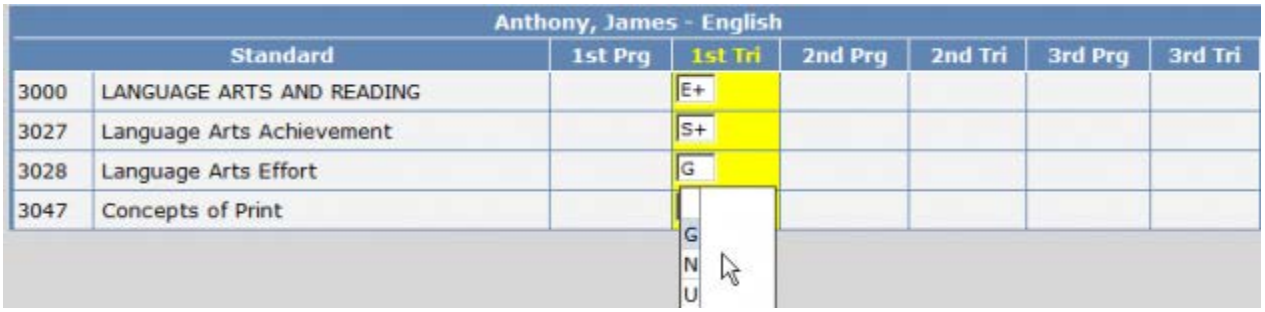
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9. 

Stu#	Student Name	Grd	Course	1st Prg	1st Tri
1680	Anthony, James	7	English	A	A+

Edit	Standard	1st Prg	1st Tri
3000	LANGUAGE ARTS AND READING		E+
3027	Language Arts Achievement		S+
3028	Language Arts Effort		G
3047	Concepts of Print		U

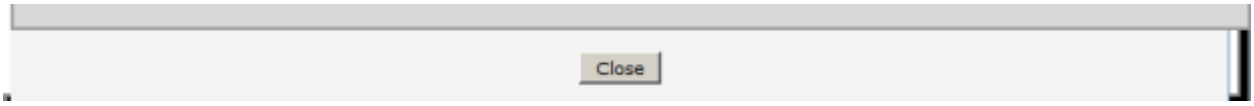
10. The secondary standards for this student's course will open up in an **Edit** screen. Click in the **Mark** field to display a dropdown of the defined marks. The teacher can either select the correct mark from the dropdown or type it in. As the mark is entered it is saved immediately. Click on the **Close** button at the bottom of the **Edit** screen to close the screen and go back to the **Grades** screen.

11. 

Anthony, James - English

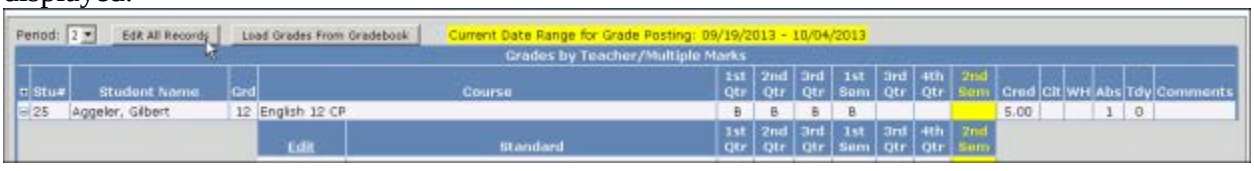
Standard		1st Prg	1st Tri	2nd Prg	2nd Tri	3rd Prg	3rd Tri
3000	LANGUAGE ARTS AND READING		E+				
3027	Language Arts Achievement		S+				
3028	Language Arts Effort		G				
3047	Concepts of Print						

G
N
U

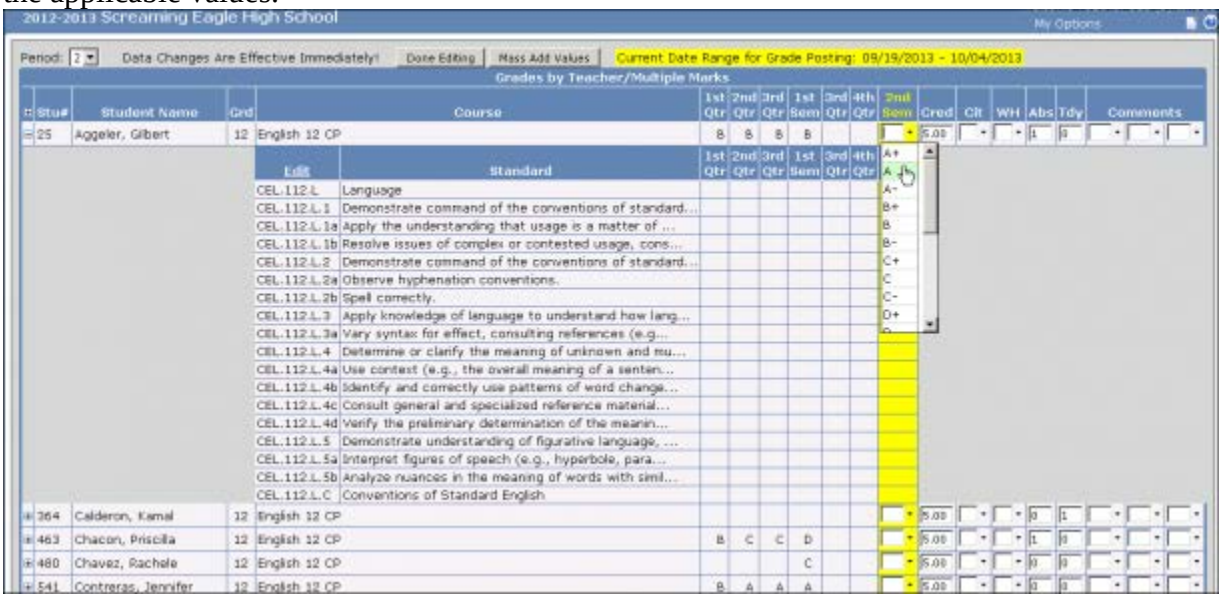
12. 

13. Entering Grade Reporting (Course) Grades

14. Use the **Edit All Records** button to add or update a current mark for the grading period displayed.

15. 

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16. The page will change from **View** only to **Edit** mode. A **drop down** listing will display to the right of the **Valid Marks**, **Citizenship**, **Work Habits** and **Comment** fields. Select the applicable values.
17. 

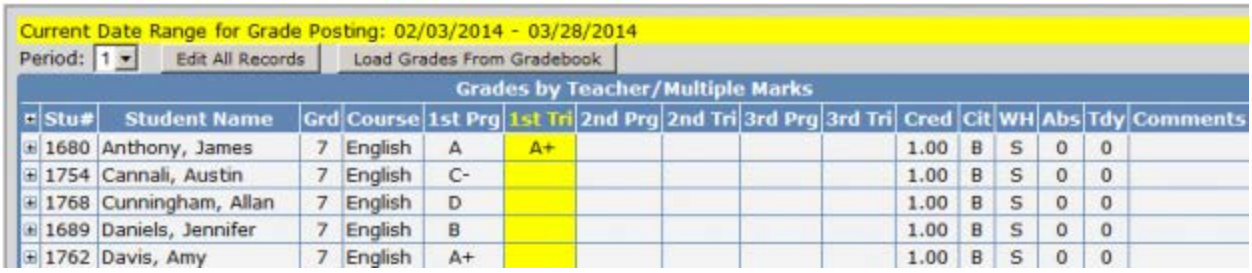
18. Any data changes made on the page are effective immediately. When done editing or adding data, click the mouse on the **Done Editing** button to change back to the view only display.
19. 

20. **NOTE: Any data changes made on the Grades page in the "Edit all Records" mode will be effective immediately regardless of clicking on the "Done Editing" button. The "Done Editing" button merely changes the page back to view only display.**

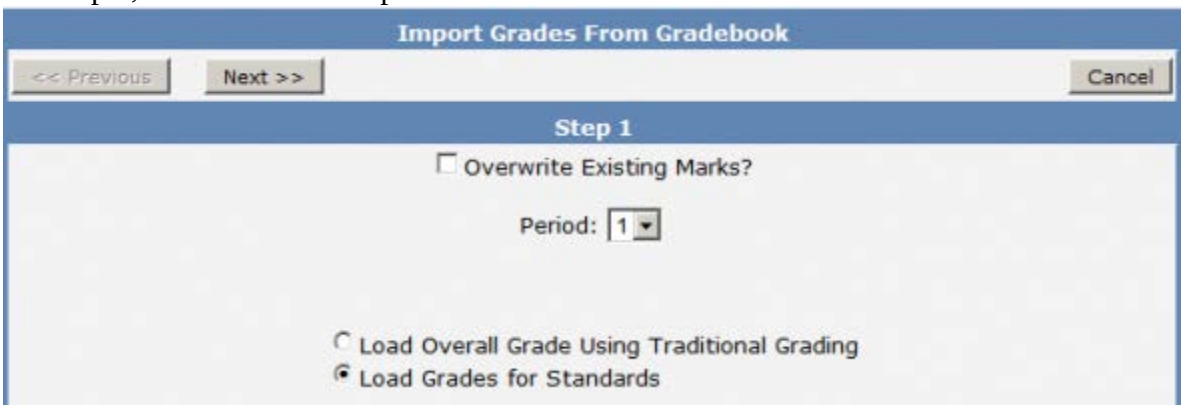
21. Load Grades From Gradebook

22. The **Grades** page can be utilized to **Load Grades From Gradebook** for **Traditional Grading** and for loading **Standards**. After the Gradebooks have been completed, the grade marks can be calculated from the Gradebook standards and transferred over to the student's grades to print in the **Secondary Standards Based Grade Report Card**. From the Navigation tree, click the mouse on **Grades**.
23. Click the mouse on the **Load Grades from Gradebook** option on the **Grades** page.

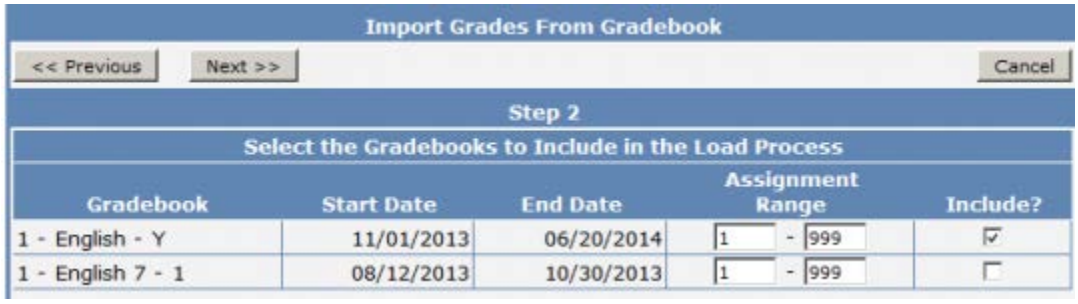
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24. 

25. On Step 1, there are several options available.

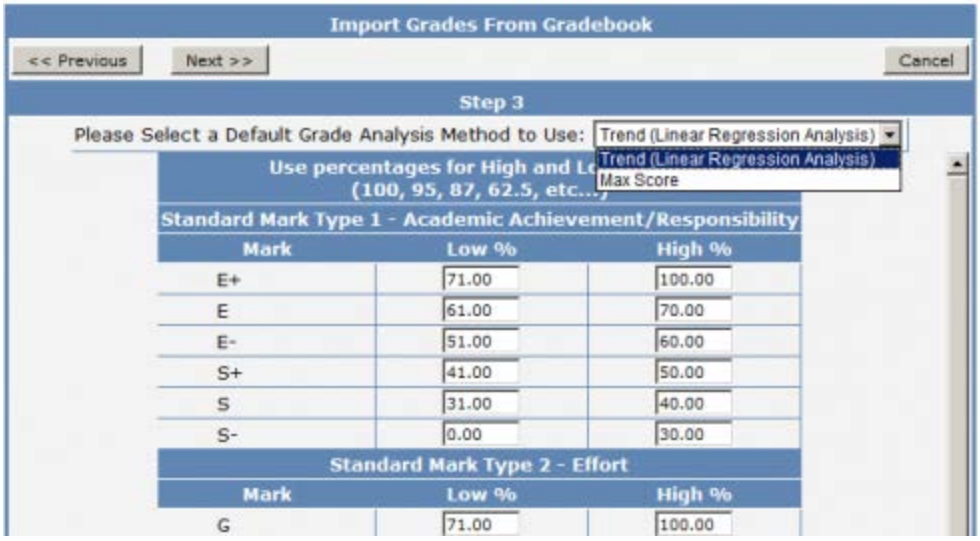
26. 

27. **Overwrite Existing Marks?** This option will allow overwriting of existing marks.
28. **Period** Select the period to load
29. **Load Overall Grade Using Traditional Grading** Will load to the **Grade (GRD)** table
30. **Load Grades for Standards** Will load to the **Secondary Standards Based Grades (GRS)** table
31. Select the **Load Grades for Standards** options and click on the **Next** button to continue.
32. A list of gradebooks will display on **Step 2**. Select or deselect the gradebooks to include in the **Load from Gradebook** process. Verify the **Assignment Range** values. Click the mouse on the **Next** button.

33. 

34. On **Step 3**, an option is available for Secondary Standards Based Grades to select the **Maximum Score**, or **Trend Score** to default on the **Step 4** page. Enter the Low % and High % values into the **Low** and **High** fields for the Marks. When done entering all marks click the mouse on the **Next** button.

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35. 

36. **Step 4** will now display the students with three percentages available: **Min**, **Max** and **Trend** for each standard linked to a gradebook assignment. The highlighted percentage is the default from **Step 3**.
37. The assignment percentage and assignment number and description are displayed below the **Min**, **Max** and **Trend** percentages.

38. Import Grades From Gradebook

<< Previous | Import Grades | Cancel

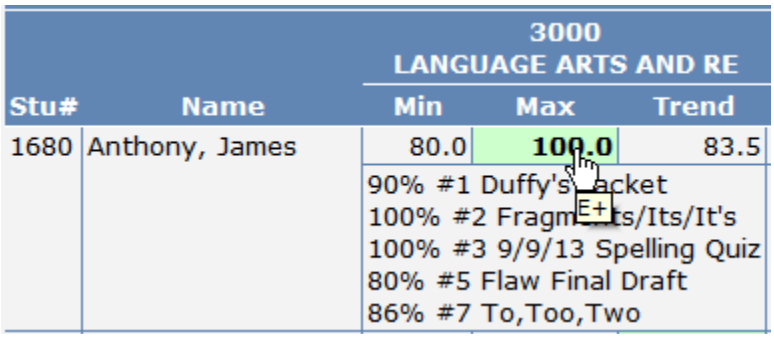
Step 4

Results

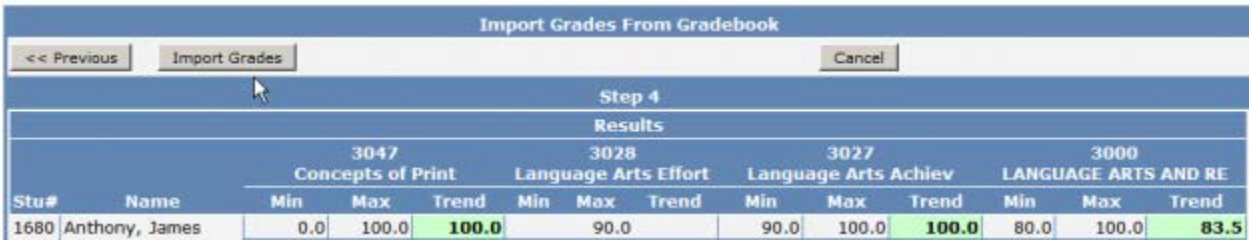
Stu#	Name	3000 LANGUAGE ARTS AND RE Min	Max	Trend	3027 Language Arts Achiev Min	Max	Trend	3028 Language Arts Effort Min	Max	Trend	3047 Concepts of Print Min	Max	Trend
1680	Anthony, James	80.0	100.0	**83.5**	90.0	100.0	**100.0**	90.0			0.0	100.0	**100.0**
		90% #1 Duffy's Jacket 100% #2 Fragments/Its/It's 100% #3 9/9/13 Spelling Quiz 80% #5 Flaw Final Draft 86% #7 To,Too,Two			90% #1 Duffy's Jacket 100% #2 Fragments/Its/It's 100% #3 9/9/13 Spelling Quiz			90% #1 Duffy's Jacket			0% #4 Their,There,They're 100% #6 Spelling/Vocab #2		
1754	Cannali, Austin	14.2	100.0	**88.1**	14.2	100.0	**78.0**	90.0			60.0	71.4	**60.0**
		90% #1 Duffy's Jacket 14% #2 Fragments/Its/It's 100% #3 9/9/13 Spelling Quiz 72% #5 Flaw Final Draft 86% #7 To,Too,Two			90% #1 Duffy's Jacket 14% #2 Fragments/Its/It's 100% #3 9/9/13 Spelling Quiz			90% #1 Duffy's Jacket			71% #4 Their,There,They're 60% #6 Spelling/Vocab #2		
1768	Cunningham, Allan	78.2	100.0	**82.6**	100.0	100.0	**100.0**	100.0			60.0	89.2	**60.0**
		100% #1 Duffy's Jacket 100% #2 Fragments/Its/It's 100% #3 9/9/13 Spelling Quiz 100% #5 Flaw Final Draft 78% #7 To,Too,Two			100% #1 Duffy's Jacket 100% #2 Fragments/Its/It's 100% #3 9/9/13 Spelling Quiz			100% #1 Duffy's Jacket			89% #4 Their,There,They're 60% #6 Spelling/Vocab #2		
1689	Daniels, Jennifer	21.7	80.0	**60.5**	25.0	80.0	**80.0**	25.0			0.0	80.0	**80.0**
		25% #1 Duffy's Jacket 28% #2 Fragments/Its/It's 80% #3 9/9/13 Spelling Quiz 80% #5 Flaw Final Draft 21% #7 To,Too,Two			25% #1 Duffy's Jacket 28% #2 Fragments/Its/It's 80% #3 9/9/13 Spelling Quiz			25% #1 Duffy's Jacket			0% #4 Their,There,They're 80% #6 Spelling/Vocab #2		

39. Teachers can select a different percentage for each student and standard by clicking on the percentages displayed. For James Anthony, the default **Trend** is 83.5. The teacher can select the **Min** or **Max** by clicking on the percentage. It will now highlight and the grade mark will display. The percentages highlighted will load into the report card.

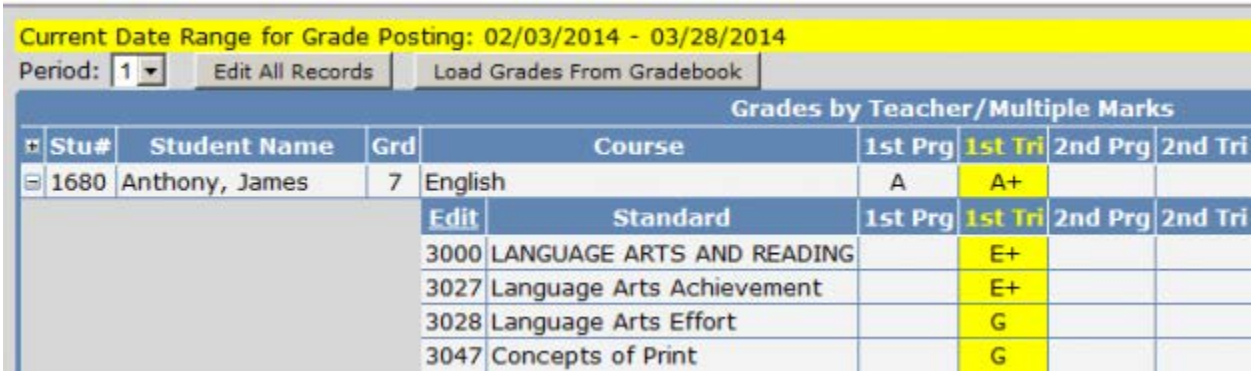
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40. 

41. To update the marks into the **Secondary Standards Based Grades (GRS)** table click the mouse on the **Import Grades** button.

42. 

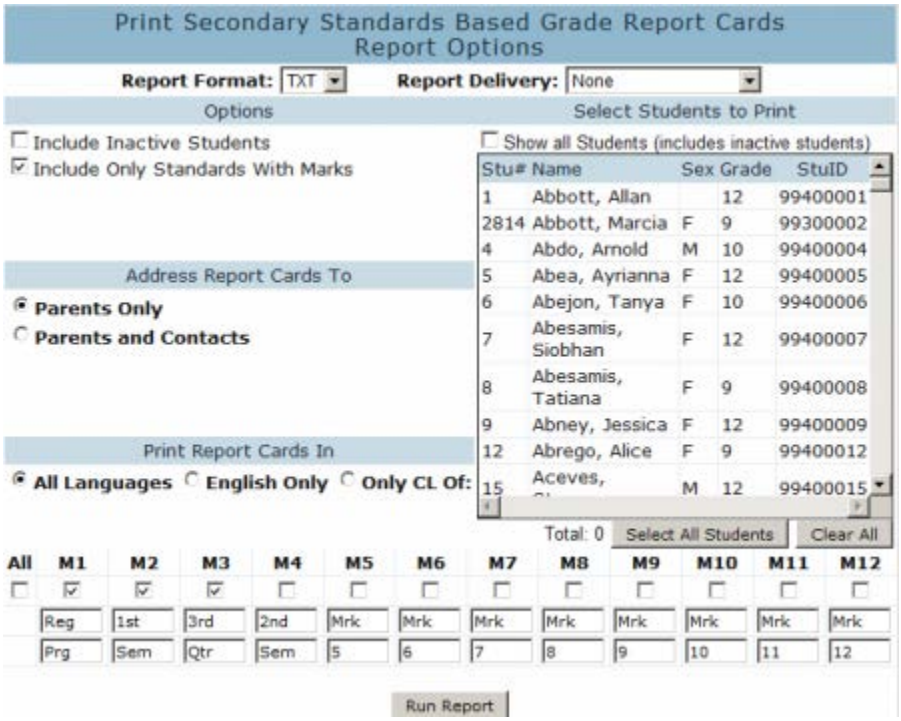
43. The **Grades** page will now display marks entered into each standard.

44. 

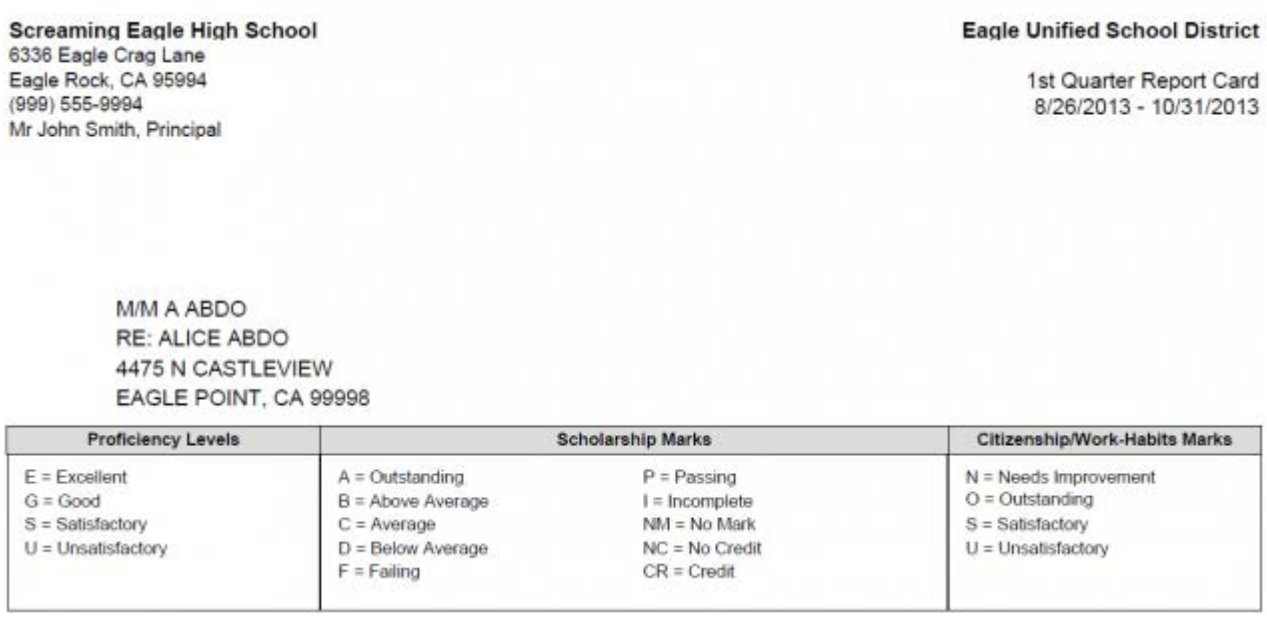
Secondary Standards Based Grade Report Card

1. From **View All Reports** the **Secondary Standards Based Grade Report Card** is available.

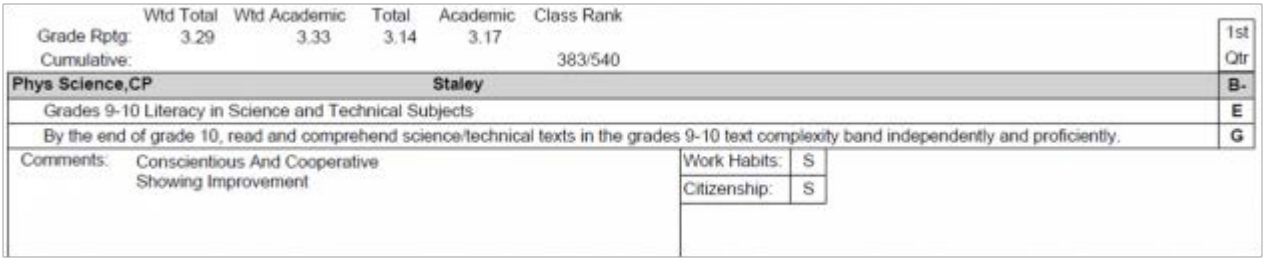
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2. 

3. The report card will pull the data from both the **Grade Reporting (GRD)** and **Secondary Standards Based Grades (GRS)** tables. Below is an example of the report card.

4. 

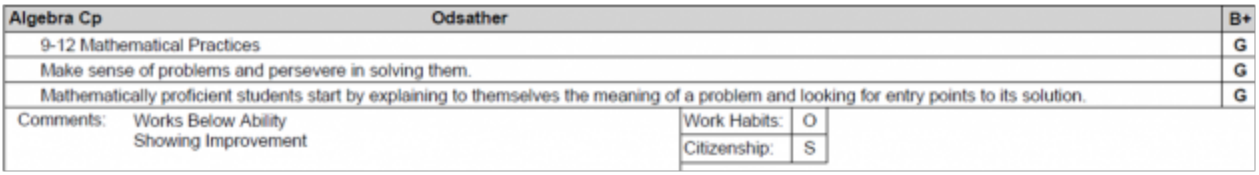
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5. 

	Wtd Total	Wtd Academic	Total	Academic	Class Rank	
Grade Rptg:	3.29	3.33	3.14	3.17		1st Qtr
Cumulative:					383/540	
Phys Science,CP			**Staley**			**B-**
Grades 9-10 Literacy in Science and Technical Subjects						E
By the end of grade 10, read and comprehend science/technical texts in the grades 9-10 text complexity band independently and proficiently.						G

Comments: Conscientious And Cooperative
Showing Improvement

Work Habits:	S
Citizenship:	S

6. 

Algebra Cp	**Odsather**	**B+**
9-12 Mathematical Practices		G
Make sense of problems and persevere in solving them.		G
Mathematically proficient students start by explaining to themselves the meaning of a problem and looking for entry points to its solution.		G

Comments: Works Below Ability
Showing Improvement

Work Habits:	O
Citizenship:	S

7. Report Card History

8. **Report Card History** is a feature that allows schools to save a permanent, electronic copy of every report card a student receives. The Report Card History will remain with the student across multiple years and schools and can be accessed by office staff, teachers, parents and students given appropriate permissions. The Report Card History is stored in the **RCH** table, and this security area is found under the **Other Student Data** category on the Permissions form.
9. 

Other Student Data					
Activities and Awards	ACT	✔	✔	✔	✔
Fees and Fines	FEE	✔	✔	✔	✔
Report Card History	RCH	✔		✔	

10. **<u>Generate Report Card History</u>**
11. Generating the Report Card History for Secondary Standards Based Report Cards requires the same permissions as printing Secondary Standards Based Report Cards *plus* **Update** permission to **Report Card History** (**RCH**).
12. Each report card document will be saved to the RCH table in English and also in the student's Correspondence Language if different from English. An email notification will be sent when the process has completed.

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13. A **Generate Report Card History** button has been added to the **Print Secondary Standards Based Grade Report Cards Report Options** form. Clicking this button will create or update Report Card History documents based on the options and students selected. This allows for a streamlined workflow of printing the report cards and then generating the Report Card History immediately afterward. When doing Report Card History, the option to print only one language is ignored, and the report card will not display the parent/guardian name and mailing address.
14. **NOTE: Report Card History records are uniquely identified by the combination of Student ID (RCH.ID), School (RCH.SCL), Academic Year (RCH.YR), Term/Marking Period (RCH.TM), and Report Card Type (RCH.TY). Therefore, subsequent execution of the Generate Report Card History process will overwrite existing Report Card History records where the identifying fields match. For example, a student can only have one Report Card History record for Screaming Eagle High School, year 2016, Marking Period 4, type Secondary Standards Based Report Card. Only the most recently generated report card matching those values will be saved.**
15. **<u>View Student Report Card History</u>**
16. Viewing a student's Report Card History requires **Read** permission to **Report Card History** (**RCH**). The page can be found under **Student Data** | **Grades** in the navigation tree of the Admin and Teacher Portals and under the **Grades** menu of the Student and Parent Portal. The page displays a list of all of the Report Card History records that exist for the current student.
17. 

School	Year	Term	Grade
Screaming Eagle High School	2016	1st Sem	12
Screaming Eagle High School	2016	1st Qtr	12

18. The following fields will display for each item in the Report Card History.
19. **School** – The school where the report card was generated
20. **Year** – The academic year when the report card was generated (e.g., 2016 for the 2016-17 year)
21. **Term** – The heading for the marking period that was active when the report card was generated. This is the marking period that was selected as the **Current Mark** on the **Multiple Mark Headings and Descriptions** form.
22. **Grade** – The student's grade level at the time the report card was generated
23. 

Report Title	Report Card	Date
First Semester Grade Report	English | Spanish	10/28/2016
First Quarter Grade Report	English | Spanish	10/26/2016

24. **Report Title** – The **Title on Report Cards** as entered on the **Grade Reporting Options** form at the time the report card was generated.
25. **Report Card** – A link to the PDF document of the report card, both in English and the student's Correspondence Language (if available/applicable)
26. **Date** – The date the report card was generated

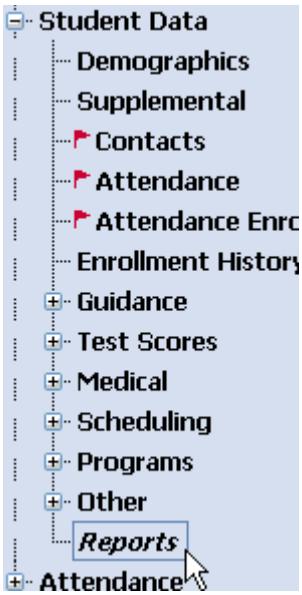
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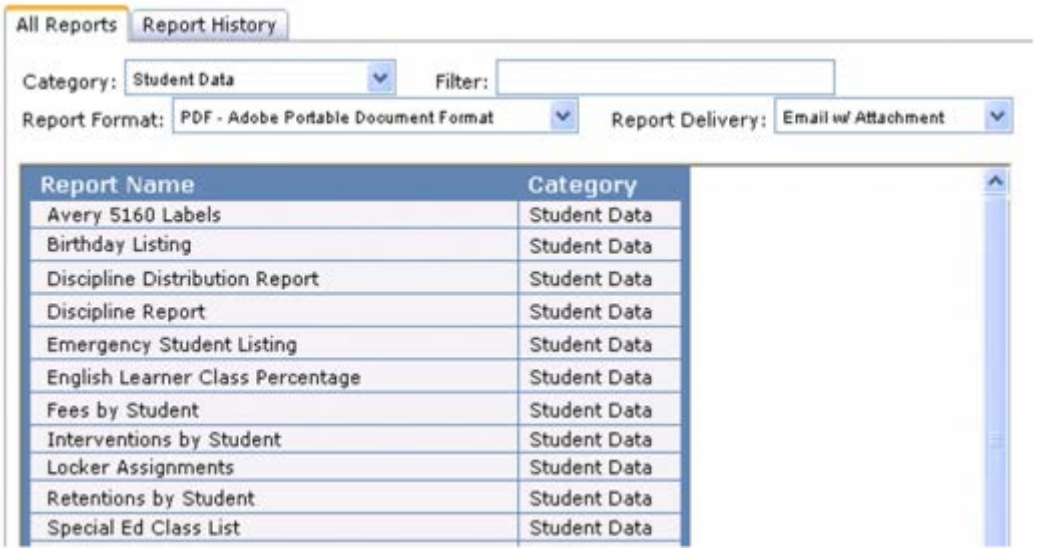
27. There is also a Report Card History area on the Home page of the Student and Parent Portal that will display if the user has Read permission to Report Card History and the student has at least one item in Report Card History. Only Report Card History for the current school year will display on the home page.

Aeries.Net - Student Report

1. The **Student Reports** node is an option available from the **Student Data** navigation tree that contains many different reports. These reports contain student information that is used most frequently by the schools.

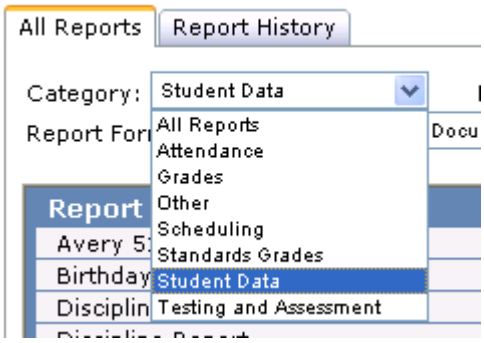
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2. 

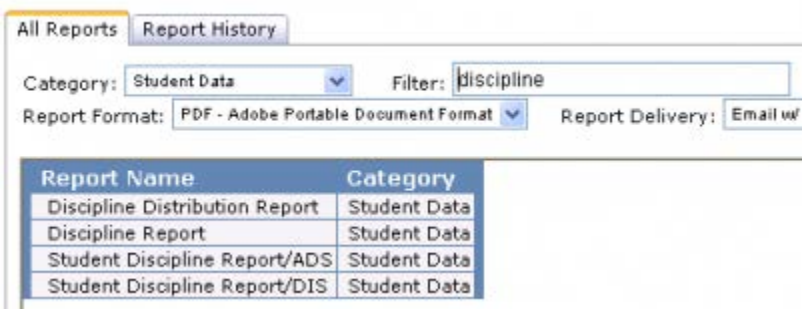
3. To access **Student Reports** click the mouse on the **Student Data** node. Click the mouse on the **Reports** node and the **Reports** form will display.
4. The **Category** will default to **Student Data** and all reports available will display. The option is available to print reports in various **Report Formats** and to select **Report Delivery**.
5. 

6.
7. The **Category** will default to **Student Data** but will also allow you to select a different **Category** from the drop down.

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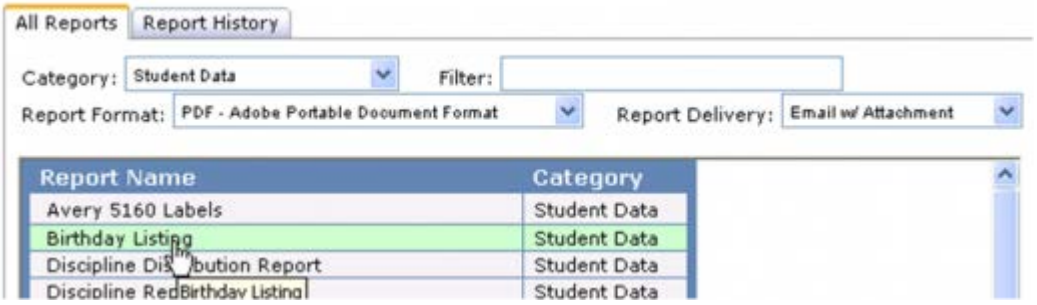
8. 

9. A **Filter** is available that allows you to search for a particular report and will search the complete **Report Name**.

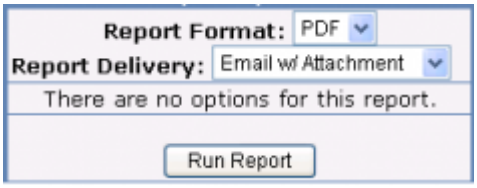
10. 

Selecting a Report

1. Select a report by clicking the mouse on the report title under the **Report Name** column.

2. 

3. An option box will display with specific options for the report selected. To generate the report click the **Run Report** button.

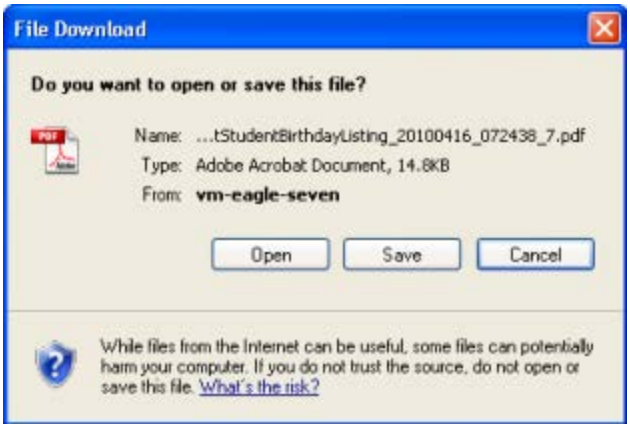
4. 

5. The report will begin to process and the following message will display.

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6. 

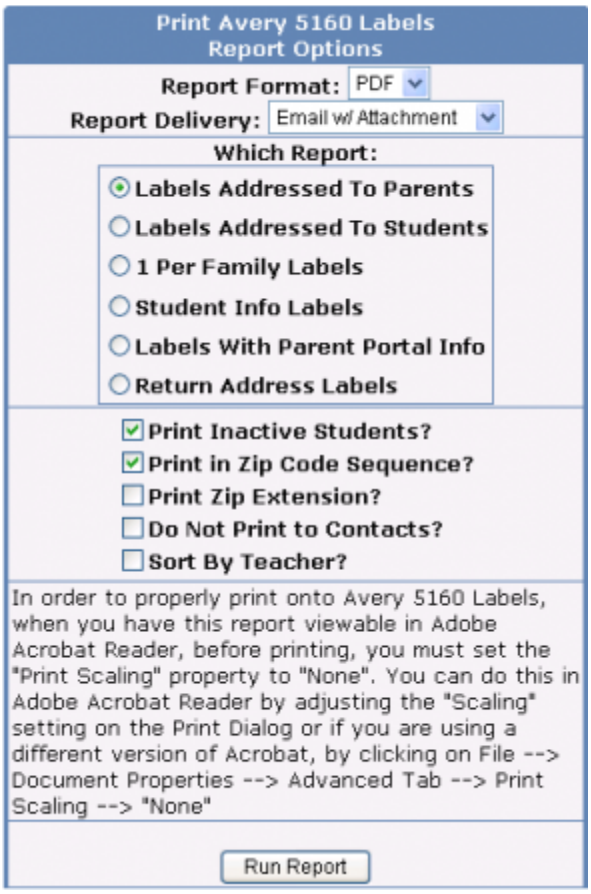
7. When the report has generated a **Download** message will display to either open or save the report.

8. 

Avery 5160 Labels

1. The **Avery 5160 Labels Report Options** provides different labels that can be generated. Each label provides different options when selected. The formatting is designed to print on Avery 5160 labels. The actual label dimensions are 1 inch by 2.7 inches.
2. To select the type of label click the mouse on the radio button under **Which Report**. Different options will display depending on the label selected. Click the mouse on additional options, such as **Print Inactive Students**. After all options are selected click the mouse on the **Run Report** button.

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3. 

4. **Please take note to the message at the bottom of the Report Options form in regard to printing in Adobe Acrobat Reader.**

   The following are examples of the labels that will be generated.

Labels to Parents

These labels print the parent/guardian name, "**RE:**" followed by the student's name, address, city, state and zip code. These labels will print alphabetically by student's last name unless selected to print by zip code.

M/M A Abbott
RE: Allen Abbott
1065 N. Pacificenter Dr.
Anaheim CA 92804

M/M A Aceves
RE: Steven Aceves
1110 Avenida Loma Vista
Eagle Rock CA 99999

M/M A Aguilar
RE: Allan Aguilar
1140 S Candish Ave
Eagle Rock CA 99999

Sara Abbott
RE: Allen Abbott
5647 Elm St.
Anaheim CA 99999

M/M A Ackermann
RE: Kathrin Ackermann
1168 N Fine Ave
Eagle Point CA 99998

M/M A Aguirre
RE: Raelena Aguirre
1139 E Allen Ave
Eagle Point CA 99998

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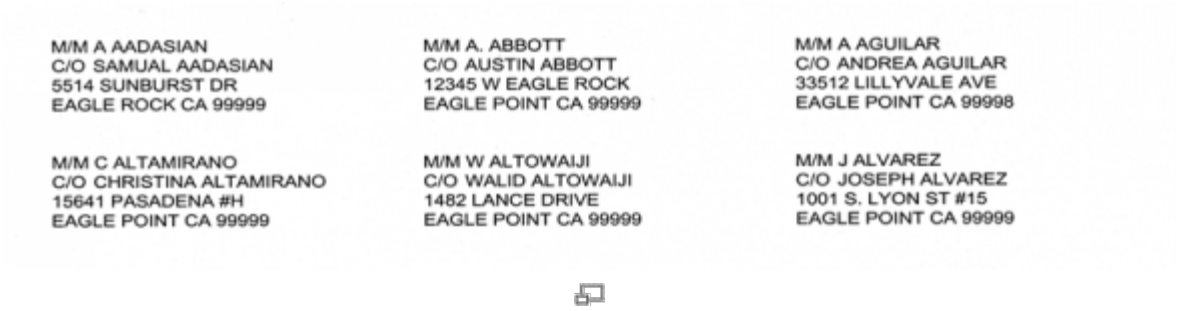
Labels to Students

These labels print the student's name, "**C/O**" followed by the parent/guardian name, students address, city, state and zip code. These labels will print alphabetically by student's last name unless selected to print by zip code.



1 Per Family Labels

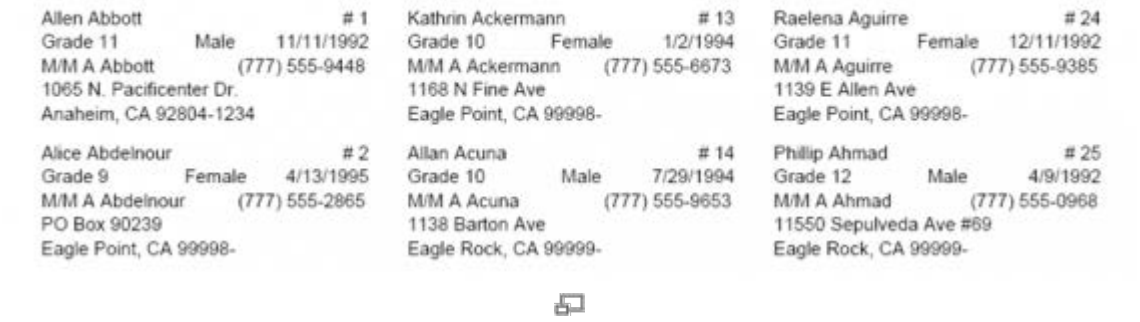
These labels print the parent/guardian name, student's address, city, state and zip code. This program will only print one label per family and will give you the option to print the oldest sibling's name on the label. These labels will print alphabetically by student's last name unless selected to print by zip code.



Student Info Labels

These labels print the student name, student number, grade, sex, birthdate, parent/guardian name, telephone, address, city, state and zip code. These labels will print alphabetically by student's last name.

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Labels With Parent Portal Info

These labels print the student name, parent/guardian name, permanent ID, telephone, address, city, state, zip code and verification code. These labels will print alphabetically by student's last name.



Return Address Labels

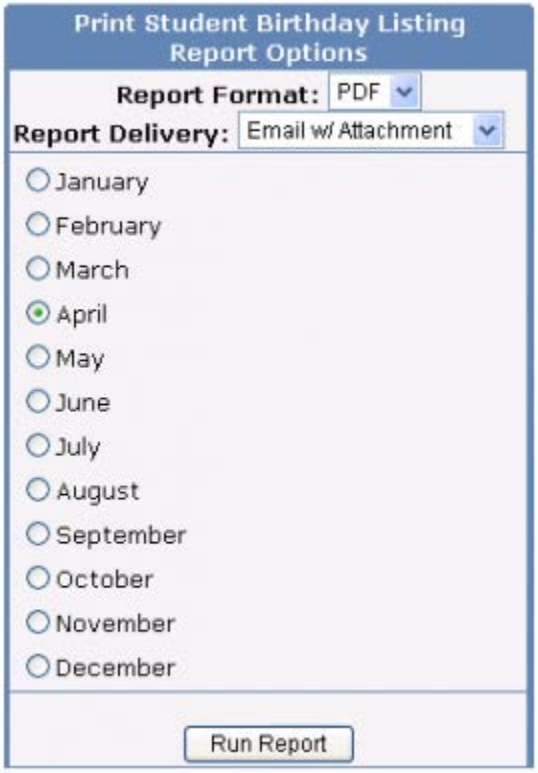
These labels will print return address labels with the school information entered into the **School Options** form.



Student Birthday Listing

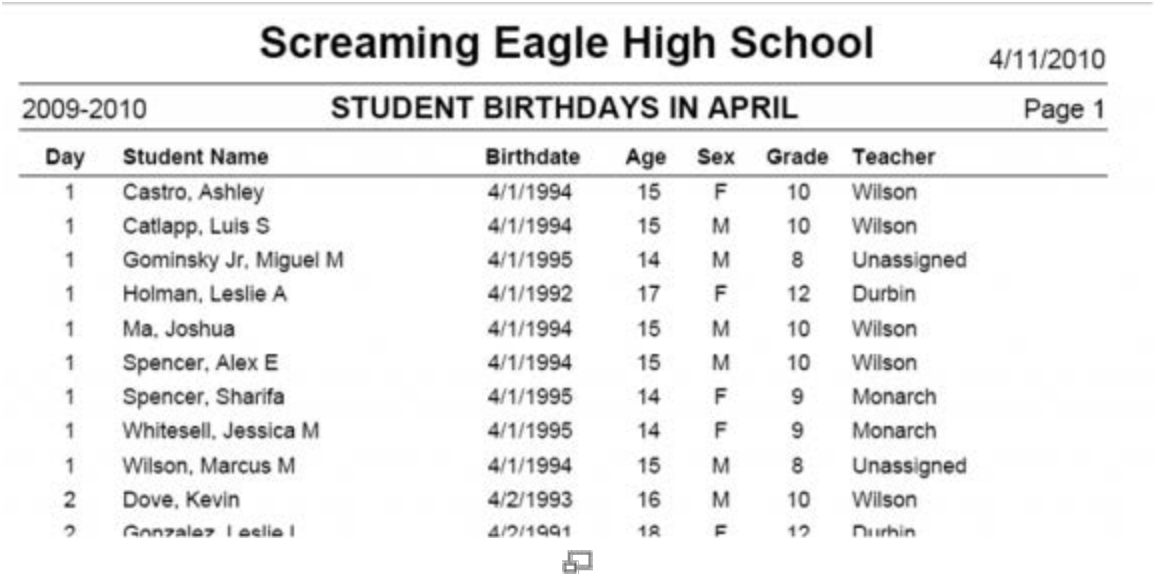
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The **Report Options** will display all months in order to select a month to print. The report will print students with birthdays during the month selected. After the month has been selected click the mouse on the **Run Report** button.



The report will print in order by day of the month and will include each student who has a birthday within this month.

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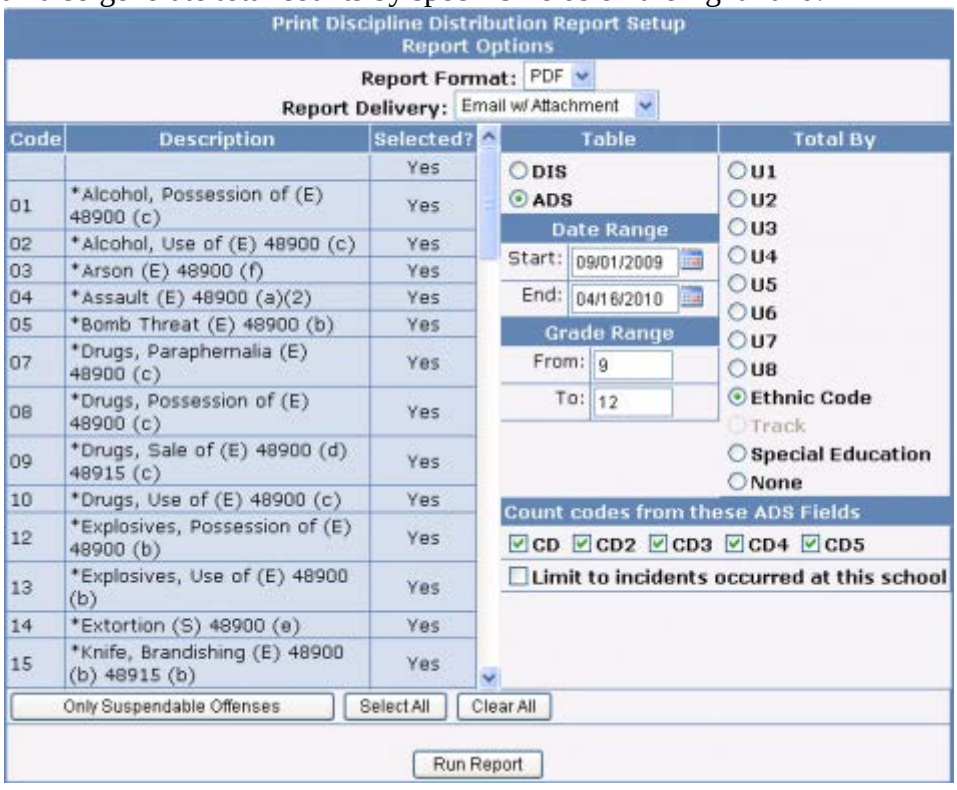


Screaming Eagle High School 4/11/2010

2009-2010 STUDENT BIRTHDAYS IN APRIL Page 1

Day	Student Name	Birthdate	Age	Sex	Grade	Teacher
1	Castro, Ashley	4/1/1994	15	F	10	Wilson
1	Catlapp, Luis S	4/1/1994	15	M	10	Wilson
1	Gominsky Jr, Miguel M	4/1/1995	14	M	8	Unassigned
1	Holman, Leslie A	4/1/1992	17	F	12	Durbin
1	Ma, Joshua	4/1/1994	15	M	10	Wilson
1	Spencer, Alex E	4/1/1994	15	M	10	Wilson
1	Spencer, Sharifa	4/1/1995	14	F	9	Monarch
1	Whitesell, Jessica M	4/1/1995	14	F	9	Monarch
1	Wilson, Marcus M	4/1/1994	15	M	8	Unassigned
2	Dove, Kevin	4/2/1993	16	M	10	Wilson
2	Gonzalez, Leslie I	4/2/1991	18	F	12	Durbin

Discipline Distribution Report

1. This report can be used to monitor the actual number of different disciplinary codes recorded. This report can be generated to compute a total of the codes by a selected field, if desired.
2. The **Report Options** will display and allow you to select which table this report is generated from and allow you to select specific disciplinary codes or ALL codes. The report can also generate total counts by specific fields on the right hand.
3. 

Print Discipline Distribution Report Setup
Report Options

Report Format: PDF
Report Delivery: Email w/ Attachment

Code	Description	Selected?
		Yes
01	*Alcohol, Possession of (E) 48900 (c)	Yes
02	*Alcohol, Use of (E) 48900 (c)	Yes
03	*Arson (E) 48900 (f)	Yes
04	*Assault (E) 48900 (a)(2)	Yes
05	*Bomb Threat (E) 48900 (b)	Yes
07	*Drugs, Paraphernalia (E) 48900 (c)	Yes
08	*Drugs, Possession of (E) 48900 (c)	Yes
09	*Drugs, Sale of (E) 48900 (d) 48915 (c)	Yes
10	*Drugs, Use of (E) 48900 (c)	Yes
12	*Explosives, Possession of (E) 48900 (b)	Yes
13	*Explosives, Use of (E) 48900 (b)	Yes
14	*Extortion (S) 48900 (e)	Yes
15	*Knife, Brandishing (E) 48900 (b) 48915 (b)	Yes

Table: ○ DIS ◉ ADS

Date Range: Start: 09/01/2009 End: 04/16/2010

Grade Range: From: 9 To: 12

Total By: ○ U1 ○ U2 ○ U3 ○ U4 ○ U5 ○ U6 ○ U7 ○ U8 ◉ Ethnic Code ○ Track ○ Special Education ○ None

Count codes from these ADS Fields: ☑ CD ☑ CD2 ☑ CD3 ☑ CD4 ☑ CD5

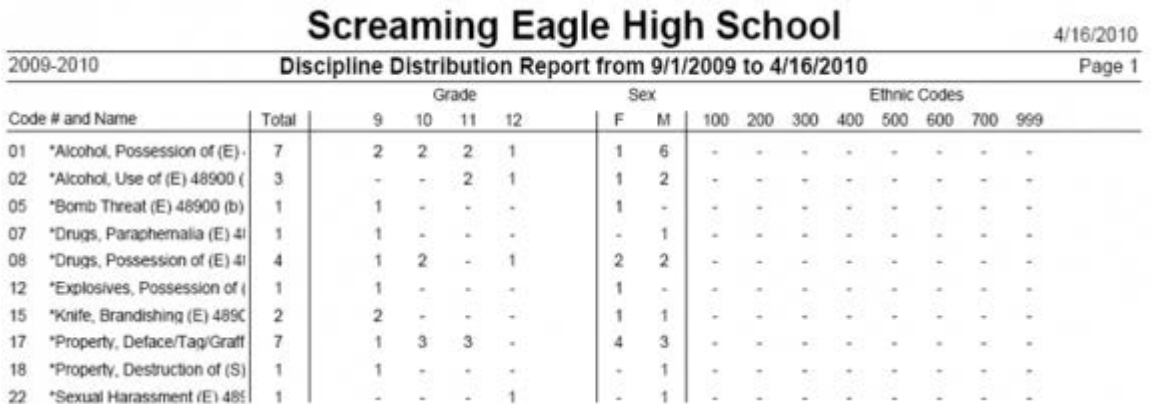
☐ Limit to incidents occurred at this school

Only Suspendable Offenses | Select All | Clear All

Run Report

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4. The following is an example of the **Discipline Distribution Report** broken out by Total, grade, sex and then ethnicity.



Screaming Eagle High School 4/16/2010

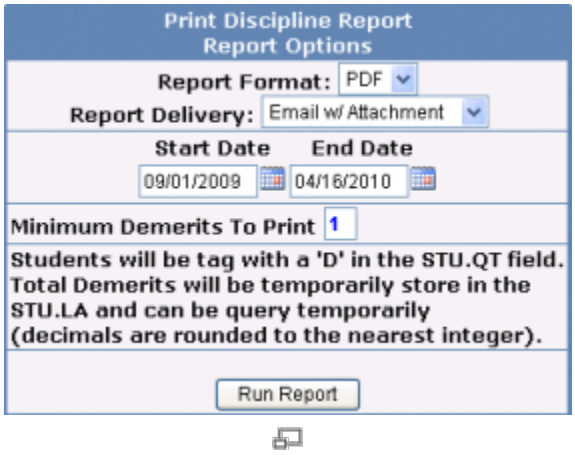
2009-2010 **Discipline Distribution Report from 9/1/2009 to 4/16/2010** Page 1

Code # and Name	Total	Grade				Sex		Ethnic Codes							
		9	10	11	12	F	M	100	200	300	400	500	600	700	999
01 *Alcohol, Possession of (E)	7	2	2	2	1	1	6	-	-	-	-	-	-	-	-
02 *Alcohol, Use of (E) 48900 (	3	-	-	2	1	1	2	-	-	-	-	-	-	-	-
05 *Bomb Threat (E) 48900 (b)	1	1	-	-	-	1	-	-	-	-	-	-	-	-	-
07 *Drugs, Paraphernalia (E) 4	1	1	-	-	-	-	1	-	-	-	-	-	-	-	-
08 *Drugs, Possession of (E) 4	4	1	2	-	1	2	2	-	-	-	-	-	-	-	-
12 *Explosives, Possession of (	1	1	-	-	-	1	-	-	-	-	-	-	-	-	-
15 *Knife, Brandishing (E) 489	2	2	-	-	-	1	1	-	-	-	-	-	-	-	-
17 *Property, Deface/Tag/Graff	7	1	3	3	-	4	3	-	-	-	-	-	-	-	-
18 *Property, Destruction of (S)	1	1	-	-	-	-	1	-	-	-	-	-	-	-	-
22 *Sexual Harassment (E) 48	1	-	-	-	1	-	1	-	-	-	-	-	-	-	-

5.

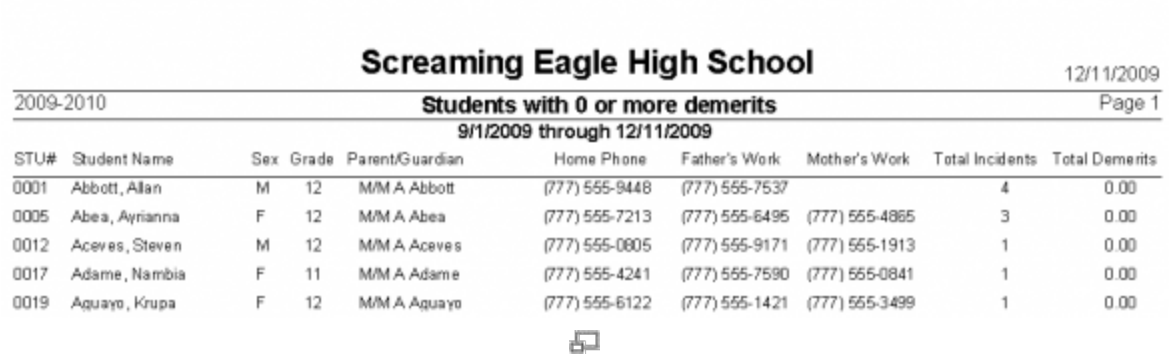
Discipline Report

This report will produce a listing of all students with a selected number of demerits. The **Report Options** will display the option to print for a specific date range and a Minimum number of Demerits.



The following is an example of the **Discipline Report**. This report will print the student number, student name, sex, grade, parent guardian, home phone, fathers and mothers work numbers. The total number of incidents and total demerits will print.

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Screaming Eagle High School

12/11/2009

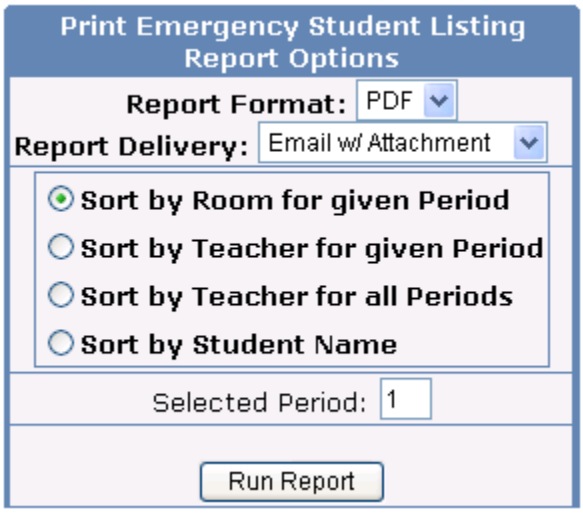
2009-2010 — Students with 0 or more demerits — Page 1

9/1/2009 through 12/11/2009

STU#	Student Name	Sex	Grade	Parent/Guardian	Home Phone	Father's Work	Mother's Work	Total Incidents	Total Demerits
0001	Abbott, Allan	M	12	M/M A Abbott	(777) 555-9448	(777) 555-7537		4	0.00
0005	Abea, Ayrianna	F	12	M/M A Abea	(777) 555-7213	(777) 555-6495	(777) 555-4865	3	0.00
0012	Aceves, Steven	M	12	M/M A Aceves	(777) 555-0805	(777) 555-9171	(777) 555-1913	1	0.00
0017	Adame, Nambia	F	11	M/M A Adame	(777) 555-4241	(777) 555-7590	(777) 555-0841	1	0.00
0019	Aguayo, Krupa	F	12	M/M A Aguayo	(777) 555-6122	(777) 555-1421	(777) 555-3499	1	0.00

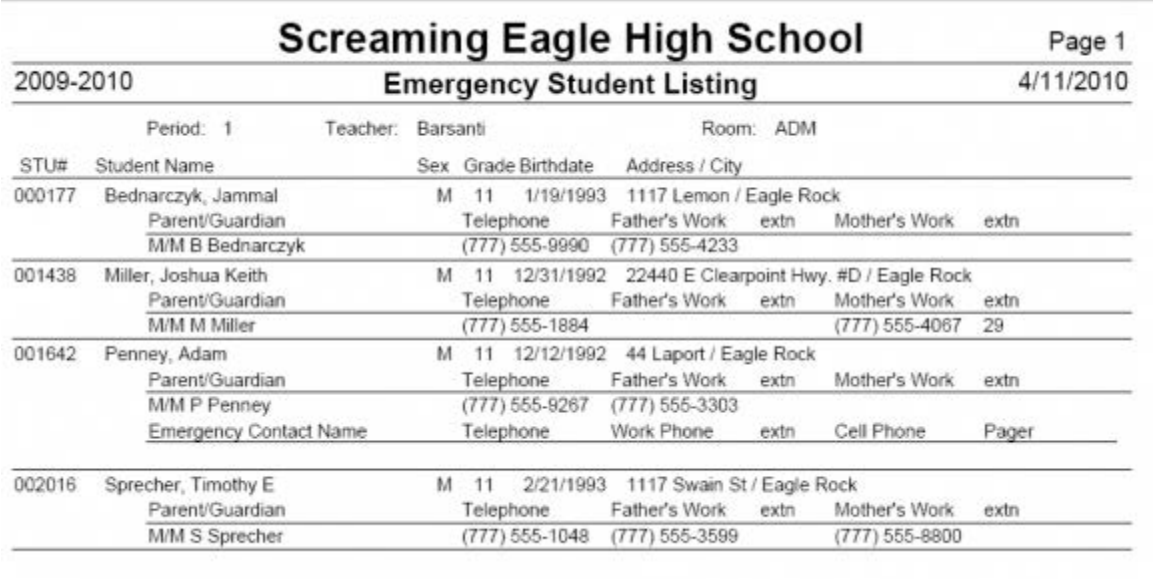
Emergency Student Listing

This report will print a student listing for emergency purposes and will print for a selected period. The **Report Options** will display various sorting options. After the sort option has been selected and the Period selected click the mouse on the **Run Report** button.



This report will print with the period, teacher name and room at the top of the page. The report will include the student number, student name, sex, grade, birthdate, address/city, parent guardian, telephone, fathers and mothers work numbers.

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Screaming Eagle High School — Page 1

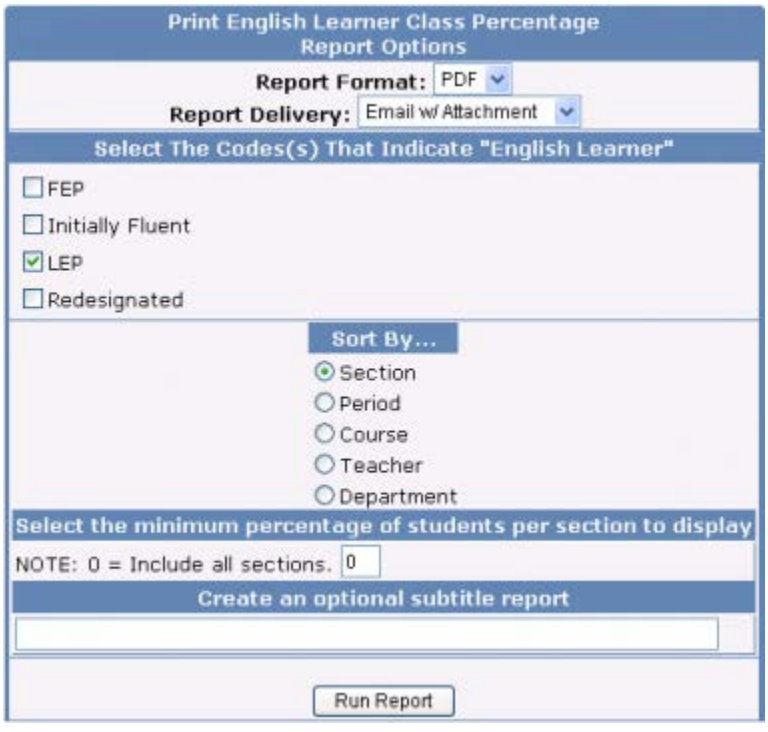
2009-2010 — Emergency Student Listing — 4/11/2010

Period: 1 Teacher: Barsanti Room: ADM

STU#	Student Name	Sex	Grade	Birthdate	Address / City
000177	Bednarczyk, Jammal	M	11	1/19/1993	1117 Lemon / Eagle Rock
	Parent/Guardian		Telephone	Father's Work	extn	Mother's Work	extn
	M/M B Bednarczyk		(777) 555-9990	(777) 555-4233			
001438	Miller, Joshua Keith	M	11	12/31/1992	22440 E Clearpoint Hwy. #D / Eagle Rock
	Parent/Guardian		Telephone	Father's Work	extn	Mother's Work	extn
	M/M M Miller		(777) 555-1884			(777) 555-4067	29
001642	Penney, Adam	M	11	12/12/1992	44 Laport / Eagle Rock
	Parent/Guardian		Telephone	Father's Work	extn	Mother's Work	extn
	M/M P Penney		(777) 555-9267	(777) 555-3303			
	Emergency Contact Name		Telephone	Work Phone	extn	Cell Phone	Pager
002016	Sprecher, Timothy E	M	11	2/21/1993	1117 Swain St / Eagle Rock
	Parent/Guardian		Telephone	Father's Work	extn	Mother's Work	extn
	M/M S Sprecher		(777) 555-1048	(777) 555-3599		(777) 555-8800	

English Learner Class Percentage

The **Report Options** will display the English Learner codes to select from with different sort options. After the options have been selected click the mouse on the **Run Report** button.



The following report will be generated for English Learners Class Percentages depending on the sort order selected. The example below is percentages by section.

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Screaming Eagle High School 4/16/2010

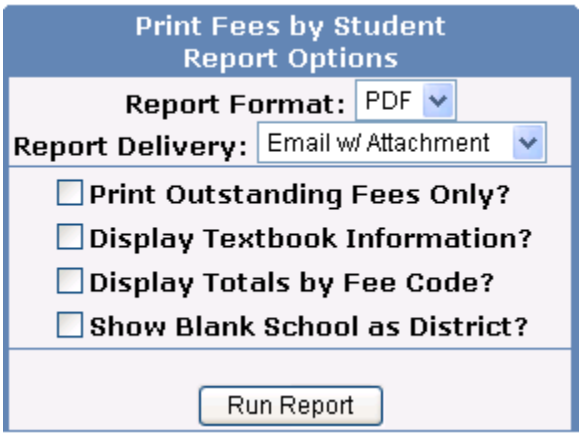
2009-2010 **English Learner Class Percentages By Section** Page 1

Sec#	CrsID	Title	Dept	Tch#	Teacher Name	Room	PD	Students Total	EL	EL%
1	0012	Weight Trng	P	702	Sanders	GYM	0	37	6	16 %
3	0015	Marching PE	P	802	Schuler	L1	0	79	3	4 %
4	0021	Work Exper Educ	B	840	Wright	B10	0	39	1	3 %
15	0614	Hon Geom/Trg Cp	M	632	Enos	R4	0	25	1	4 %
18	0765	Health/Careers	P	718	Valdez	E1	0	36	2	6 %
19	0765	Health/Careers	P	718	Valdez	E1	0	33	6	18 %
1000	0010	PE 9	P	722	Ward	GYM	1	45	4	9 %

Fees By Student

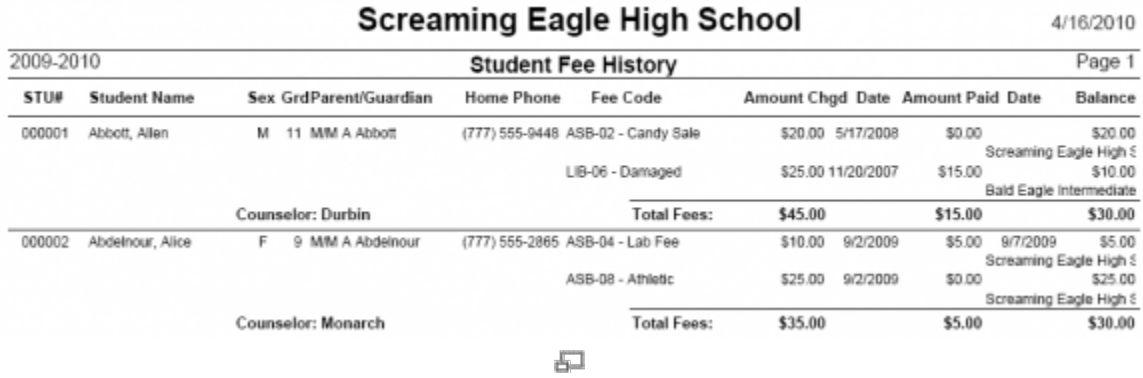
The **Report Options** will display and will allow you to select to print outstanding fees only, textbook fees, perform totals by fee code and if there is no school located in the Fee record to print the district name.

After all options are selected click the mouse on the **Run Report** button.



The following is an example of the Student Fee History report generated.

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Screaming Eagle High School 4/16/2010

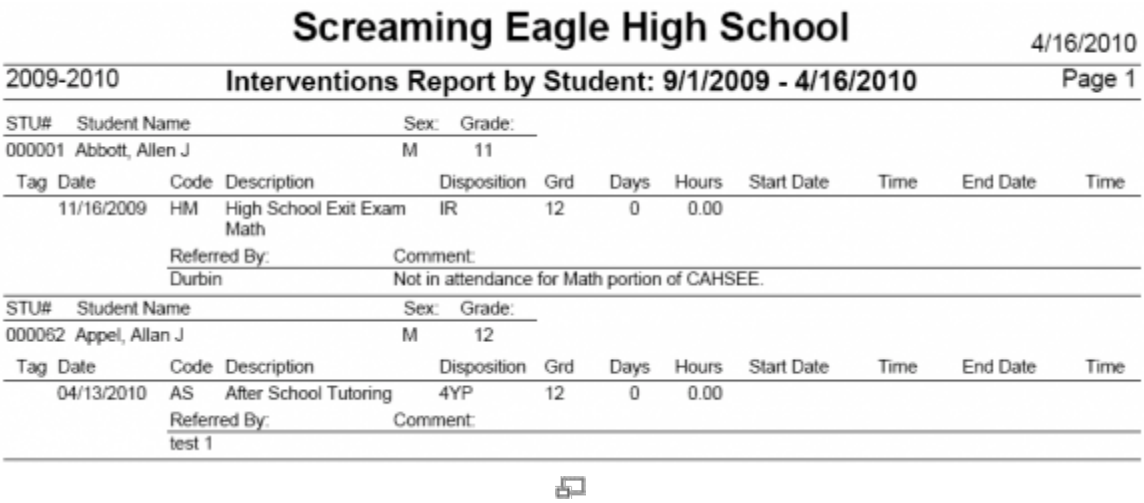
2009-2010 Student Fee History Page 1

STU#	Student Name	Sex	Grd	Parent/Guardian	Home Phone	Fee Code	Amount Chgd	Date	Amount Paid	Date	Balance
000001	Abbott, Allen	M	11	M/M A Abbott	(777) 555-9448	ASB-02 - Candy Sale	$20.00	5/17/2008	$0.00		$20.00
											Screaming Eagle High S
						LIB-06 - Damaged	$25.00	11/20/2007	$15.00		$10.00
											Bald Eagle Intermediate
				Counselor: Durbin		Total Fees:	$45.00		$15.00		$30.00
000002	Abdelnour, Alice	F	9	M/M A Abdelnour	(777) 555-2865	ASB-04 - Lab Fee	$10.00	9/2/2009	$5.00	9/7/2009	$5.00
											Screaming Eagle High S
						ASB-08 - Athletic	$25.00	9/2/2009	$0.00		$25.00
											Screaming Eagle High S
				Counselor: Monarch		Total Fees:	$35.00		$5.00		$30.00

Interventions by Student

The **Report Options** will display the option to print this report for a specific date range. After the date range is selected click the mouse on the **Run Report** button.

The report will generate all Intervention records located for all students within the date range selected.



Screaming Eagle High School 4/16/2010

2009-2010 Interventions Report by Student: 9/1/2009 - 4/16/2010 Page 1

STU#	Student Name	Sex:	Grade:
000001	Abbott, Allen J	M	11

Tag	Date	Code	Description	Disposition	Grd	Days	Hours	Start Date	Time	End Date	Time
	11/16/2009	HM	High School Exit Exam Math	IR	12	0	0.00				

Referred By:	Comment:
Durbin	Not in attendance for Math portion of CAHSEE.

STU#	Student Name	Sex:	Grade:
000062	Appel, Allan J	M	12

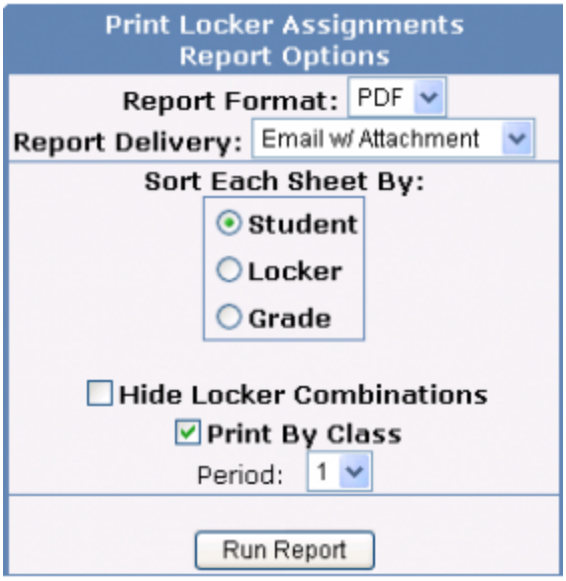
Tag	Date	Code	Description	Disposition	Grd	Days	Hours	Start Date	Time	End Date	Time
	04/13/2010	AS	After School Tutoring	4YP	12	0	0.00				

Referred By:	Comment:
test 1	

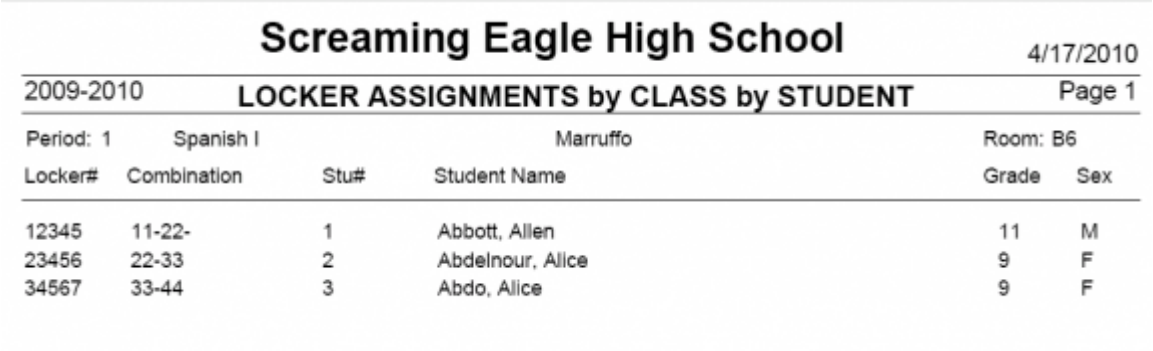
Locker Assignment

The **Report Options** will display and will allow you to print each sheet by Student, Locker or Grade. The option is available to Hide Locker Combinations and to Print in order by Class. After the options have been selected click the mouse on the **Run Report** button.

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The following is an example of the Locker Assignment report that has been generated by class for period 1 and displays the locker combinations.



Screaming Eagle High School 4/17/2010

2009-2010 **LOCKER ASSIGNMENTS by CLASS by STUDENT** Page 1

Period: 1 Spanish I Marruffo Room: B6

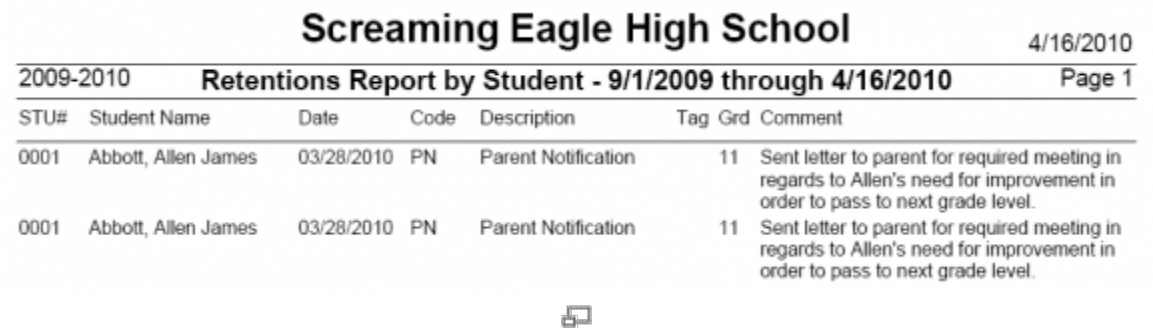
Locker#	Combination	Stu#	Student Name	Grade	Sex
12345	11-22-	1	Abbott, Allen	11	M
23456	22-33	2	Abdelnour, Alice	9	F
34567	33-44	3	Abdo, Alice	9	F

Retentions by Student

The **Report Options** will display the option to print this report for a specific date range. After the date range is selected click the mouse on the **Run Report** button.

The report will generate all Retentions records located for all students within the date range selected.

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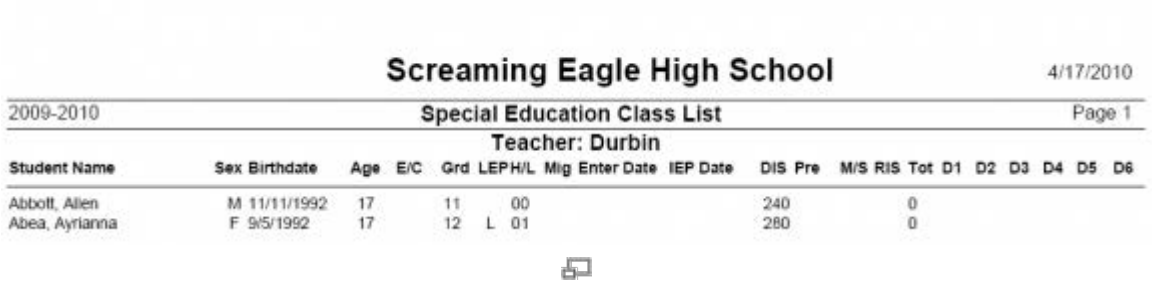
Screaming Eagle High School 4/16/2010

2009-2010 Retentions Report by Student - 9/1/2009 through 4/16/2010 Page 1

STU#	Student Name	Date	Code	Description	Tag	Grd	Comment
0001	Abbott, Allen James	03/28/2010	PN	Parent Notification		11	Sent letter to parent for required meeting in regards to Allen's need for improvement in order to pass to next grade level.
0001	Abbott, Allen James	03/28/2010	PN	Parent Notification		11	Sent letter to parent for required meeting in regards to Allen's need for improvement in order to pass to next grade level.

Special Ed Class

This report will print a detailed listing by teacher of the students who have active special education records.



Screaming Eagle High School 4/17/2010

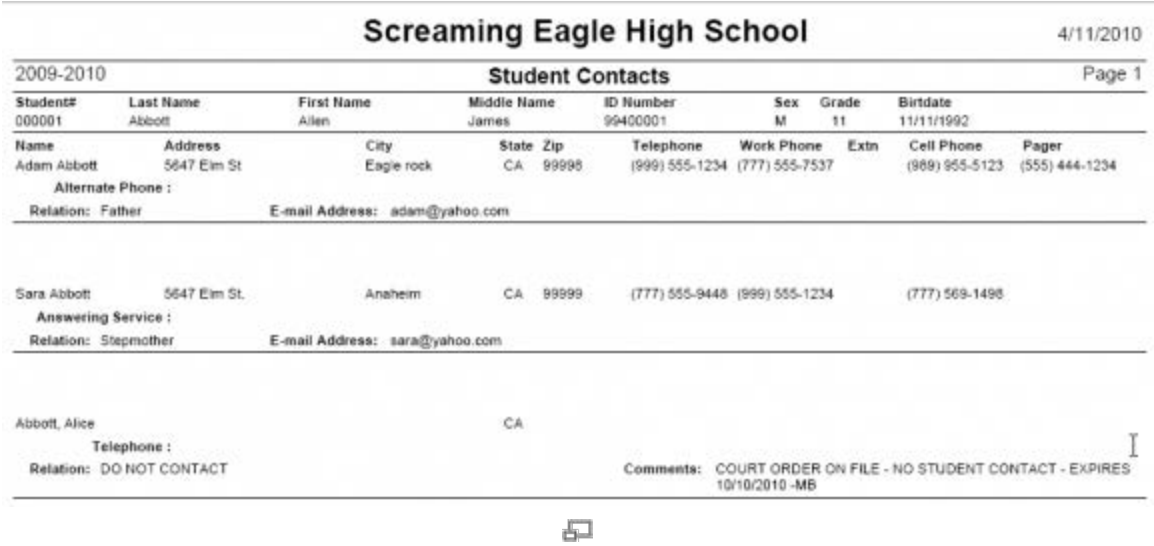
2009-2010 Special Education Class List Page 1

Teacher: Durbin

Student Name	Sex	Birthdate	Age	E/C	Grd	LEP	H/L	Mig	Enter Date	IEP Date	DIS	Pre	M/S	RIS	Tot	D1	D2	D3	D4	D5	D6
Abbott, Allen	M	11/11/1992	17		11		00				240				0						
Abea, Ayrianna	F	9/5/1992	17		12	L	01				280				0						

Student Contact Listing

This report will display all student contacts which will include the student information along with all contact information entered from the **Contacts** form.



Screaming Eagle High School 4/11/2010

2009-2010 Student Contacts Page 1

Student#	Last Name	First Name	Middle Name	ID Number	Sex	Grade	Birtdate
000001	Abbott	Allen	James	99400001	M	11	11/11/1992

Name	Address	City	State	Zip	Telephone	Work Phone	Extn	Cell Phone	Pager
Adam Abbott	5647 Elm St	Eagle rock	CA	99998	(999) 555-1234	(777) 555-7537		(989) 955-5123	(555) 444-1234

Alternate Phone :

Relation: Father E-mail Address: adam@yahoo.com

Sara Abbott 5647 Elm St. Anaheim CA 99999 (777) 555-9448 (999) 555-1234 (777) 569-1498

Answering Service :

Relation: Stepmother E-mail Address: sara@yahoo.com

Abbott, Alice CA

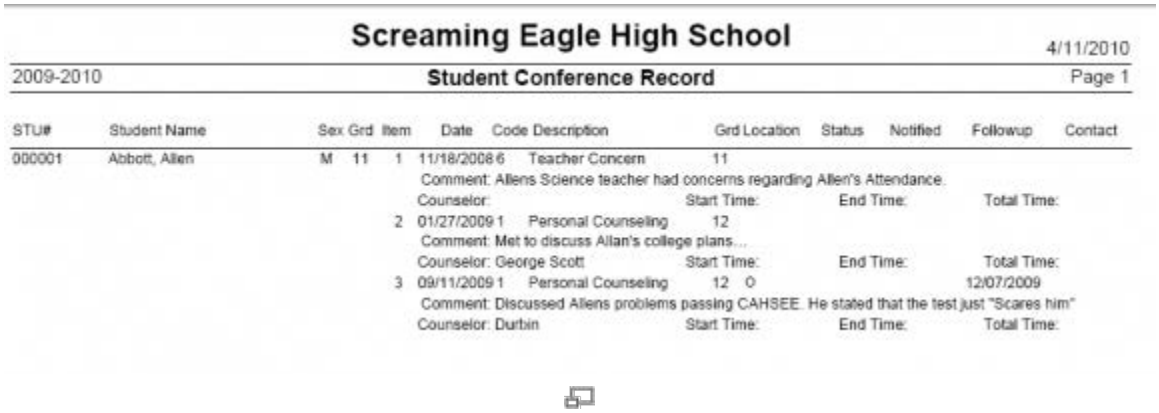
Telephone :

Relation: DO NOT CONTACT Comments: COURT ORDER ON FILE - NO STUDENT CONTACT - EXPIRES 10/10/2010 -MB

Student Counseling Report

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This report will print any conference record located for each student. The options are available to limit the report by a particular date range and to print each student on a separate page.



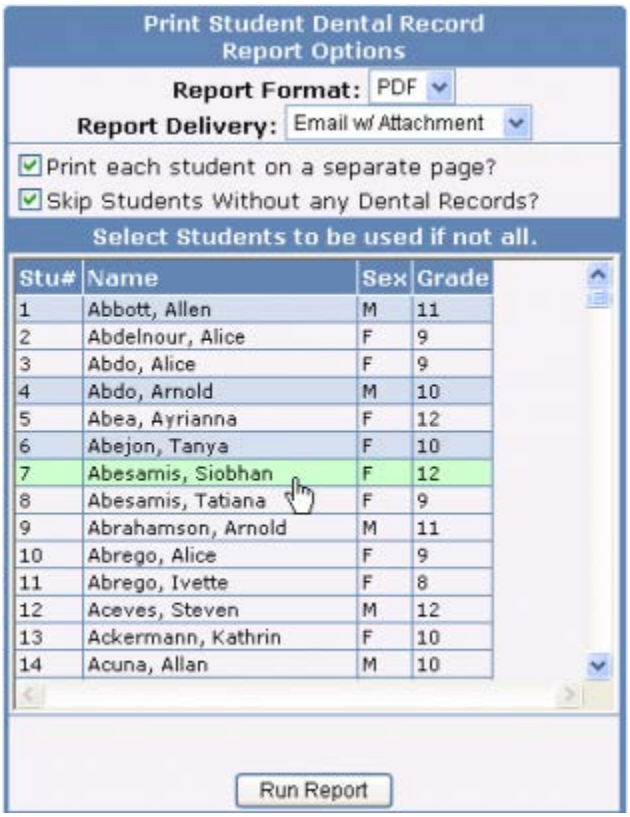
Screaming Eagle High School — 4/11/2010

2009-2010 — Student Conference Record — Page 1

STU#	Student Name	Sex	Grd	Item	Date	Code	Description	Grd	Location	Status	Notified	Followup	Contact
000001	Abbott, Allen	M	11	1	11/18/2008	6	Teacher Concern	11					
	Comment: Allens Science teacher had concerns regarding Allen's Attendance.												
	Counselor:							Start Time:			End Time:		Total Time:
				2	01/27/2009	1	Personal Counseling	12					
	Comment: Met to discuss Allan's college plans...												
	Counselor: George Scott							Start Time:			End Time:		Total Time:
				3	09/11/2009	1	Personal Counseling	12	0			12/07/2009	
	Comment: Discussed Allens problems passing CAHSEE. He stated that the test just "Scares him"												
	Counselor: Durbin							Start Time:			End Time:		Total Time:

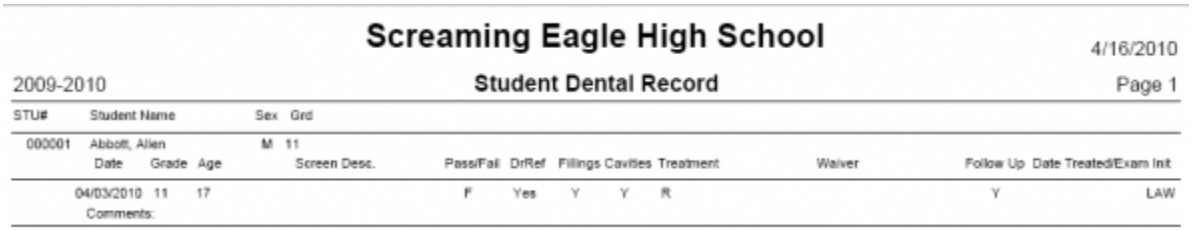
Student Dental Record

This report will print a listing of each student's dental records. The **Report Options** will display options to print each student on a separate page and to skip students without dental records. To select specific students to be printed click the mouse on each students name and only the hi-lighted students will be printed.



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After the options have been selected click the mouse on the **Run Report** button. The student number, student name, sex. grade, and dental records will print.



Screaming Eagle High School

4/16/2010

2009-2010

Student Dental Record

Page 1

STU#	Student Name	Sex	Grd
000001	Abbott, Allen	M	11

Date	Grade	Age	Screen Desc.	Pass/Fail	DrRef	Fillings	Cavities	Treatment	Waiver	Follow Up	Date Treated	Exam Init
04/03/2010	11	17		F	Yes	Y	Y	R		Y		LAW

Comments:

Student Directory

The **Report Options** will display the option to sort and print in order by grade level, name or counselor. The report can either be printed in Portrait or Landscape version.

The report will include Inactive students unless the Skip Inactive Students option is selected. Inactive students will print an asterisk to the left of their student number. After all options have been selected click the mouse on the **Run Report** button. The following are examples of the Student Directory reports. |}

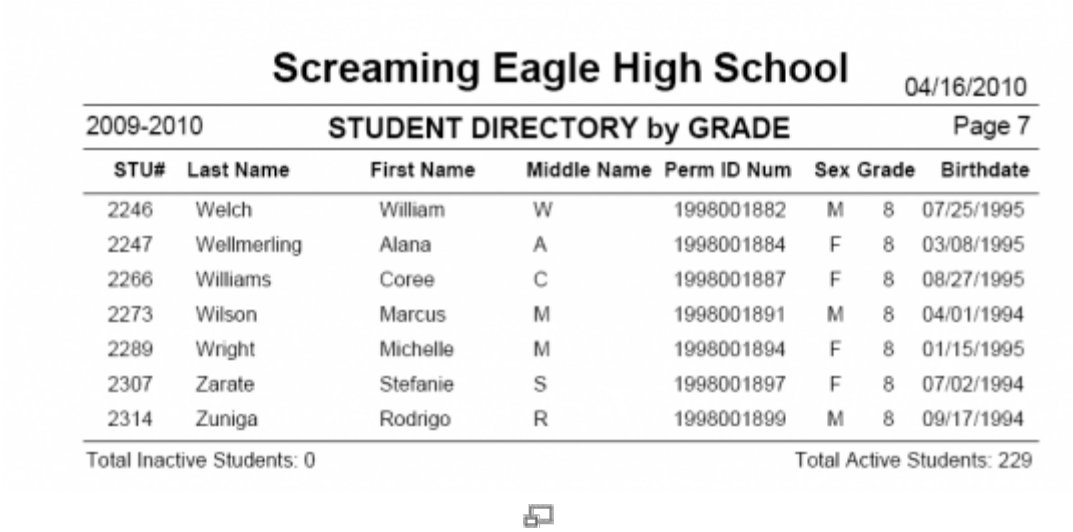


Student Directory by Grade - Narrow Search

This report prints all students in order by grade level and by name. It will include the student number, last name, first name, middle name, permanent ID number, sex, grade and birth date. Inactive students will print an asterisk to the left of their student number.

Totals also print after each grade level for the number of active and inactive students.

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Screaming Eagle High School 04/16/2010

2009-2010 STUDENT DIRECTORY by GRADE Page 7

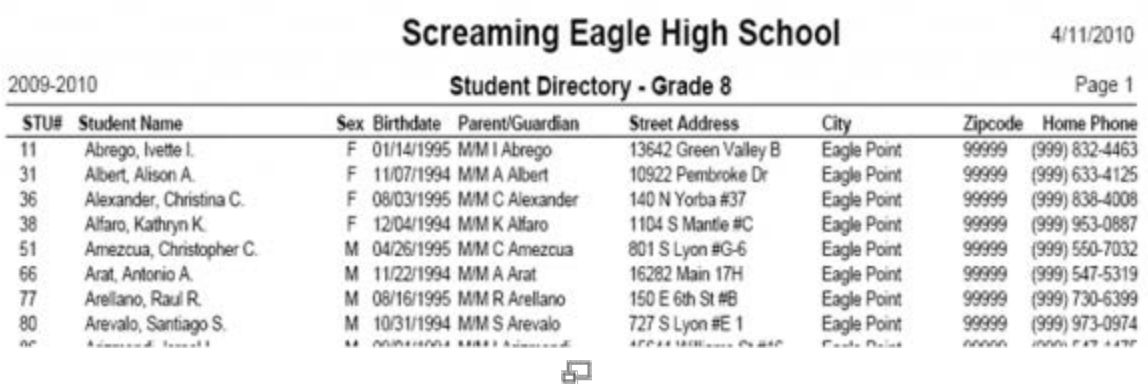
STU#	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grade	Birthdate
2246	Welch	William	W	1998001882	M	8	07/25/1995
2247	Wellmerling	Alana	A	1998001884	F	8	03/08/1995
2266	Williams	Coree	C	1998001887	F	8	08/27/1995
2273	Wilson	Marcus	M	1998001891	M	8	04/01/1994
2289	Wright	Michelle	M	1998001894	F	8	01/15/1995
2307	Zarate	Stefanie	S	1998001897	F	8	07/02/1994
2314	Zuniga	Rodrigo	R	1998001899	M	8	09/17/1994

Total Inactive Students: 0 Total Active Students: 229

Student Directory by Grade - Widened

This report prints all students in order by grade level and by name. It will include student number, student name, sex, birth date, parent/guardian, address, city, zip code, and home phone. Inactive students will print an asterisk to the left of their student number.

Totals also print after each grade level for the number of active and inactive students.



Screaming Eagle High School 4/11/2010

2009-2010 Student Directory - Grade 8 Page 1

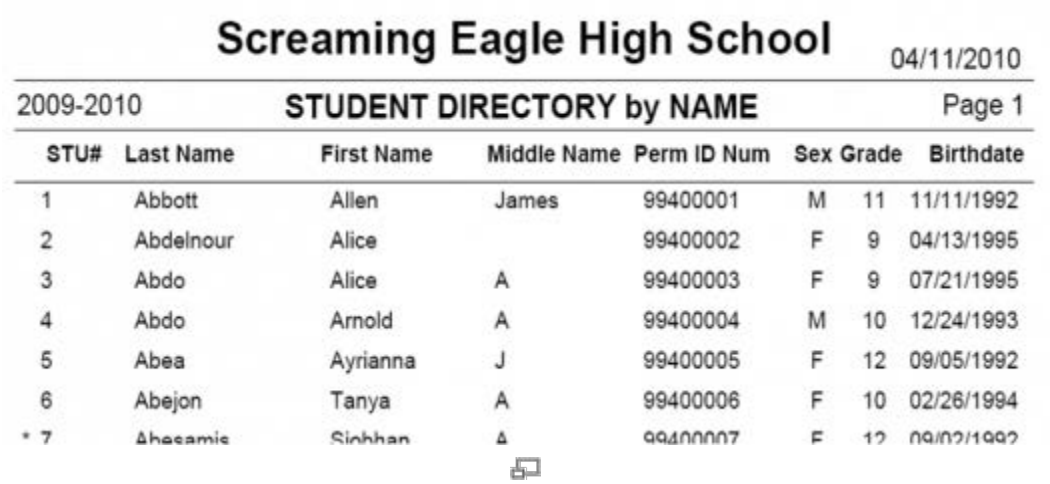
STU#	Student Name	Sex	Birthdate	Parent/Guardian	Street Address	City	Zipcode	Home Phone
11	Abrego, Ivette I.	F	01/14/1995	M/M I Abrego	13642 Green Valley B	Eagle Point	99999	(999) 832-4463
31	Albert, Alison A.	F	11/07/1994	M/M A Albert	10922 Pembroke Dr	Eagle Point	99999	(999) 633-4125
36	Alexander, Christina C.	F	08/03/1995	M/M C Alexander	140 N Yorba #37	Eagle Point	99999	(999) 838-4008
38	Alfaro, Kathryn K.	F	12/04/1994	M/M K Alfaro	1104 S Mantle #C	Eagle Point	99999	(999) 953-0887
51	Amezcua, Christopher C.	M	04/26/1995	M/M C Amezcua	801 S Lyon #G-6	Eagle Point	99999	(999) 550-7032
66	Arat, Antonio A.	M	11/22/1994	M/M A Arat	16282 Main 17H	Eagle Point	99999	(999) 547-5319
77	Arellano, Raul R.	M	08/16/1995	M/M R Arellano	150 E 6th St #B	Eagle Point	99999	(999) 730-6399
80	Arevalo, Santiago S.	M	10/31/1994	M/M S Arevalo	727 S Lyon #E 1	Eagle Point	99999	(999) 973-0974

Student Directory by Name - Narrow

This report prints all students in order by last name then first name. It will include the student number, last name, first name, middle name, permanent ID number, sex, grade and birth date. Inactive students will print an asterisk to the left of their student number.

At the end of the report a grand total will print for the school total of active and inactive students.

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Screaming Eagle High School 04/11/2010

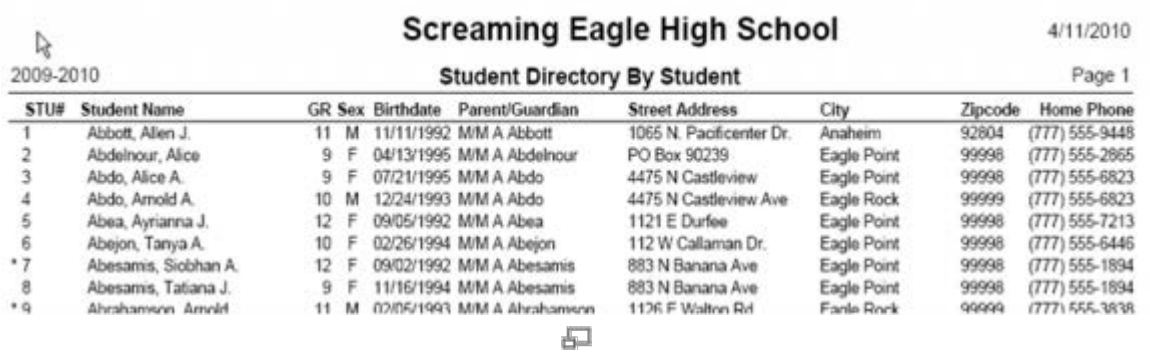
2009-2010 STUDENT DIRECTORY by NAME Page 1

STU#	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grade	Birthdate
1	Abbott	Allen	James	99400001	M	11	11/11/1992
2	Abdelnour	Alice		99400002	F	9	04/13/1995
3	Abdo	Alice	A	99400003	F	9	07/21/1995
4	Abdo	Arnold	A	99400004	M	10	12/24/1993
5	Abea	Ayrianna	J	99400005	F	12	09/05/1992
6	Abejon	Tanya	A	99400006	F	10	02/26/1994
* 7	Abesamis	Siobhan	A	99400007	F	12	09/02/1992

Student Directory by Name - Widened

This report prints all students in order by last name then first name. It will include student number, student name, sex, grade, birth date, parent/guardian, address, city, zip code, and home phone. Inactive students will print an asterisk to the left of their student number.

At the end of the report a grand total will print for the school total of active and inactive students.



Screaming Eagle High School 4/11/2010

2009-2010 Student Directory By Student Page 1

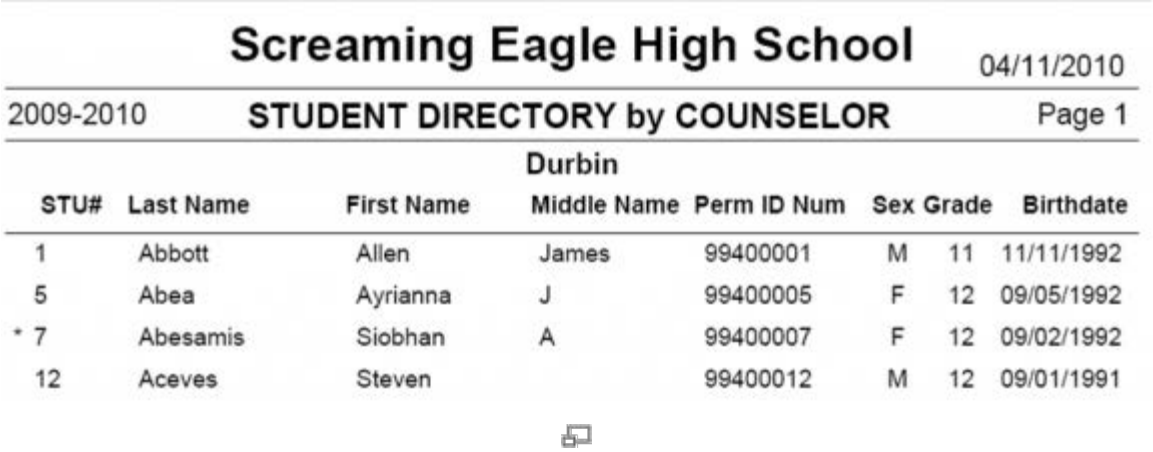
STU#	Student Name	GR	Sex	Birthdate	Parent/Guardian	Street Address	City	Zipcode	Home Phone
1	Abbott, Allen J.	11	M	11/11/1992	M/M A Abbott	1065 N. Pacificenter Dr.	Anaheim	92804	(777) 555-9448
2	Abdelnour, Alice	9	F	04/13/1995	M/M A Abdelnour	PO Box 90239	Eagle Point	99998	(777) 555-2865
3	Abdo, Alice A.	9	F	07/21/1995	M/M A Abdo	4475 N Castleview	Eagle Point	99998	(777) 555-6823
4	Abdo, Arnold A.	10	M	12/24/1993	M/M A Abdo	4475 N Castleview Ave	Eagle Rock	99999	(777) 555-6823
5	Abea, Ayrianna J.	12	F	09/05/1992	M/M A Abea	1121 E Durfee	Eagle Point	99998	(777) 555-7213
6	Abejon, Tanya A.	10	F	02/26/1994	M/M A Abejon	112 W Callaman Dr.	Eagle Point	99998	(777) 555-6446
* 7	Abesamis, Siobhan A.	12	F	09/02/1992	M/M A Abesamis	883 N Banana Ave	Eagle Point	99998	(777) 555-1894
8	Abesamis, Tatiana J.	9	F	11/16/1994	M/M A Abesamis	883 N Banana Ave	Eagle Point	99998	(777) 555-1894
* 9	Abrahamson, Arnold	11	M	02/05/1993	M/M A Abrahamson	1126 E Walton Rd	Eagle Rock	99999	(777) 555-3838

Student Directory by Counselor

This report prints all students in order by teacher then by name. It will include the student number, last name, first name, middle name, permanent ID number, sex, grade and birth date. Inactive students will print an asterisk to the left of their student number.

Totals also print after each teacher for the number of active and inactive students.

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Screaming Eagle High School 04/11/2010

2009-2010 STUDENT DIRECTORY by COUNSELOR Page 1

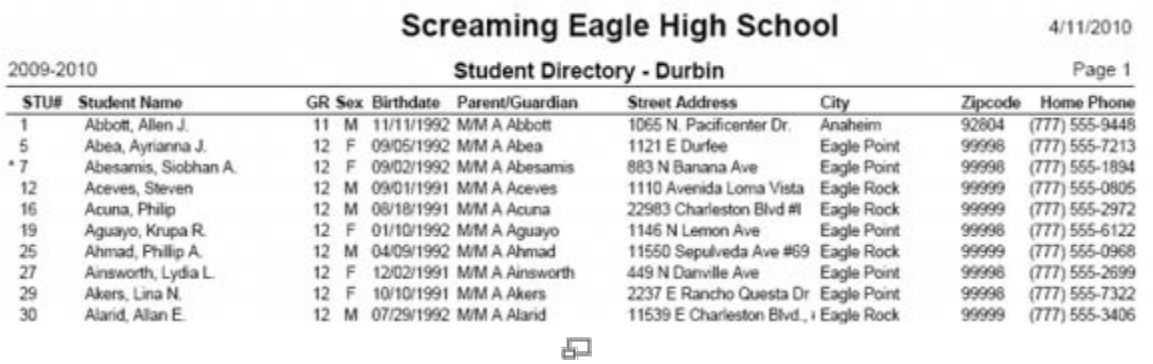
Durbin

STU#	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grade	Birthdate
1	Abbott	Allen	James	99400001	M	11	11/11/1992
5	Abea	Ayrianna	J	99400005	F	12	09/05/1992
* 7	Abesamis	Siobhan	A	99400007	F	12	09/02/1992
12	Aceves	Steven		99400012	M	12	09/01/1991

Student Directory by Counselor Wide

This report prints all students in order by teacher and then student name. It will include student number, student name, grade, sex, birthdate, parent/guardian, address, city, zip and home phone. Inactive students will print an asterisk to the left of their student number.

Totals also print after each teacher for the number of active and inactive students.



Screaming Eagle High School 4/11/2010

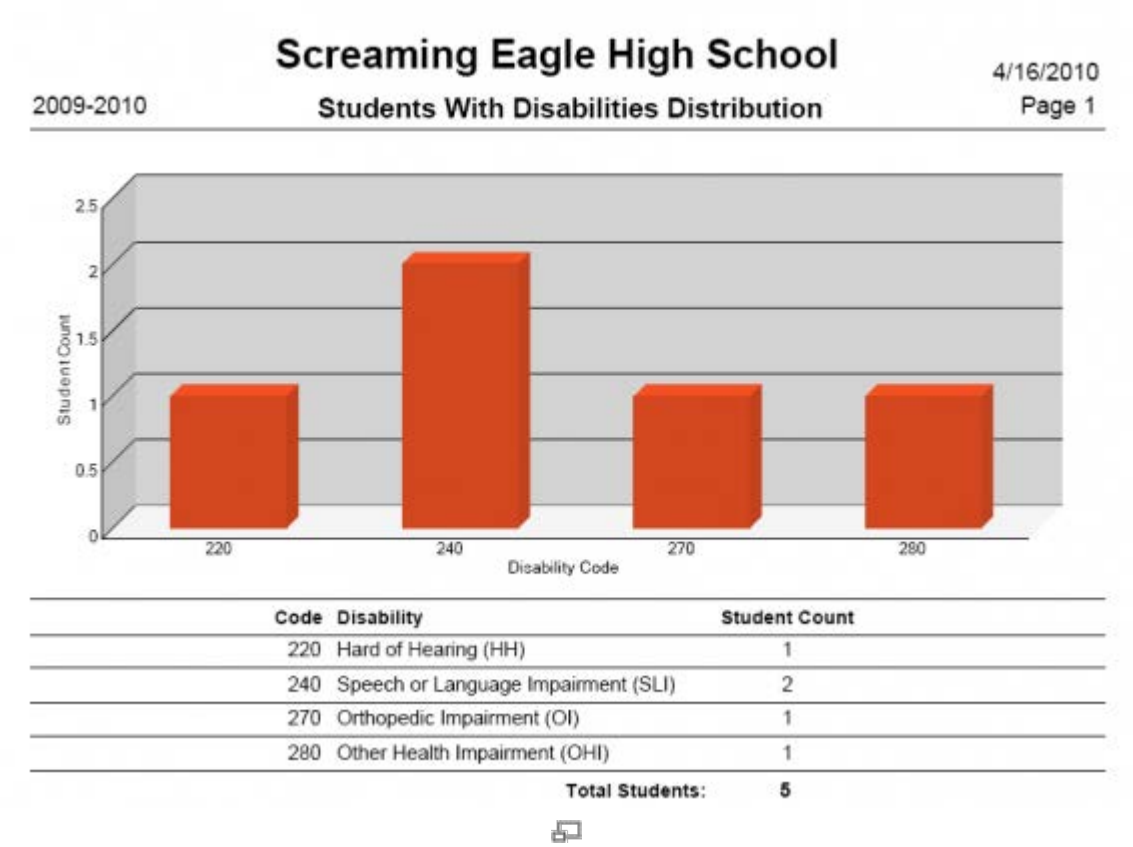
2009-2010 Student Directory - Durbin Page 1

STU#	Student Name	GR	Sex	Birthdate	Parent/Guardian	Street Address	City	Zipcode	Home Phone
1	Abbott, Allen J.	11	M	11/11/1992	M/M A Abbott	1065 N. Pacificenter Dr.	Anaheim	92804	(777) 555-9448
5	Abea, Ayrianna J.	12	F	09/05/1992	M/M A Abea	1121 E Durfee	Eagle Point	99998	(777) 555-7213
* 7	Abesamis, Siobhan A.	12	F	09/02/1992	M/M A Abesamis	883 N Banana Ave	Eagle Point	99998	(777) 555-1894
12	Aceves, Steven	12	M	09/01/1991	M/M A Aceves	1110 Avenida Loma Vista	Eagle Rock	99999	(777) 555-0805
16	Acuna, Philip	12	M	08/18/1991	M/M A Acuna	22983 Charleston Blvd #I	Eagle Rock	99999	(777) 555-2972
19	Aguayo, Krupa R.	12	F	01/10/1992	M/M A Aguayo	1146 N Lemon Ave	Eagle Point	99998	(777) 555-6122
25	Ahmad, Phillip A.	12	M	04/09/1992	M/M A Ahmad	11550 Sepulveda Ave #69	Eagle Rock	99999	(777) 555-0968
27	Ainsworth, Lydia L.	12	F	12/02/1991	M/M A Ainsworth	449 N Danville Ave	Eagle Point	99998	(777) 555-2699
29	Akers, Lina N.	12	F	10/10/1991	M/M A Akers	2237 E Rancho Questa Dr	Eagle Point	99998	(777) 555-7322
30	Alarid, Allan E.	12	M	07/29/1992	M/M A Alarid	11539 E Charleston Blvd.,	Eagle Rock	99999	(777) 555-3406

Student Disability Graph

This report will print a graph with the total number of students that has a disability code record added to the Special Ed form.

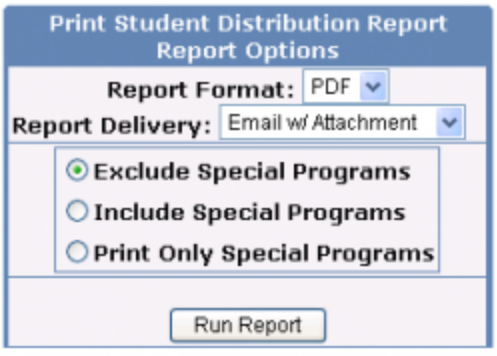
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Code	Disability	Student Count
220	Hard of Hearing (HH)	1
240	Speech or Language Impairment (SLI)	2
270	Orthopedic Impairment (OI)	1
280	Other Health Impairment (OHI)	1
	Total Students:	**5**

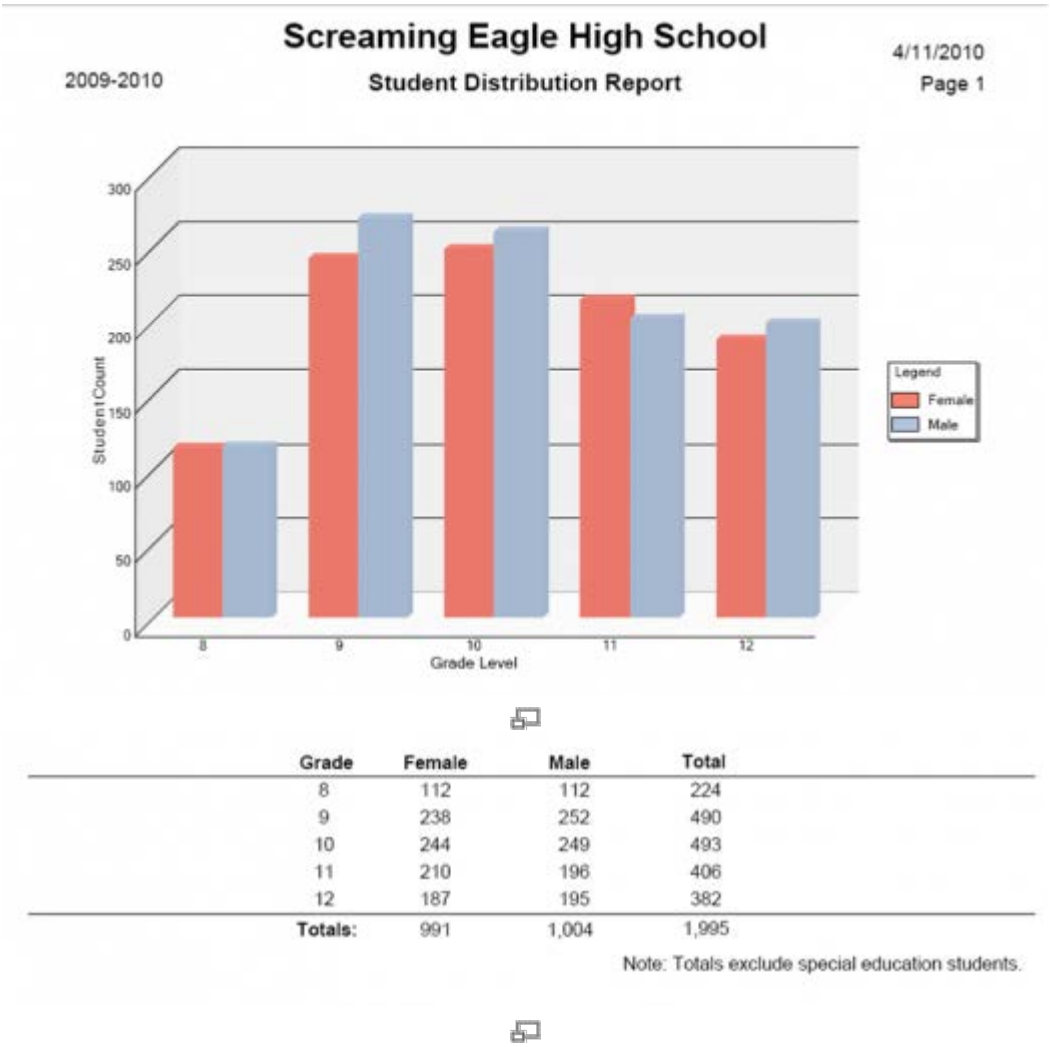
Student Distribution Graph

The **Report Options** will display the option to select to Exclude Special Programs, Include Special Programs or Print ONLY Special Programs. After the option has been selected click the mouse on the **Run Report** button.



This report will create a graph that displays the total number of students and the total number of males and females by grade level.

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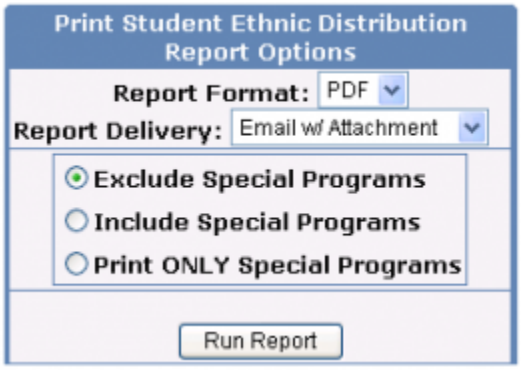


Grade	Female	Male	Total
8	112	112	224
9	238	252	490
10	244	249	493
11	210	196	406
12	187	195	382
Totals:	991	1,004	1,995

Note: Totals exclude special education students.

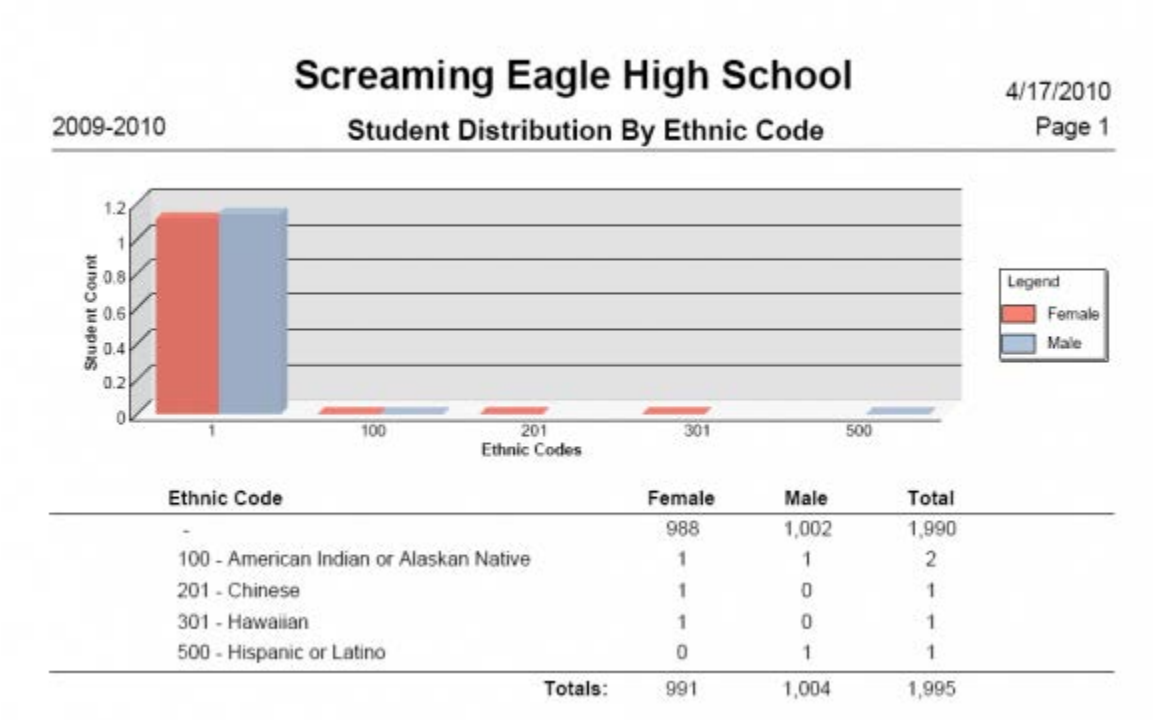
Ethnic Distribution Graph

The **Report Options** will display the option to select to Exclude Special Programs, Include Special Programs or Print ONLY Special Programs. After all options have been selected click the mouse on the **Run Report** button.



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This report is a graph that displays the total number of students and the total number of males and females by ethnic code.



Screaming Eagle High School

4/17/2010

2009-2010

Student Distribution By Ethnic Code

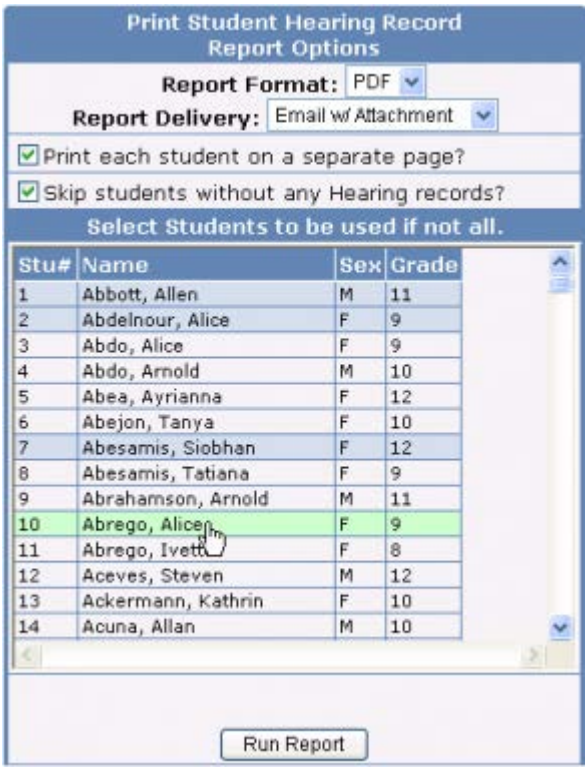
Page 1

Ethnic Code	Female	Male	Total
-	988	1,002	1,990
100 - American Indian or Alaskan Native	1	1	2
201 - Chinese	1	0	1
301 - Hawaiian	1	0	1
500 - Hispanic or Latino	0	1	1
Totals:	991	1,004	1,995

Student Hearing Record

This report will print a listing of each student's hearing test records. The **Report Options** will display the option to print each student on a separate page and to skip students without hearing records. To select specific students to print click the mouse on each students name and only the hi-lighted students will be printed.

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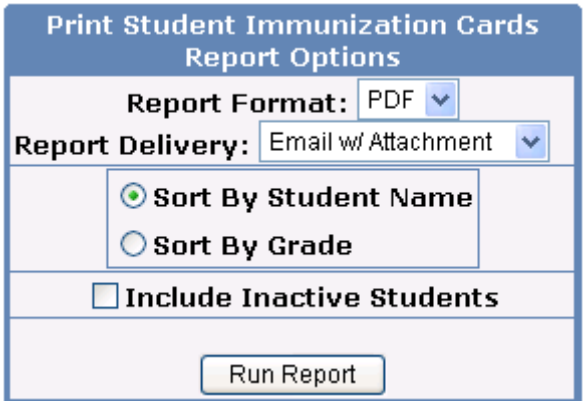
After the options have been selected click the mouse on the **Run Report** button. The student number, student name, sex. grade, and hearing test records will print.



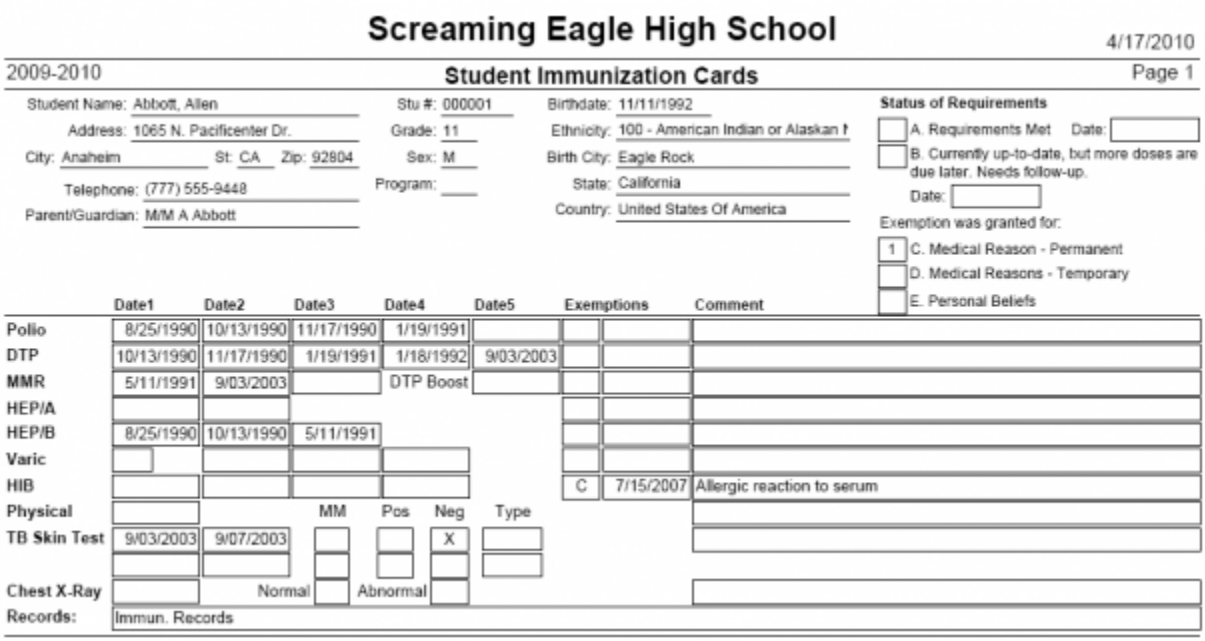
Student Immunization Cards

This report will print a listing of each student's Immunization record. The **Report Options** will display to select to sort by student or grade The Include Inactive Students will allow you to include inactive students in the report.

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The following is an example of the Student Immunization Card that will be generated. It will include specific student details along with all immunizations the student has received.



Screaming Eagle High School 4/17/2010

2009-2010 **Student Immunization Cards** Page 1

Student Name: Abbott, Allen | Stu #: 000001 | Birthdate: 11/11/1992
Address: 1065 N. Pacificenter Dr. | Grade: 11 | Ethnicity: 100 - American Indian or Alaskan
City: Anaheim St: CA Zip: 92804 | Sex: M | Birth City: Eagle Rock
Telephone: (777) 555-9448 | Program: | State: California
Parent/Guardian: M/M A Abbott | Country: United States Of America

Status of Requirements
- A. Requirements Met Date:
- B. Currently up-to-date, but more doses are due later. Needs follow-up. Date:

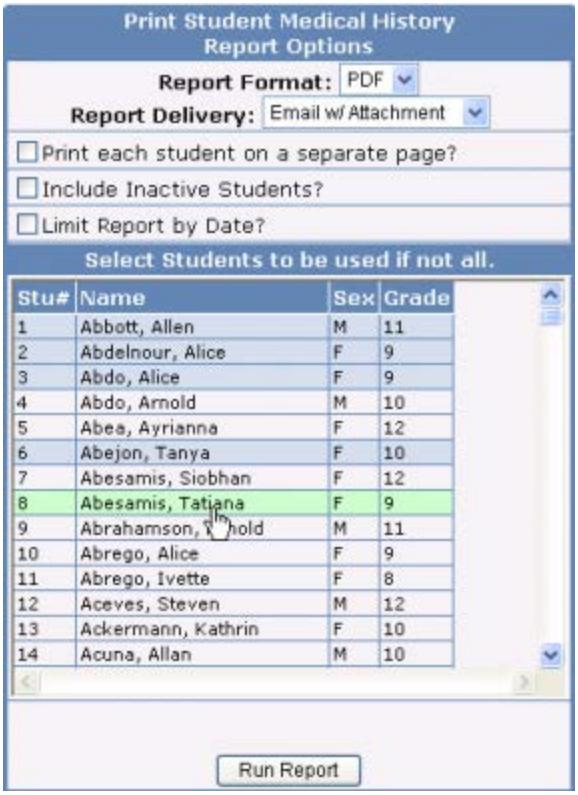
Exemption was granted for:
- 1 C. Medical Reason - Permanent
- D. Medical Reasons - Temporary
- E. Personal Beliefs

	Date1	Date2	Date3	Date4	Date5	Exemptions		Comment
Polio	8/25/1990	10/13/1990	11/17/1990	1/19/1991				
DTP	10/13/1990	11/17/1990	1/19/1991	1/18/1992	9/03/2003			
MMR	5/11/1991	9/03/2003		DTP Boost				
HEP/A								
HEP/B	8/25/1990	10/13/1990	5/11/1991					
Varic								
HIB						C	7/15/2007	Allergic reaction to serum
Physical			MM	Pos	Neg	Type		
TB Skin Test	9/03/2003	9/07/2003			X			
Chest X-Ray		Normal		Abnormal				
Records:	Immun. Records							

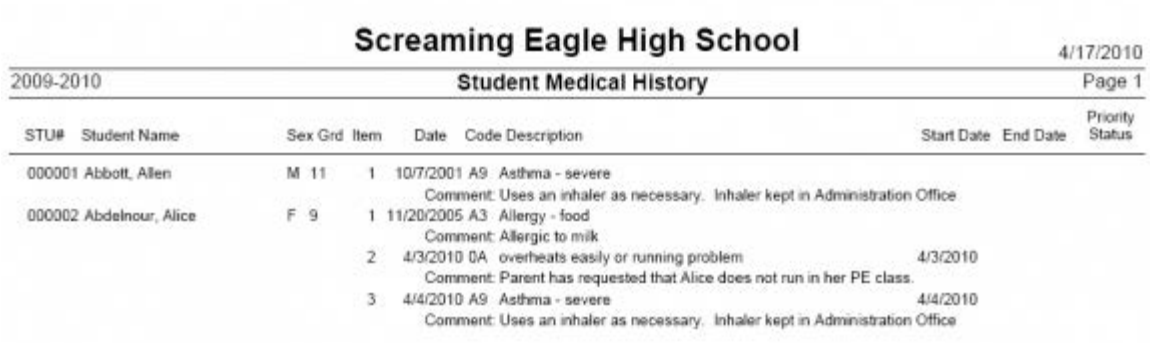
Student Medical History

This report will print a listing of each student's medical history records. The **Report Options** will display the option to print each student on a separate page, include inactive students and to select a specific date range. To select specific students to print click the mouse on each students name and only the hi-lighted students will be printed.

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After the options have been selected click the mouse on the **Run Report** button. The student number, student name, sex. grade, and medical history records will print.



Screaming Eagle High School 4/17/2010

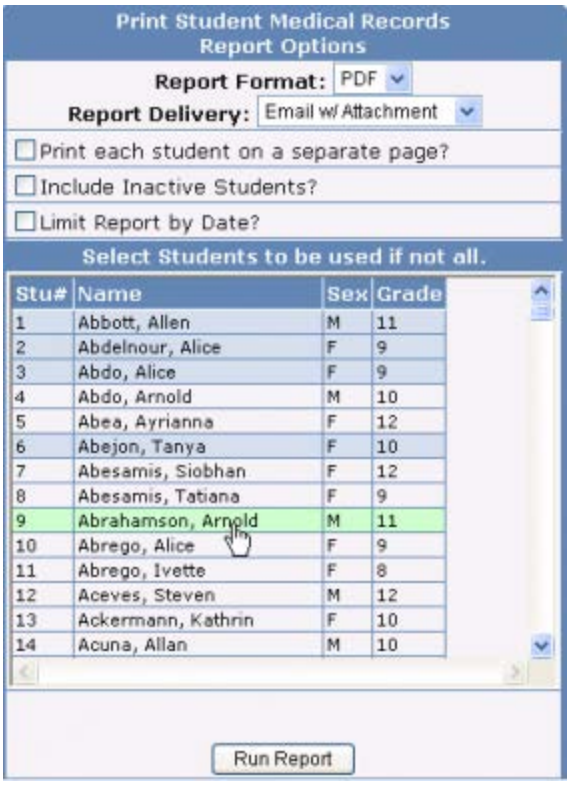
2009-2010 Student Medical History Page 1

STU#	Student Name	Sex	Grd	Item	Date	Code	Description	Start Date	End Date	Priority Status
000001	Abbott, Allen	M	11	1	10/7/2001	A9	Asthma - severe			
					Comment: Uses an inhaler as necessary. Inhaler kept in Administration Office					
000002	Abdelnour, Alice	F	9	1	11/20/2005	A3	Allergy - food			
					Comment: Allergic to milk					
				2	4/3/2010	0A	overheats easily or running problem	4/3/2010		
					Comment: Parent has requested that Alice does not run in her PE class.					
				3	4/4/2010	A9	Asthma - severe	4/4/2010		
					Comment: Uses an inhaler as necessary. Inhaler kept in Administration Office					

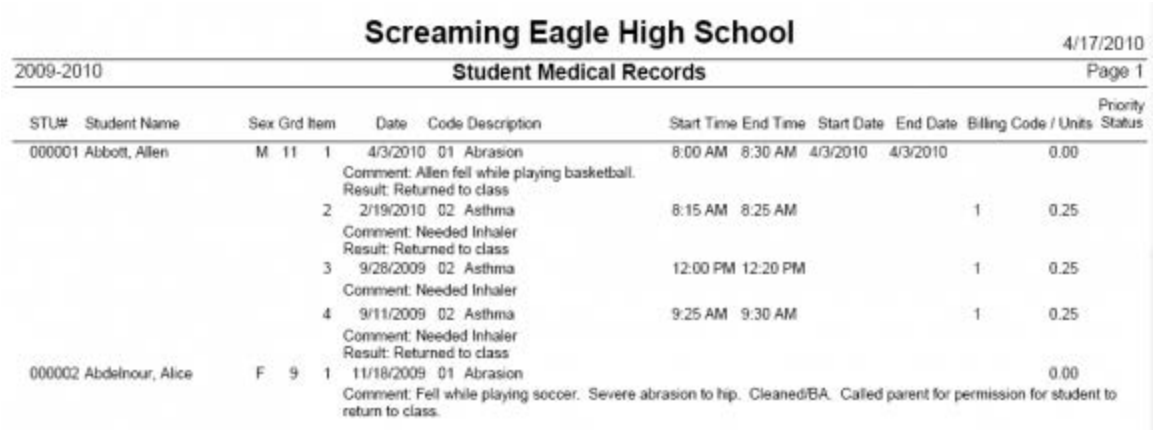
Student Medical Records

This report will print a listing of each student's medical records. The **Report Options** will display the option to print each student on a separate page, include inactive students and to select a specific date range. To select specific students to print click the mouse on each students name and only the hi-lighted students will be printed.

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After the options have been selected click the mouse on the **Run Report** button. The student number, student name, sex. grade, and medical records will print.



Screaming Eagle High School 4/17/2010

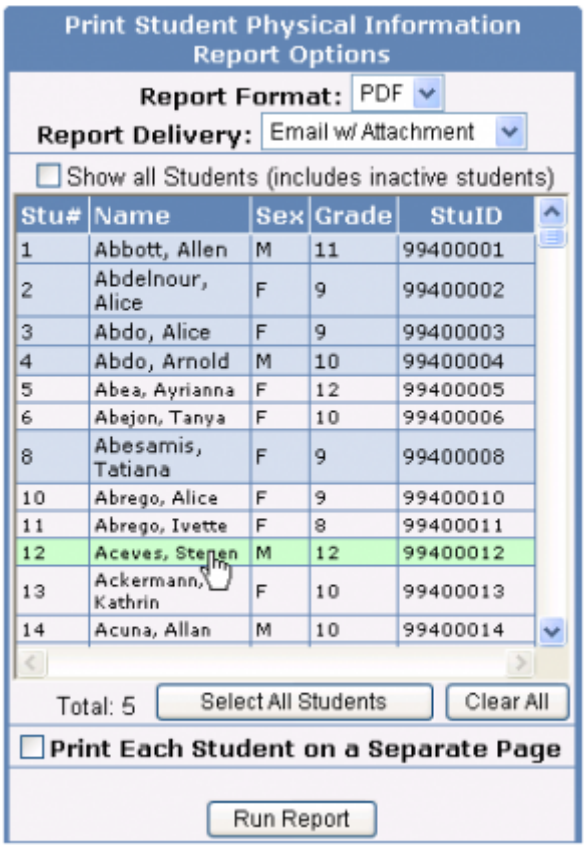
2009-2010 Student Medical Records Page 1

STU#	Student Name	Sex	Grd	Item	Date	Code	Description	Start Time	End Time	Start Date	End Date	Billing Code / Units	Priority Status
000001	Abbott, Allen	M	11	1	4/3/2010	01	Abrasion	8:00 AM	8:30 AM	4/3/2010	4/3/2010	0.00	
					Comment: Allen fell while playing basketball. Result: Returned to class								
				2	2/19/2010	02	Asthma	8:15 AM	8:25 AM			1 0.25	
					Comment: Needed Inhaler Result: Returned to class								
				3	9/28/2009	02	Asthma	12:00 PM	12:20 PM			1 0.25	
					Comment: Needed Inhaler								
				4	9/11/2009	02	Asthma	9:25 AM	9:30 AM			1 0.25	
					Comment: Needed Inhaler Result: Returned to class								
000002	Abdelnour, Alice	F	9	1	11/18/2009	01	Abrasion					0.00	
					Comment: Fell while playing soccer. Severe abrasion to hip. Cleaned/BA. Called parent for permission for student to return to class.								

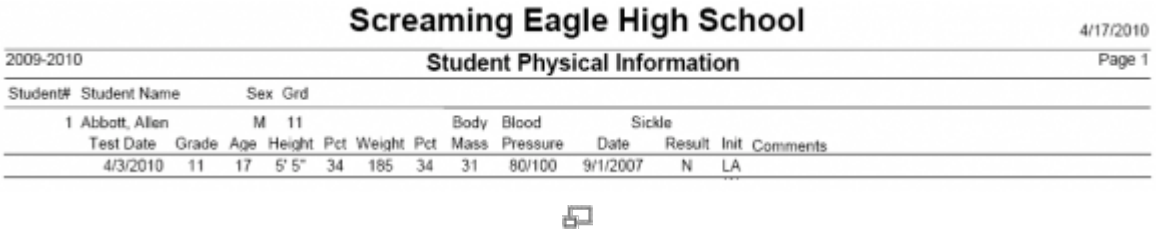
Student Physical Information

This report will print a listing of each student's physical information. The **Report Options** will display the option to print each student on a separate page and to include inactive students. To select specific students to print click the mouse on each students name and only the hi-lighted students will be printed.

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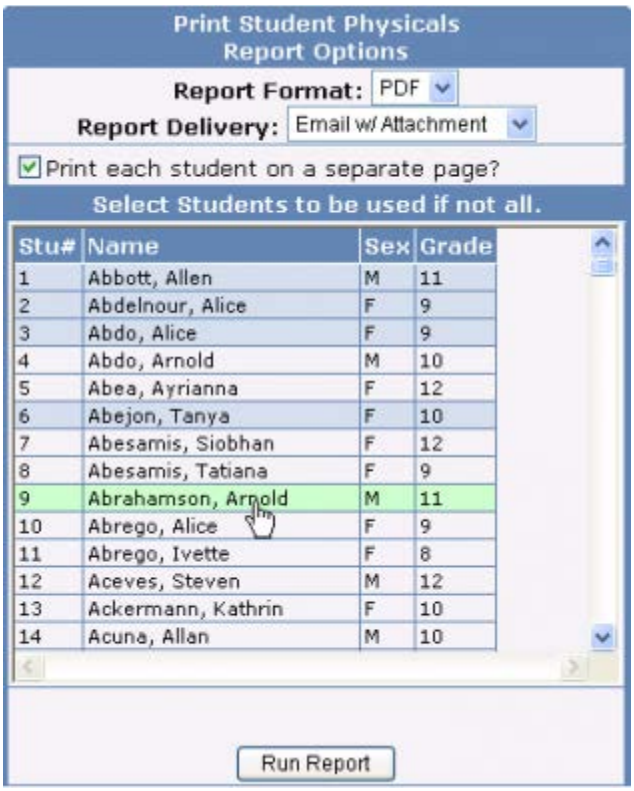
After the options have been selected click the mouse on the **Run Report** button. The student number, student name, sex. grade, and physical records will print.



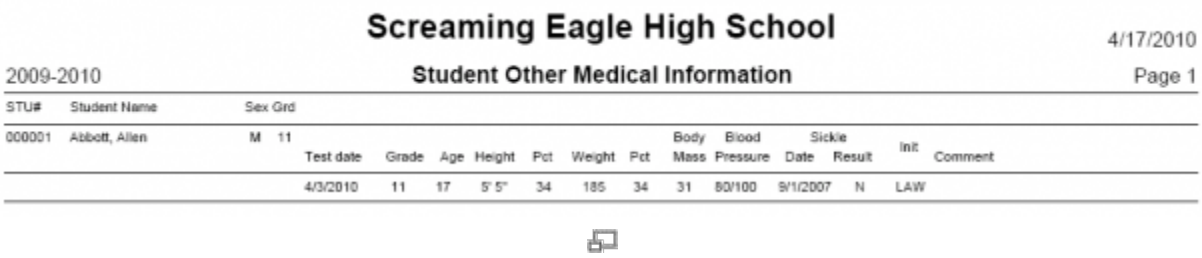
Student Physicals

This report will print a listing of each student's physical records. The **Report Options** will display the option to print each student on a separate page. To select specific students to print click the mouse on each students name and only the hi-lighted students will be printed.

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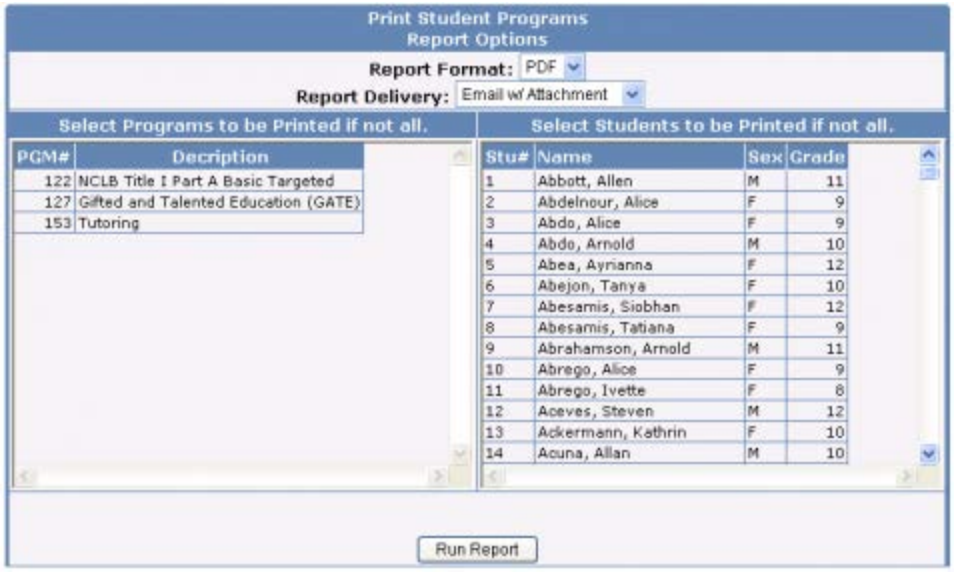
After the options have been selected click the mouse on the **Run Report** button. The student number, student name, sex. grade, and physical records will print.



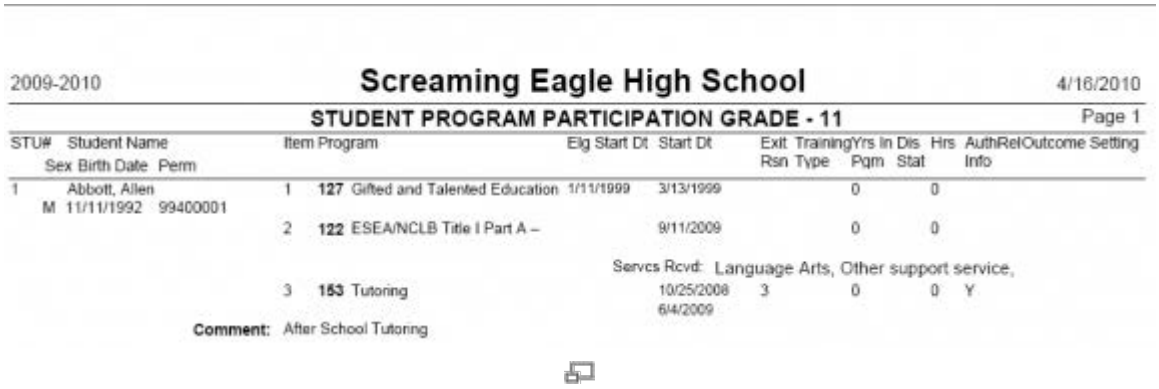
Student Programs

The **Report Options** will display the Program codes to select and students to select if not all. To select specific programs to be printed click the mouse on each program. To select specific students to print click the mouse on each students name and only the hi-lighted students will be printed. Click the mouse on the **Run Report** button.

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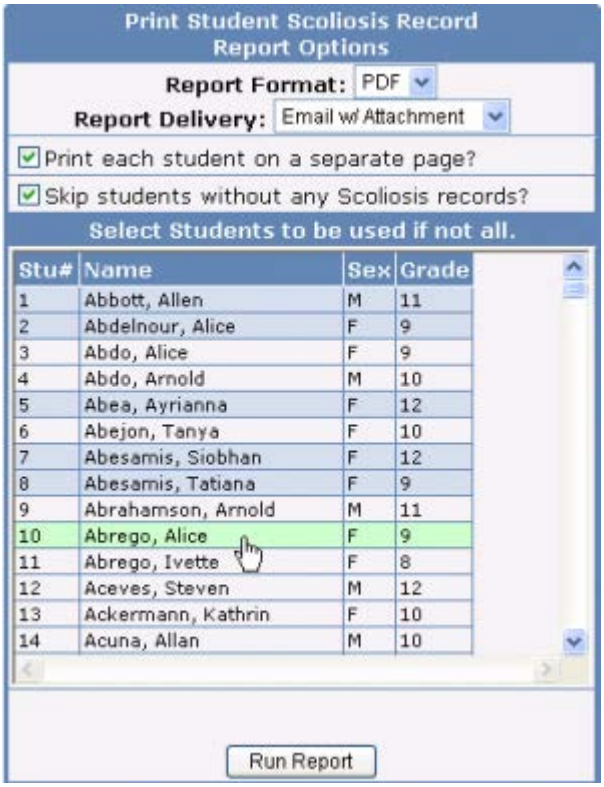
This report displays the students participating in the different programs for either all students or the students selected.



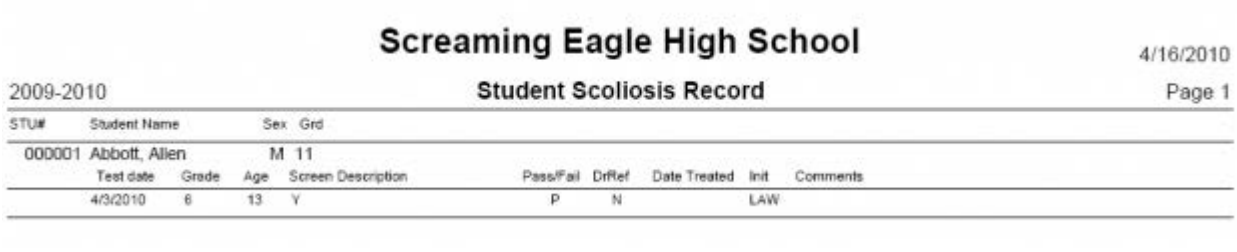
Student Scoliosis Records

This report will print a listing of each student's scoliosis records. The **Report Options** will display the option to print each student on a separate page and to skip students without any scoliosis records. To select specific students to print click the mouse on each students name and only the hi-lighted students will be printed.

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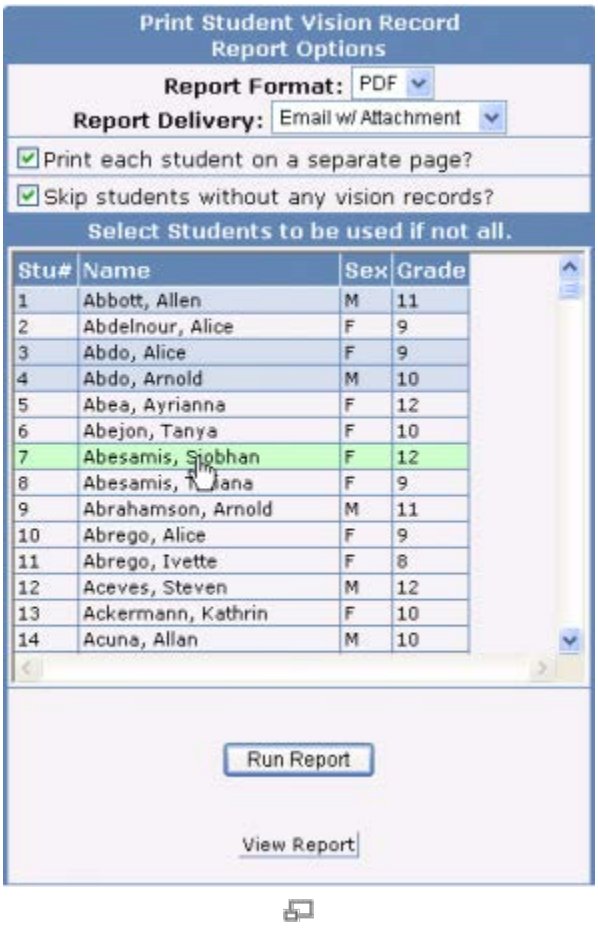
After the options have been selected click the mouse on the **Run Report** button. The student number, student name, sex. grade, and scoliosis records will print.



Student Vision Record

This report will print a listing of each student's vision records. The **Report Options** will display the option to print each student on a separate page and to skip students without vision records. To select specific students to print click the mouse on each students name and only the hi-lighted students will be printed.

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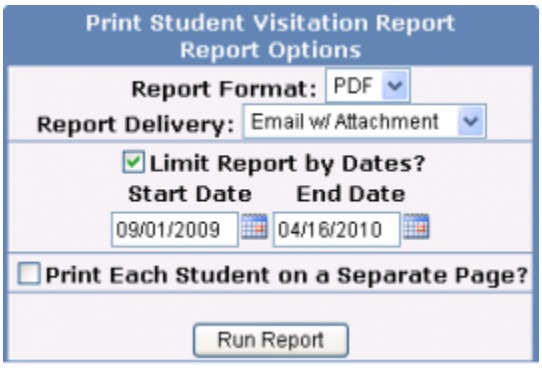


After the options have been selected click the mouse on the **Run Report** button. The student number, student name, sex. grade, and vision records will print.

File:SEC-11 Student Reports aeries net POSTED 67s.png
629px

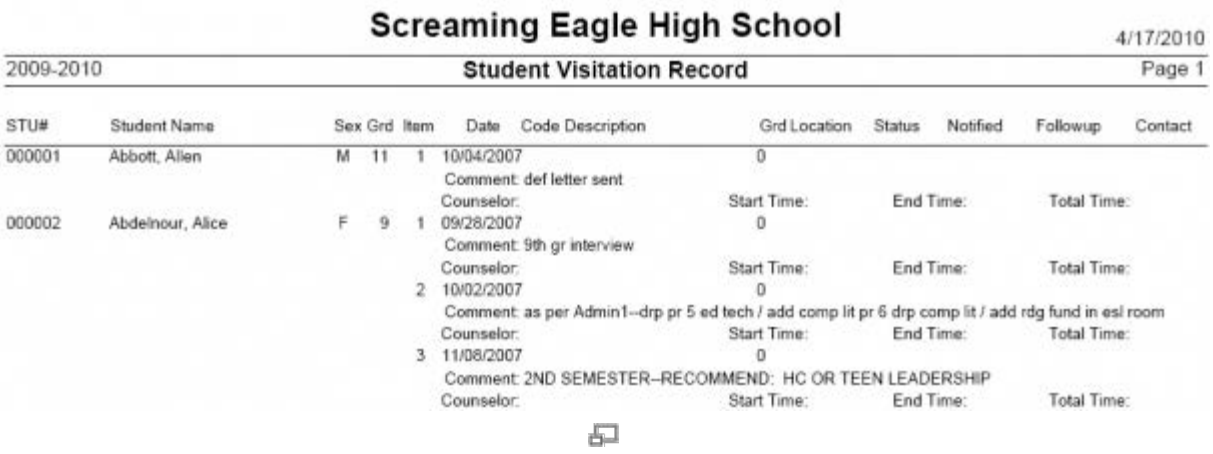
Student Visitation Report

This report will print a listing of each student's visitation records. The **Report Options** will display the option to limit the report to a date range and to print each student on a separate page.



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After the options have been selected click the mouse on the **Run Report** button. The student number, student name, sex. grade and visitation records will print.

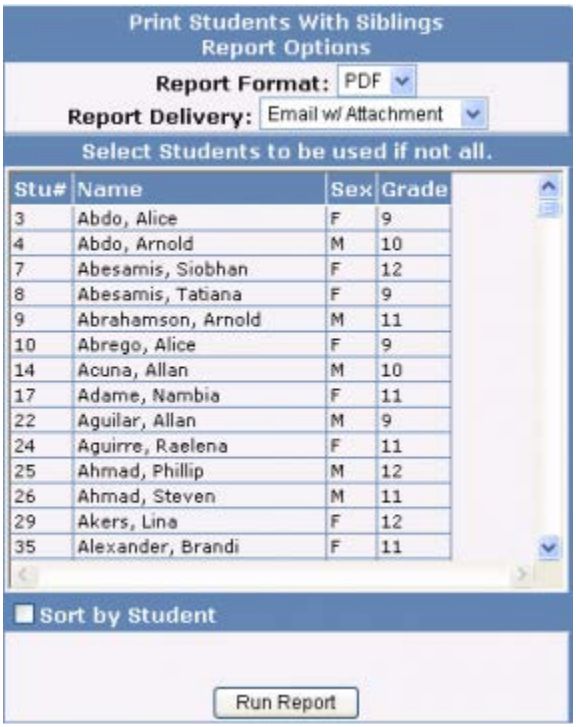


Screaming Eagle High School 4/17/2010

2009-2010 Student Visitation Record Page 1

STU#	Student Name	Sex	Grd	Item	Date	Code Description	Grd Location	Status	Notified	Followup	Contact
000001	Abbott, Allen	M	11	1	10/04/2007		0				
					Comment: def letter sent						
					Counselor:		Start Time:		End Time:	Total Time:	
000002	Abdelnour, Alice	F	9	1	09/28/2007		0				
					Comment: 9th gr interview						
					Counselor:		Start Time:		End Time:	Total Time:	
				2	10/02/2007		0				
					Comment: as per Admin1--drp pr 5 ed tech / add comp lit pr 6 drp comp lit / add rdg fund in esl room						
					Counselor:		Start Time:		End Time:	Total Time:	
				3	11/08/2007		0				
					Comment: 2ND SEMESTER--RECOMMEND: HC OR TEEN LEADERSHIP						
					Counselor:		Start Time:		End Time:	Total Time:	

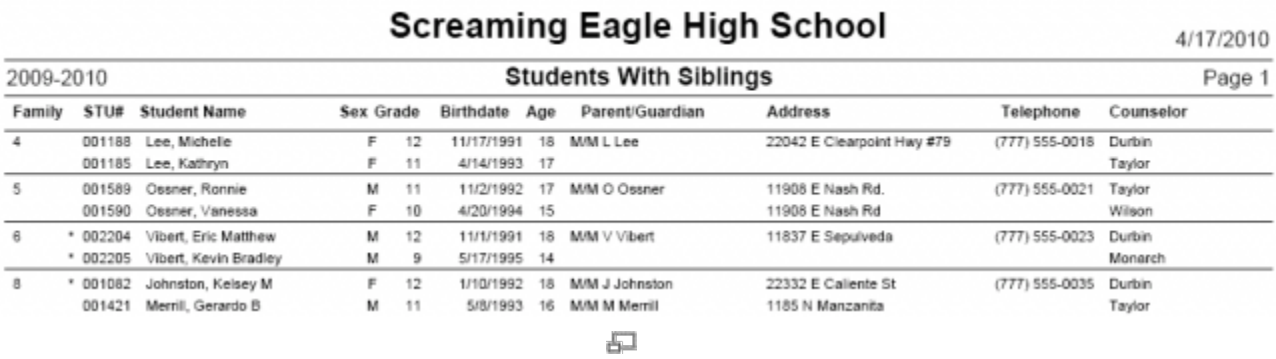
Student with Siblings

1. This report will print a listing of student's with siblings. The **Report Options** will display to select students if not all and the option to sort by student. To select specific students to print click the mouse on each students name and only the hi-lighted students will be printed.
2. 

3. After the options have been selected click the mouse on the **Run Report** button. The report will generate all students grouped together by the **Family Key**.

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It will include student number, student name, grade, sex, birthdate, age, parent/guardian, address, city, zip, home phone and the counselor. Inactive students will print an asterisk to the left of their student number.



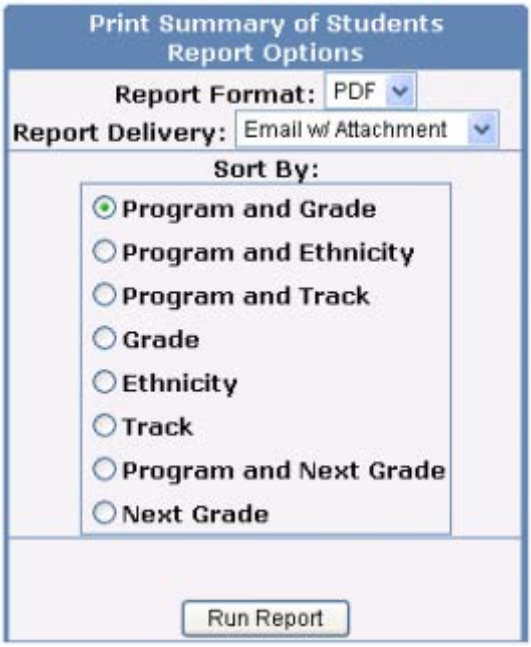
Screaming Eagle High School 4/17/2010

2009-2010 Students With Siblings Page 1

Family	STU#	Student Name	Sex	Grade	Birthdate	Age	Parent/Guardian	Address	Telephone	Counselor
4	001188	Lee, Michelle	F	12	11/17/1991	18	M/M L Lee	22042 E Clearpoint Hwy #79	(777) 555-0018	Durbin
	001185	Lee, Kathryn	F	11	4/14/1993	17				Taylor
5	001589	Ossner, Ronnie	M	11	11/2/1992	17	M/M O Ossner	11908 E Nash Rd.	(777) 555-0021	Taylor
	001590	Ossner, Vanessa	F	10	4/20/1994	15		11908 E Nash Rd		Wilson
6	* 002204	Vibert, Eric Matthew	M	12	11/1/1991	18	M/M V Vibert	11837 E Sepulveda	(777) 555-0023	Durbin
	* 002205	Vibert, Kevin Bradley	M	9	5/17/1995	14				Monarch
8	* 001082	Johnston, Kelsey M	F	12	1/10/1992	18	M/M J Johnston	22332 E Caliente St	(777) 555-0035	Durbin
	001421	Merrill, Gerardo B	M	11	5/8/1993	16	M/M M Merrill	1185 N Manzanita		Taylor

Summary of Students by Grade, Ethnicity or Track

This report displays the total number of students in different programs by grade, ethnicity or track. This report also gives you the option to print the total number of students by grade, ethnicity or track regardless of the different programs.



After the options have been selected click the mouse on the **Run Report** button. This report will print the total number of students in different programs by grade, ethnicity or track.

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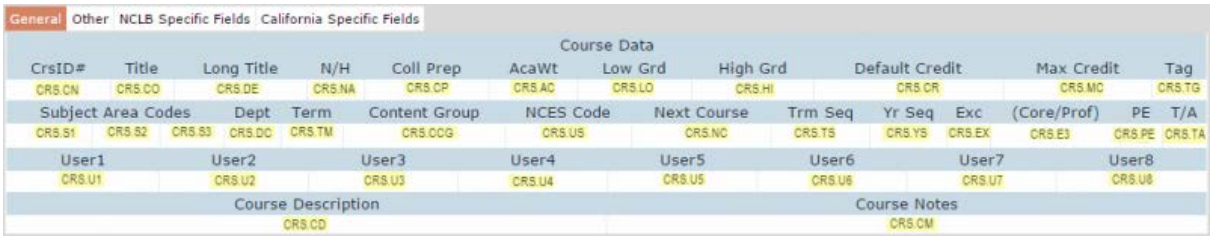
Screaming Eagle High School

2009-2010 **Active Students by Grade** 4/11/2010

Grade	Female	Male	Total
8	114	115	229
9	242	269	511
10	248	260	508
11	214	201	415
12	187	198	385
Grand Total:	1,005	1,043	2,048

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Fields


General | Other | NCLB Specific Fields | California Specific Fields

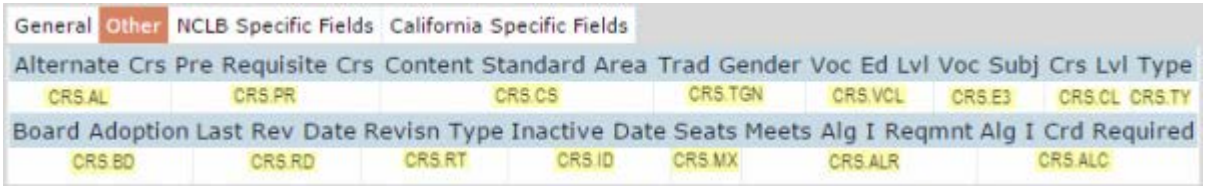
Course Data

CrsID#	Title	Long Title	N/H	Coll Prep	AcaWt	Low Grd	High Grd	Default Credit	Max Credit	Tag
CRS.CN	CRS.CO	CRS.DE	CRS.NA	CRS.CP	CRS.AC	CRS.LO	CRS.HI	CRS.CR	CRS.MC	CRS.TG

Subject Area Codes			Dept	Term	Content Group	NCES Code	Next Course	Trm Seq	Yr Seq	Exc	(Core/Prof)	PE	T/A
CRS.S1	CRS.S2	CRS.S3	CRS.DC	CRS.TM	CRS.CCG	CRS.US	CRS.NC	CRS.TS	CRS.YS	CRS.EX	CRS.E3	CRS.PE	CRS.TA

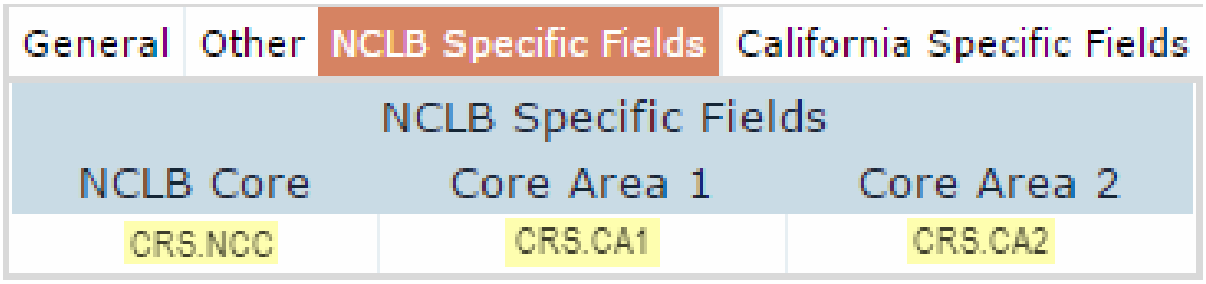
User1	User2	User3	User4	User5	User6	User7	User8
CRS.U1	CRS.U2	CRS.U3	CRS.U4	CRS.U5	CRS.U6	CRS.U7	CRS.U8

Course Description	Course Notes
CRS.CD	CRS.CM


General | Other | NCLB Specific Fields | California Specific Fields

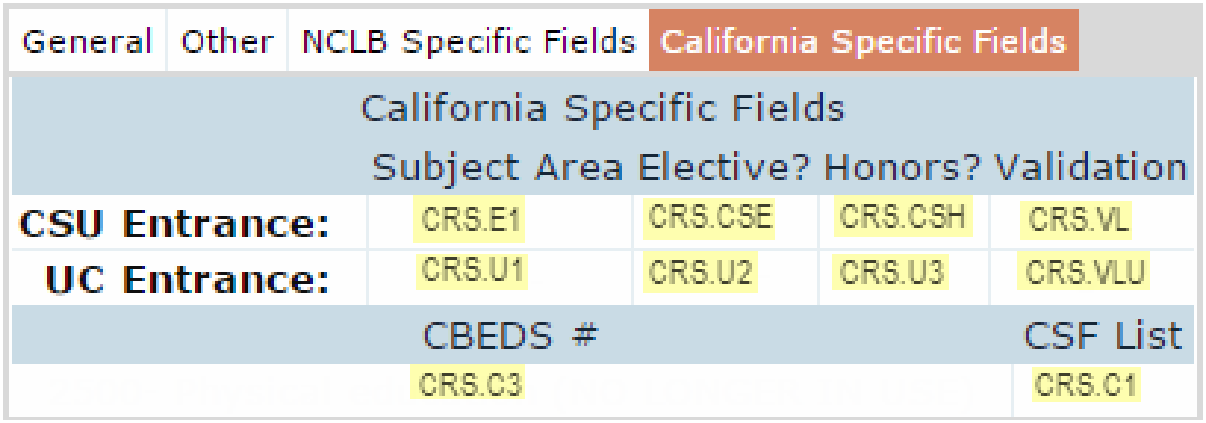
Alternate Crs	Pre Requisite Crs	Content Standard Area	Trad Gender	Voc Ed Lvl	Voc Subj	Crs Lvl Type	
CRS.AL	CRS.PR	CRS.CS	CRS.TGN	CRS.VCL	CRS.E3	CRS.CL	CRS.TY

Board Adoption	Last Rev Date	Revisn Type	Inactive Date	Seats	Meets Alg I Reqmnt	Alg I Crd Required	
CRS.BD	CRS.RD	CRS.RT	CRS.ID	CRS.MX	CRS.ALR	CRS.ALC	


General | Other | NCLB Specific Fields | California Specific Fields

NCLB Specific Fields

NCLB Core	Core Area 1	Core Area 2
CRS.NCC	CRS.CA1	CRS.CA2


General | Other | NCLB Specific Fields | California Specific Fields

California Specific Fields

	Subject Area	Elective?	Honors?	Validation
CSU Entrance:	CRS.E1	CRS.CSE	CRS.CSH	CRS.VL
UC Entrance:	CRS.U1	CRS.U2	CRS.U3	CRS.VLU

CBEDS #	CSF List
CRS.C3	CRS.C1

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[Collapse]

Aeries.net - Course Data

1. The **Course Data** form displays information about courses that are currently taught, previously taught and will be taught in the upcoming semesters. This form displays all classes setup in the current **Master Schedule** for the course selected.
2. It also displays total sections, total seats (total seats available) and total actual students. When the **SMS** classes are displayed the total requests for this course and total students rejected from this course will also display.
3. The basic definition of a course (e.g. Title, N/A, Subject Area, etc.) must NEVER be changed unless it is not referenced anywhere in the database. If course information is changed and still used such as in the History table it will be changed on the student's transcripts.

VIEW COURSE DATA

1. From the **Navigation Tree** click the mouse on the **Scheduling Process** node. Next click the mouse on the **Courses** node.
2. The following form will display. A course can be located by using the scroll bar on the selection box to scroll and **locate** the course.
3. The course can also be located by entering the course number at the top of the selection box. Next, click the mouse on the **Go** button.
4. The course selected will now display and will include all course information including the grade range, default credits, maximum credits, and subject area codes.
5. Each **tab** at the top of the form will display additional information and can be displayed by clicking the mouse on each tab.

ADD COURSE

1. To add a new course, click the mouse on the **Add** button. The fields on the course form will display in entry mode.
2. On the **General** tab enter the new course number, short and long title and all information about the course, such as, grade range, default and maximum credit, term (Y for Year Long, S for Spring, F for Fall), and applicable subject areas.

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3. The **Other** tab on the Course page can be populated with information regarding Alternate Course and Pre-Requisite Course information as well as Voc Ed Level and Course Level information.
4. The **NCLB Specific Fields** tab can be used to add NCLB information for the Course.
5. The **California Specific Fields** tab can be used to add CSU and UC Entrance information for the Course being entered.
6. When all information has been entered for the new course, click the mouse on the **Insert** button to save the information. The form will now display the new Course. The Course ID will also now display in the selection box on the far left.

CHANGE COURSE

1. After a course has been selected and displayed the **Course Data** can be updated. Click the mouse on the **Change** button. Select the **tab** at the top of the form to display the specific data. Select the field to be updated and enter the new data.
2. Click the mouse on the **Update** button. The data will now be updated. For example this Course now has an updated Course Description.

COURSE SECTIONS

1. The bottom of the form will include all scheduled classes setup in the current **Master Schedule** including the total sections, total maximum seats available and total actual students currently enrolled. The average class size will also display.
2. Options are also available to **Hide Inactive Classes** and **View Only Current Term**. For example, the **View Only Current Term** option is selected below and the Fall sections no longer display.
3. The **SMS Classes** tab at the bottom will also allow you to view the sections setup in the **Scheduling Master Schedule** for the **Course** selected. Click the mouse on the **SMS Classes** tab. The sections for this course will display along with the **Totals** at the bottom.
4. Specific fields can be updated for the scheduled classes in the current **Master Schedule** or in the **Scheduling Master Schedule**. These fields include the **Track**, **Group**, **Grade Range** and **Maximum**. To update a section click the mouse on the **Edit** icon displayed to the left of the School Code.
5. Click the mouse in the field to be updated and enter the new data. Click the mouse on the **Save** icon. The section will be updated.
6. For example the **Max** for Section 45 is now 65.

DELETE COURSE

1. A Course can only be deleted if there is no reference in the database for the course number selected. For example, a course cannot be deleted if a section has been setup for this course in the **Scheduling Master Schedule** or **Master Schedule**.
2. To check if the course is referenced anywhere click the mouse on the **References** button.
3. A Reference box will display indicating any table the course is referenced in. This data is informational and cannot be edited.

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4. To delete a course, first use the **Selection** box to select and display the Course.
5. If there is no reference to the course the **Delete** button will display. Click the mouse on the **Delete** button.
6. The following message will display. Click the mouse on the **OK** button. The Course will be deleted and will no longer display in the **Selection** box.

Medical Data – Aeries.Net
April 3, 2015

1. **Daily Medical Log**
2. **Medical Log**

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3. **Medical Notes**
4. **Medical History**
5. **Medications**
6. **Medication Schedule**
7. **Immunizations**
8. **Insurance Information**
9. **Hearing**
10. **Vision**
11. **Dental**
12. **Physicals**
13. **Scoliosis**
14. **Mass Add Medical Tests**

Medical Data **– Aeries.Net**
Page 1

1. The **Medical** section of the **Navigation Tree** contains many different forms that are available to store various medical information pertaining to a student. This includes medical conditions, medical history, medical notes, immunizations, dental, hearing, vision, physicals, scoliosis, and medications.

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2. The data is stored in individual tables, which include **MED**, **MNO, MHS**, **IMM**, **HRN**, **VSN, DNT, HWO, SCO, MLG** and **MLM**. Codes and descriptions for the different drop downs on these forms can be setup in the **Code** table for consistency from **Update Code Table**.

3. A **Red Flag** option can be set **ON** for different **Medical** areas which will display a red flag next to the corresponding medical node on the Navigation Tree. A red flag **Comment** can also be added.

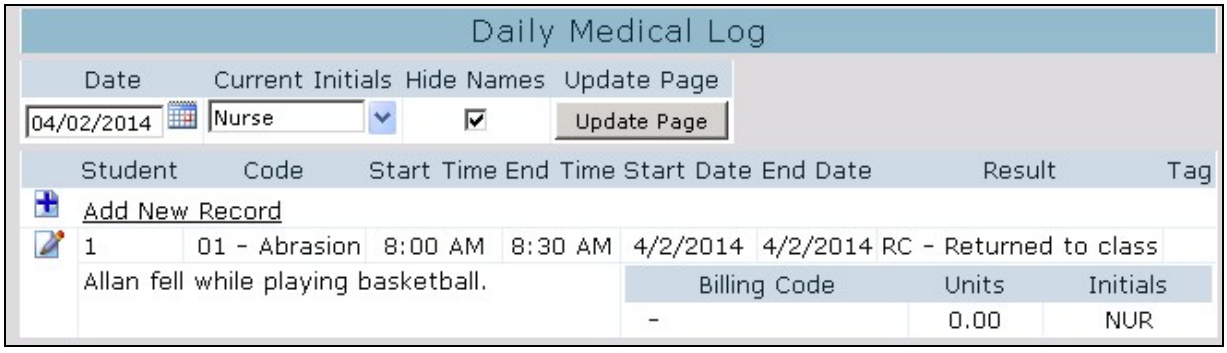
3DAILY MEDICAL LOG

1. The **Daily Medical Log** stores daily visits made to the office by students with a medical condition. This information includes the student, medical condition, start and end time, start and end date and any comments. Any entry made on this form for a student will be updated into the **MED** table.

2. To access the **Daily Medical Log**, click the mouse on the **Daily Medical Log** node under **Medical** on the Navigation Tree.

i. 

The following form will display.

3. 

4. The table and fields associated with the **Daily Medical Log** form are:

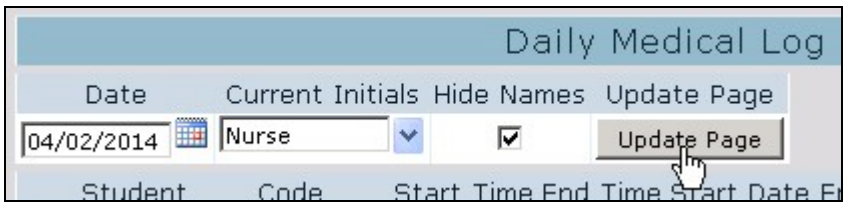
© 2017 Marin County Office of Education

- **MED.DT –** Date
- **MED.IN –** Current Initials
- **MED.SN –** Student Number
- **MED.CD –** Medical Code
- **MED.ST –** Start Time
- **MED.ET –** End Time
- **MED.SD –** Start Date
- **MED.ED –** End Date
- **MED.RE -** Result
- **MED.TG -** Tag
- **MED.CO -** Comments
- **MED.BC –** Billing Code
- **MED.BU –** Billing Units
- **MED.IN -** Initials

5. The **Date** field at the top of the form will default to today's date. The date can be changed by selecting a new date using the calendar icon.

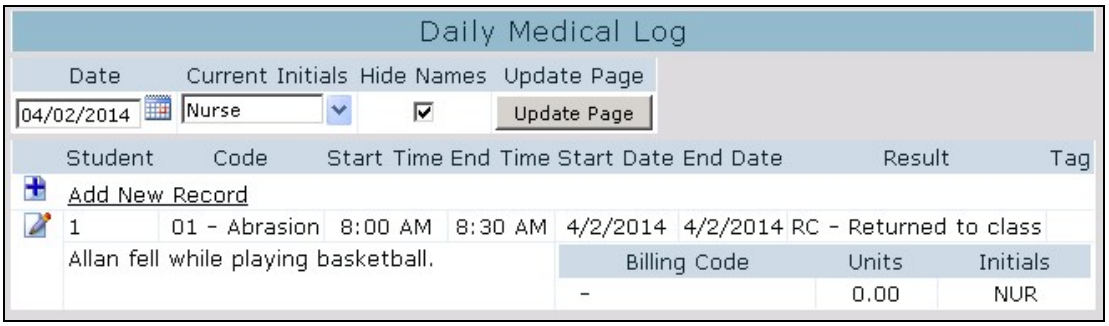
i. 

6. After selecting a new date, click the mouse on **Update Page**.

i. 

7. The Daily Medical Log will now display the entries for that date.

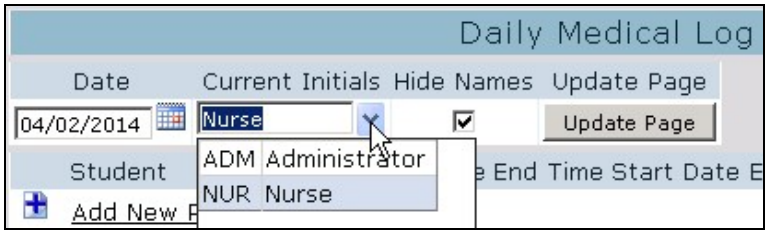
© 2017 Marin County Office of Education

8. 

9. The Daily Medical Log has a **Current Initials Field**. This field displays the last used Initials used to log an entry with.

   i. 

10. To select a different set of Initials to log an entry, click the mouse on the drop down arrow and select from the list.

    i. 

11. The Daily Medical Log has a **Hide Names** option. If selected, this option will hide the student name on the form. It will still display the student number.

    i. 

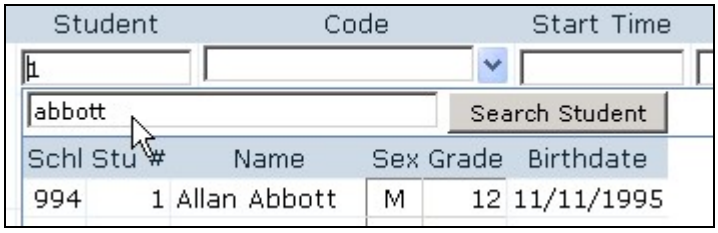
Add Record

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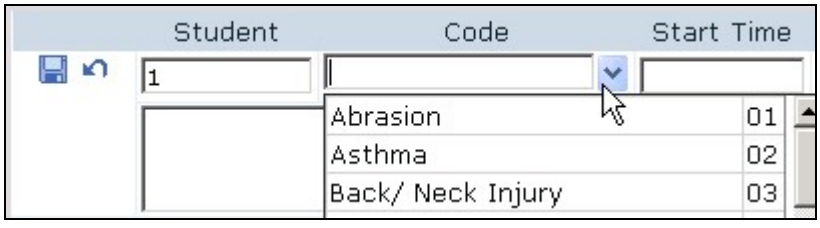
1. To add a Daily Medical Log entry for the date selected, select a value from the **Current Initials Field** and then click the mouse on **Add New Record**. The Initials field will display the value selected from the Current Initials drop down.

2. 

3. To locate a student click the mouse in the student field. Enter the student name and then click the mouse on **Search Student**. Click the mouse on the student name to select.

1. 

4. The student number will display in the student field. Select a code from the drop down list and enter all remaining information.

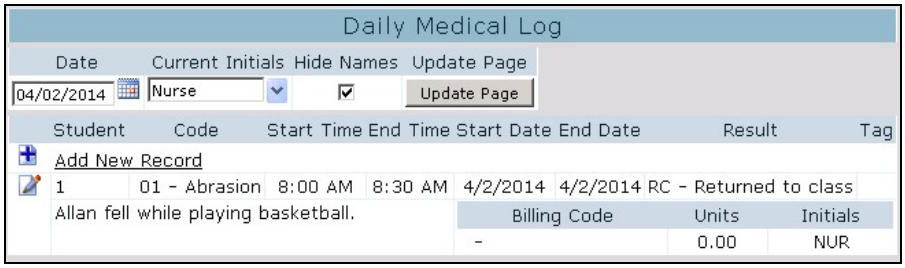
i. 

5. To save the record, click the mouse on the **Save Record** icon.

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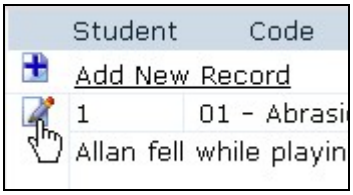


6. The saved record will now display.

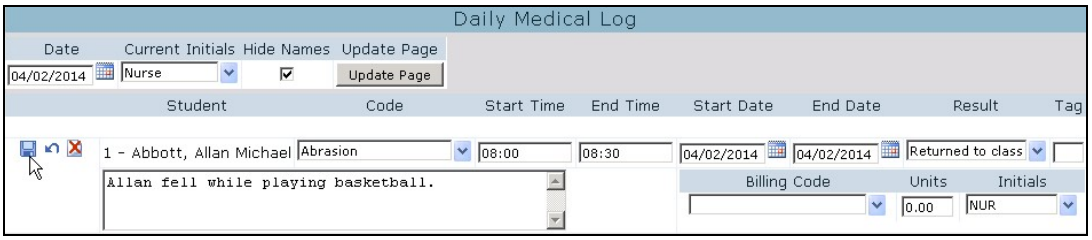
i. 

Change Record

1. To change an existing record, click the mouse on the **Change** icon.

i. 

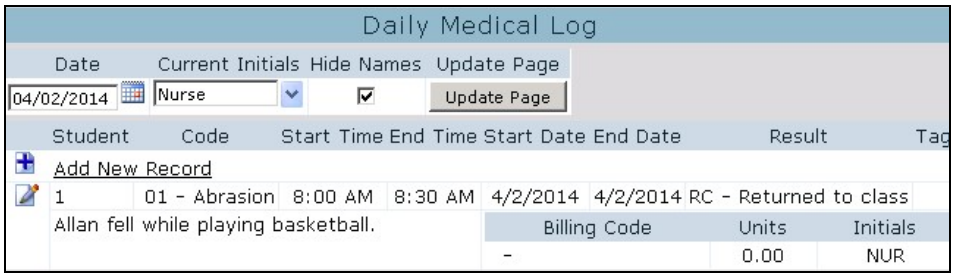
2. The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.



3. The updated record will now display.

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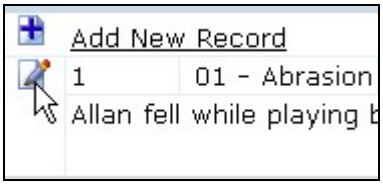
i.

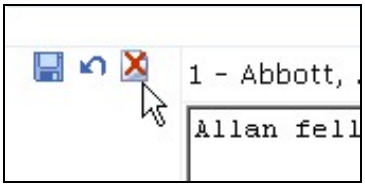


Delete Record

1. To delete an existing Daily Medical Log record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.

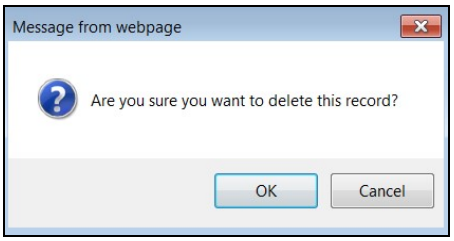
2.





3. The following message will display. Click the mouse on the **OK** button. The record will be deleted and will no longer display.

a.



MEDICAL LOG

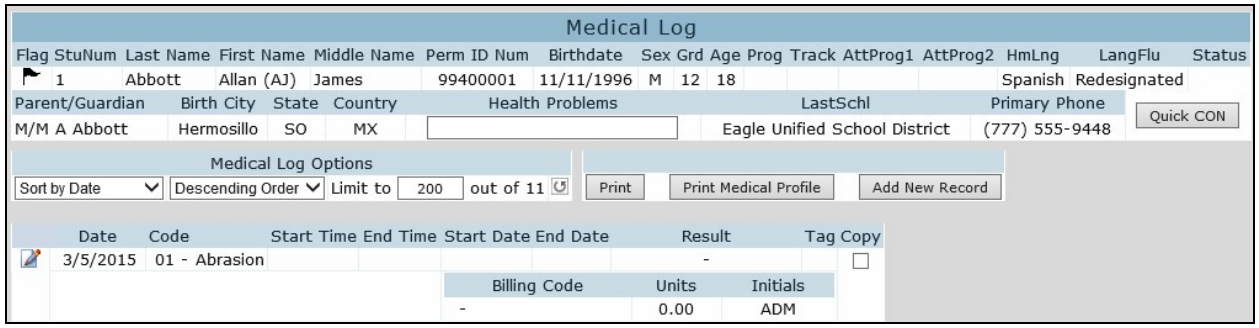
1. The **Medical Log** form will display all Medical Incidents for the student selected. These records will display when added from the Medical Log or Daily Medical Log form. After any information is added or updated on this form it is stored in the **MED** table.

2. To access the **Medical Log**, click the mouse on the **Medical Log** node under **Medical** on the Navigation Tree.

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The following form will display.

3. 

4. The table and fields associated with the **Medical Log** form are:

5. • **MED.DT –** Date

6. • **MED.RE –** Result

7. • **MED.CD –** Medical Code

8. • **MED.TG -** Tag

• **MED.ST –** Start Time

• **MED.CO -** Comments

• **MED.ET –** End Time

• **MED.BC –** Billing Code

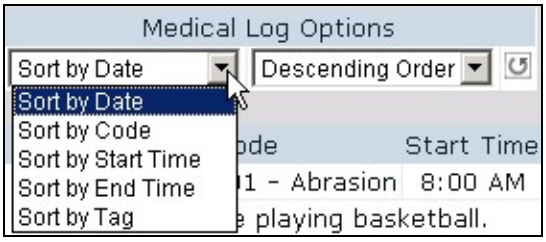
• **MED.SD –** Start Date

• **MED.BU –** Billing Units

• **MED.ED –** End Date

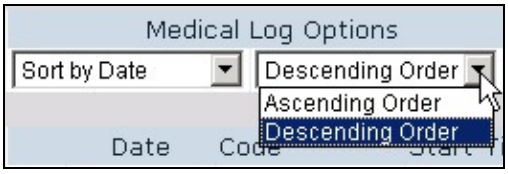
• **MED.IN –** Initials

9. The Medical Log has **Medical Log Options** that will allow sorting of the records by Date, Code, Start Time, End Time or by Tag.

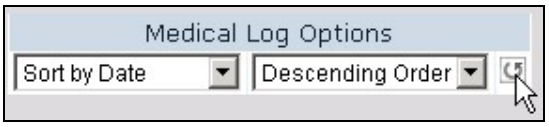
a. 

10. There is also an option to sort by Ascending or Descending order.

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a. 

11. After a sort option is selected, click the mouse on the **Refresh** icon to apply the sort selections.

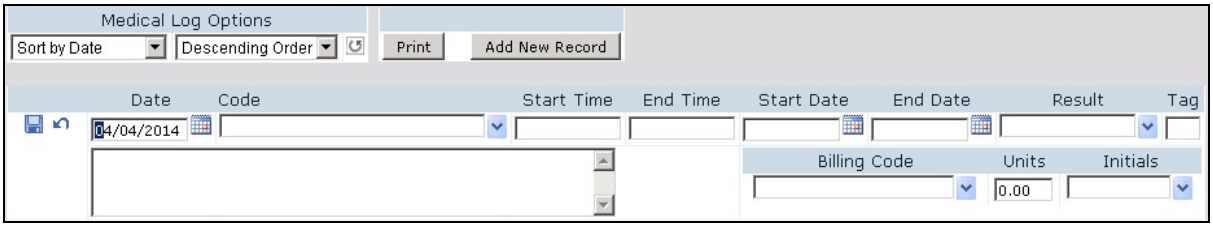
12. 

Add Record

1. To add a new Medical Log record, click the mouse on **Add New Record**.

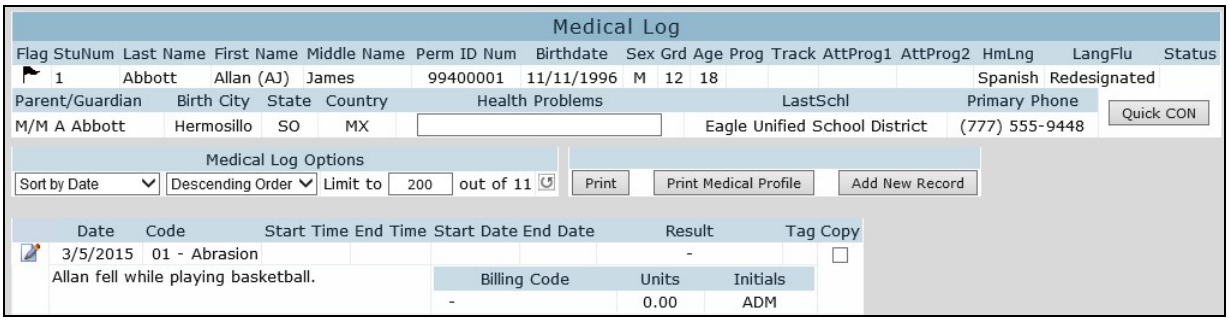
2. 

3. The form will now display all fields for the form selected. Press **Tab** and the cursor will hi-light each field. Enter all information into each selected field. Click the mouse on the **Save Record** icon.

4. 

5. The new record will now display.

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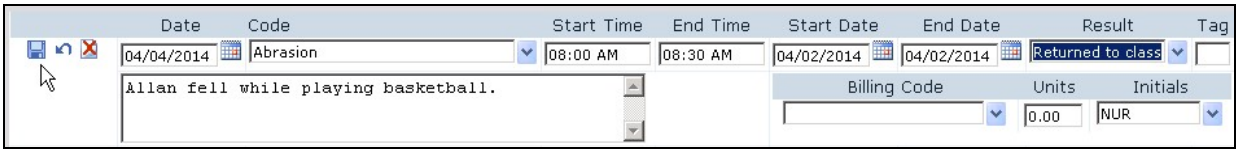
6. 

Change Record

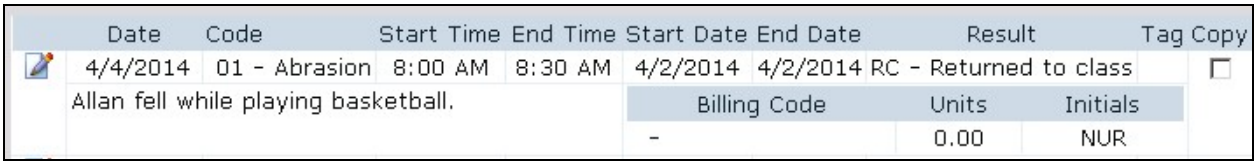
1. To change an existing Medical Log record, click the mouse on the **Change** icon.

2. 

3. The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.

4. 

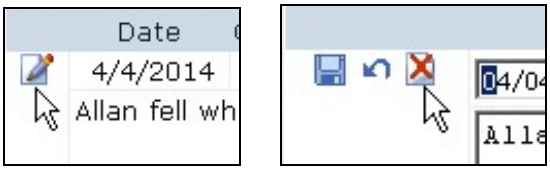
The updated record will now display.

5. 

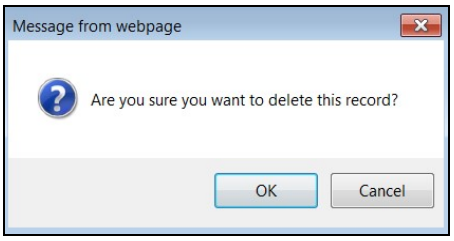
Delete Record

1. To delete an existing Medical Log record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.

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a. 

2. The following message will display. Click the mouse on the **OK** button.

a. 

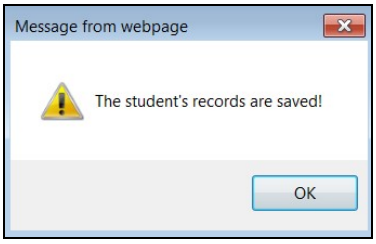
Copy Record

1. The Medical Log form has an option to copy a medical log entry from the current student displayed to another student. For example, if two students have the same Medical Log information, the entry can be copied from one student to another.

2. To copy a medical log entry, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Next, click the mouse on the **Copy** icon.

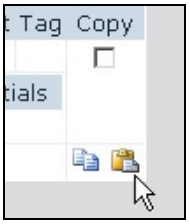
i. 

3. The following message will display. Click the mouse on the **OK** button.

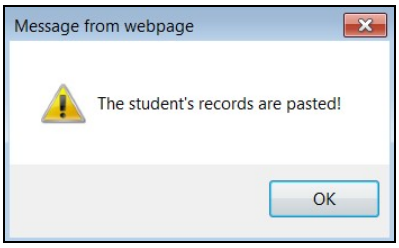
i. 

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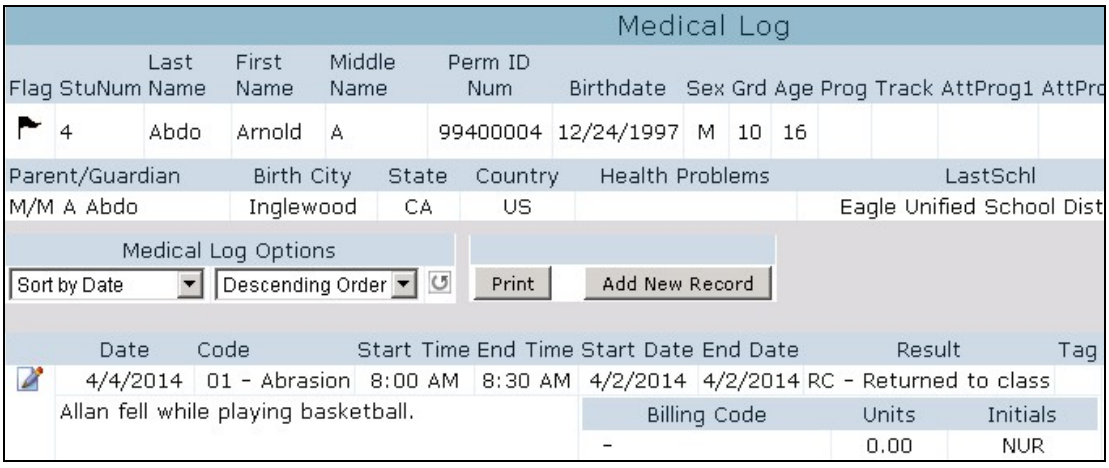
4. Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.

i. 

5. The following message will display. Click the mouse on the **OK** button.

a. 

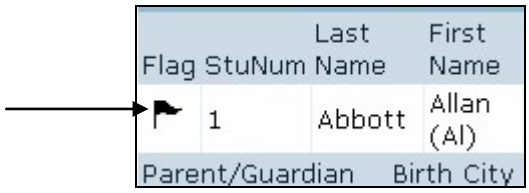
6. The new record will now display with the same data as the record copied.

7. 

Add Red Flag

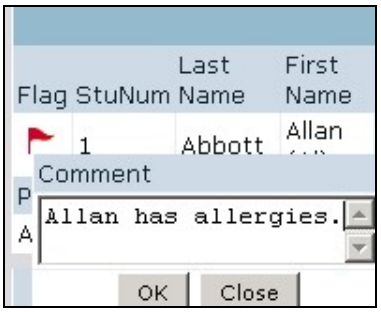
1. To add a **Red Flag** indicator to the Medical Log, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.

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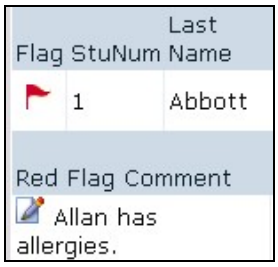
1.

2. The flag will turn red and a **Comment** box will display and a comment can be added but is ***not required***. Click the mouse on the **OK** button.



i.

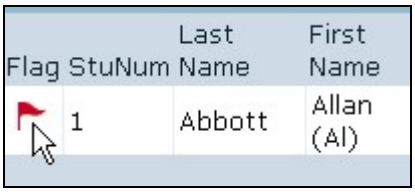
3. The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.





1.

4. To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.

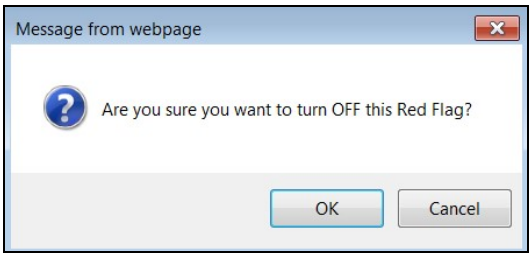


a.

5. The following message will display. Click the mouse on the **OK** button.

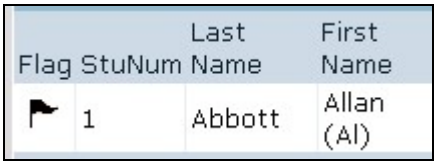
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a.



6. A **Black Flag** will now display. The **Red Flag** and any **Comments** will no longer display.

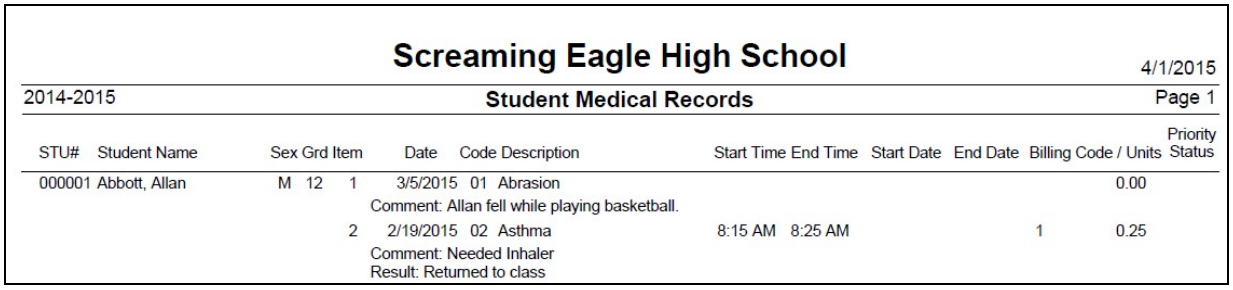
a.



Flag	StuNum	Last Name	First Name
	1	Abbott	Allan (Al)

Print Medical Log

The following is an example of the **Medical Log** printout that is generated by clicking the mouse on the **Print** button.



Screaming Eagle High School 4/1/2015

2014-2015 **Student Medical Records** Page 1

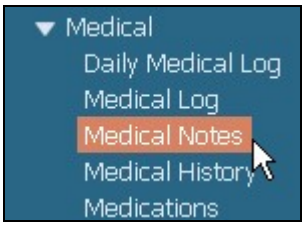
STU#	Student Name	Sex	Grd	Item	Date	Code	Description	Start Time	End Time	Start Date	End Date	Billing Code / Units	Priority Status
000001	Abbott, Allan	M	12	1	3/5/2015	01	Abrasion					0.00	
					Comment: Allan fell while playing basketball.								
				2	2/19/2015	02	Asthma	8:15 AM	8:25 AM			1 0.25	
					Comment: Needed Inhaler Result: Returned to class								

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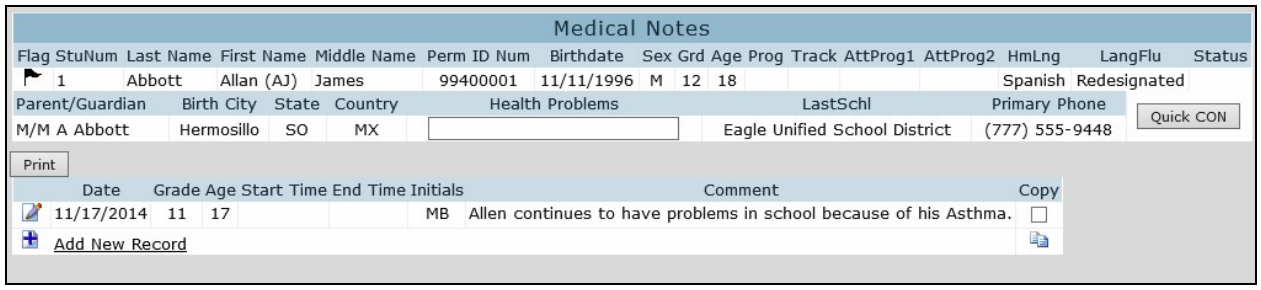
MEDICAL NOTES

1. The Medical Notes form is used to store confidential information regarding a student. After any information is added or updated on this form it is stored in the **MNO** table.

2. To access the **Medical Notes** form, click the mouse on the **Medical Notes** node under **Medical** on the Navigation Tree.



The following form will display.

3. 

4. The table and fields associated with the **Medical Notes** form are:

MNO.DT – Date • **MNO.ET –** End Time
MNO.GR – Grade • **MNO.IN -** Initials
MNO.AG – Age • **MNO.CO –** Comments
MNO.ST – Start Time

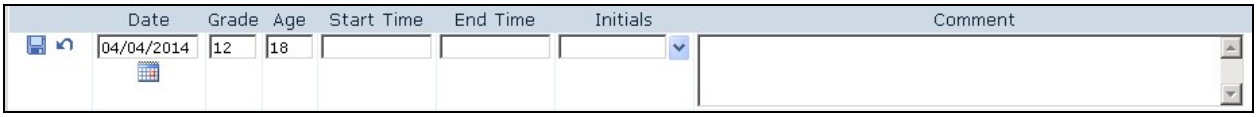
Add Record

To add a new Medical Note record, click the mouse on **Add New Record**.

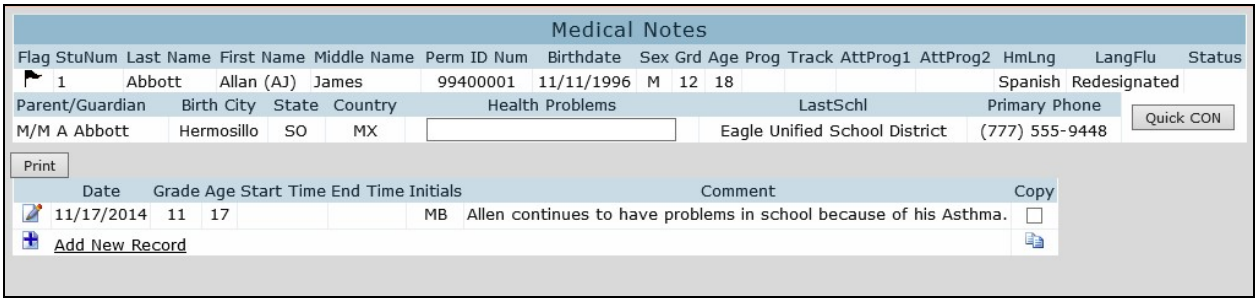
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The form will now display all fields for the form selected. Press **Tab** and the cursor will hi-light each field. Enter all information into each selected field. Click the mouse on the **Save Record** icon.



The new record will now display.



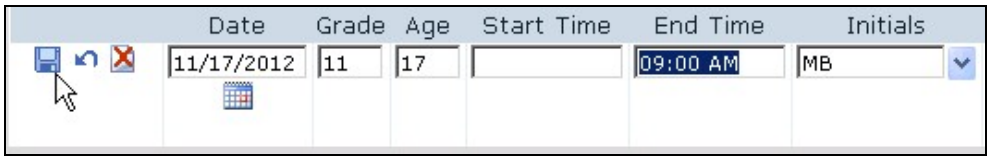
Change Record

1. To change an existing Medical Note record, click the mouse on the **Change** icon.

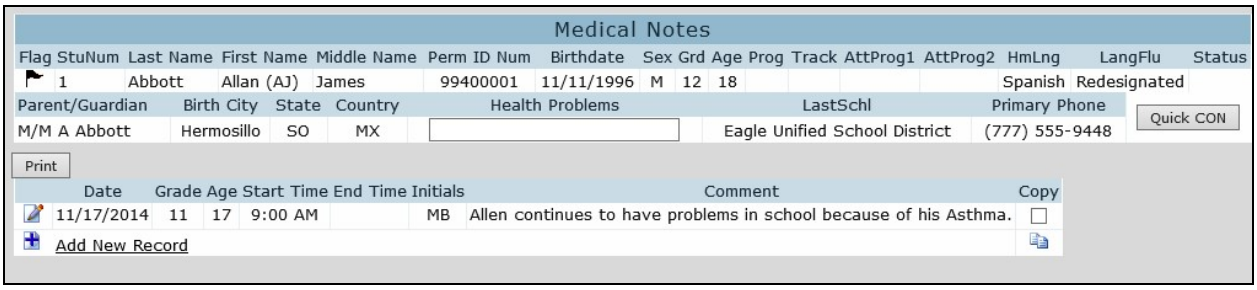
2. 

3. The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.

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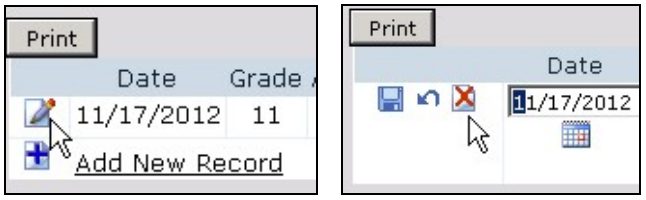
4. 

The updated record will now display.

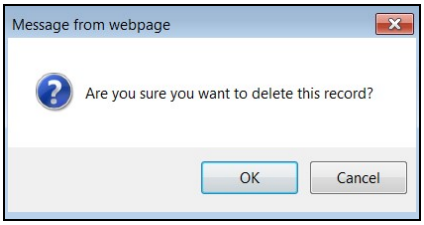
5. 

Delete Record

1. To delete an existing Medical Note record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.

2. 

3. The following message will display. Click the mouse on the **OK** button.



a.

Copy Record

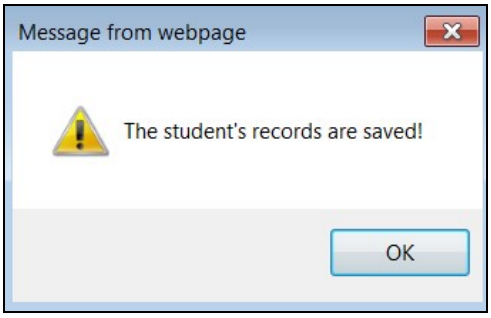
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1. The Medical Notes form has an option to copy a medical note entry from the current student displayed to another student. For example, if two students have the same medical note entry, it can be copied from one student to another.

2. To copy a record, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Next, click the mouse on the **Copy** icon.

i. 

3. The following message will display. Click the mouse on the **OK** button.

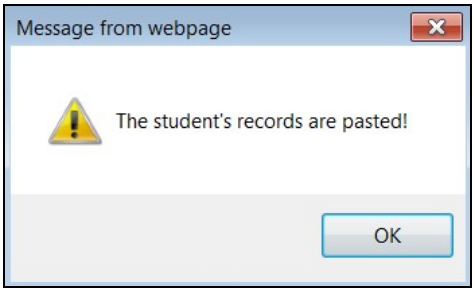
a. 

4. Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.

i. 

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5. The following message will display. Click the mouse on the **OK** button.

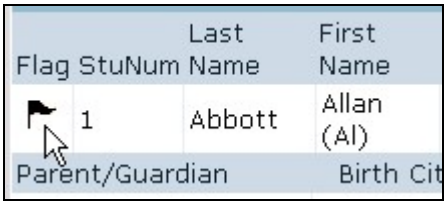
a. 

6. The new record will now display with the same data as the record copied.

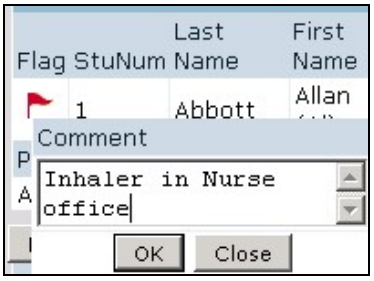
7. 

Add Red Flag

1. To add a **Red Flag** indicator to the Medical Notes form, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.

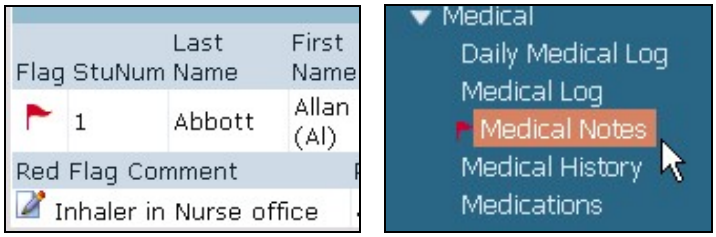
a. 

2. The flag will turn red and a **Comment** box will display and a comment can be added but is ***not required***. Click the mouse on the **OK** button.

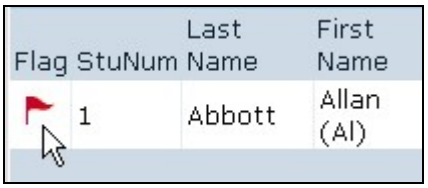
i. 

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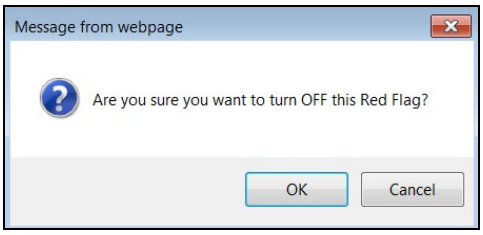
3. The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.

1. 

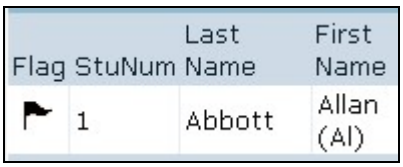
4. To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.

a. 

5. The following message will display. Click the mouse on the **OK** button.

a. 

6. A **Black Flag** will now display. The **Red Flag** and any **Comments** will no longer display.

a. 

Print Medical Notes

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The following is an example of the **Medical Notes** printout that is generated by clicking the mouse on the **Print** button.

Screaming Eagle High School 4/1/2015

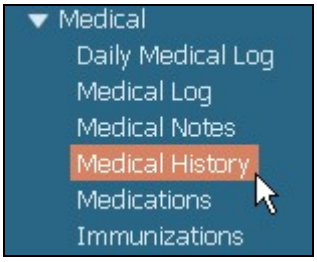
2014-2015 **Student Medical Notes** Page 1

STU#	Student Name			Sex	Grd			
1	Abbott, Allan			M	12			
	Date	Grade	Age	Start Time		End Time	Init	Comments
	11/17/2014	11	17	9:00 AM			MB	Allen continues to have problems in school because of his Asthma.

MEDICAL HISTORY

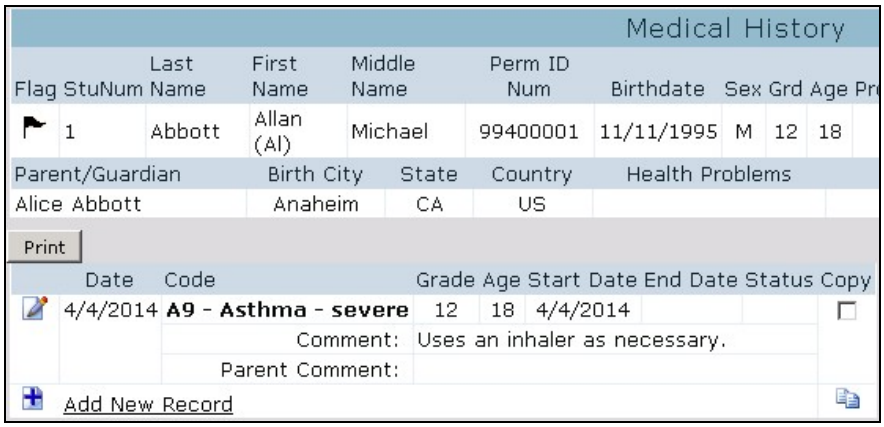
1. The **Medical History** form is used to store and display past or existing medical information about a student. After any data has been added or updated on this form it is stored in the **MHS** table.

2. To access the **Medical History** form, click the mouse on the **Medical History** node under **Medical** on the Navigation Tree.

i. 

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3. The following page will display.

i. 

4. The table and fields associated with the **Medical History** form are:

- **MHS.DT –** Date
- **MHS.CD –** Code
- **MHS.GR –** Grade
- **MHS.AG –** Age
- **MHS.SD –** Start Date
- **MHS.ED –** End Date
- **MHS.TG -** Status
- **MHS.CO –** Comment
- **MHS.PC –** Parent Comment

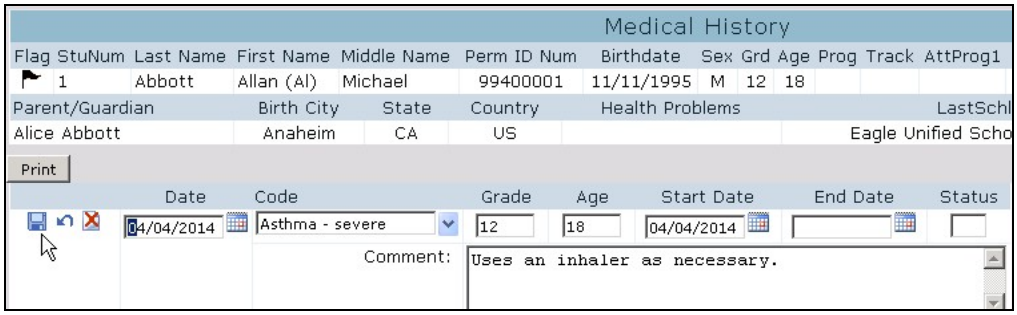
Add Record

1. To add a new Medical History record, click the mouse on **Add New Record**.

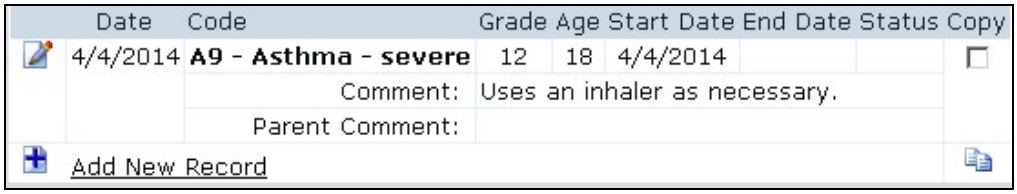
2. 

3. The form will now display all fields for the form selected. Press **Tab** and the cursor will hi-light each field. Enter all information into each selected field. Click the mouse on the **Save Record** icon.

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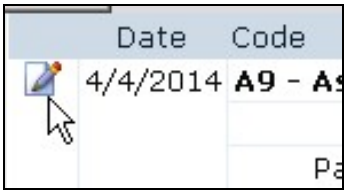


4. The new record will now display.

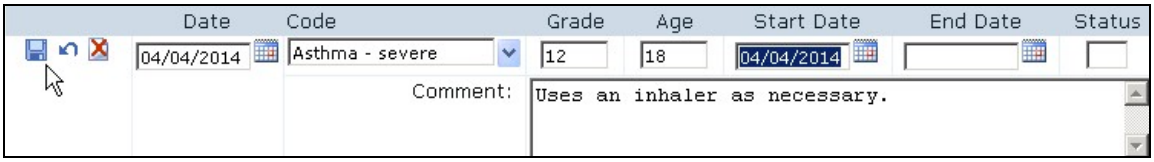
a. 

Change Record

1. To change an existing Medical History record, click the mouse on the **Change** icon.

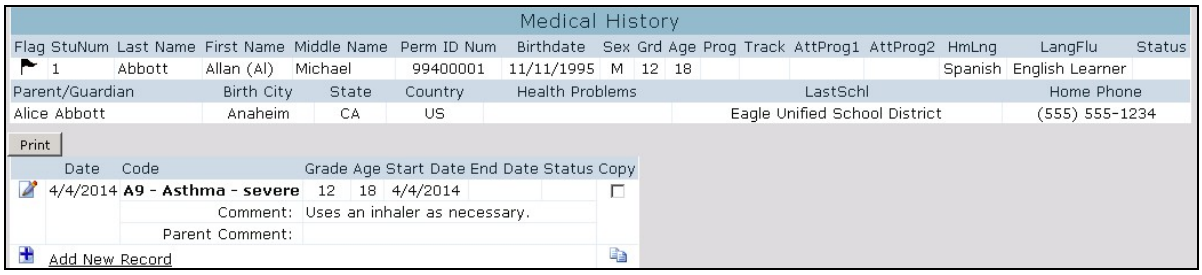
i. 

2. The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.

3. 

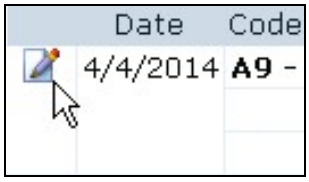
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The updated record will now display.

4. 

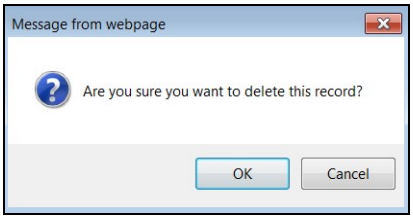
Delete Record

To delete an existing Medical History record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.





The following message will display. Click the mouse on the **OK** button.

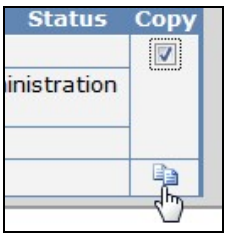


Copy Record

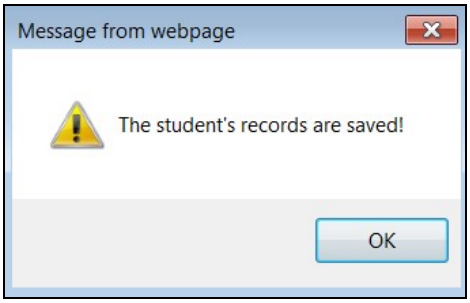
1. The Medical History form has an option to copy a medical history entry from the current student displayed to another student. For example, if two students have the same medical history entry, it can be copied from one student to another.

2. To copy a record, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Next, click the mouse on the **Copy** icon.

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i. 

3. The following message will display. Click the mouse on the **OK** button.

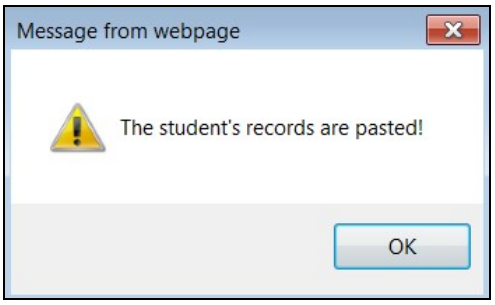
a. 

4. Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.

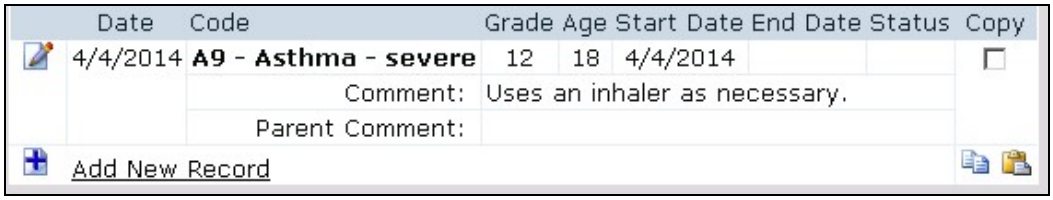
i. 

5. The following message will display. Click the mouse on the **OK** button.

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a. 

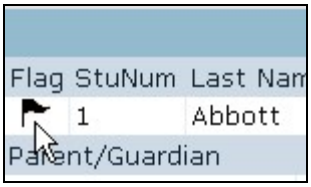
6. The new record will now display with the same data as the record copied.



a.

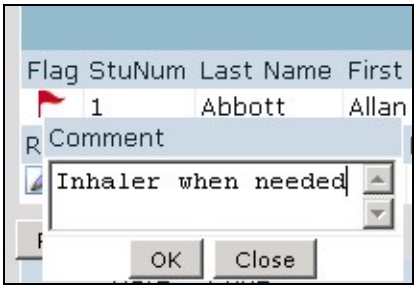
Add Red Flag

1. To add a **Red Flag** indicator to the Medical History form, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.



i.

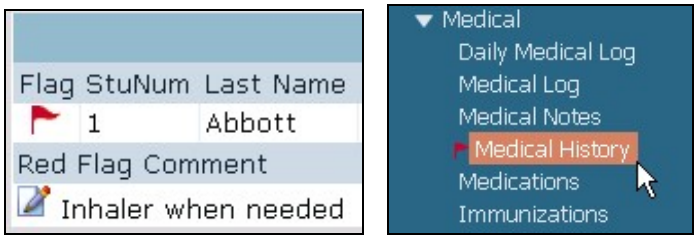
2. The flag will turn red and a **Comment** box will display and a comment can be added but is ***not required***. Click the mouse on the **OK** button.



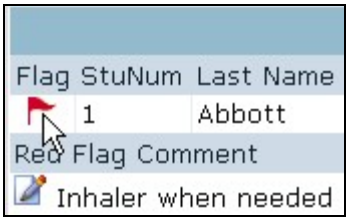
a.

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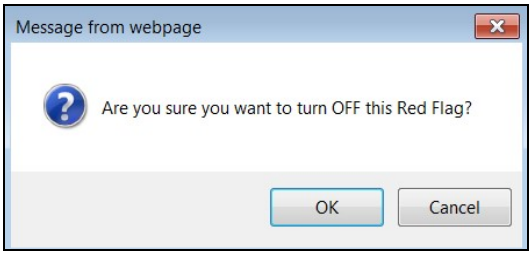
3. The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.

1. 

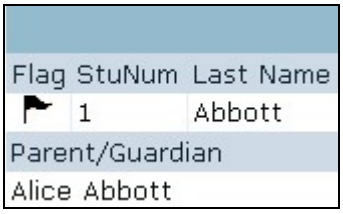
4. To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.

i. 

5. The following message will display. Click the mouse on the **OK** button.

a. 

6. A **Black Flag** will now display. The **Red Flag** and any **Comments** will no longer display.

i. 

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Print Medical History

The following is an example of the **Medical History** printout that is generated by clicking the mouse on the **Print** button.

Screaming Eagle High School 4/1/2015

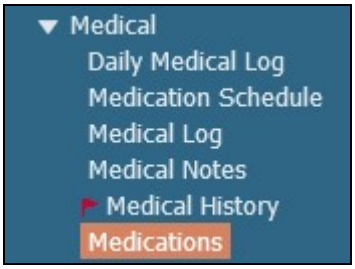
2014-2015 **Student Medical History** Page 1

STU#	Student Name	Sex	Grd	Item	Date	Code	Description	Start Date	End Date	Priority Status
000001	Abbott, Allan	M	12	1	10/7/2006	A9	Asthma - severe			
					Comment: Uses an inhaler as necessary. Inhaler kept in Administration Office					
				2	10/2/2014	2A	wears glasses all the time	10/2/2014		
					Comment:					

MEDICATIONS

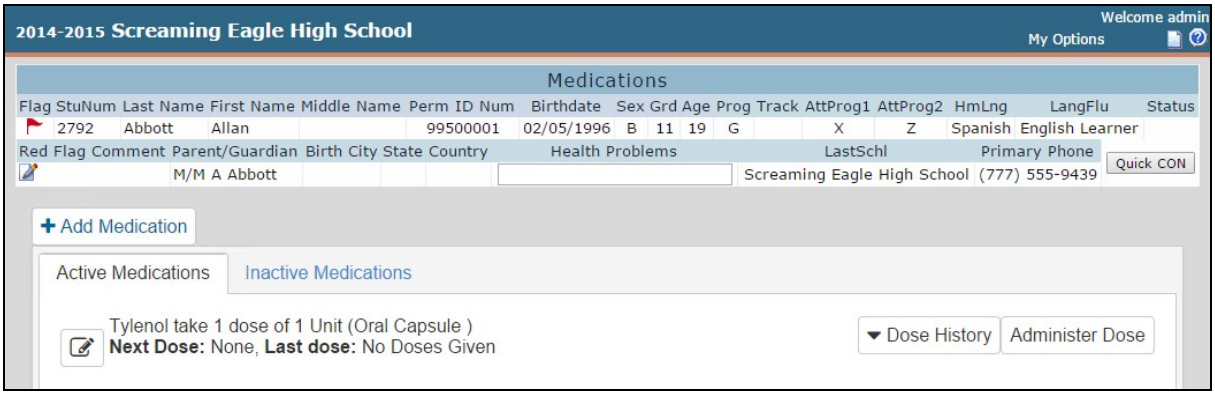
1. The **Medications** page provides a list of the student's medications and allows the ability to add a new medication for a student. Medication information is stored in the **MLM** table. A **Doses** area allows you to log a given dose of the medication. Dose information is stored in the **MLG** table. A report of the **Medications** information can be printed and has the options to include dose history and display current medications only.

2. To access the **Medications** form, click the mouse on the **Medications** node under **Medical** on the Navigation Tree.

i. 

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The following page will display.

3. 

4. The table and fields associated with the **Medications** form are:

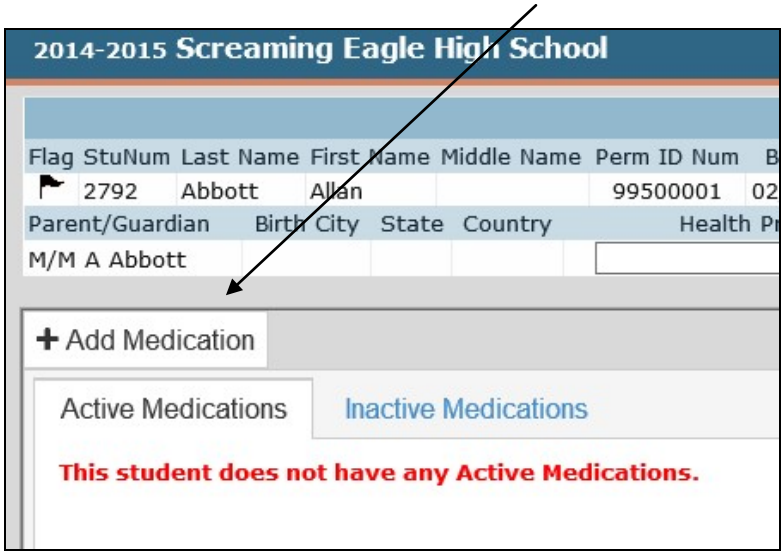
5. **MLM.CD –** Medication Code • **MLM.D3 –** Dose 3 Time • **MLM.SD –** Start Date • **MLM.D4 –** Dose 4 Time • **MLM.ED –** End Date • **MLM.D5 –** Dose 5 Time
6. **MLM.EX –** Expiration Date • **MLM.D6 –** Dose 6 Time
7. **MLM.IN –** Initials • **MLM.D7 –** Dose 7 Time

- **MLM.DQ –** Dose Quantity
- **MLM.DA –** Dose Amount
- **MLM.DM –** Dose Measurement
- **MLM.DD –** Dose Description
- **MLM.MG –** Method Given
- **MLM.D1 –** Dose 1 Time
- **MLM.D2 –** Dose 2 Time
- **MLM.D8 –** Dose 8 Time
- **MLM.D9 –** Dose 9 Time
- **MLM.MO –** Method Obtained
- **MLM.PR –** Provider
- **MLM.RX –** Prescription Number
- **MLM.CO –** Comments
- **MLM.HM –** At Home

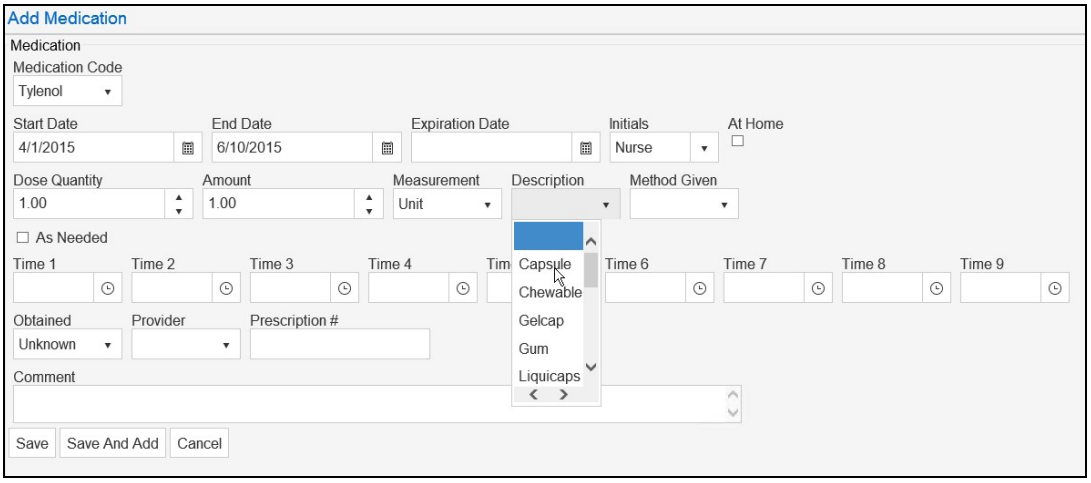
Add Medication Record

1. To add a new Medication record, click the mouse on the **Add Medication** button.

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2. 

3. An **Add Medication** window will display. Enter all medication information and then click the mouse on the **Save** button.

4. 

5. The Add and Edit Medication window has an **At Home** field. Checking this field is used to designate that a medication is one that is given at home.

6. 

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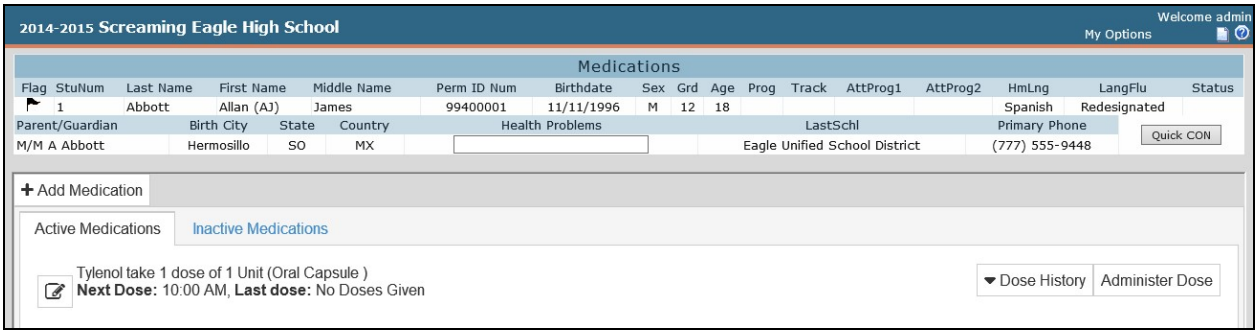
7. The Add Medication window has an **As Needed** option. This option can be used to designate that a medication should be given As Needed and without any designated time. Selecting this option will disable the time fields as they do not apply to an As Needed medication.

i. 

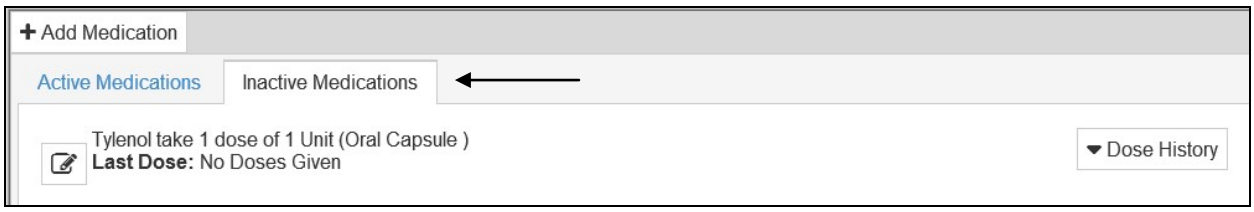
8. The **Add Medication** window has a **Save and Add** button. This button can be used to save the current medication information that has been entered and will allow for a second medication to be added without having to exit the **Add Medication** window.

9. 

10. Once a medication has been entered and saved, the information will display on the Medication page for the student under the **Active Medications** tab.

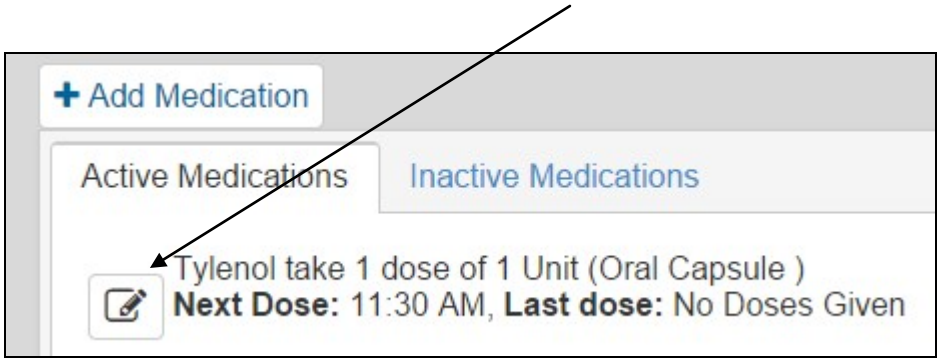


11.
12. If a Medication has an **End Date** that has passed, the medication for the student will display under the
13. **Inactive Medications** tab on the Medications page. If a Medication is listed under the Inactive
14. Medications tab, the Dose History can be viewed but the Administer Dose button will not be available.

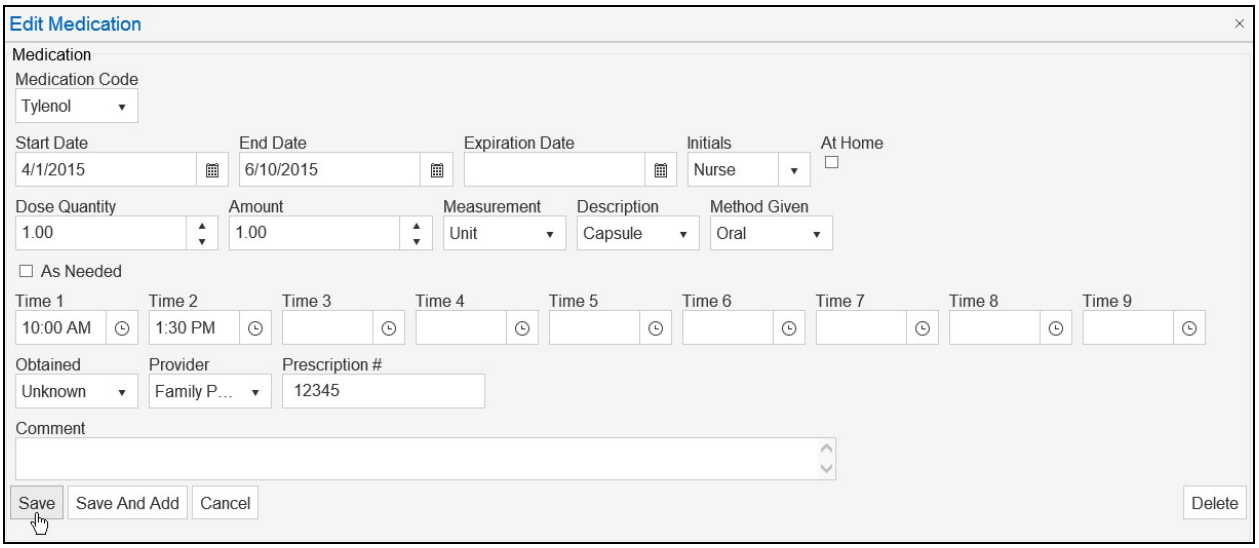
15. 

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Edit Medication Record

1. To edit an existing Medication record, click the mouse on the **Edit** icon.
2. 

3. The **Edit Medication** window will display in edit mode. Make any necessary changes. After the record is changed click the mouse on the **Save** button. To delete a medication for a student, click the mouse on the **Delete** button.



4.

Add Medication Dose

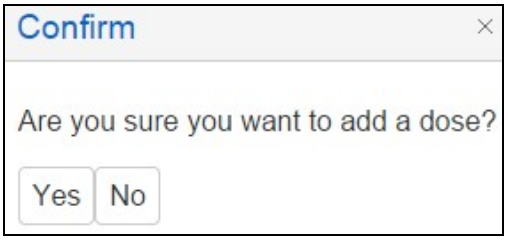
1. The **Active Medications** tab on the Medications page allows you to log a dose of a medication for a student.

2. To **add a dose** for a medication, click the mouse on the **Administer Dose** button.

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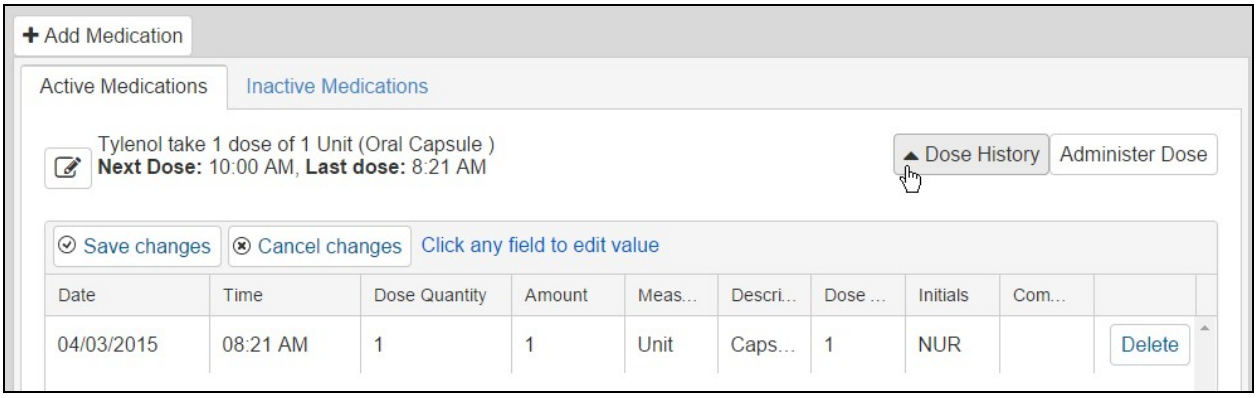
3. 

4. A confirmation box will display asking **Are you sure you want to add a dose?** To add the dose click the mouse on the **Yes** button.

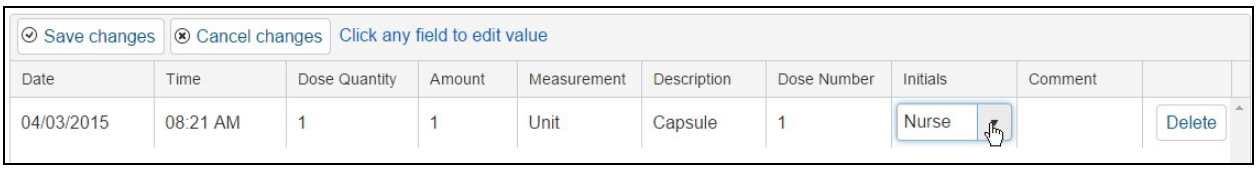


a.

5. The logged dose will now display under the **Dose History** area for the medication.

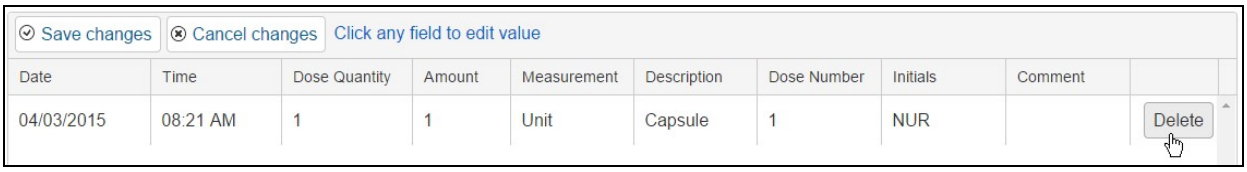


6.
7. Once a Dose has been logged for a medication, the Dose information can be edited by clicking into any field and modifying the data. Afer any changes are made, click the mouse on the **Save Changes** button.



8.
9. To delete a dose from the Dose History area click the mouse on the **Delete** button.

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10.
11. The table and fields associated with the **Doses** form are:

- **MLG.DT –** Date Given
- **MLG.DN –** Dose Number
- **MLG.TM –** Time Given
- **MLG.TA –** Time Taken
- **MLG.DQ –** Dose Quantity
- **MLG.DA –** Dose Amount
- **MLG.DM –** Dose Measurement
- **MLG.DD –** Dose Description
- **MLG.IN –** Initials
- **MLG.CO –** Comments

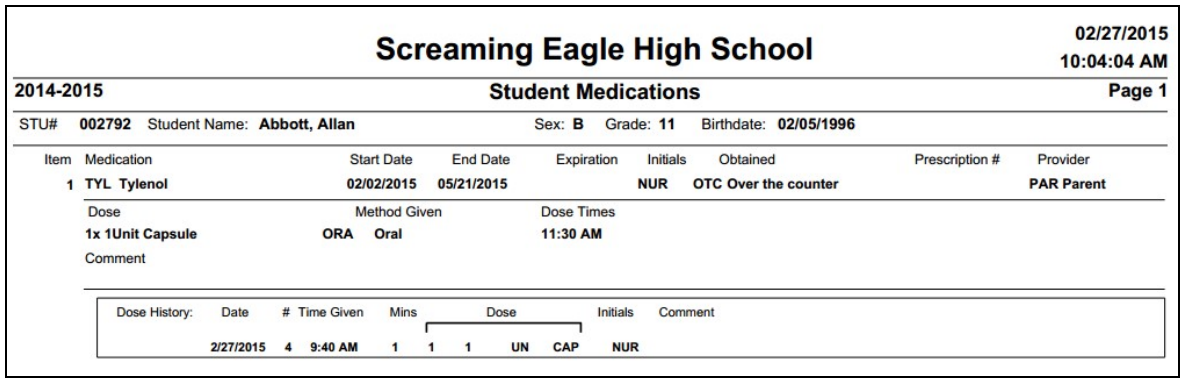
Print Student Medications

1. To print a report on the student medications, click the mouse on the **Print** button at the bottom of the form. To include Dose History on the report, check the **Include Dose History on Report** option before clicking on the Print button. To print inactive medication information check the **Include Inactive Medications** on Report option.

i. 

2. The following is an example of the **Medications** report that is generated by clicking the mouse on the **Print** button.

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3. 

Screaming Eagle High School — 02/27/2015 10:04:04 AM

2014-2015 — Student Medications — Page 1

STU# 002792 Student Name: Abbott, Allan Sex: B Grade: 11 Birthdate: 02/05/1996

Item	Medication	Start Date	End Date	Expiration	Initials	Obtained	Prescription #	Provider
1	TYL Tylenol	02/02/2015	05/21/2015		NUR	OTC Over the counter		PAR Parent

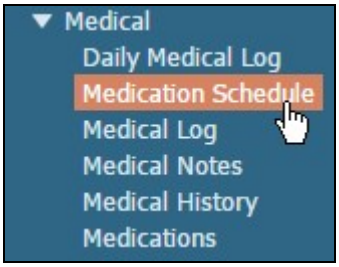
Dose: 1x 1Unit Capsule — Method Given: ORA Oral — Dose Times: 11:30 AM

Comment

Dose History: Date	#	Time Given	Mins	Dose				Initials	Comment
2/27/2015	4	9:40 AM	1	1	1	UN	CAP	NUR	

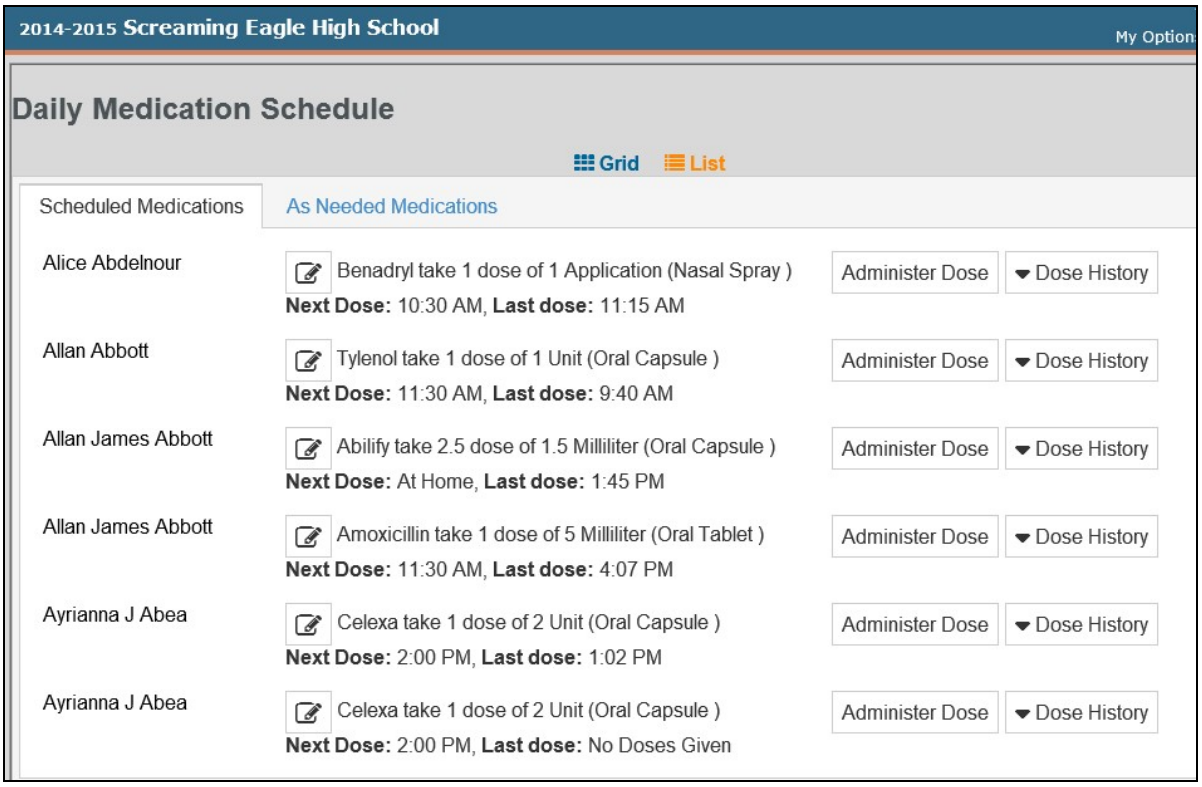
MEDICATION SCHEDULE

1. The **Medication Schedule** page can be used at the school level and displays a medication list for all students in a school. It includes Medication and Dose information. Medication Doses can also be administered from the Medication Schedule. To access the Medication Schedule, click on **Medication Schedule** under the **Medical** node on the Navigation Tree.

i. 

2. The following **Medication Schedule** will display with a list of students and their medications.

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3.
4. The **Medication Schedule** has two views; **Grid** and **List**. The page will default to the List View. The enabled view will display in Orange.

5. 

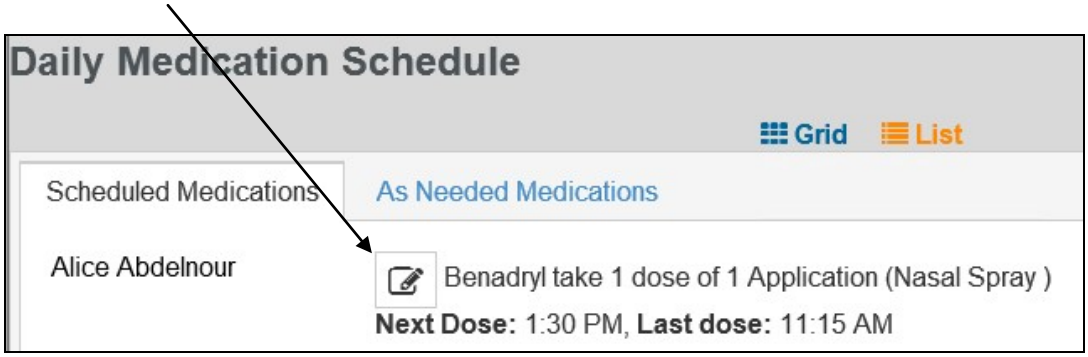
List View

1. The Medication Schedule **List View** displays the student names in a list in alpha order by student first name. There are two tabs on the List View; **Scheduled Medications** and **As Needed Medications**. The Scheduled Medications are medications that have a specific time to be given. The As Needed Medication tab displays medications with no specific time to be given.

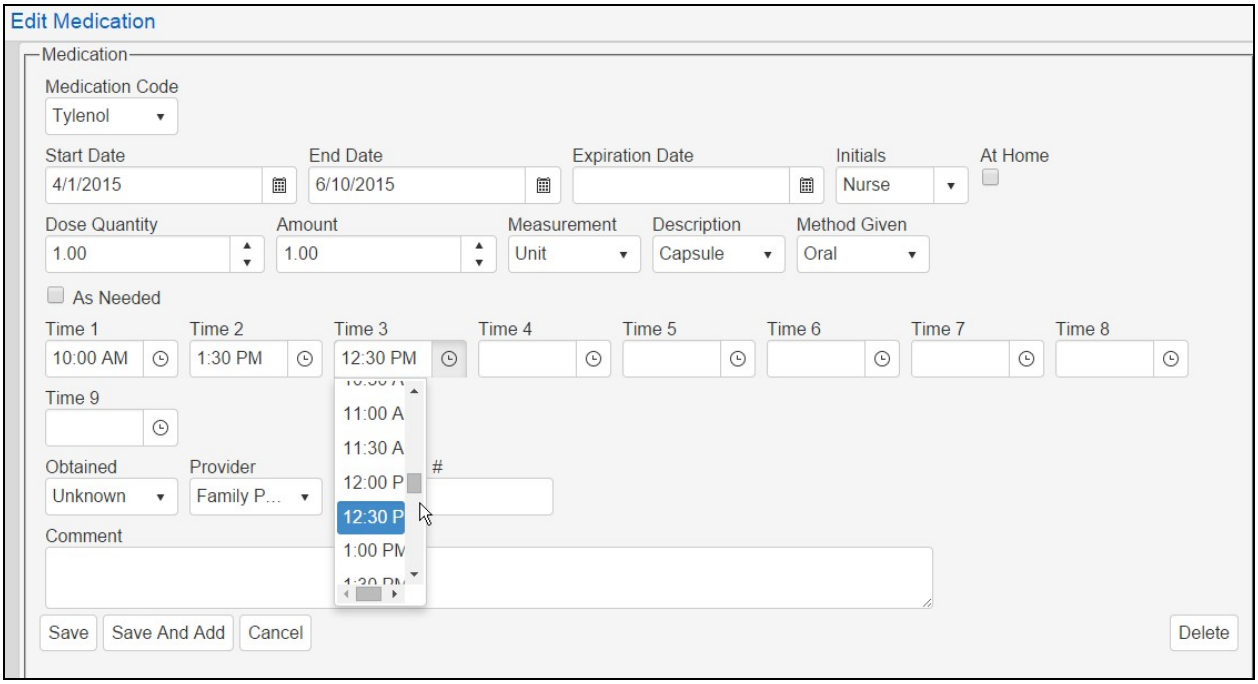
2. 

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3. To edit a Medication on the List View, on the Scheduled Medications or As Needed Medications tab, click the mouse on the **Edit** icon next to the medication name for a student.

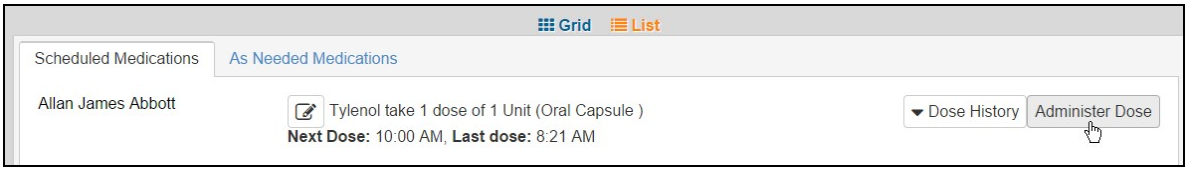


4.
5. The **Edit Medication** window will display. Edit any information and then click the mouse on the **Save** button. The **Save and Add** button can be used to save any edited information and to add another new medication without having to exit the Edit Medication window.

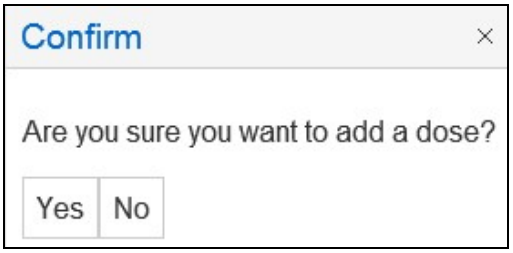


6.
7. A Medication **Dose** can be recorded on the Medication Schedule on the Scheduled Medications or the As Needed Medications tabs. To add a Medication Dose for a student, click on the **Administer Dose** button next to the student and medication.

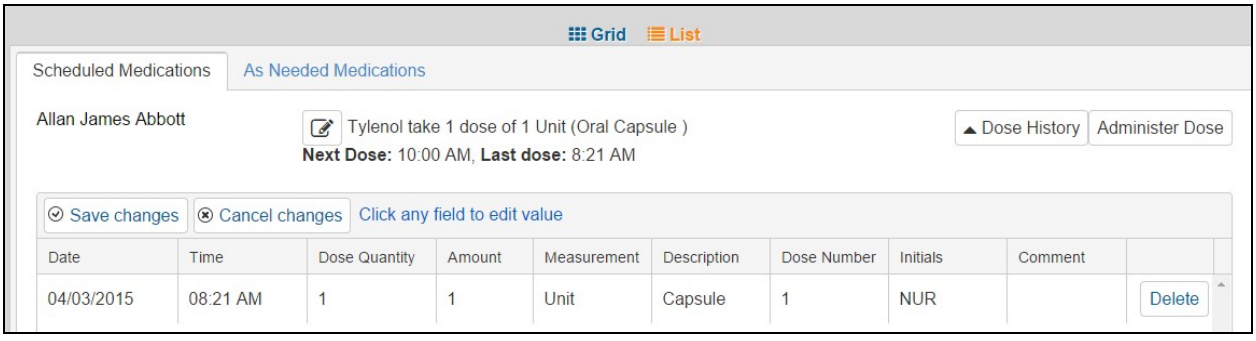
© 2017 Marin County Office of Education

8. 

9. A confirmation will display asking Are you sure you want to add a dose? To add a dose click the mouse on **Yes**.

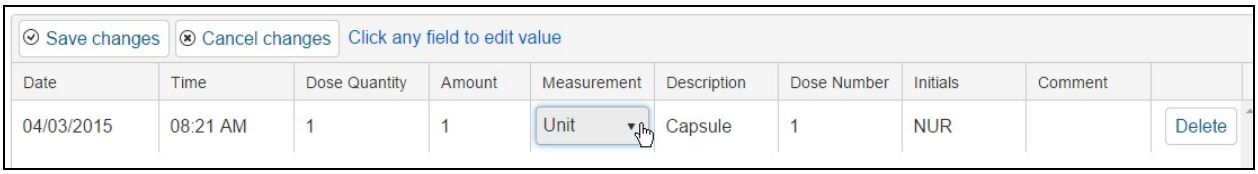
a. 

10. A dose for that student and medication will be logged and will display under the **Dose History** area.

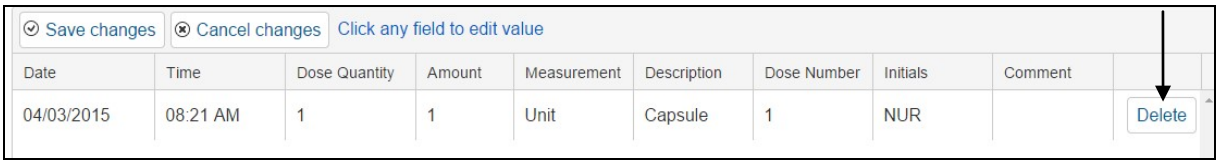


11.
12. Once a Dose has been logged for a medication, the Dose information can be edited by clicking into any field and modifying the data. Afer any changes are made, click the mouse on the **Save Changes** button.

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13.
14. To delete a dose from the Dose History area click the mouse on the **Delete** button.

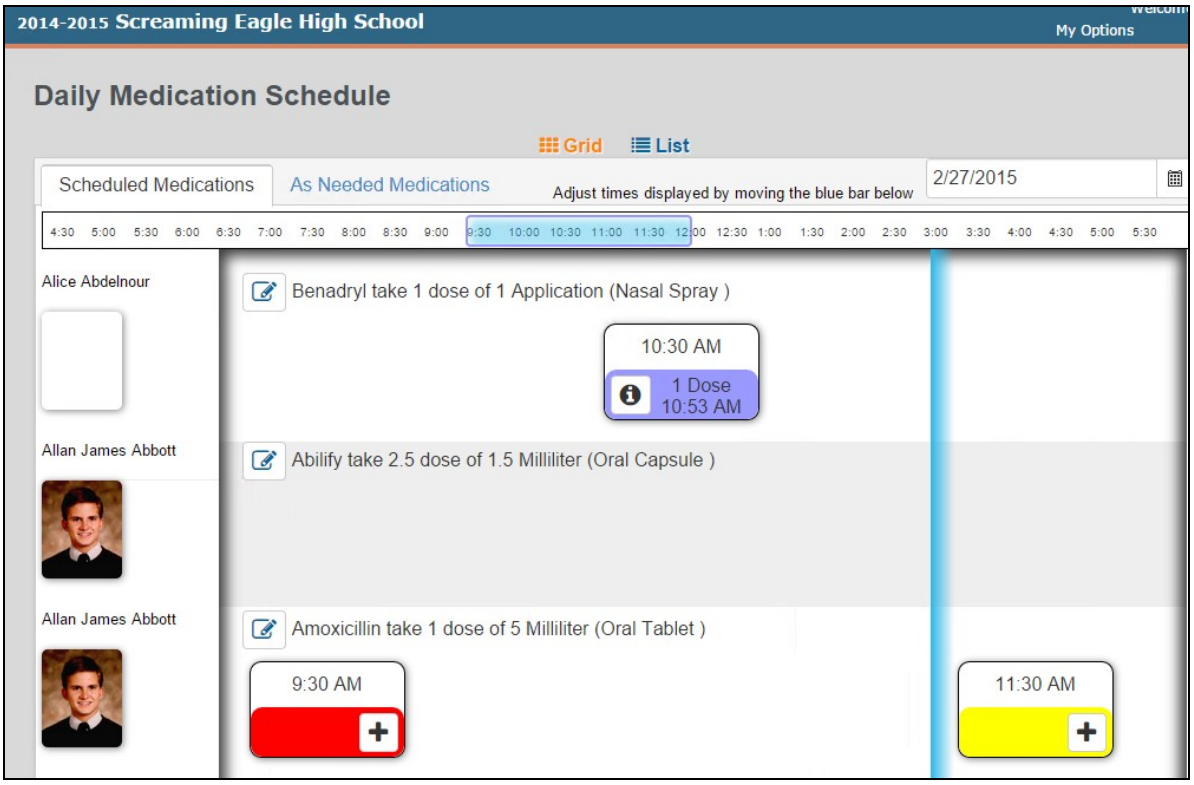


15.

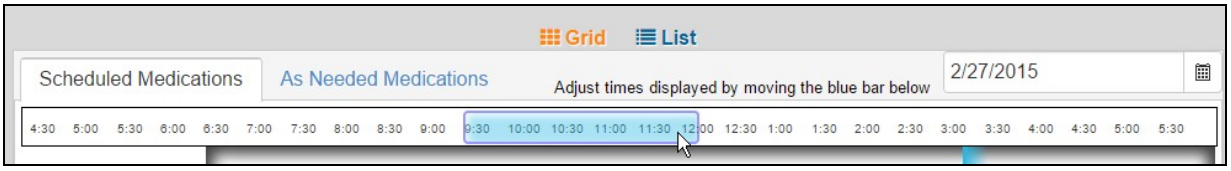
Grid View

1. The Medication Schedule **Grid View** displays a list of students and their medications in a Grid. The Grid View has the same Scheduled Medications and As Needed Medications tabs that the List View has.

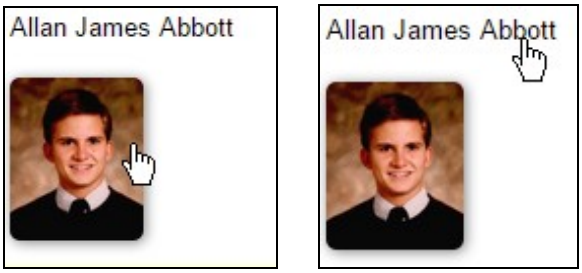
© 2017 Marin County Office of Education

2. 

3. The Grid View has a blue time scroll bar feature.Clicking on and dragging the blue bar right or left will adjust the medications displayed by the time doses are due.

4. 

5. The Grid View will also display the student photo if it is available. Clicking on the student name or photo will direct back to the Medications page for that student.

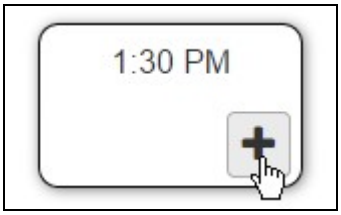
a. 

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6. If a student has a medication that requies a dose be given, the medication information will display as a box on the Grid under the corresponding dose time. The Grid View Dose Box colors are as follows:

7. **Color**	8. **Dose**
9. **Red**	10. Past Due Dose
11. **Green**	12. Skipped Dose
13. **Purple**	14. Dose Given
15. **Yellow**	16. Dose due within 30 minutes
17. **White**	18. Future Dose

19. To administer a dose on the Grid View, click the mouse on the corresponding dose box plus sign .

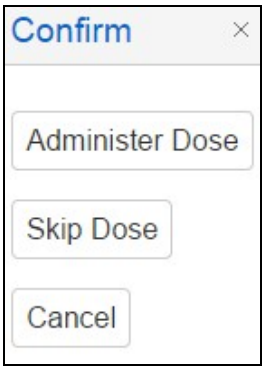


i.

20. **Note: The As Needed Mediations tab will not display the dose box. It will only display the dose**  **sign since there is no designated time for an As Needed medication.**

21. The following box will display with options to **Administer Dose**, or to **Skip Dose**. To Administer a Dose click the mouse on the **Administer Dose** button.

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i.

22. A dose of the medication will be administered and the box will now display purple and show the number of doses and time given.



i.

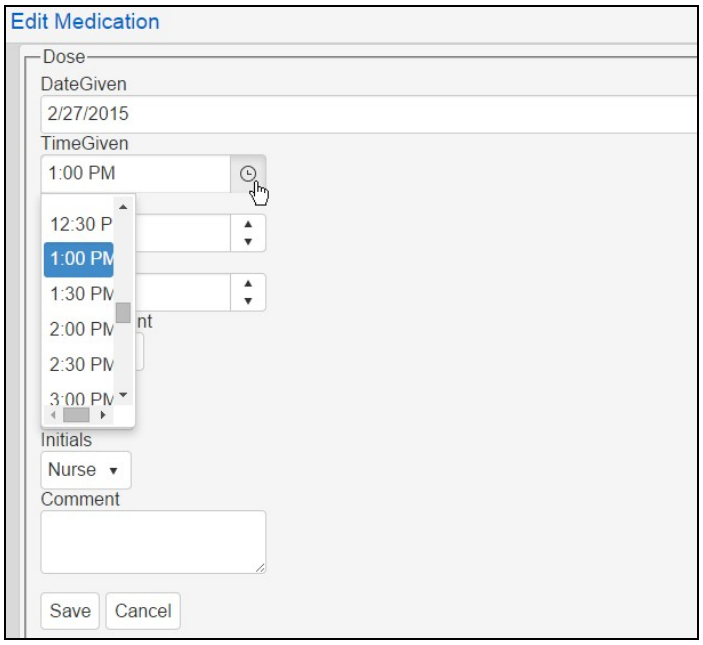
23. To edit the dose information click the mouse on the dose box.



i.

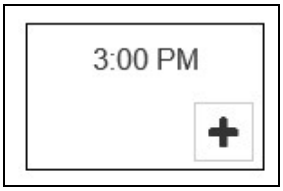
24. The **Edit Medication** window will display. Edit any information and then click the mouse on the **Save** button.

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1.

25. A Medication dose can be skipped. To skip a medication dose on the Grid View, click on the + symbol on a Dose box**.**



i.

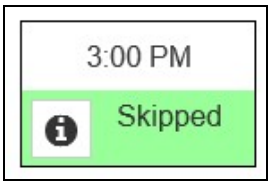
26. The following will display. To skip the dose, click the mouse on the **Skip Dose** button.



i.

27. When a dose is Skipped, the Dose box will display a **green color** and the word **Skipped**.

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i.

28. The Skipped dose will show in the student medication Dose History recorded with a Dose Amount and Dose Quantity of 0. It will also populate with a comment of **Dose was Skipped**.

Save changes | Cancel changes | Click any field to edit value

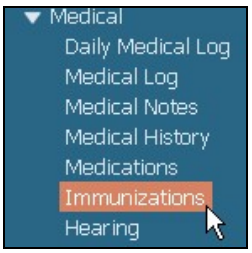
Date	Time	Dose Quantity	Amount	Measurement	Description	Dose Number	Initials	Comment	
04/03/2015	08:38 AM	0	0	Milliliter	Tablet	1	NUR	Dose was skipped	Delete

29.

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IMMUNIZATIONS

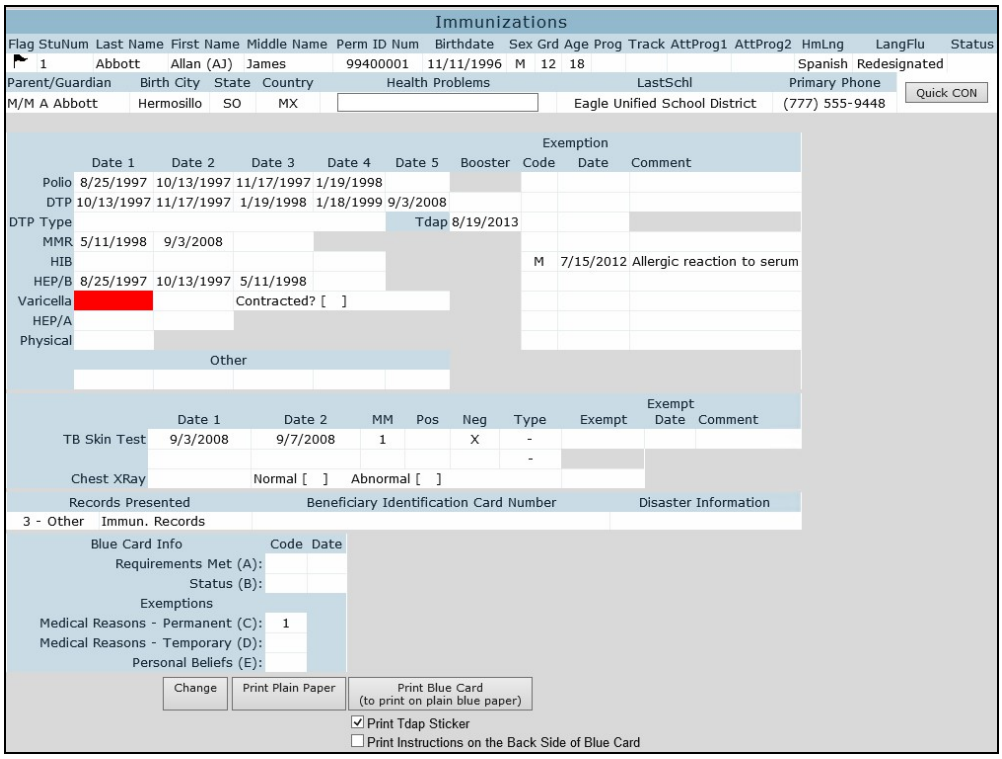
1. The **Immunizations** form is used to store and display immunization data for all students. If an immunization has not been received in the appropriate time frame the field will display in red. A comment and exemption field for each shot is located to the right of the date fields. To access the **Immunizations** form, click the mouse on the **Immunizations** node under **Medical** on the Navigation Tree.

i. 

2. The following form will display.

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a.



3. The table and fields associated with the **Immunization** form are:

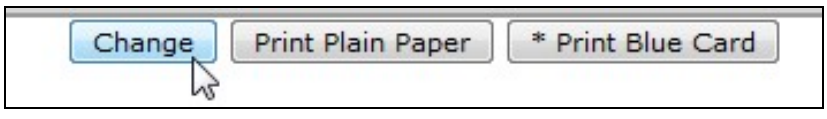
- **IMM.P1 –** Polio 1
- **IMM.P2 –** Polio 2
- **IMM.P3 –** Polio 3
- **IMM.P4 –** Polio 4
- **IMM.P5 –** Polio 5
- **IMM.PE –** Polio Exemption Code
- **IMM.PED –** Polio Exemption Date
- **IMM.PC –** Polio Comment
- **IMM.D1 –** DTP 1
- **IMM.D2 –** DTP 2
- **IMM.D3 –** DTP 3
- **IMM.D4 –** DTP 4
- **IMM.D5 –** DTP 5
- **IMM.DB –** DTP Boost
- **IMM.DE –** DTP Exemption Code
- **IMM.DED –** DTP Exemption Date
- **IMM.DC –** DTP Comment
- **IMM.DTT –** DTP Type
- **IMM.TB –** TDAP Boost
- **IMM.I3 –** HEP/B 3
- **IMM.TE –** TDAP Boost Exemption Code
- **IMM.TED –** TDAP Boost Exemption Date
- **IMM.A1 –** MMR 1
- **IMM.A2 –** MMR 2
- **IMM.A3 –** MMR 3
- **IMM.AE –** MMR Exemption
- **IMM.AED –** MMR Exemption Date
- **IMM.AC –** MMR Comment
- **IMM.Y1 –** HIB 1
- **IMM.Y2 –** HIB 2
- **IMM.Y3 –** HIB 3
- **IMM.Y4 –** HIB 4
- **IMM.Y4 –** HIB 4
- **IMM.YE –** HIB Exemption Code
- **IMM.YED –** HIB Exemption Date
- **IMM.YC –** HIB Exemption Comment
- **IMM.I1 –** HEP/B 1
- **IMM.I2 –** HEP/B 2
- **IMM.T3 –** TB Skin Test Read 1
- **IMM.T4 –** TB Skin Test Read 2

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- **IMM.I4 –** HEP/B 4
- **IMM.IE –** HEP/B Exemption Code
- **IMM.IED –** HEP/B Exemption Date
- **IMM.IC –** HEP/B Exemption Comment
- **IMM.V1 –** Varicella 1
- **IMM.V2 –** Varicella 2
- **IMM.VD –** Varicella Disease
- **IMM.VE –** Varicella Exemption Code
- **IMM.VED –** Varicella Exemption Date
- **IMM.VC –** Varicella Exemption Comment
- **IMM.HA1 –** HEP/A 1
- **IMM.HA2 –** HEP/A 2
- **IMM.HAE –** HEP/A Exemption Code
- **IMM.HAD –** HEP/A Expiration Date
- **IMM.HAC –** HEP/A Exemption Comment
- **IMM.H1 –** Physical
- **IMM.HW –** Physical Exemption Code
- **IMM.HED –** Physical Exemption Date
- **IMM.HC –** Physical Comment
- **IMM.T1 –** TB Skin Test 1
- **IMM.T2 –** TB Skin Test 2
- **IMM.SD –** Date All Requirements Met
- **IMM.SE –** Status of Requirements Date
- **IMM.E3 –** Personal Beliefs Exemption
- **IMM.M1 –** Skin Test MM 1
- **IMM.M2 –** Skin Test MM 2
- **IMM.B1 –** Skin Test Positive 1
- **IMM.B2 –** Skin Test Positive 2
- **IMM.N1 –** Skin Test Negative 1
- **IMM.N2 –** Skin Test Negative 2
- **IMM.TT1 –** TB Skin Test Type 1
- **IMM.TT2 –** TB Skin Test Type 2
- **IMM.TBE –** TB Skin Test Exemption Code
- **IMM.TBD –** TB Skin Test Exemption Date
- **IMM.TC –** TB Skin Test Comment
- **IMM.XD –** Chest Xray Date
- **IMM.XN –** Xray Normal
- **IMM.XA –** Xray Abnormal
- **IMM.XC –** Xray Comment
- **IMM.RPT –** Records Presented Tag
- **IMM.RP –** Records Presented
- **IMM.BIC –** Beneficiary ID Card #
- **IMM.DSI –** Disaster Information
- **IMM.S1 –** All Requirements Met Code
- **IMM.S2 –** Status of Requirements
- **IMM.E1 –** Medical/Permanent Exemption
- **IMM.E2 –** Medical/Temporary Exemption

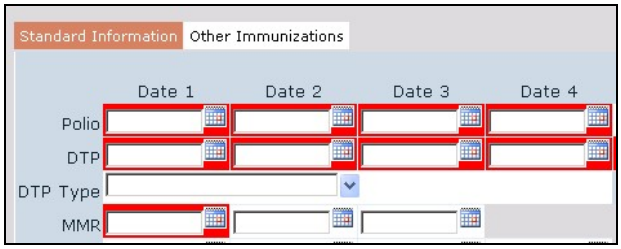
Add Immunization

1. To add an immunization date, click the mouse on the **Change** button at the bottom of the form. After any information is added or updated, it is stored in the **IMM** table.

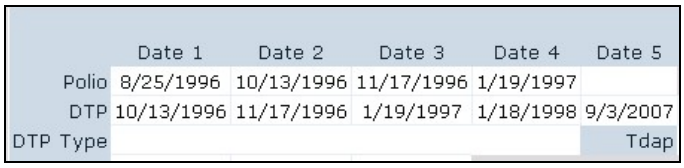
2. 

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3. The form will display in edit mode. Enter information and then click the mouse on the **Update** button to save the record.

1. 

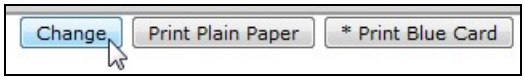
4. The updated form will display with the newly added information.

5. 

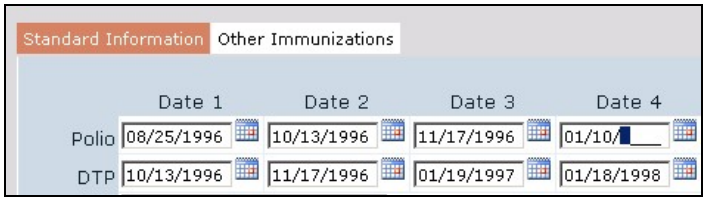
	Date 1	Date 2	Date 3	Date 4	Date 5
Polio	8/25/1996	10/13/1996	11/17/1996	1/19/1997	
DTP	10/13/1996	11/17/1996	1/19/1997	1/18/1998	9/3/2007
DTP Type					Tdap

Change Immunization

1. To change information on the Immunization form, click the mouse on the **Change** button.

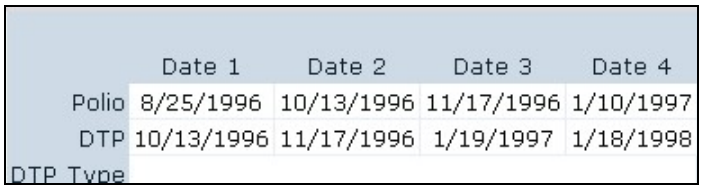
2. 

3. The form will display in edit mode. Make any necessary changes and then click the mouse on the **Update** button.

1. 

4. The updated record will now display.

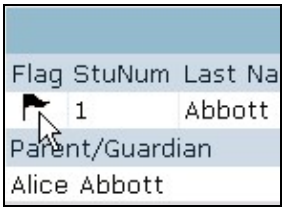
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1.

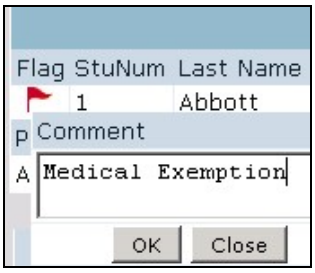
Add Red Flag

1. To add a **Red Flag** indicator to the Immunization form, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.



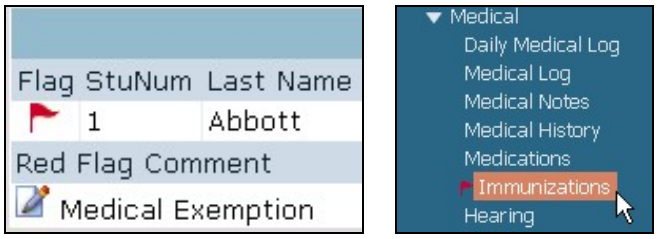
i.

2. The flag will turn red and a **Comment** box will display and a comment can be added but is ***not required***. Click the mouse on the **OK** button.



i.

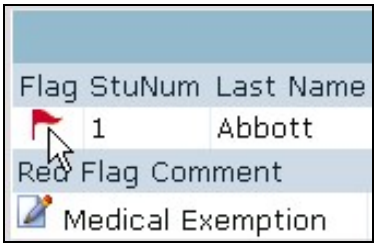
3. The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.



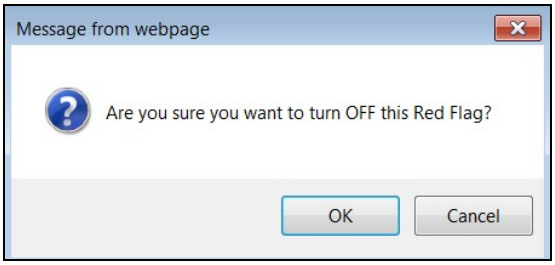
1.

4. To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.

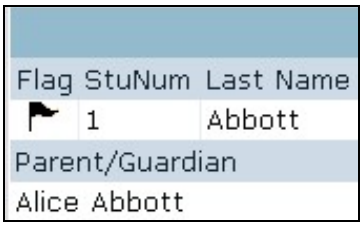
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i. 

5. The following message will display. Click the mouse on the **OK** button.

a. 

6. A **Black Flag** will now display. The **Red Flag** and any **Comments** will no longer display.

i. 

Print Immunization Record

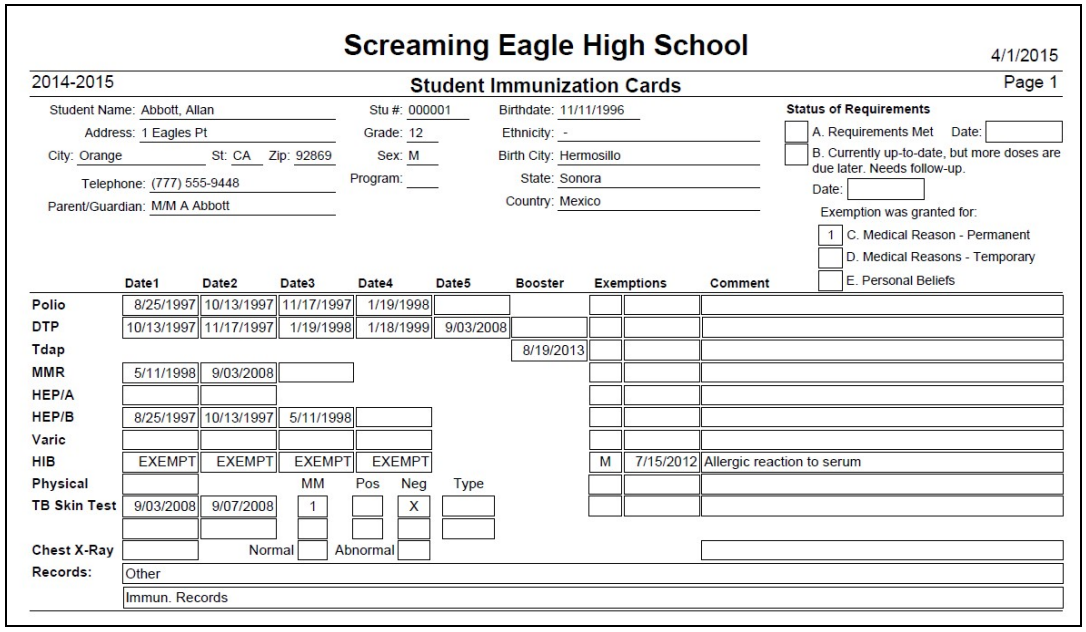
1. At the bottom of the Immunization form there are two options to print the student immunization record; **Print Plain Paper** or **Print Blue Card**. The **Print Plain Paper** will print on white paper, **Print Blue Card** will allow you to print on blank stock blue paper.

2. 

3. To print on plain paper, click the mouse on the **Print Plain Paper** button. Any immunizations flagged as Exempt will print Exempt in the specified area.

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4. The following is an example of the report that will display.



Screaming Eagle High School 4/1/2015

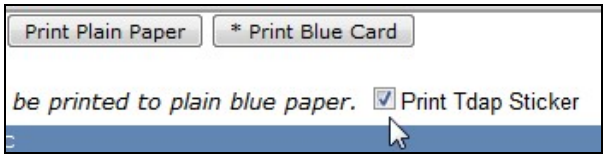
2014-2015 **Student Immunization Cards** Page 1

Student Name: Abbott, Allan | Stu #: 000001 | Birthdate: 11/11/1996
Address: 1 Eagles Pt | Grade: 12 | Ethnicity: -
City: Orange St: CA Zip: 92869 | Sex: M | Birth City: Hermosillo
Telephone: (777) 555-9448 | Program: | State: Sonora
Parent/Guardian: M/M A Abbott | Country: Mexico

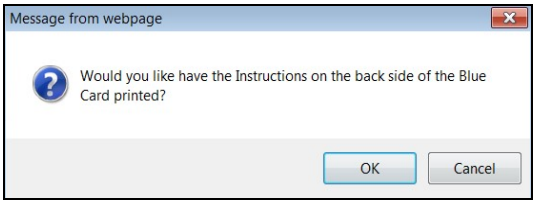
Status of Requirements
☐ A. Requirements Met Date:
☐ B. Currently up-to-date, but more doses are due later. Needs follow-up.
Date:
Exemption was granted for:
1 C. Medical Reason - Permanent
☐ D. Medical Reasons - Temporary
☐ E. Personal Beliefs

	Date1	Date2	Date3	Date4	Date5	Booster	Exemptions		Comment
Polio	8/25/1997	10/13/1997	11/17/1997	1/19/1998					
DTP	10/13/1997	11/17/1997	1/19/1998	1/18/1999	9/03/2008				
Tdap						8/19/2013			
MMR	5/11/1998	9/03/2008							
HEP/A									
HEP/B	8/25/1997	10/13/1997	5/11/1998						
Varic									
HIB	EXEMPT	EXEMPT	EXEMPT	EXEMPT			M	7/15/2012	Allergic reaction to serum
Physical			MM	Pos	Neg	Type			
TB Skin Test	9/03/2008	9/07/2008	1		X				
Chest X-Ray		Normal		Abnormal					
Records:	Other								
	Immun. Records								

5.
6. When printing the **Blue Card**, there is an option on the form to **Print Tdap Sticker**. To print the Tdap sticker on the blue card, check off the **Print Tdap Sticker** option before clicking on the **Print Blue Card** button.

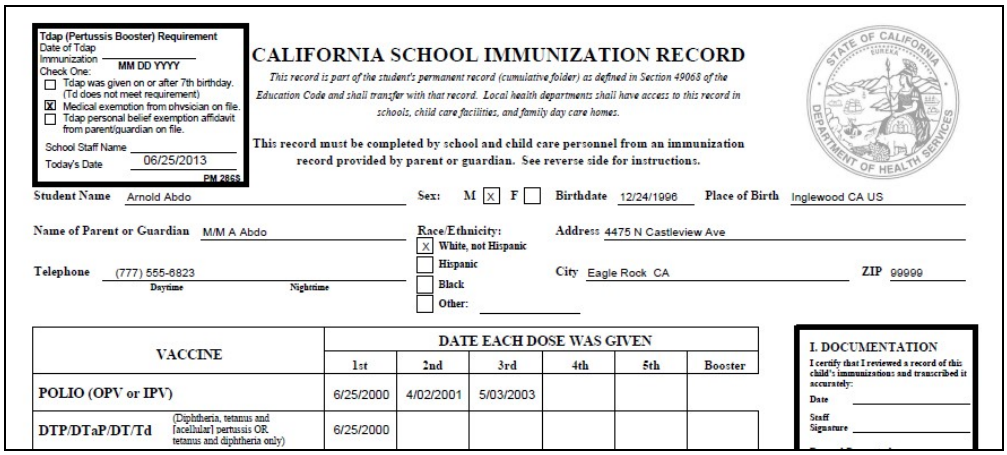
7. 

8. Click the mouse on the **Print Blue Card** button. The following message will display. To print the blue card instructions on the back of the blue card click the mouse on the **OK** button. To not have the instructions print click the mouse on the **Cancel** button.

a. 

9. The following is an example of the report that will display.

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Tdap (Pertussis Booster) Requirement
Date of Tdap Immunization MM DD YYYY
Check One:
☐ Tdap was given on or after 7th birthday. (Td does not meet requirement)
☒ Medical exemption from physician on file.
☐ Tdap personal belief exemption affidavit from parent/guardian on file.
School Staff Name
Today's Date 06/25/2013
PM 285a

CALIFORNIA SCHOOL IMMUNIZATION RECORD

This record is part of the student's permanent record (cumulative folder) as defined in Section 49068 of the Education Code and shall transfer with that record. Local health departments shall have access to this record in schools, child care facilities, and family day care homes.

This record must be completed by school and child care personnel from an immunization record provided by parent or guardian. See reverse side for instructions.

Student Name Arnold Abdo Sex: M ☒ F ☐ Birthdate 12/24/1996 Place of Birth Inglewood CA US

Name of Parent or Guardian M/M A Abdo Address 4475 N Castleview Ave

Race/Ethnicity:
☒ White, not Hispanic
☐ Hispanic
☐ Black
☐ Other:

Telephone (777) 555-6823 (Daytime) (Nightime) City Eagle Rock CA ZIP 99999

VACCINE	DATE EACH DOSE WAS GIVEN					
	1st	2nd	3rd	4th	5th	Booster
POLIO (OPV or IPV)	6/25/2000	4/02/2001	5/03/2003			
DTP/DTaP/DT/Td (Diphtheria, tetanus and [acellular] pertussis OR, tetanus and diphtheria only)	6/25/2000					

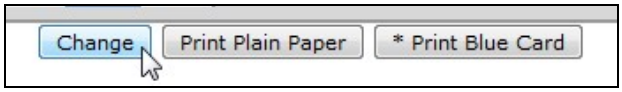
I. DOCUMENTATION
I certify that I reviewed a record of this child's immunizations and transcribed it accurately:
Date
Staff Signature

a.

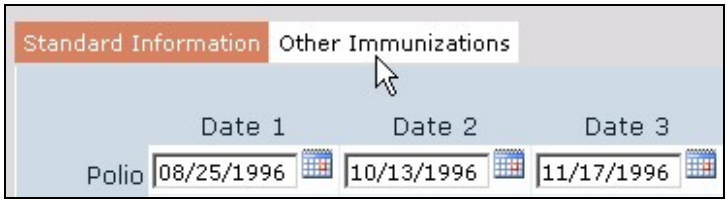
Other Immunizations

1. The **Other Immunization** area is used for other immunizations that a student may have received as well as immunization exemptions. After information has been added or updated on this form it is stored in the **IMM** table.

2. To access **Other Immunizations**, click the mouse on the **Change** button on the Immunizations form.

3. 

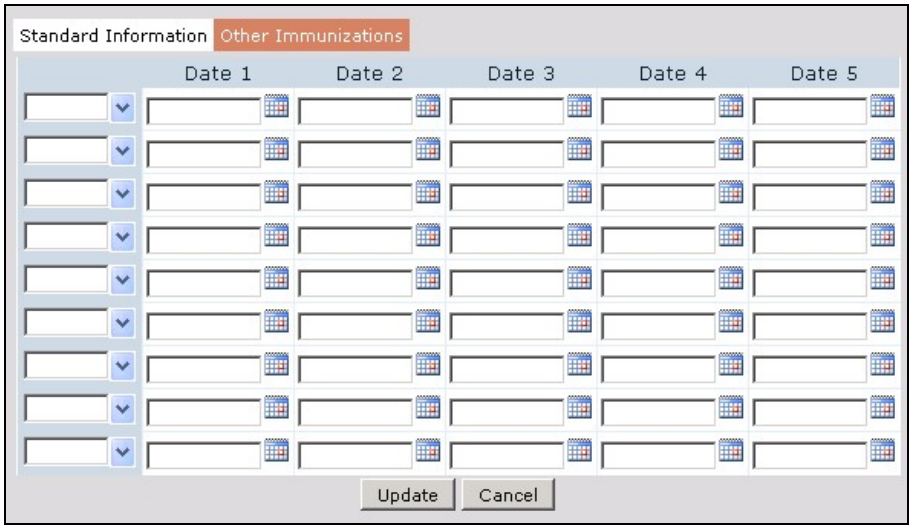
4. The Immunizations form will display in edit mode and the **Other Immunizations** tab will be visible. Click the mouse on the **Other Immunizations** tab.



i.

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The following form will display in edit mode



5.
6. The table and fields associated with the **Other Immunization** area are:

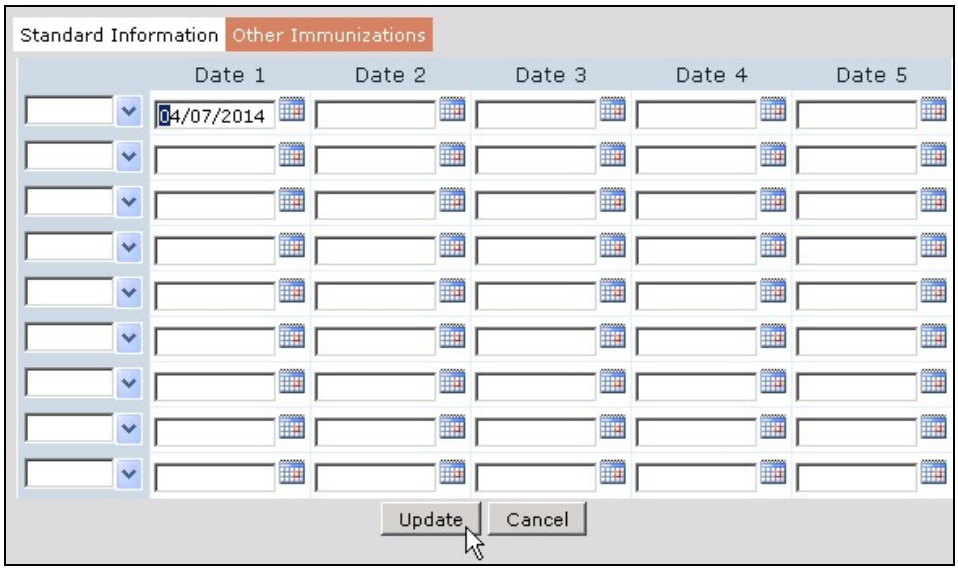
- **IMM.O1T –** Other Immunization 1 Type
- **IMM.O2T –** Other Immunization 2 Type
- **IMM.O3T –** Other Immunization 3 Type
- **IMM.O4T –** Other Immunization 4 Type
- **IMM.O5T –** Other Immunization 5 Type
- **IMM.O6T –** Other Immunization 6 Type
- **IMM.O7T –** Other Immunization 7 Type
- **IMM.O8T –** Other Immunization 8 Type
- **IMM.O9T –** Other Immunization 9 Type
- **IMM.O11 –** Other Immunization 1 Date 1
- **IMM.O12 –** Other Immunization 1 Date 2
- **IMM.O13 –** Other Immunization 1 Date 3
- **IMM.O14 –** Other Immunization 1 Date 4
- **IMM.O44 –** Other Immunization 4 Date 4
- **IMM.O45 –** Other Immunization 4 Date 5
- **IMM.O51 –** Other Immunization 5 Date 1
- **IMM.O52 –** Other Immunization 5 Date 2
- **IMM.O53 –** Other Immunization 5 Date 3
- **IMM.O54 –** Other Immunization 5 Date 4
- **IMM.O55 –** Other Immunization 5 Date 5
- **IMM.O61 –** Other Immunization 6 Date 1
- **IMM.O62 –** Other Immunization 6 Date 2
- **IMM.O63 –** Other Immunization 6 Date 3
- **IMM.O64 –** Other Immunization 6 Date 4
- **IMM.O65 –** Other Immunization 6 Date 5
- **IMM.O71 –** Other Immunization 7 Date 1

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- **IMM.O15 –** Other Immunization 1 Date 5
- **IMM.O21 –** Other Immunization 2 Date 1
- **IMM.O22 –** Other Immunization 2 Date 2
- **IMM.O23 –** Other Immunization 2 Date 3
- **IMM.O24 –** Other Immunization 2 Date 4
- **IMM.O25 –** Other Immunization 2 Date 5
- **IMM.O31 –** Other Immunization 3 Date 1
- **IMM.O32 –** Other Immunization 3 Date 2
- **IMM.O33 –** Other Immunization 3 Date 3
- **IMM.O34 –** Other Immunization 3 Date 4
- **IMM.O35 –** Other Immunization 3 Date 5
- **IMM.O41 –** Other Immunization 4 Date 1
- **IMM.O42 –** Other Immunization 4 Date 2
- **IMM.O43 –** Other Immunization 4 Date 3
- **IMM.O72 –** Other Immunization 7 Date 2
- **IMM.O73 –** Other Immunization 7 Date 3
- **IMM.O74 –** Other Immunization 7 Date 4
- **IMM.O75 –** Other Immunization 7 Date 5
- **IMM.O81 –** Other Immunization 8 Date 1
- **IMM.O82 –** Other Immunization 8 Date 2
- **IMM.O83 –** Other Immunization 8 Date 3
- **IMM.O84 –** Other Immunization 8 Date 4
- **IMM.O85 –** Other Immunization 8 Date 5
- **IMM.O91 –** Other Immunization 9 Date 1
- **IMM.O92 –** Other Immunization 9 Date 2
- **IMM.O93 –** Other Immunization 9 Date 3
- **IMM.O94 –** Other Immunization 9 Date 4
- **IMM.O95 –** Other Immunization 9 Date 5

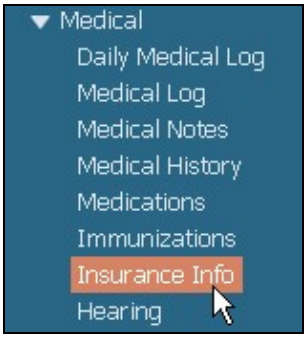
After any information is added to the Other Immunizations area, click the mouse on the **Update** button to save the information.

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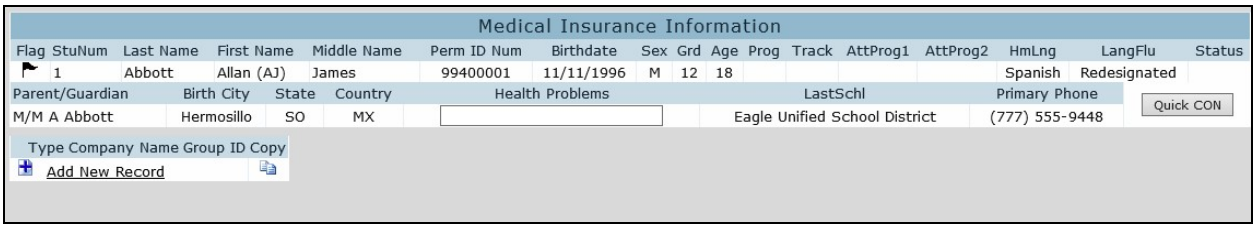
MEDICAL INSURANCE INFORMATION

1. **Medical Insurance Information** can be added in Aeries.net for a student. The Medical Insurance
2. Information page can be accessed from the Navigation Tree by clicking the mouse on **Student Data** | **Medical** | **Insurance Info**

i. 

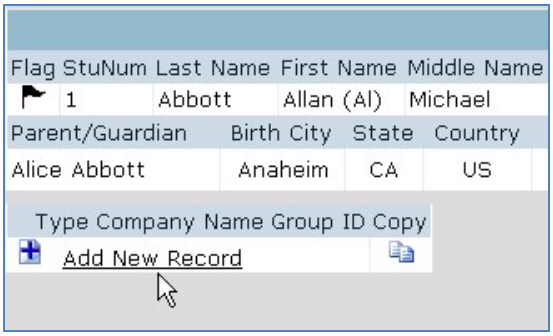
3. The **Medical Insurance Information** page will display.

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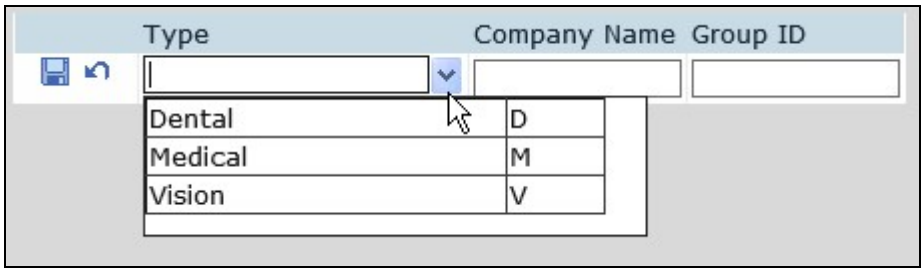
4.
5. To add Medical Insurance Information for a student, click the mouse on **Add New Record**.

a.



6. The page will display in edit mode. Select a **Type** of Insurance from the **Type** dropdown list.

i.



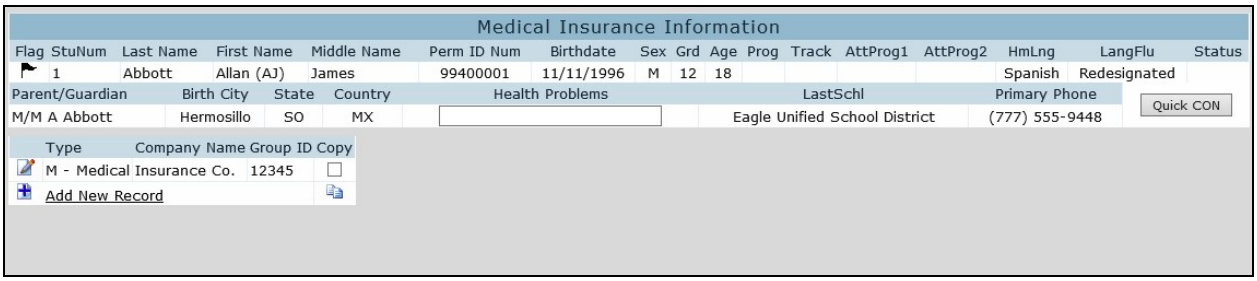
7. Enter a **Company Name** and **Group ID**. After all information is entered, click the mouse on the **Save** icon.

i.



8. The saved Medical Insurance information will now display for the student.

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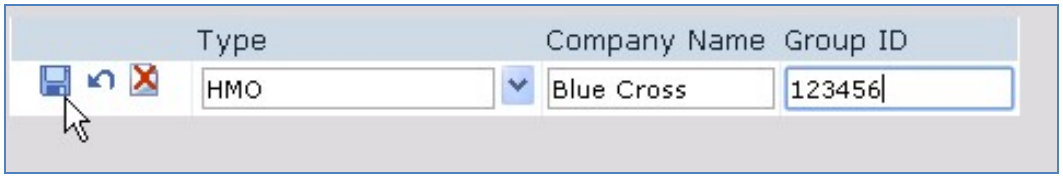
9.

Change Medical Insurance Information

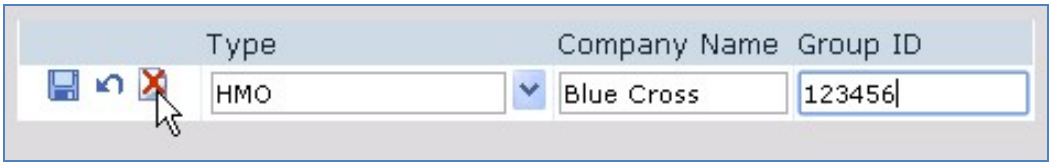
1. To edit existing Medical Insurance Information, click the mouse on the **Edit** icon.

2. 

3. The record will display in edit mode. Edit any information and then click on the **Save** icon to save the information.

a. 

4. To delete the record, while in edit mode, click on the **Delete** icon.

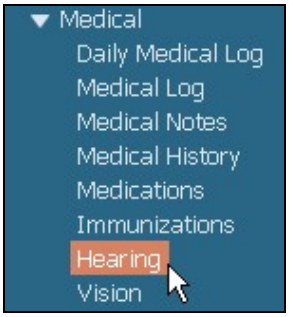
5. 

HEARING

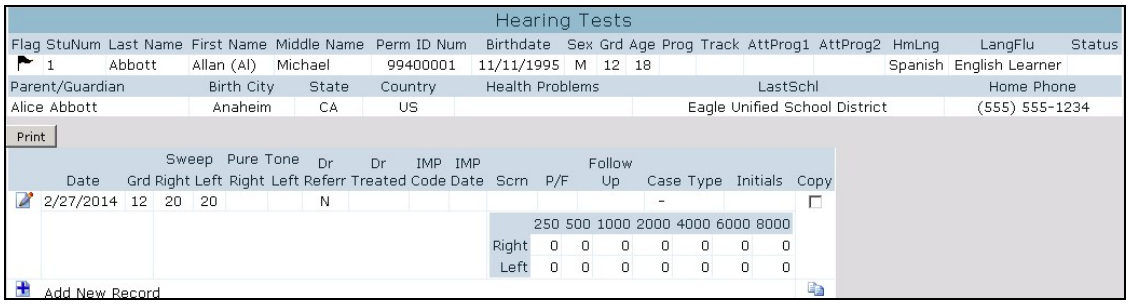
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1. The **Hearing** form is used to store results from a hearing test normally performed on all students at the school. After information has been added or updated on this form it is stored in the **HRN** table.

2. To access the **Hearing** form, click the mouse on the **Hearing** node under **Medical** on the Navigation Tree.

i. 

The following form will display.

3. 

4. The table and fields associated with the **Hearing** form are:

- **HRN.TD –** Test Date
- **HRN.GR –** Grade
- **HRN.SR –** Sweep Right
- **HRN.SL –** Sweep Left
- **HRN.PR –** Pure Tone Right
- **HRN.PL –** Pure Tone Left
- **HRN.DR –** Doctor Referral
- **HRN.DT –** Date Treated
- **HRN.IC –** IMP Code
- **HRN.ID –** IMP Date
- **HRN.SCN –** Screening
- **HRN.PF –** Pass/Fail
- **HRN.FO –** Follow Up
- **HRN.CO –** Comments
- **HRN.R1 –** Right 250
- **HRN.R2 –** Right 500
- **HRN.R3 –** Right 1000
- **HRN.R4 –** Right 2000
- **HRN.R5 –** Right 4000
- **HRN.R6 –** Right 6000
- **HRN.R7 –** Right 8000
- **HRN.L1 –** Left 250
- **HRN.L2 –** Left 500
- **HRN.L3 –** Left 1000
- **HRN.L4 –** Left 2000
- **HRN.L5 –** Left 4000

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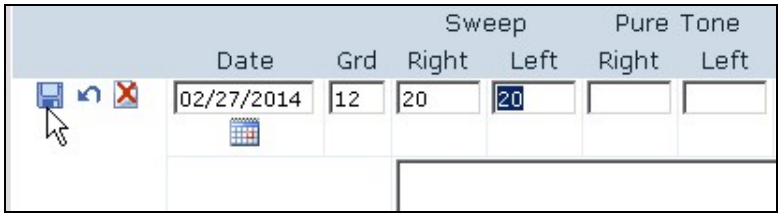
- **HRN.CT –** Case Type
- **HRN.IN –** Initials
- **HRN.L6 –** Left 6000
- **HRN.L7 –** Left 8000

Add Record

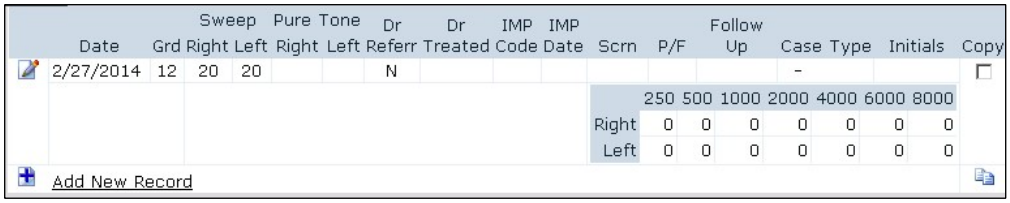
1. To add a new Hearing record for a student, click the mouse on the **Add New Record** button.

2. 

3. The following form will display in edit mode. Enter all information into each selected field. To save the record, click the mouse on the **Save Record** icon.



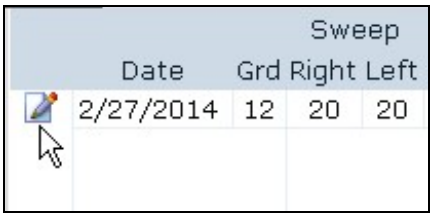
i. The updated form will display.

4. 

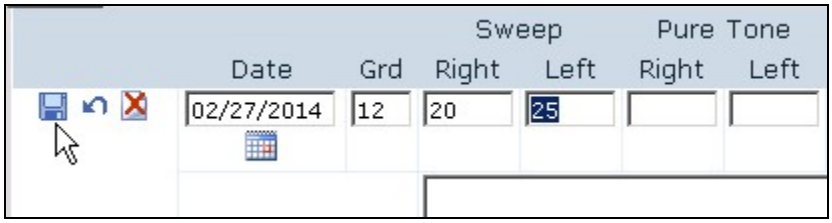
Change Record

1. To change an existing Hearing record, click the mouse on the **Change** icon.

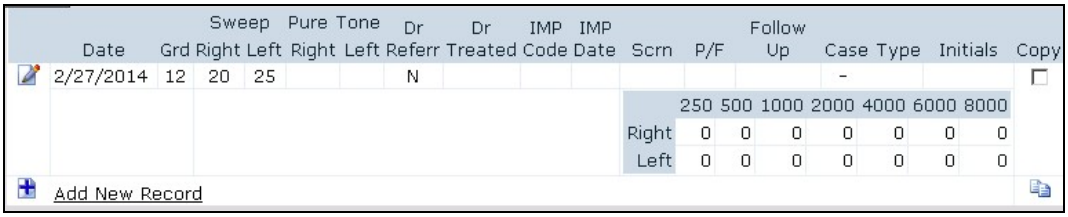
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a. 

2. The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.

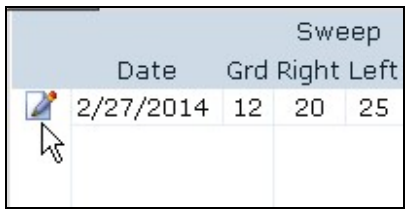
i. 

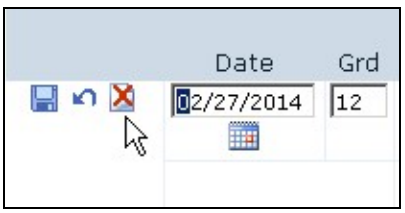
The updated record will now display.

3. 

Delete Record

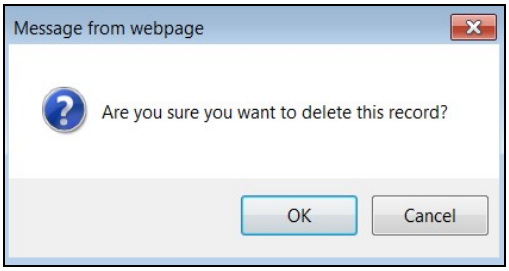
1. To delete an existing Hearing record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.

2. 



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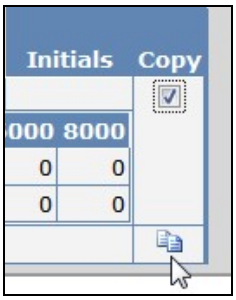
3. The following message will display. Click the mouse on the **OK** button.

a. 

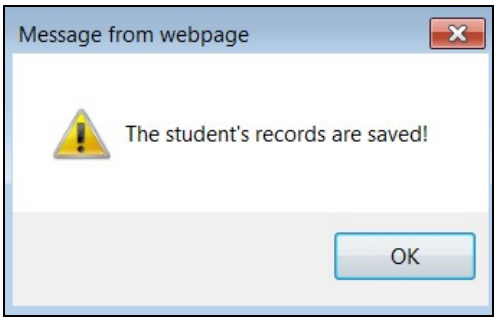
Copy Record

1. The Hearing form has an option to copy a Hearing record from the current student displayed to another student. For example, if two students have the same Hearing results, the record can be copied from one student to another.

2. To copy a record, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Next, click the mouse on the **Copy** icon.

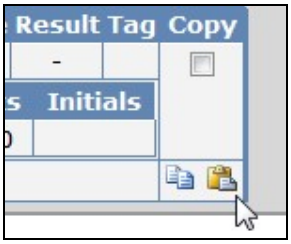
i. 

3. The following message will display. Click the mouse on the **OK** button.

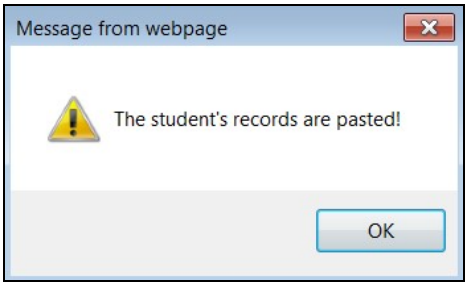
a. 

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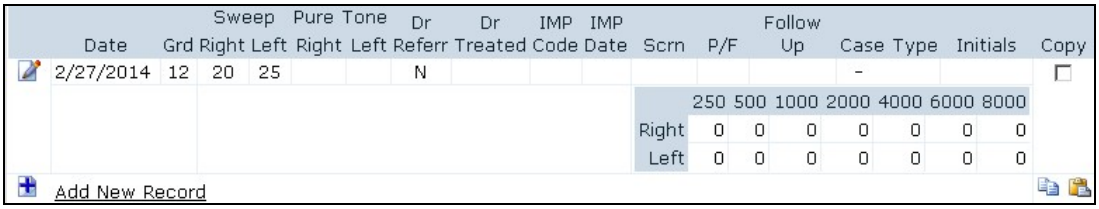
4. Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.

i. 

5. The following message will display. Click the mouse on the **OK** button.

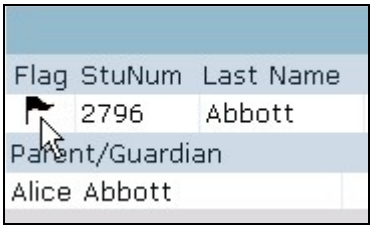
a. 

6. The new record will now display with the same data as the record copied.

7. 

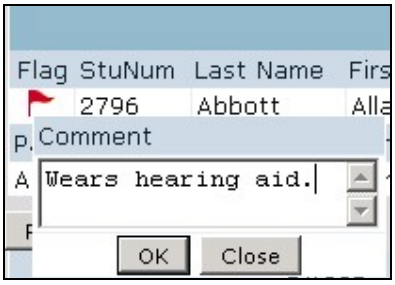
Add Red Flag

1. To add a **Red Flag** indicator to the Hearing form, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.

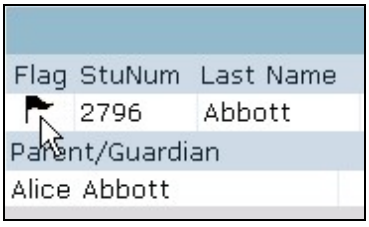
i. 

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2. The flag will turn red and a **Comment** box will display and a comment can be added but is ***not required***. Click the mouse on the **OK** button.

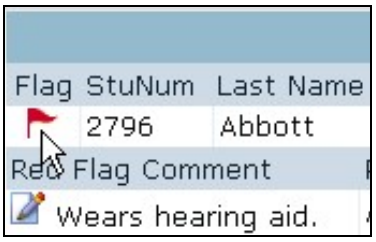
a. 

3. The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.

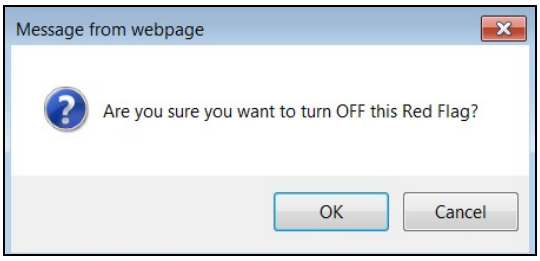
1. 



4. To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.

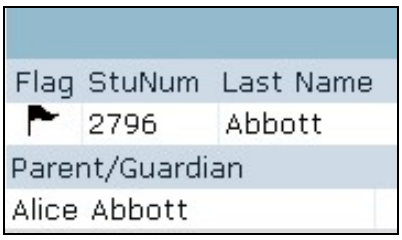
i. 

5. The following message will display. Click the mouse on the **OK** button.

a. 

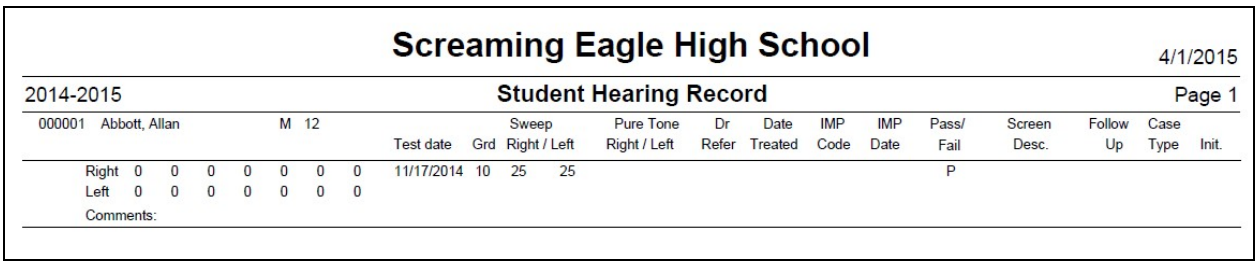
6. A **Black Flag** will now display. The **Red Flag** and any **Comments** will no longer display.

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a. 

Print Hearing Record

The following is an example of the **Hearing** printout that is generated by clicking the mouse on the **Print** button.



Screaming Eagle High School 4/1/2015

2014-2015 **Student Hearing Record** Page 1

000001 Abbott, Allan M 12

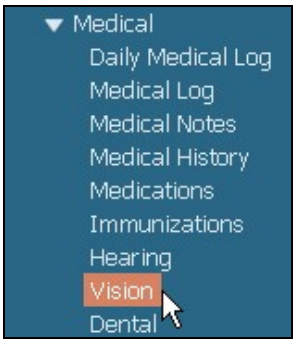
								Test date	Grd	Sweep Right / Left	Pure Tone Right / Left	Dr Refer	Date Treated	IMP Code	IMP Date	Pass/ Fail	Screen Desc.	Follow Up	Case Type	Init.
Right	0	0	0	0	0	0	0	11/17/2014	10	25	25					P				
Left	0	0	0	0	0	0	0													

Comments:

VISION

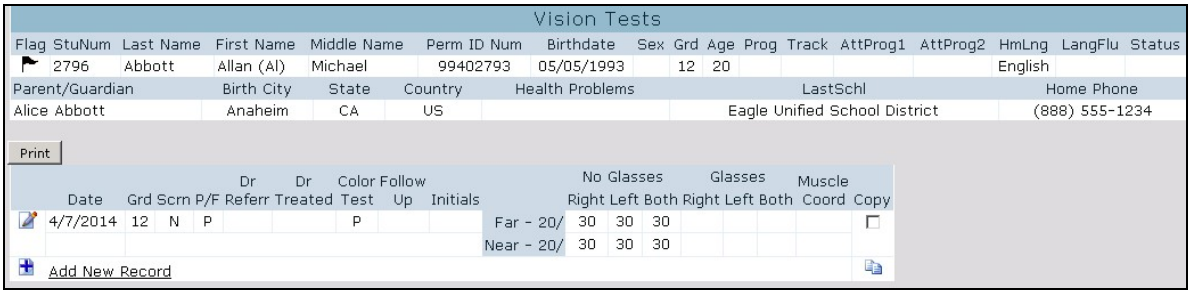
1. The **Vision** form is used to store and display the results from a vision test normally performed on all students at the school. After any information is added or updated on this form, it is stored in the **VSN** table.

2. To access the **Vision** form, click the mouse on the **Vision** node under **Medical** on the Navigation Tree.

i. 

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3. The following form will display.

4. 

5. The table and fields associated with the **Vision** form are:

- **VSN.TD –** Test Date
- **VSN.GR –** Grade
- **VSN.SCN –** Screening
- **VSN.PF –** Pass/Fail
- **VSN.DR –** Doctor Referral
- **VSN.DT –** Date Treated
- **VSN.CT –** Color Test
- **VSN.FO –** Follow Up
- **VSN.IN –** Initials
- **VSN.CO –** Comment
- **VSN.RNF –** Right No Glasses Far
- **VSN.LNF –** Left No Glasses Far
- **VSN.VA –** Vision Appraisal
- **VSN.BNF –** Both No Glasses Far
- **VSN.RGF –** Right Eye Glasses Far
- **VSN.LGF –** Left Eye Glasses Far
- **VSN.BGF –** Both Glasses Far
- **VSN.MUF –** Muscle Coordination Far
- **VSN.RN –** Right Eye No Glasses
- **VSN.LN –** Left Eye No Glasses
- **VSN.BN –** Both Eyes No Glasses
- **VSN.RG –** Right Eye Glasses
- **VSN.LG –** Left Eye Glasses
- **VSN.BG –** Both Eyes Glasses
- **VSN.MU –** Muscle Coordination

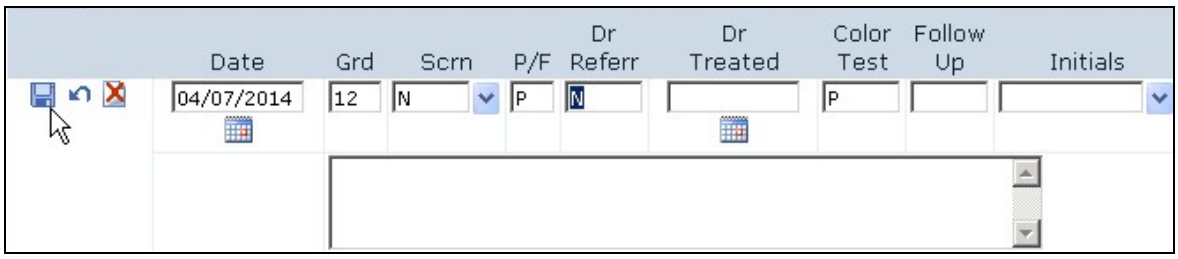
Add Record

1. To add a new Vision record, click the mouse on **Add New Record**.

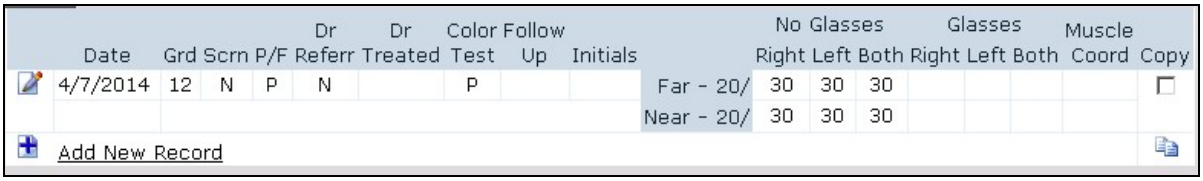
2. 

3. The page will now display all fields for the form selected. Press **Tab** and the cursor will hi-light each field. Enter all information into each selected field. Click the mouse on the **Save Record** icon.

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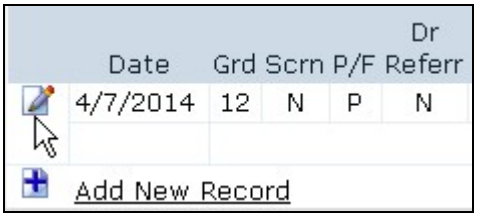
4. The new record will now display.



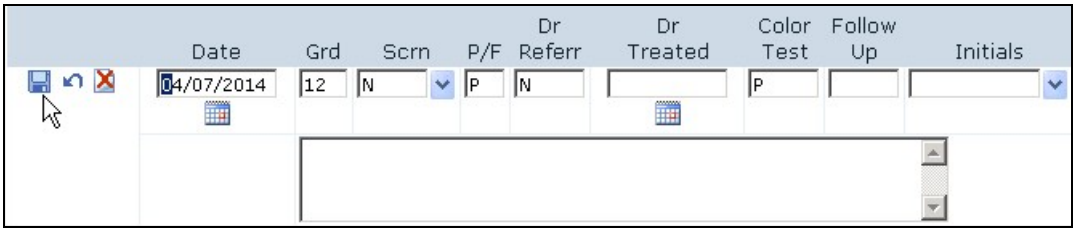
5.

Change Record

1. To change an existing Vision record, click the mouse on the **Change** icon.

a. 

2. The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.

3. 

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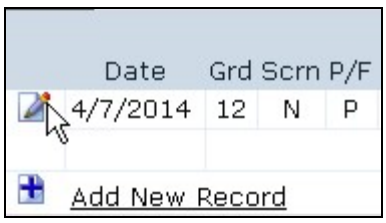
The updated record will now display.

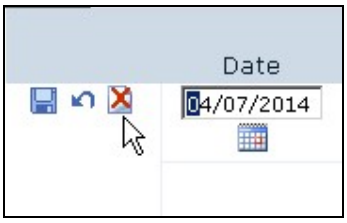
4.

	Date	Grd	Scrn	P/F	Dr Referr	Dr Treated	Color Test	Follow Up	Initials		No Glasses Right	No Glasses Left	No Glasses Both	Glasses Right	Glasses Left	Glasses Both	Muscle Coord	Copy
	4/7/2014	12	N	P	N		P			Far - 20/	30	30	30					
										Near - 20/	30	30	30					
	Add New Record																	

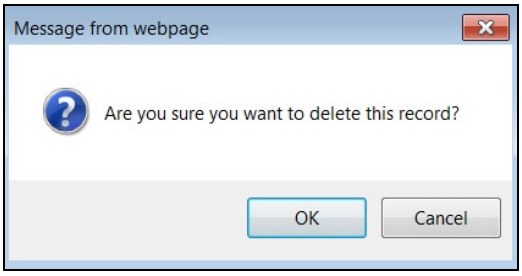
Delete Record

1. To delete an existing Vision record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.





2.
3. The following message will display. Click the mouse on the **OK** button. The record will be deleted and will no longer display.



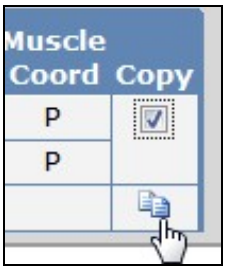
a.

4. Copy Record

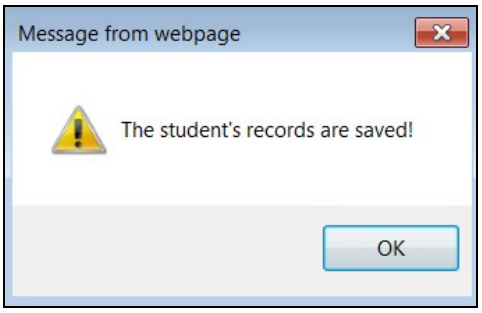
5. The Vision form has an option to copy a Vision record from the current student displayed to another student. For example, if two students have the same Vision results, the record can be copied from one student to another.

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6. To copy a record, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Next, click the mouse on the **Copy** icon.

i. 

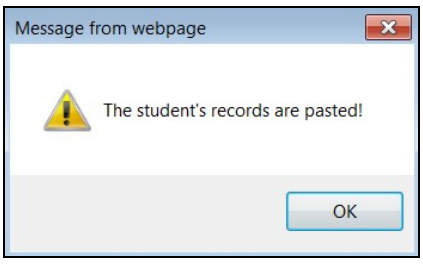
7. The following message will display. Click the mouse on the **OK** button.

a. 

8. Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.

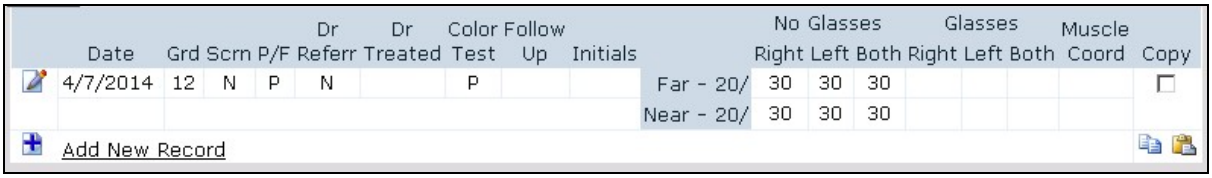
i. 

9. The following message will display. Click the mouse on the **OK** button.

a. 

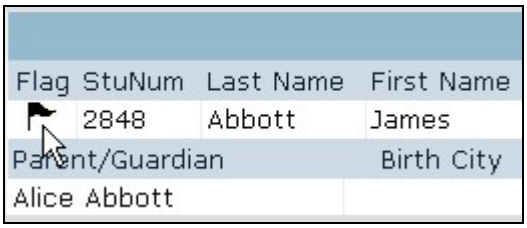
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10. The new record will now display with the same data as the record copied.

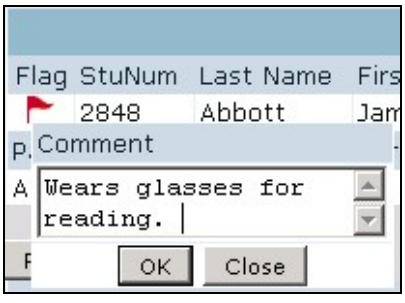
11. 

Add Red Flag

1. To add a **Red Flag** indicator to the Vision form, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.

a. 

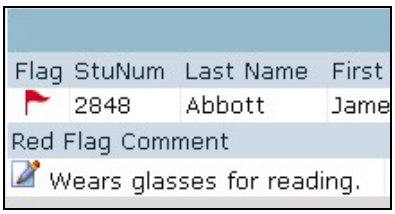
2. The flag will turn red and a **Comment** box will display and a comment can be added but is ***not required***. Click the mouse on the **OK** button.

a. 

3. The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.

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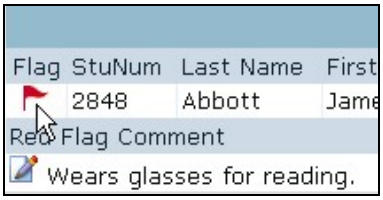
i.





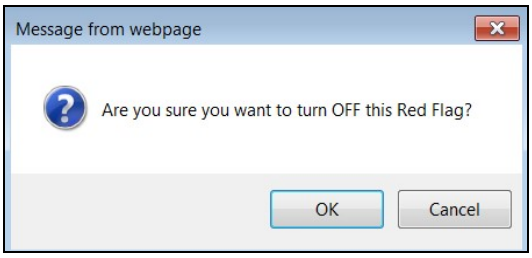
4. To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.

i.



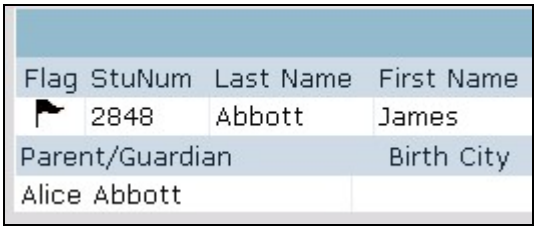
5. The following message will display. Click the mouse on the **OK** button.

a.



6. A **Black Flag** will now display. The **Red Flag** and any **Comments** will no longer display.

a.



Print Vision Record

The following is an example of the **Vision** printout that is generated by clicking the mouse on the **Print** button.

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Screaming Eagle High School 4/1/2015

2014-2015 **Student Vision Record** Page 1

99400001 **Abbott, Allan** **12 M**

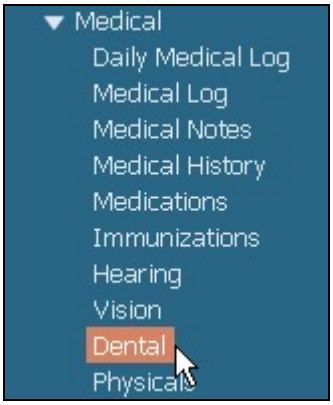
Test date	Grade		No Glasses Right	No Glasses Left	No Glasses Both	Glasses Right	Glasses Left	Glasses Both	Muscle Coord	Screen Desc.	Pass/ Fail	Dr Refer	Date Treated	Color Test	Vision Appraisal	Follow Up	Init.
1/18/2014	11	Far 20/	30	30	30				P		P			P			MB
		Near 20/	30	30	30				P								

Comments:

DENTAL

1. The **Dental** form is used to store results from a dental checkup for all students at the school. After any information is added or updated to the Dental form it is stored in the **DNT** table.

2. To access the **Dental** form, click the mouse on the **Dental** node under **Medical** on the Navigation Tree.

i. 

3. The following form will display.

Dental Tests

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Birthdate	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	HmLng	LangFlu	Status
	2796	Abbott	Allan (Al)	Michael	99402793	05/05/1993		12	20					English		

Parent/Guardian	Birth City	State	Country	Health Problems	LastSchl	Home Phone
Alice Abbott	Anaheim	CA	US		Eagle Unified School District	(888) 555-1234

Print

Exam Date	Grade	Age	Scrn	P/F	DrRef	Visible Fillings	Visible Cavities	Treatment	Waiver	Follow Up	Date Treated/Examined	Initials	Copy
4/7/2014	12	18	N	P	N						4/7/2014		

Add New Record

4.

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5. The table and fields associated with the **Dental** form are:

- **DNT.TD –** Test Date
- **DNT.GR –** Grade
- **DNT.AG –** Age
- **DNT.SCN –** Screening
- **DNT.PF –** Pass/Fail
- **DNT.DR –** Doctor Referral
- **DNT.VF –** Visible Fillings
- **DNT.VC –** Visible Cavities
- **DNT.TR –** Treatment
- **DNT.WV –** Waiver
- **DNT.FO –** Follow Up
- **DNT.DT –** Date Treated
- **DNT.IN –** Initials
- **DNT.CO –** Comments

Add Record

1. To add a new Dental record, click the mouse on **Add New Record**.

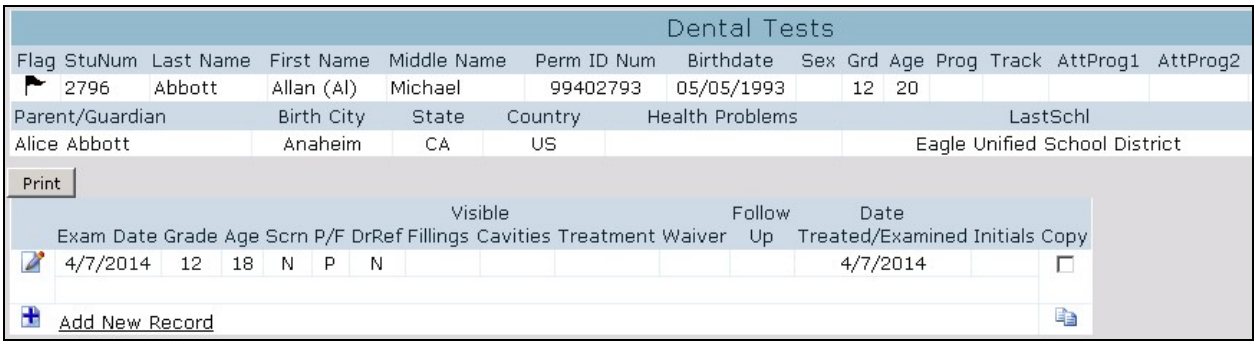
2. 

3. The page will now display all fields for the form selected. Press **Tab** and the cursor will hi-light each field. Enter all information into each selected field. Click the mouse on the **Save Record** icon.

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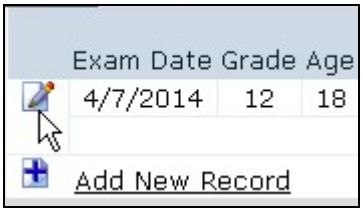
The new record will now display.



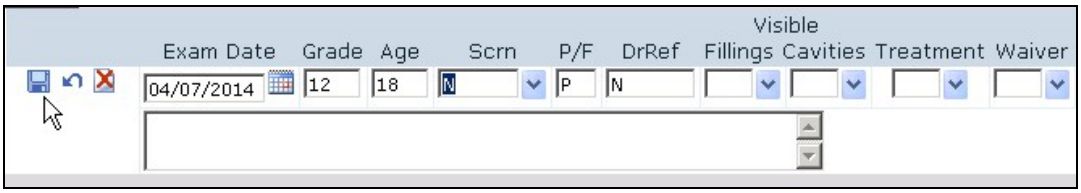
4.

Change Record

1. To change an existing Dental record, click the mouse on the **Change** icon.

i. 

2. The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.



3. The updated record will now display.

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4.

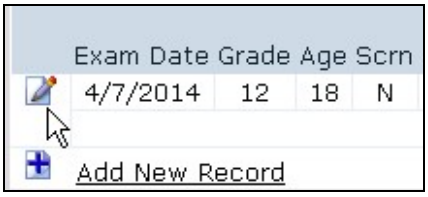
	Exam Date	Grade	Age	Scrn	P/F	DrRef	Visible Fillings	Visible Cavities	Visible Treatment	Visible Waiver	Follow Up	Date Treated/Examined	Initials	Copy
	4/7/2014	12	18	N	P	N						4/7/2014		

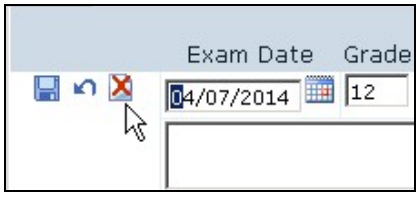
Add New Record

Delete Record

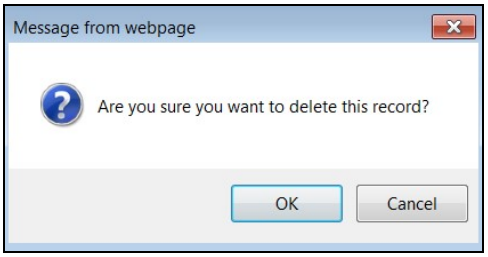
1. To delete an existing Dental record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.

2.





3. The following message will display. Click the mouse on the **OK** button. The record will be deleted and will no longer display.



a.

Copy Record

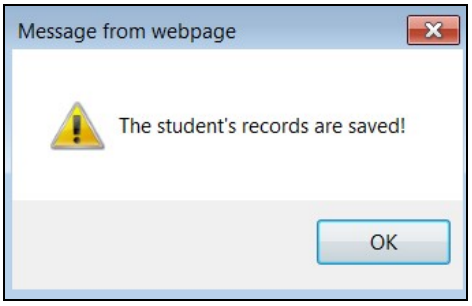
1. The Dental form has an option to copy a Dental record from the current student displayed to another student. For example, if two students have the same Dental results, the record can be copied from one student to another.

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2. To copy a record, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Next, click the mouse on the **Copy** icon.

i. 

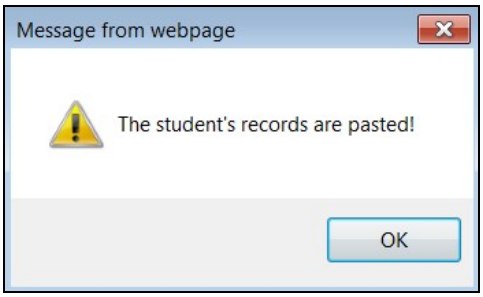
3. The following message will display. Click the mouse on the **OK** button.

a. 

4. Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.

i. 

5. The following message will display. Click the mouse on the **OK** button.

a. 

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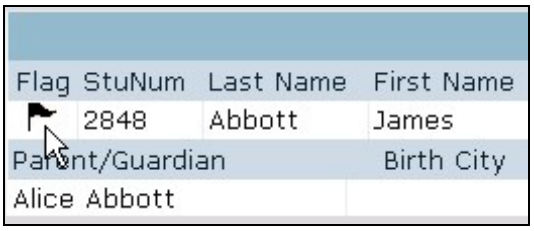
6. The new record will now display with the same data as the record copied.

	Exam Date	Grade	Age	Scrn	P/F	DrRef	Visible Fillings	Visible Cavities	Visible Treatment	Visible Waiver	Follow Up	Date Treated/Examined	Initials	Copy
	4/7/2014	12	18	N	P	N						4/7/2014		
	Add New Record													

7.

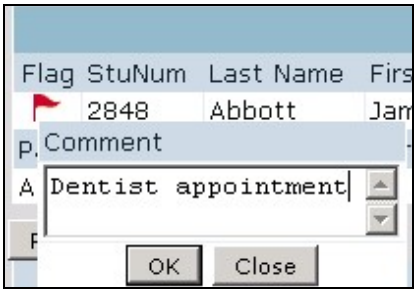
Add Red Flag

1. To add a **Red Flag** indicator to the Dental form, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.



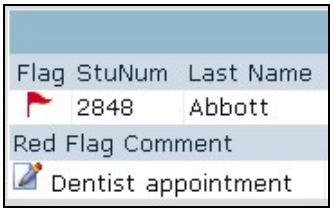
a.

2. The flag will turn red and a **Comment** box will display and a comment can be added but is ***not required***. Click the mouse on the **OK** button.



a.

3. The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.

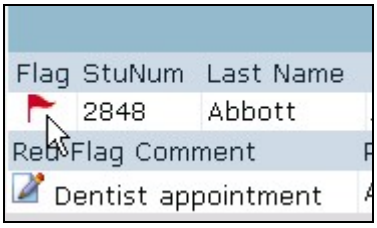




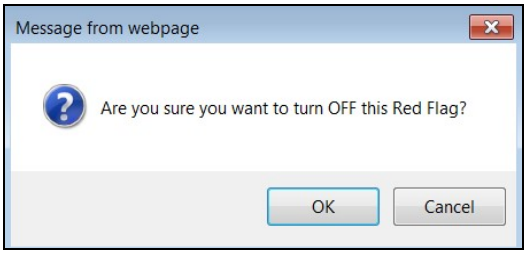
1.

© 2017 Marin County Office of Education

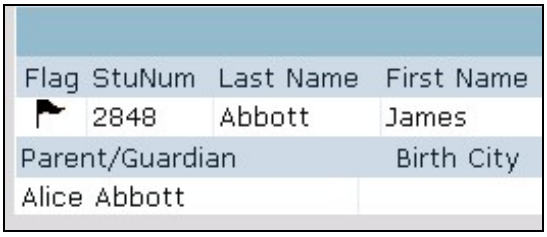
4. To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.

i. 

5. The following message will display. Click the mouse on the **OK** button.

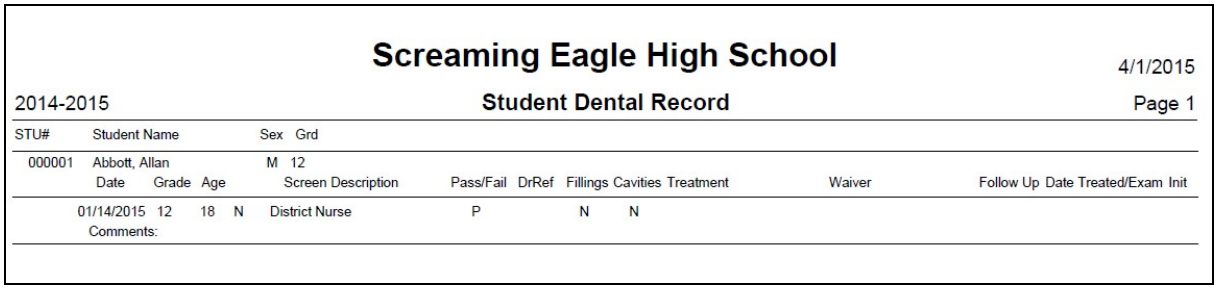
a. 

6. A **Black Flag** will now display. The **Red Flag** and any **Comments** will no longer display.

a. 

Print Dental Record

The following is an example of the **Dental** printout that is generated by clicking the mouse on the **Print** button.



Screaming Eagle High School 4/1/2015

2014-2015 **Student Dental Record** Page 1

STU#	Student Name	Sex	Grd
000001	Abbott, Allan	M	12

Date	Grade	Age		Screen Description	Pass/Fail	DrRef	Fillings	Cavities	Treatment	Waiver	Follow Up	Date Treated/Exam	Init
01/14/2015	12	18	N	District Nurse	P		N	N					

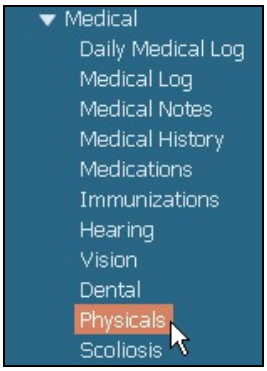
Comments:

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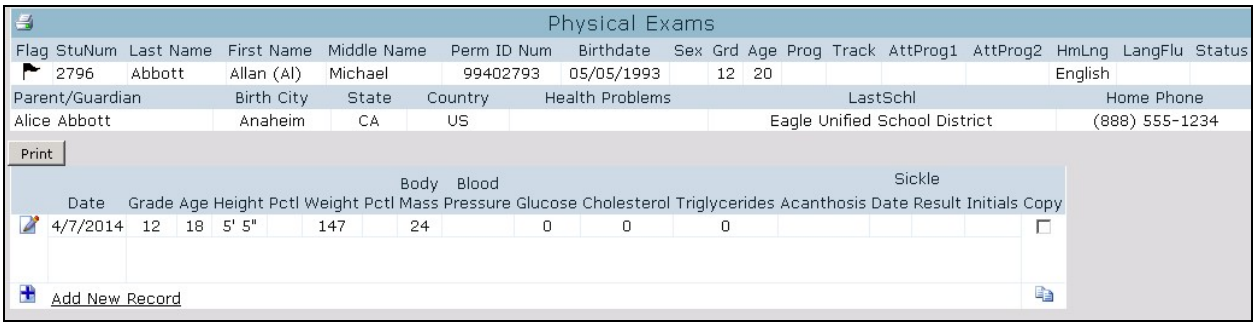
PHYSICALS

1. The **Physicals** form is used to store and display data not pertaining to the medical categories, such as the weight and height of a student. After any information is updated or added to the Physicals form it is stored in the **HWO** table.

2. To access the **Physicals** form, click the mouse on the **Physicals** node under **Medical** on the Navigation Tree.

i. 

The following form will display.

3. 

4. The table and fields associated with the **Physicals** form are:

- **HWO.TD –** Test Date
- **HWO.GR –** Grade
- **HWO.AG –** Age
- **HWO.HE –** Height
- **HWO.BM –** Body Mass
- **HWO.BP –** Blood Pressure
- **HWO.SD –** Sickle Date
- **HWO.SR –** Sickle Result

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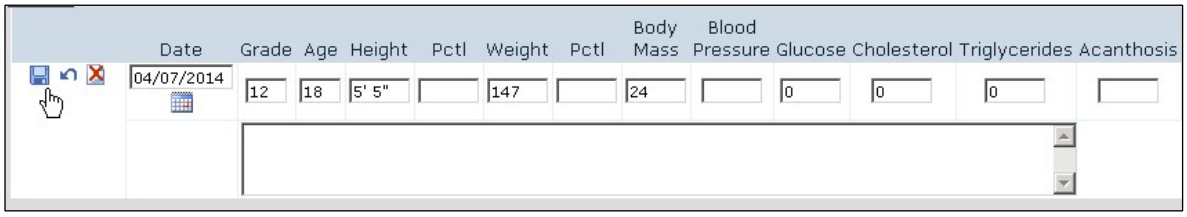
- **HWO.HP –** Height Percentile
- **HWO.WE –** Weight
- **HWO.WP –** Weight Percentile
- **HWO.IN –** Initials
- **HWO.CO –** Comments

Add Record

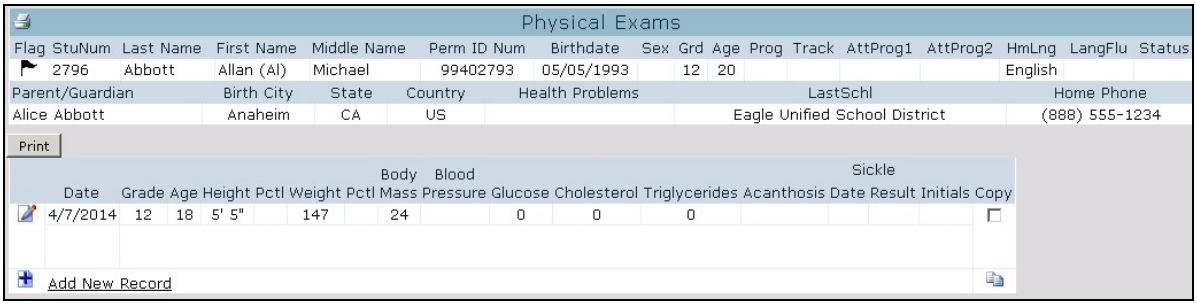
1. To add a new Physicals record, click the mouse on **Add New Record**.

2. 

3. The form will now display all fields for the form selected. Press **Tab** and the cursor will hi-light each field. Enter all information into each selected field. Click the mouse on the **Save Record** icon.

4. 

5. The new record will now display.

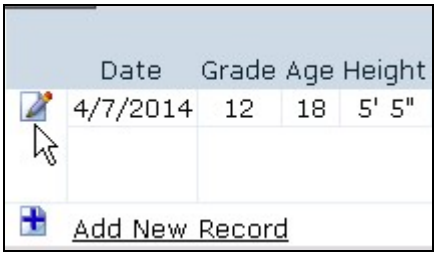
6. 

Change Record

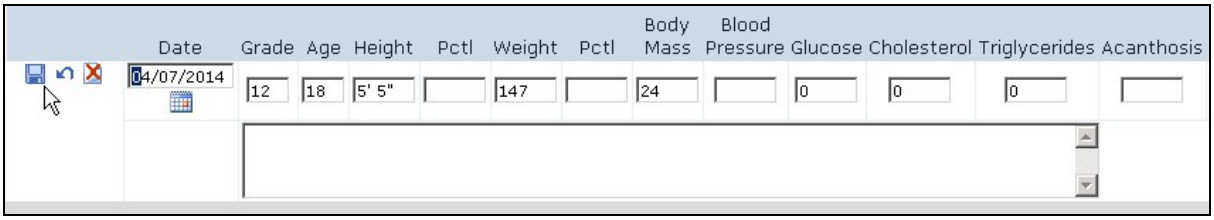
© 2017 Marin County Office of Education

1. To change an existing Physicals record, click the mouse on the **Change** icon.

a.

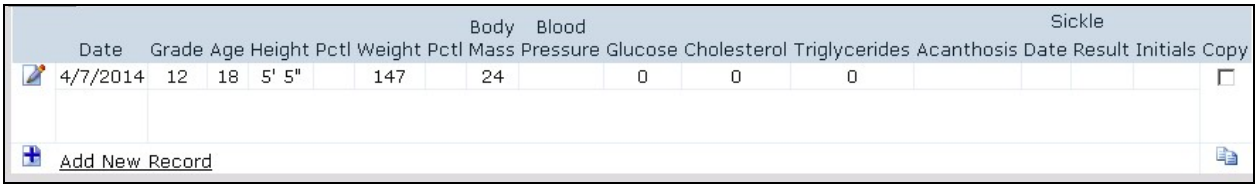


2. The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.



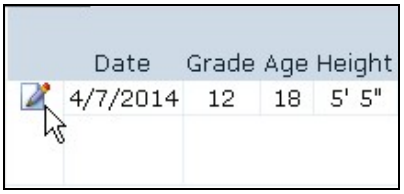
The updated record will now display.

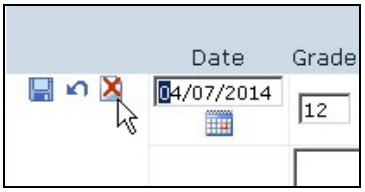
3.



Delete Record

1. To delete an existing Physicals record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.

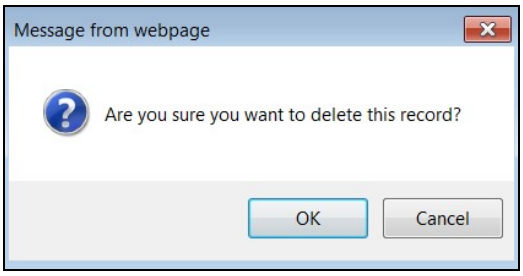




2.
3. The following message will display. Click the mouse on the **OK** button. The record will be deleted and will no longer display.

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a.

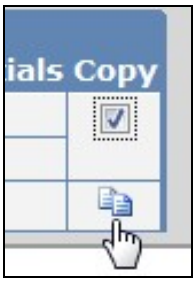


Copy Record

1. The Physicals form has an option to copy a Physical record from the current student displayed to another student. For example, if two students have the same Physical results, the record can be copied from one student to another.

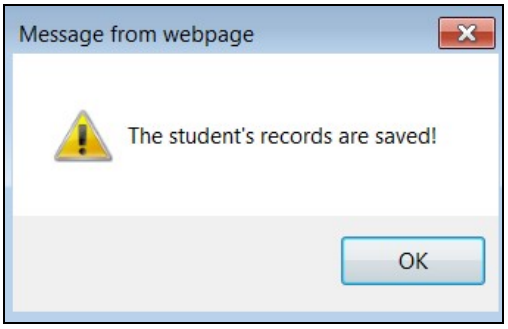
2. To copy a record, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Next, click the mouse on the **Copy** icon.

i.



3. The following message will display. Click the mouse on the **OK** button.

a.

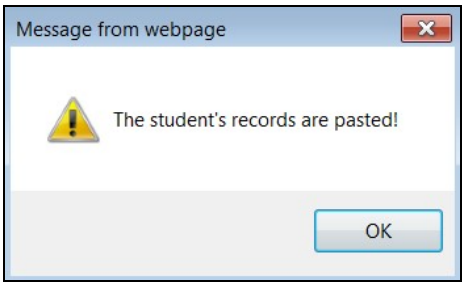


4. Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.

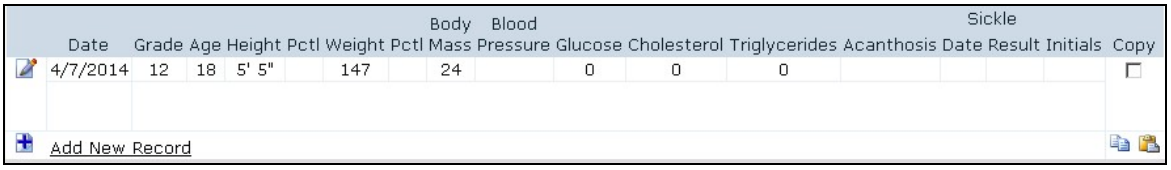
© 2017 Marin County Office of Education

i. 

5. The following message will display. Click the mouse on the **OK** button.

a. 

6. The new record will now display with the same data as the record copied.

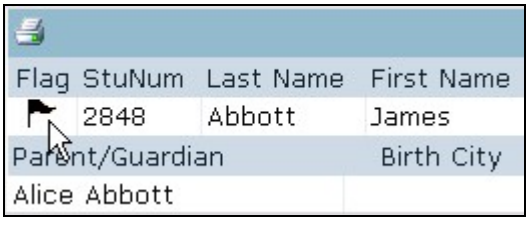
7. 

	Date	Grade	Age	Height	Pctl	Weight	Pctl	Body Mass	Blood Pressure	Glucose	Cholesterol	Triglycerides	Acanthosis	Sickle Date	Result	Initials	Copy
	4/7/2014	12	18	5' 5"		147		24		0	0	0					

Add New Record

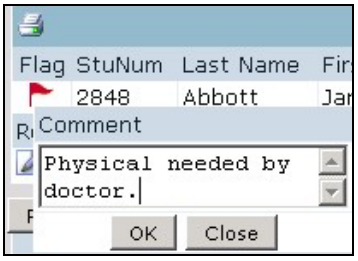
Add Red Flag

1. To add a **Red Flag** indicator to the Physicals form, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.

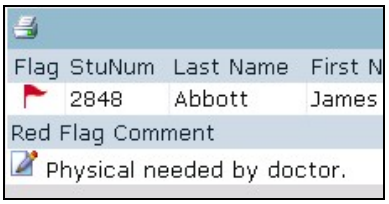
a. 

2. The flag will turn red and a **Comment** box will display and a comment can be added but is ***not required***. Click the mouse on the **OK** button.

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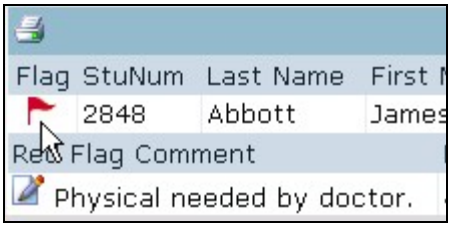
i. 

3. The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.

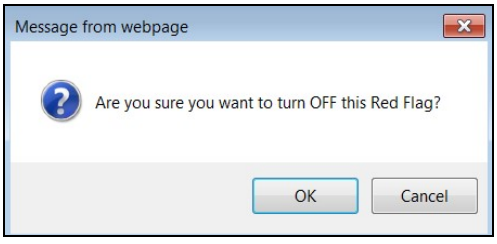




4.
5. To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.

a. 

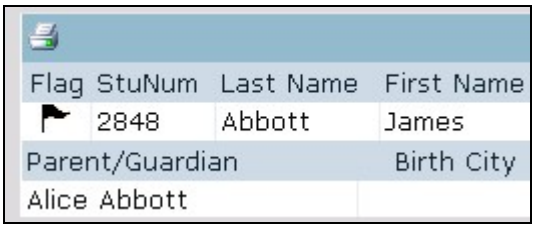
6. The following message will display. Click the mouse on the **OK** button.

a. 

7. A **Black Flag** will now display. The **Red Flag** and any **Comments** will no longer display.

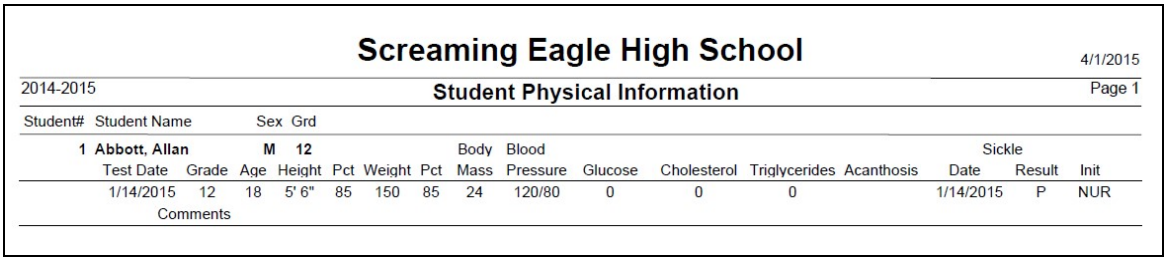
© 2017 Marin County Office of Education

a.



Print Physical Information

The following is an example of the **Physicals** printout that is generated by clicking the mouse on the **Print** icon.



Screaming Eagle High School 4/1/2015

2014-2015 **Student Physical Information** Page 1

Student#	Student Name	Sex	Grd
1	**Abbott, Allan**	**M**	**12**

Test Date	Grade	Age	Height	Pct	Weight	Pct	Body Mass	Blood Pressure	Glucose	Cholesterol	Triglycerides	Acanthosis	Sickle Date	Sickle Result	Init
1/14/2015	12	18	5' 6"	85	150	85	24	120/80	0	0	0		1/14/2015	P	NUR

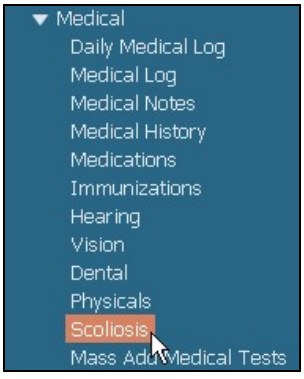
Comments

SCOLIOSIS

1. The **Student Scoliosis** form is used to store and display the results from the scoliosis testing that is normally performed on all students.

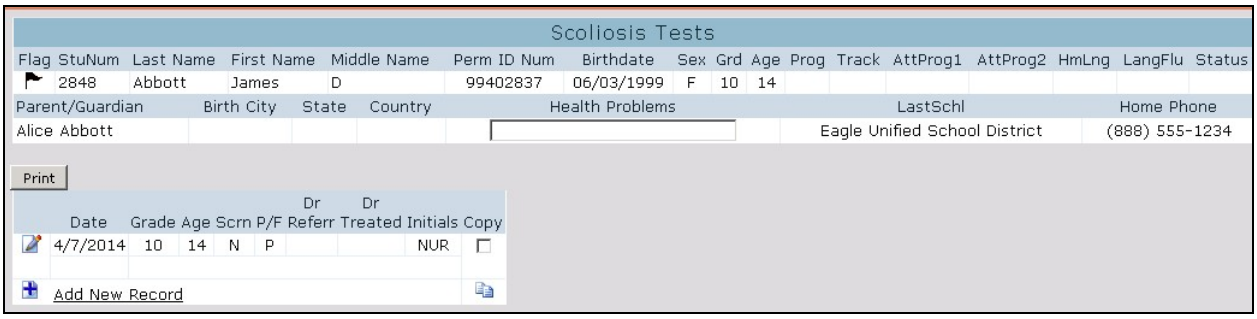
2. To access the **Scoliosis** form, click the mouse on the **Scoliosis** node under **Medical** on the Navigation Tree.

i.



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The following form will display.

3. 

4. The table and fields associated with the **Scoliosis** form are:

- **SCO.TD –** Test Date
- **SCO.GR –** Grade
- **SCO.AG –** Age
- **SCO.SCN –** Screening
- **SCO.PF –** Pass/Fail
- **SCO.DR –** Doctor Referral
- **SCO.DT –** Date Treated
- **SCO.IN –** Initials
- **SCO.CO –** Comments

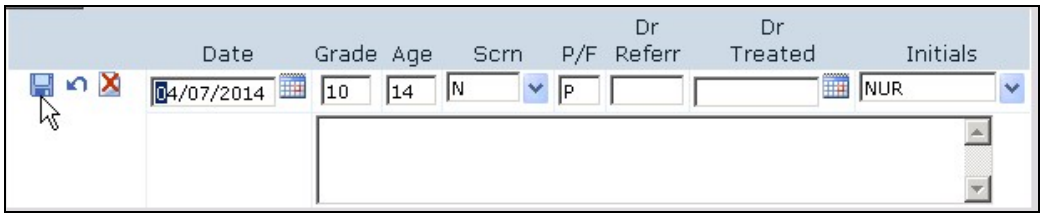
Add Record

1. To add a new Scoliosis record, click the mouse on **Add New Record**.

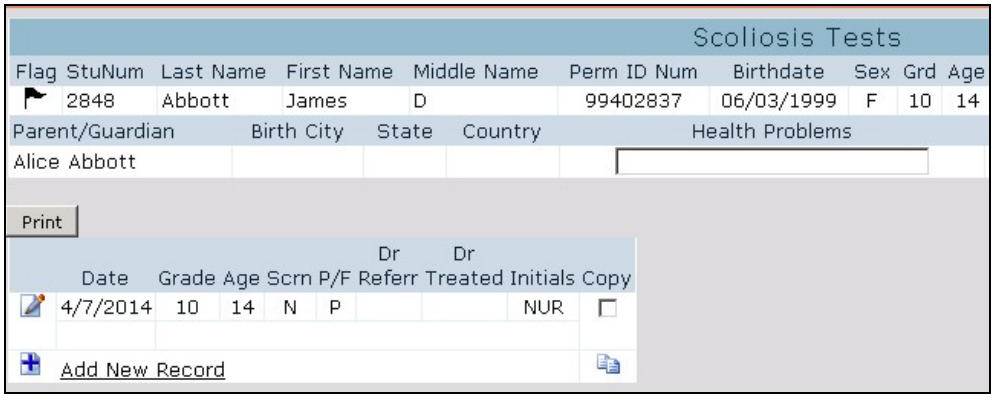
2. 

3. The page will now display all fields for the form selected. Press **Tab** and the cursor will hi-light each field. Enter all information into each selected field. Click the mouse on the **Save Record** icon.

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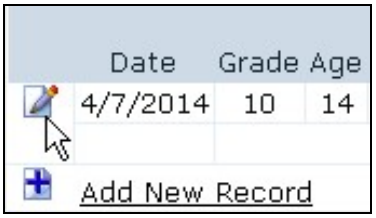
4. The new record will now display.



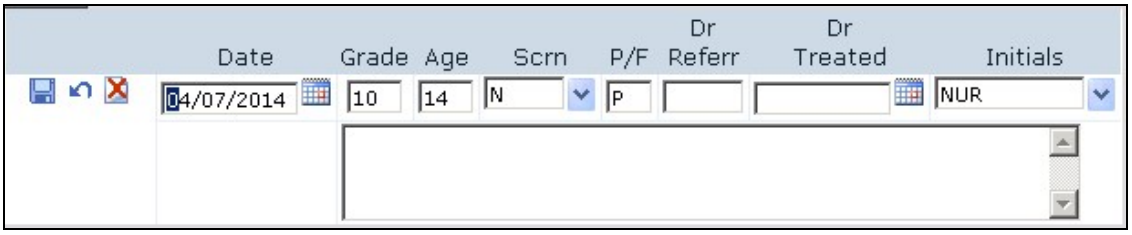
a.

Change Record

1. To change an existing Scoliosis record, click the mouse on the **Change** icon.

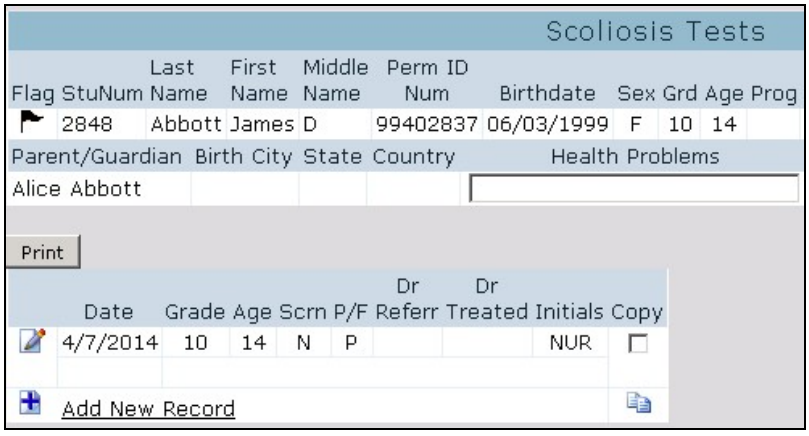
i. 

2. The cursor will display in the first field. Press **Tab** to the fields to be updated. After the record is changed click the mouse on the **Save Record** icon.

3. 

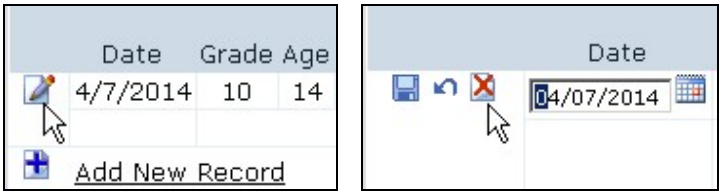
© 2017 Marin County Office of Education

4. The updated record will now display.

i. 

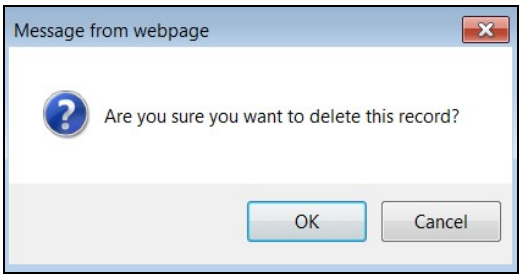
Delete Record

1. To delete an existing Scoliosis record, click the mouse on the **Change** icon. Click the mouse on the **Delete Record** icon.



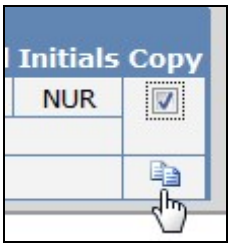
2.
3. The following message will display. Click the mouse on the **OK** button. The record will be deleted and will no longer display.

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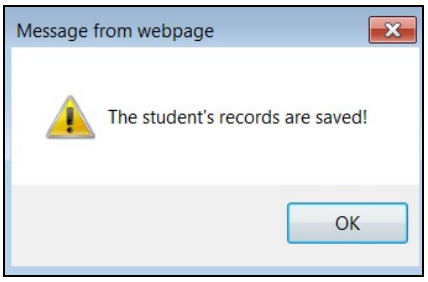
a. 

Copy Record

1. The Scoliosis form has an option to copy a Scoliosis record from the current student displayed to another student. For example, if two students have the same Scoliosis results, the record can be copied from one student to another. To copy a record, click the mouse on the **Check Box** next to the record to be copied under the **Copy** column. Next, click the mouse on the **Copy** icon.

i. 

2. The following message will display. Click the mouse on the **OK** button.

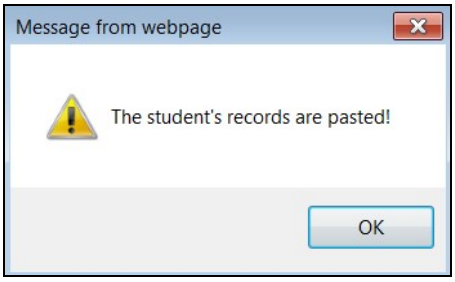
a. 

3. Locate the student to copy the record to or leave the current student displayed. To paste the record, click the mouse on the **Paste** icon.

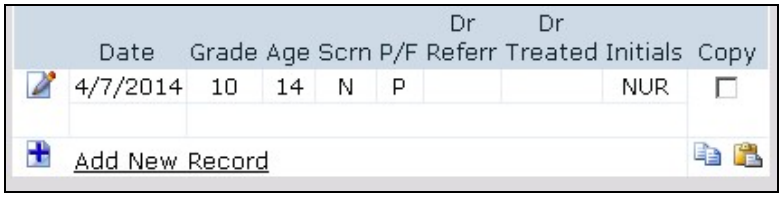
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i. 

4. The following message will display. Click the mouse on the **OK** button.

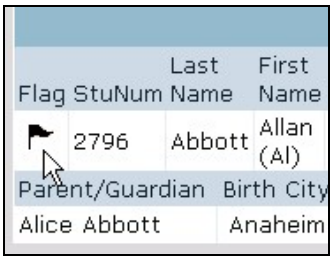
a. 

5. The new record will now display with the same **data** as the record copied.

i. 

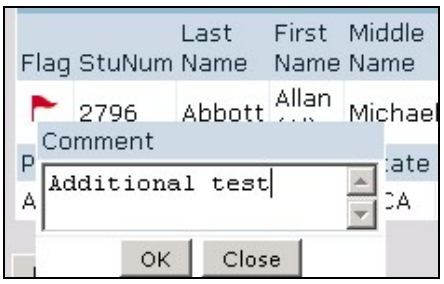
Add Red Flag

1. To add a **Red Flag** indicator to the Scoliosis form, click the mouse on the **Black Flag** in the top left corner of the form to the left of the student number.

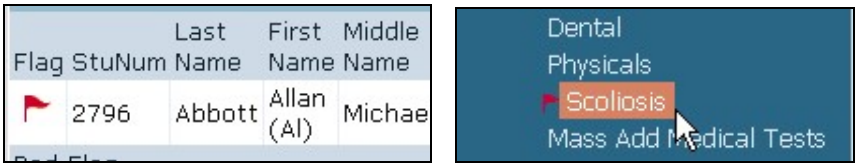
i. 

2. The flag will turn red and a **Comment** box will display and a comment can be added but is ***not required***. Click the mouse on the **OK** button.

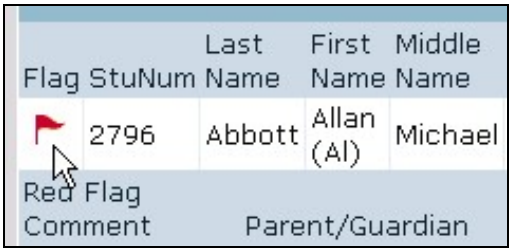
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a. 

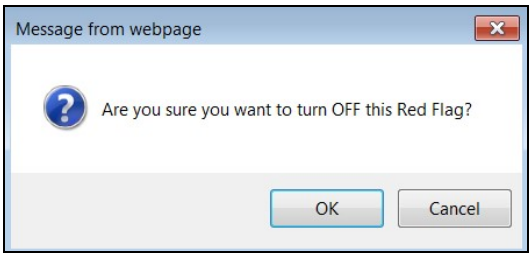
3. The **Red Flag** will now display in the left corner and if a comment has been entered it will display in the **Red Flag Comment** field. The **Node** under the **Navigation Tree** will also now display a **Red Flag**.

i. 

4. To turn the **Red Flag** indicator off click the mouse on the **Red Flag** icon.

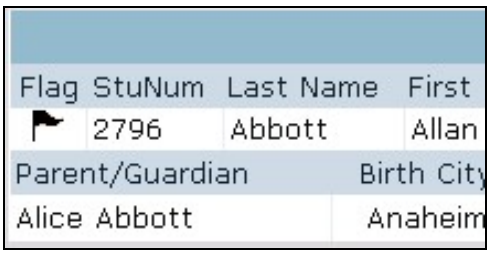
a. 

5. The following message will display. Click the mouse on the **OK** button.

a. 

6. A **Black Flag** will now display. The **Red Flag** and any **Comments** will no longer display.

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a. 

Print Scoliosis Record

The following is an example of the **Scoliosis** printout that is generated by clicking the mouse on the **Print** button.

Screaming Eagle High School 4/1/2015

2014-2015 **Student Scoliosis Record** Page 1

STU#	Student Name	Sex	Grd
000001	Abbott, Allan	M	12

Test date	Grade	Age	Screen Description	Pass/Fail	DrRef	Date Treated	Init	Comments
1/14/2015	12	18		P			NUR	
1/14/2015	12	18	N District Nurse	P			NUR	

MASS ADD MEDICAL TESTS

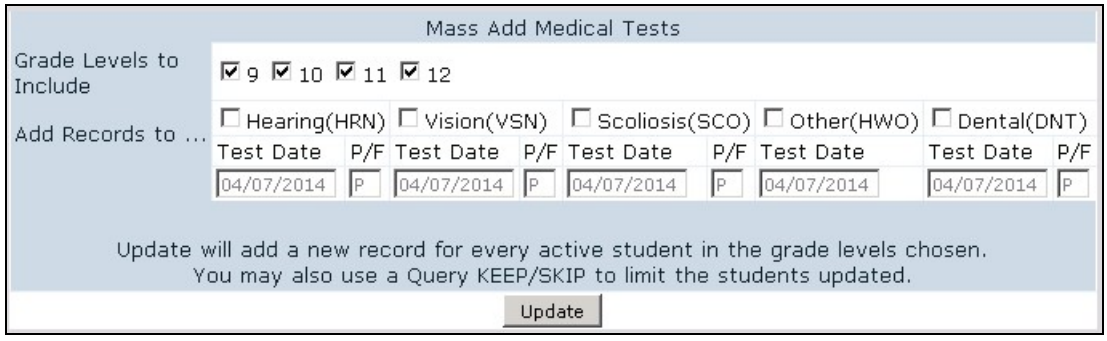
1. Mass Add Medical Tests will allow you to add specific test records for selected grade ranges. For example, below grade 9 had hearing tests done on 4/02/2013. All students in 9th grade will have a record added into the **HRN** table with a Passed code for this date. Instead of hand entering a record for each student only students who failed the Vision test will need to be updated.

2. To access the **Mass Add Medical Test** form, click the mouse on the **Mass Add Medical Tests** node under **Medical** on the Navigation Tree.

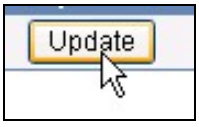
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i. 

3. The following form will display. If this test is only for specific grades, select the specific grade by clicking the mouse on the grade level in the **Grade Levels to Include** area. Click the mouse on the **Medical Test**, enter the **Date** and select a **P - Pass** or **F – Fail**.

4. 

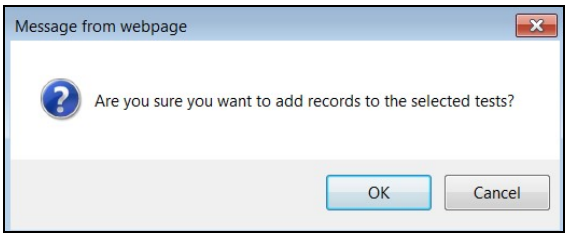
5. Click the mouse on the **Update** button.

6. 

7. The following message will display. Click the mouse on the **OK** button.

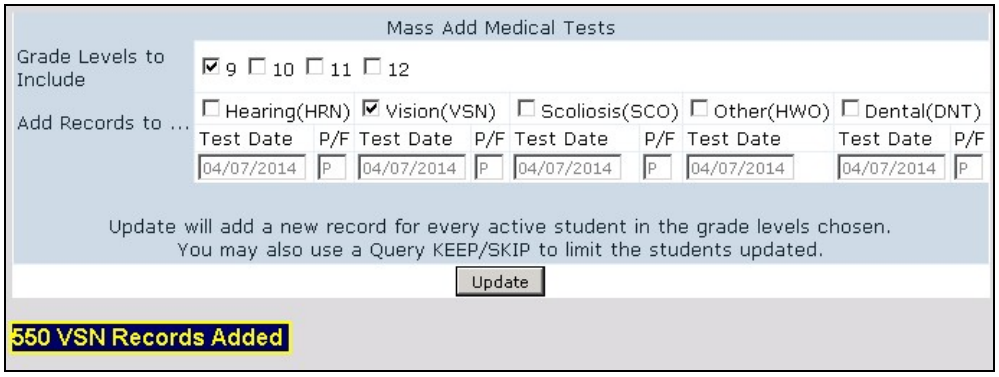
© 2017 Marin County Office of Education

a.



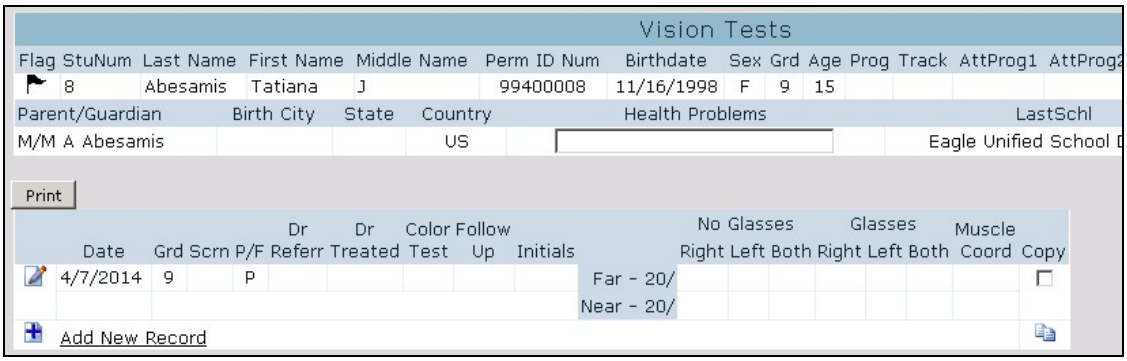
8. The following message will display indicating the number of records added for the test selected.

a.



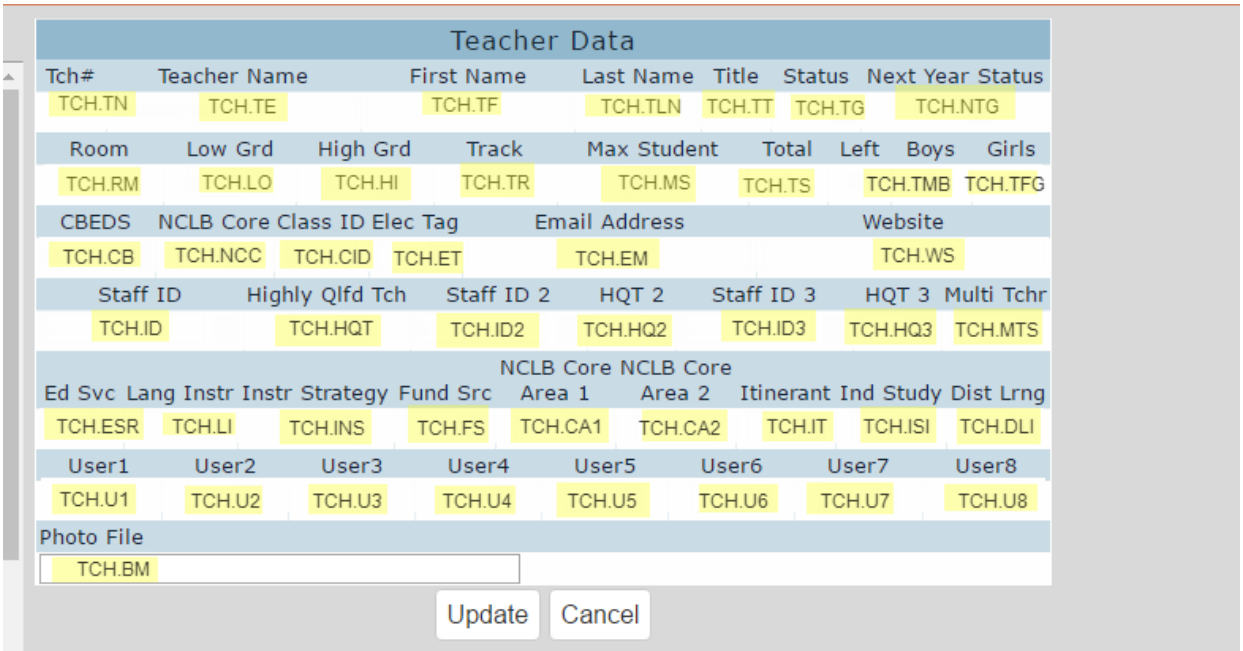
9. After the test records have been added the record will display for each student. The record can now be updated for each student or only specific students. For example, all students have a **P-Pass**. The students who failed can now have their record changed to **F – Failed**.

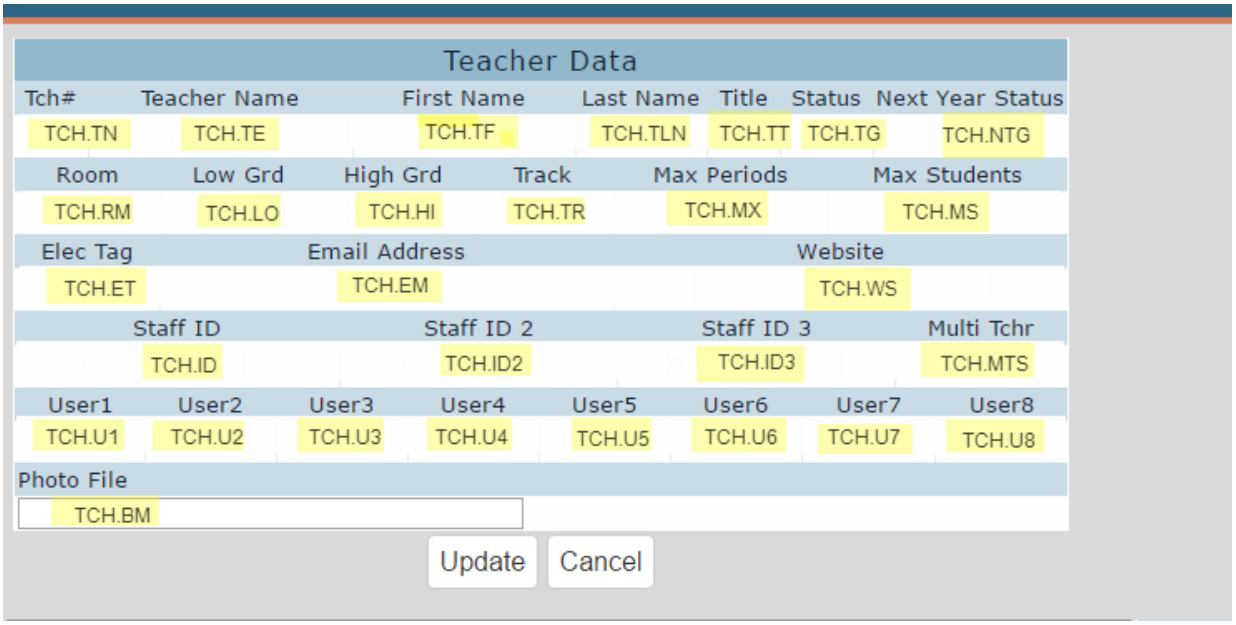
10.



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Fields





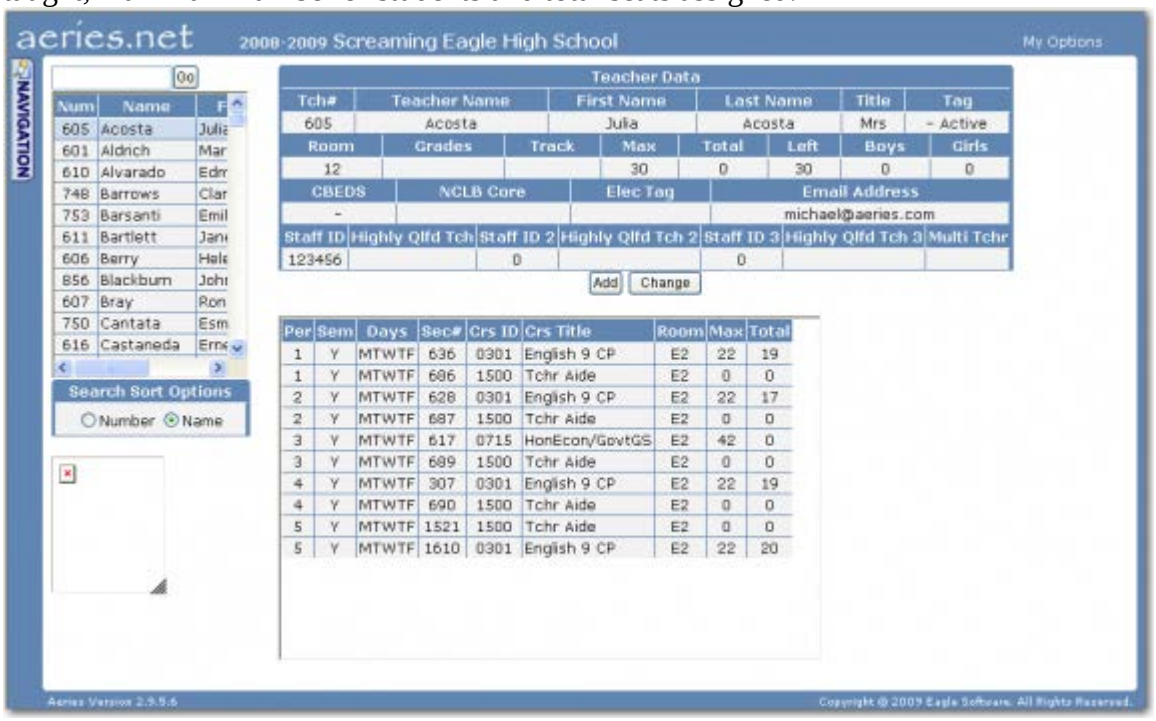
[Collapse]

Aeries.Net - Teacher and Staff Data

Teacher Data

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1. The **Teachers** form displays specific teacher information. This information includes an assigned teacher number, teacher name, first and last name, title, tag, room, grades taught, maximum number of students and total seats assigned.

2. 

3. 

4. This form will allow an **Electronic Tag** to be selected that will allow a teacher to enter attendance and grades. A field is available for an email address, staff ID and staff data. This form will also display all classes assigned to the teacher from the master schedule.

To Display Teacher Data

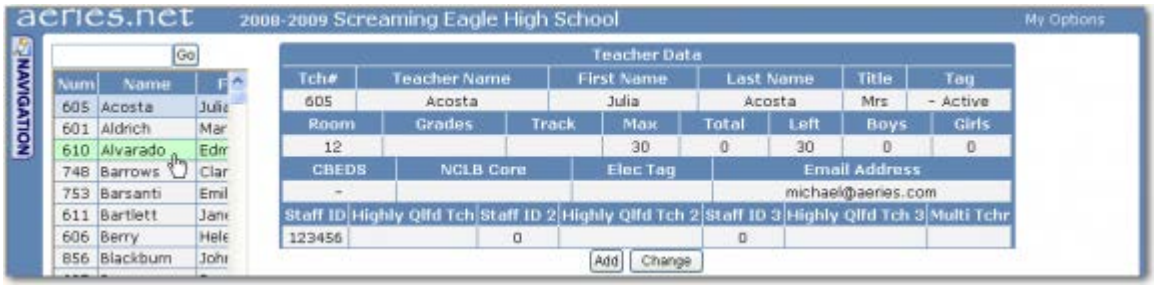
1. From the **Navigation Tree** click the mouse on the **Teachers** node located below **School Info**.

2. 

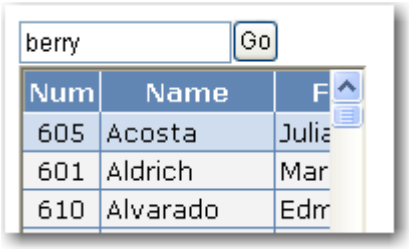
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3. 

4. The following form will display. Use the up and down arrows or the scroll bar on the selection box to **locate** a teacher. Click the mouse on the **Teacher** selected.

5. 

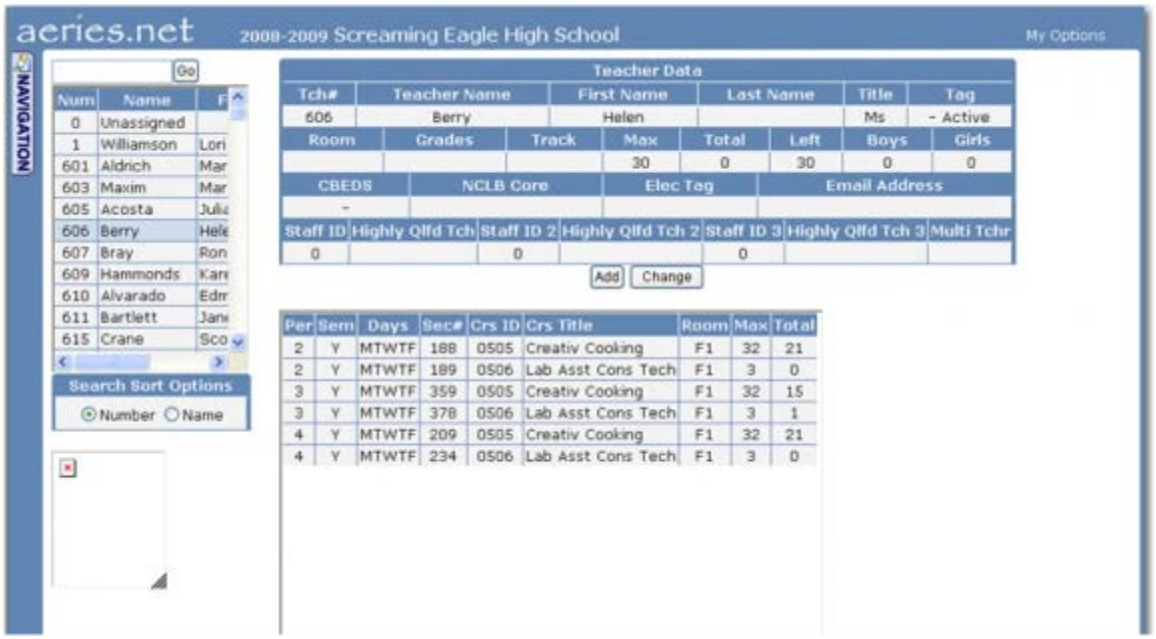
6. The teacher can also be located by entering the teacher number or name at the top of the selection box. Click the mouse on the **Go** button.

7. 

8. The teacher selected will now display and will include all teacher data. This form will also display the classes assigned to the teacher from the master schedule.

   The option is also available to change the selection box to sort either by **Teacher Number** or **Teacher name**. Click the mouse on the **radio button** selected to change the sort option.

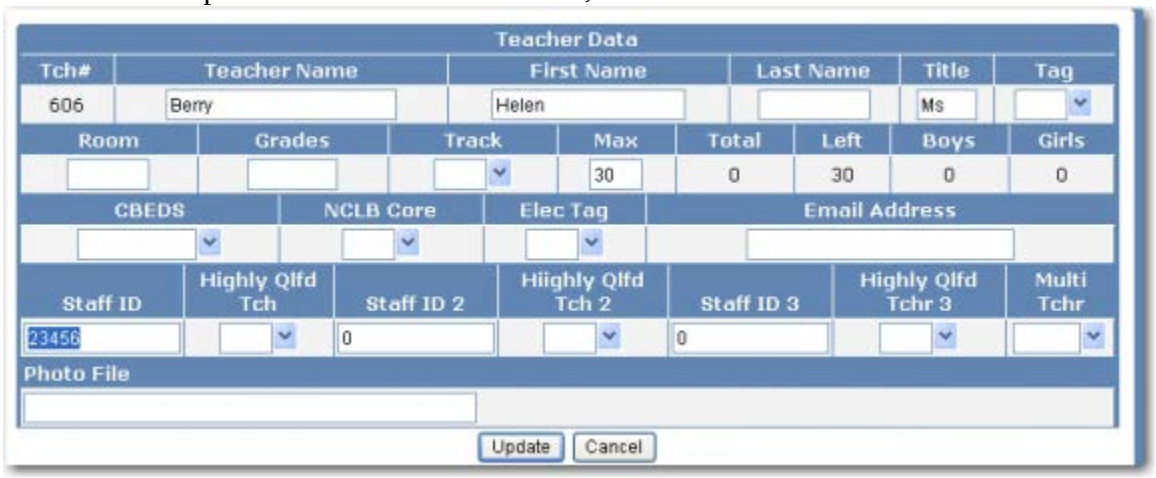
© 2017 Marin County Office of Education

9. 

Update Teacher Data

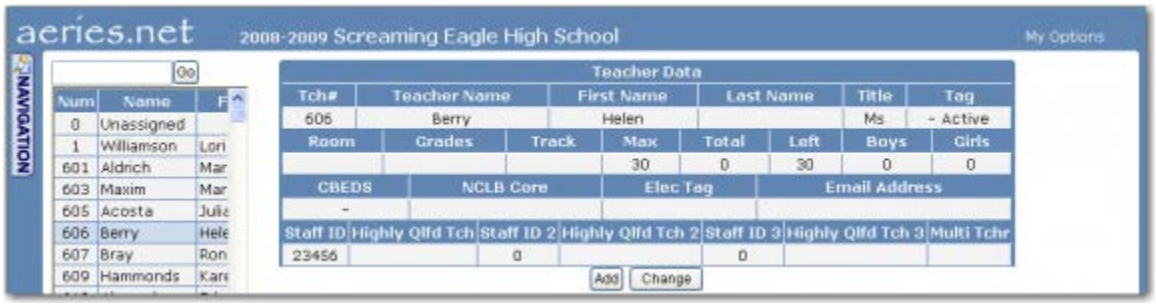
1. After a teacher has been selected and displayed the **Teacher Data** can be updated.

   Click the mouse on the **Change** button. The form will now display in entry mode. Select the field to be updated and enter the new data, such as Staff ID.

2. 

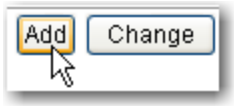
3. Click the mouse on the **Update** button and the data will now be updated. For example the **Staff ID** is now **23456**.

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4. 

To Add a Teacher

1. To add a new teacher, click the mouse on the **Add** button. The fields on the teacher form will now be displayed in entry mode.

2. 

3. Click the mouse on the **Tch#** drop down to select an available teacher number. Enter the teacher name that will be printed on reports and press Tab to move through out the form.

4. 

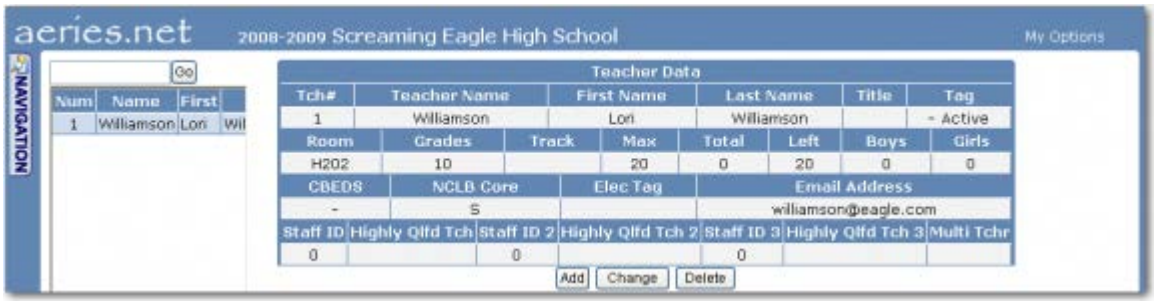
5. Enter the first name, last name, title number and room. Type a maximum number of students per teacher. Enter CBEDS or NCLB Core if required.

   Click the mouse on the **Electronic Tag** drop down listing. Click the mouse on the selection and press **Tab**. Enter an email address, Staff ID, Staff Info and photo file number.

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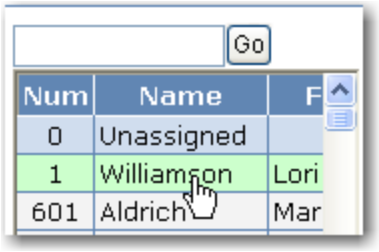
6. 

7. When complete click the mouse on the **Insert** button. The form will now display the new Teacher. The **Teacher Number** and **Name** will also now display in the selection box on the far left.

8. 

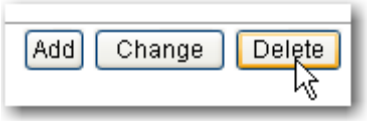
To Delete a Teacher

1. A Teacher can only be deleted if there is no reference in the database for the teacher number selected. For example, a teacher cannot be deleted if a section has been assigned in the **SMS** or **MST**. Use the **Selection** box to select and display the Teacher.

2. 

3. 

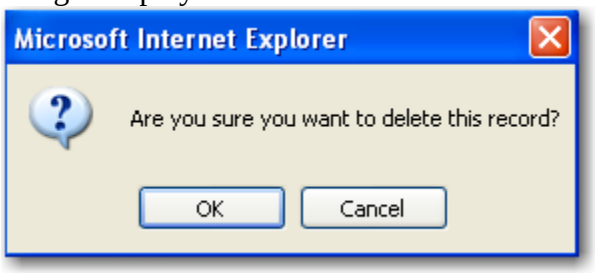
4. If there is no reference to the Teacher the **Delete** button will display. Click the mouse on the **Delete** button.

5. 

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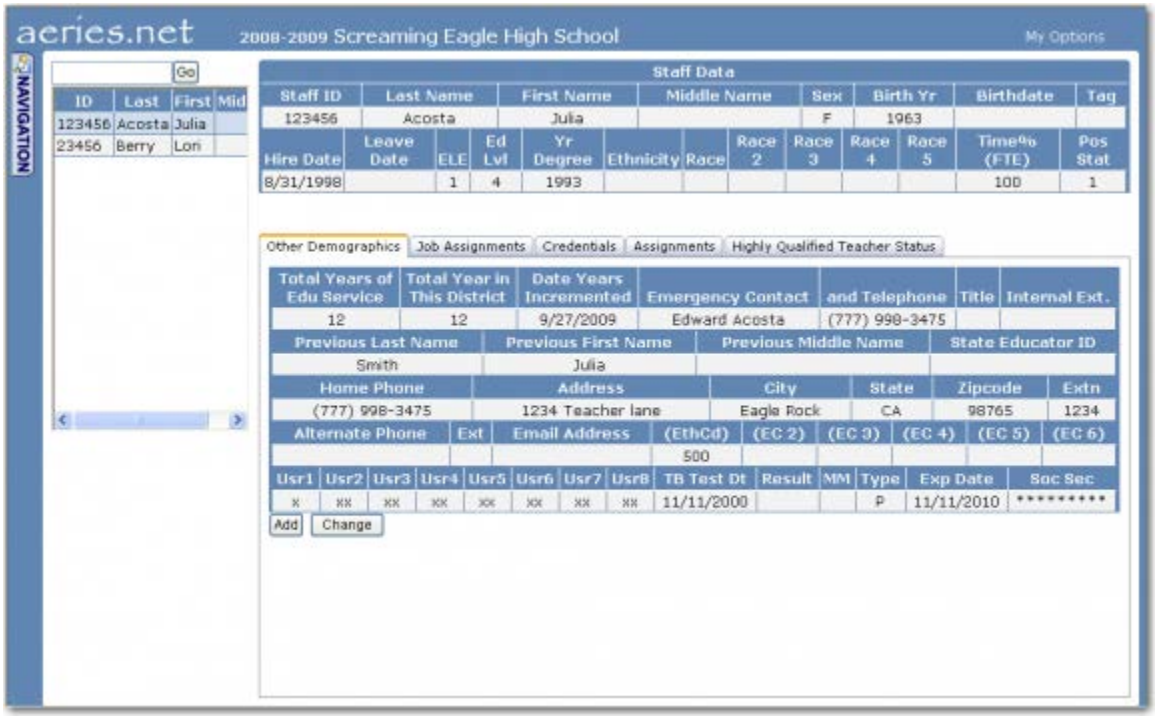
6. 

7. The following message will display. Click the mouse on the **OK** button. The Teacher will be deleted and will no longer display in the **Selection** box.

8. 

Staff Data

1. The **Staff** form is used to enter required information about each staff member at the school site.

2. 

3. There are five tabs containing various information:
4. **Other Demographics** - contains additional staff member information.
5. **Job Assignments** - contains each staff member classification.
6. **Credentials** - contains each staff member credentials.
7. **Assignments** - contains each staff member assignments.
8. **Highly Qualified Teacher Status** - contains subject matter and status.

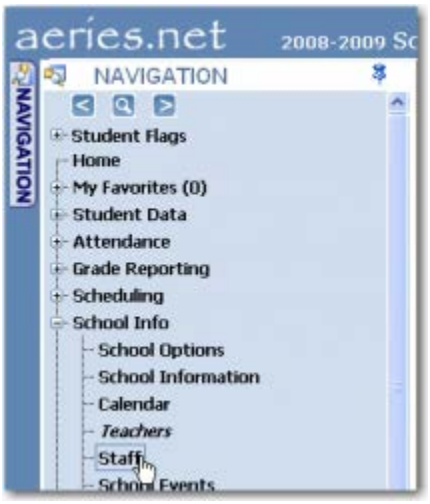
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9.

NOTE: The fields displaying a drop down arrow have Required Codes used for CBEDS reporting.

To Display Staff Data

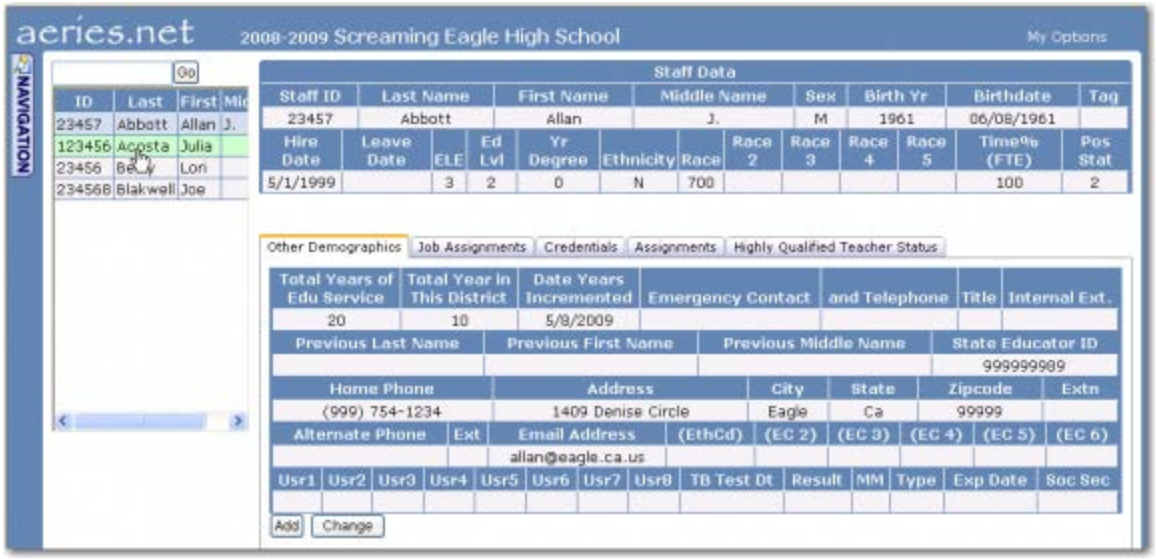
1. From the **Navigation Tree** click the mouse on the **Staff** node located below **School Info**.



2.

3.

4. The following form will display. Locate a staff member in the selection box to the left. Click the mouse on the **Staff** selected.

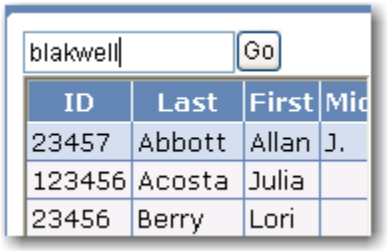


5.

6.

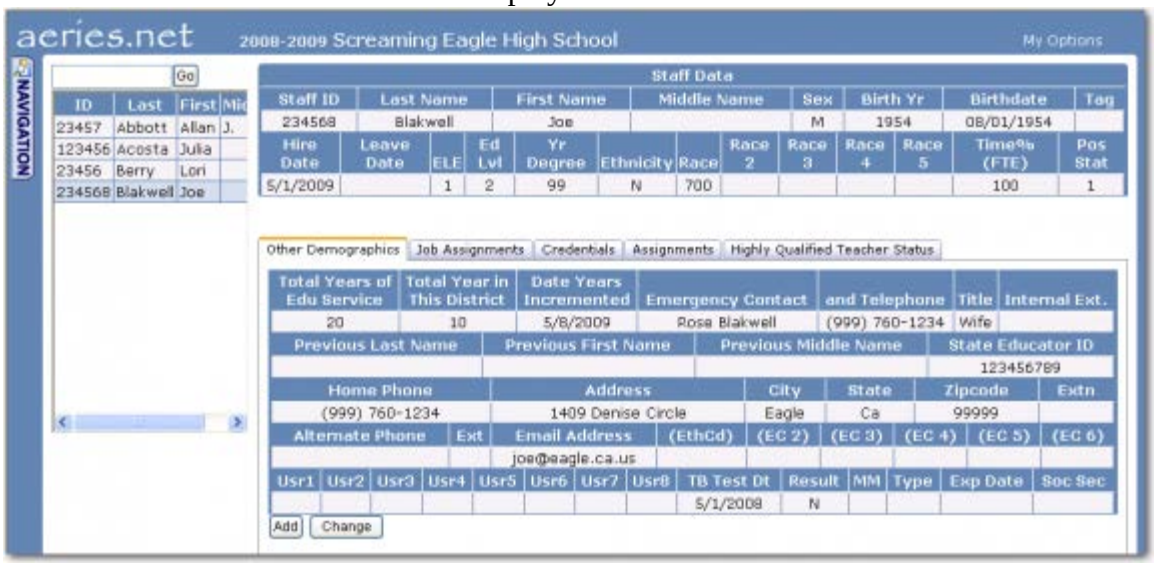
7. The staff can also be located by entering the staff number or name at the top of the selection box. Click the mouse on the **Go** button.

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8. 

9. 

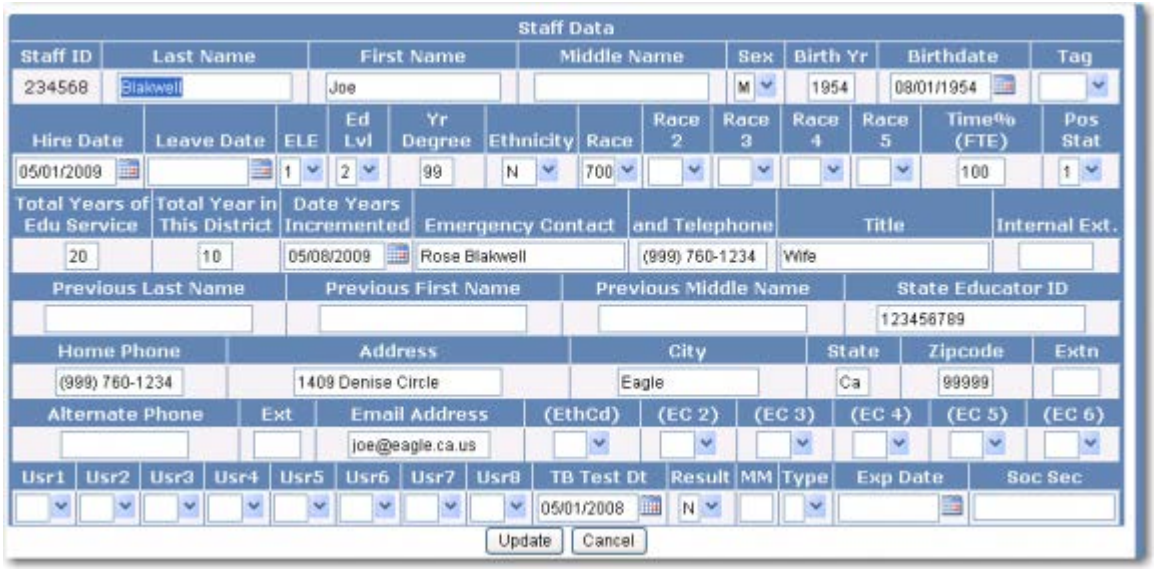
10. The staff member selected will now display and will include all staff data.

11. 

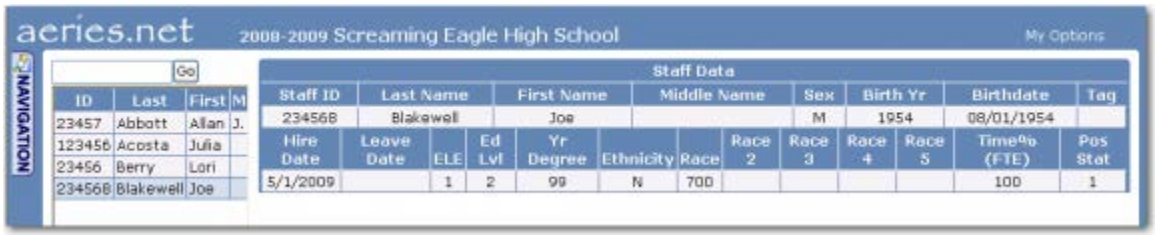
Update Staff Data

1. After a staff member has been selected and displayed the **Staff Data** can be updated. Click the mouse on the **Change** button. The form will now display in entry mode. Select the field to be updated and enter the new data, such as, Last Name.

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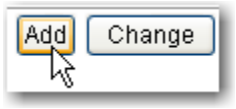
2. 

3. Click the mouse on the **Update** button and the data will now be updated. For example the **Last Name** is now **Blakewell** instead of **Blakwell**.

4. 

To Add a Staff Member

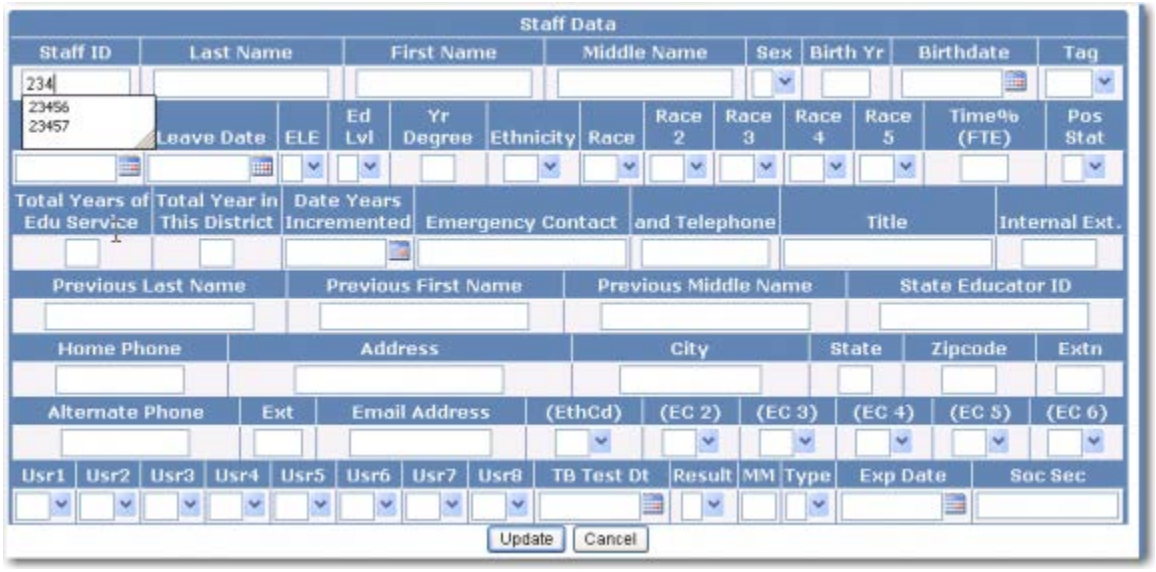
1. To add a new staff member, click the mouse on the **Add** button. The fields on the **Staff** form will now be displayed in entry mode.

2. 

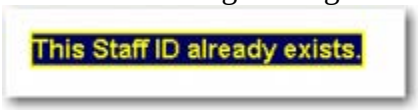
3. 

4. Enter the assigned **Staff ID**. A drop down will display with all currently assigned Staff ID numbers and cannot be used.

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5. 

6. If an assigned number is selected the following message will display.

7. 

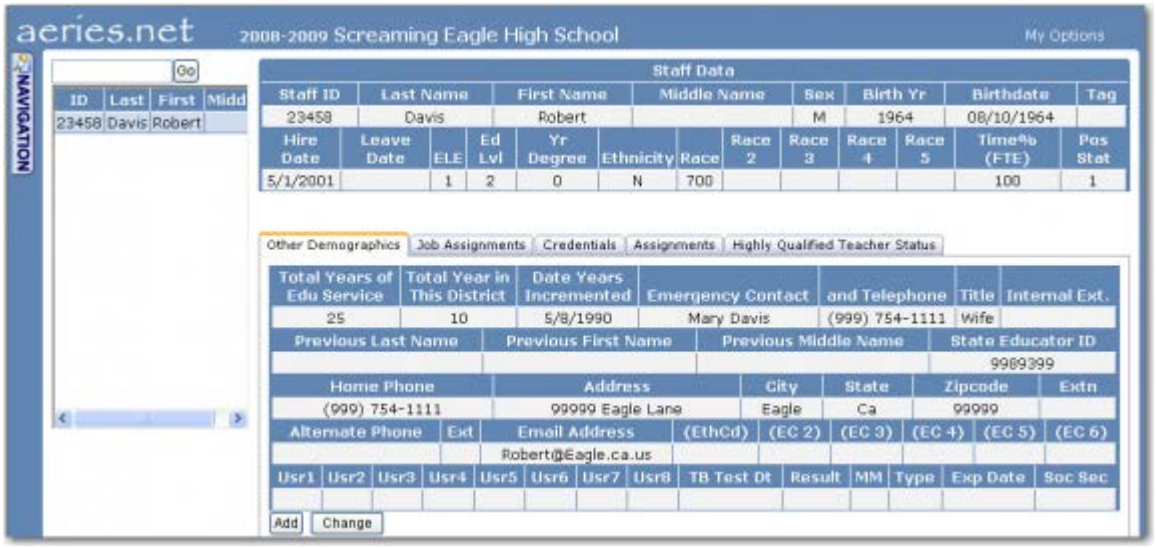
8. Enter the first name, last name, title number and room. Type a maximum number of students per teacher. Enter CBEDS or NCLB Core if required.

   Click the mouse on the **Electronic Tag** drop down listing. Click the mouse on the selection and press **Tab**. Enter an email address, Staff ID, Staff Info and photo file number.

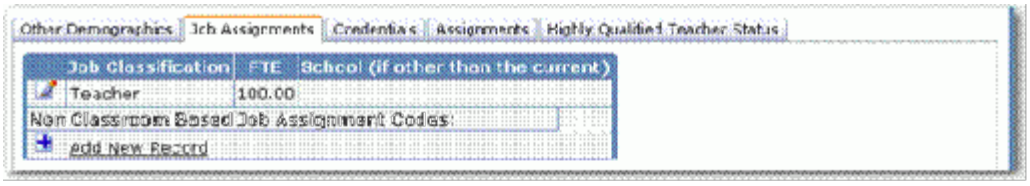
9. 

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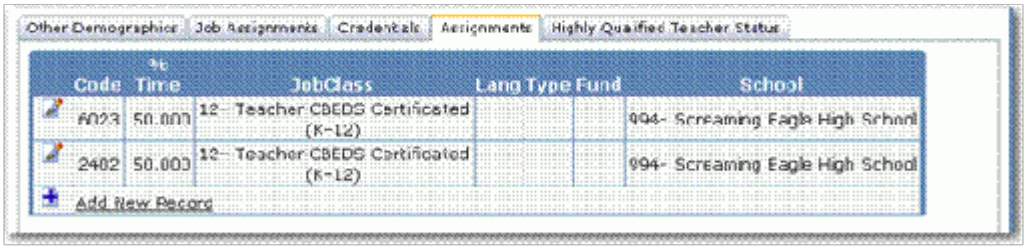
10. When all data has been entered click the mouse on the **Insert** button. The form will now display the new Staff member. The **Staff ID** and **Name** will also now display in the selection box on the far left.

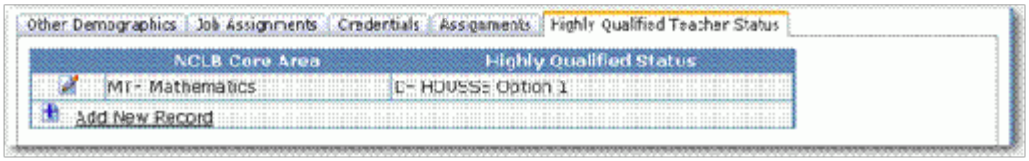
11. 

12. Additional information can be added for each Staff member which includes the Job Assignments, Credentials, Assignments and Highly Qualified Teacher Status. To add information click the mouse on the **Tab** selected.







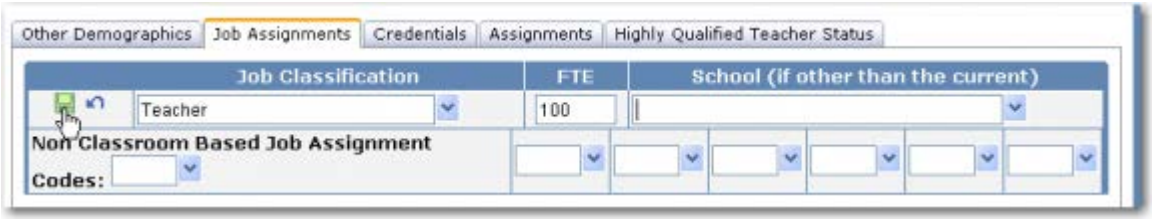
13. 

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14. Click the mouse on **Add New Record** the form will change to entry mode.

15. 

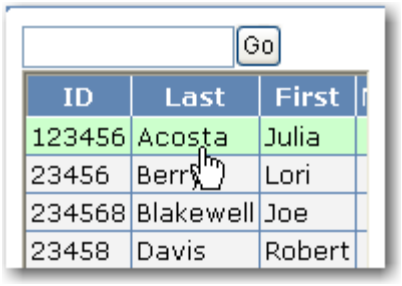
16. Enter the information selected and click the mouse on the **SAVE** icon.

17. 

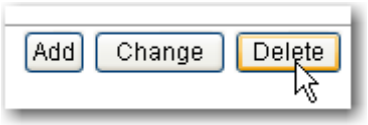
18. To cancel the Add click the mouse on the **Cancel** icon.

To Delete a Staff Member

1. A Staff member can only be deleted if there is no reference in the database for the Staff ID selected. For example, if the Staff ID has been added to a teacher record in the **Teacher Data** form the Staff record cannot be deleted. Use the **Selection** box to select and display the Staff member.

2. 

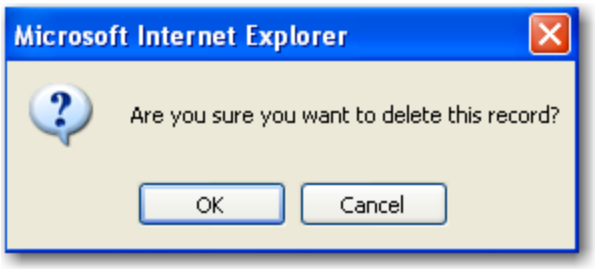
3. Click the mouse on the **Delete** button.

4. 

5. **NOTE:If there is a reference to the Staff member in the Teacher data the following message will display and you cannot delete the record.**

6. 

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7. If there is not reference to the Staff ID the following message will display. Click the mouse on the **OK** button. The Staff member will be deleted and will no longer display in the **Selection** box.
8. 

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Daily Attendance
Aeries Web Version

December 2, 2016

1. **Daily Attendance Setup**
   School Options
   School Calendar ******
   Eliminate a Week from the Calendar
   Multi-Track Calendar
   Absence Code Table

2. **Student Attendance**
   Student Data
   Enter/Leave Date and Attendance Programs
   Exit/Withdrawal Dates and Reasons
   No Show Setup
   No Show a Student

3. **Attendance Accounting** *Update Student Attendance* ******
   Attendance Notes
   Update Classroom Attendance

4. **Attendance Reports** *Monthly Attendance Reports*
   Monthly Attendance Reports for ADA Reporting
   Attendance Letters to Parents Letter Log

5. **Teacher Portal**

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** - New or Updated Information

Daily Attendance Aeries Web Version

Aeries.net – Attendance

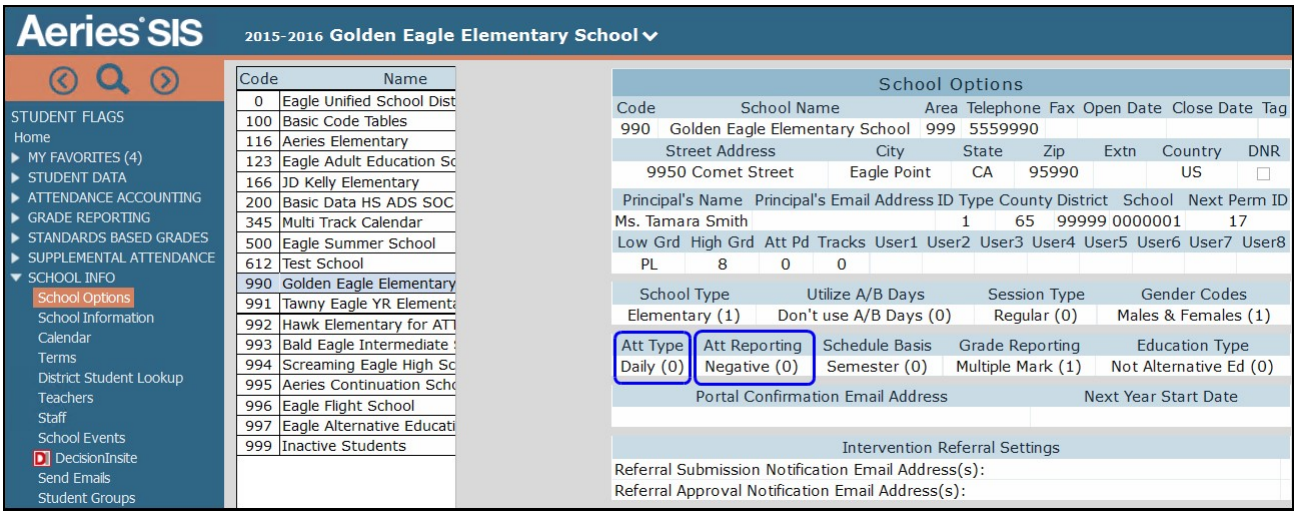
Daily Attendance Setup

1. At the beginning of the school year it is important that **School Options**, **School Calendar** and the **Absence Code Table** are set up correctly. These options are usually set up by the District office. Verify that these options are correct prior to performing the **Daily Attendance** functions. If these options are set up incorrectly contact the District office for assistance.

2. *School Options*

3. From the **School Info** Navigation tree select **School Options** and the following form will display. Select the areas that meet your school site's needs. In the **Attendance Type** field select **Daily** to setup attendance on a daily basis. Select **Negative Attendance** in the **Attendance Reporting** field to compute the correct attendance figures for monthly reporting.

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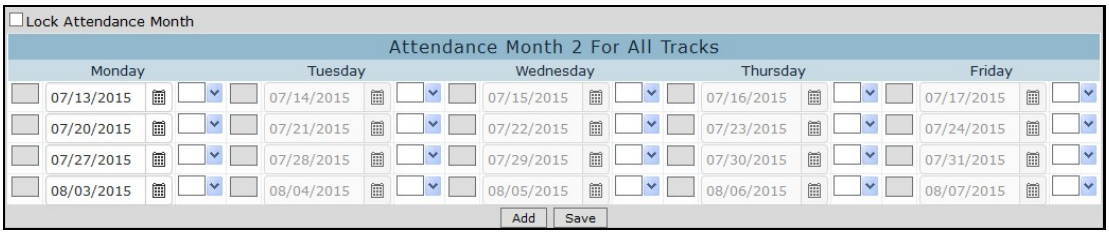


4.

5. *School Calendar*

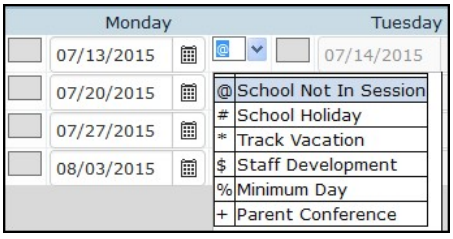
6. The **Traditional Calendar** is set up from the **School Calendar** form. From the **School Info** Navigation tree select the **Calendar** node and the following form will display. To set up a Traditional Calendar click the **Add** button and enter the first day of the school month.

7. The other days will automatically be filled in with the appropriate dates. Click the **Save** button to secure these dates. Continue using the **Add** button to set up all **Attendance Months** for the school year.



8.

9. To set up holiday codes select the month and next to the selected date click the drop down. Select the correct symbol for dates that require special designation such as holidays, non-school days, etc.



10.

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11. The **Calendar** codes available for use along with their descriptions are shown below. It is important to note that the use of the Informational Codes indicates that school is in session and ADA will be collected.

12.

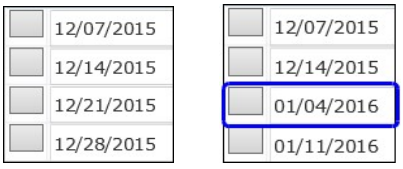
School Holiday Codes (students do not attend class)	Informational Codes (school is in session)
@ = School not in session	% = Minimum Day
# = School Holiday	+ = Parent Conference
$ = Staff Development	

13. Eliminate a Week from the Calendar

14. Eliminating a week from the calendar must be done while creating the month. Type the new date on the **Monday** of the week to be deleted and the dates for following weeks will automatically be updated.

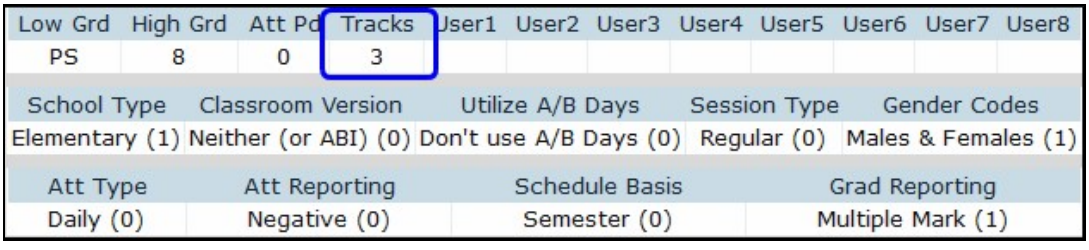
15. In the example below the 12/21/2015 date was changed to 01/04/2016. The calendar adjusted and the week of 12/21/2015 no longer displays. Press **Enter** and the week will be eliminated. All upcoming dates will be adjusted according to the new date entered

16.



17. Multi-Track Calendar

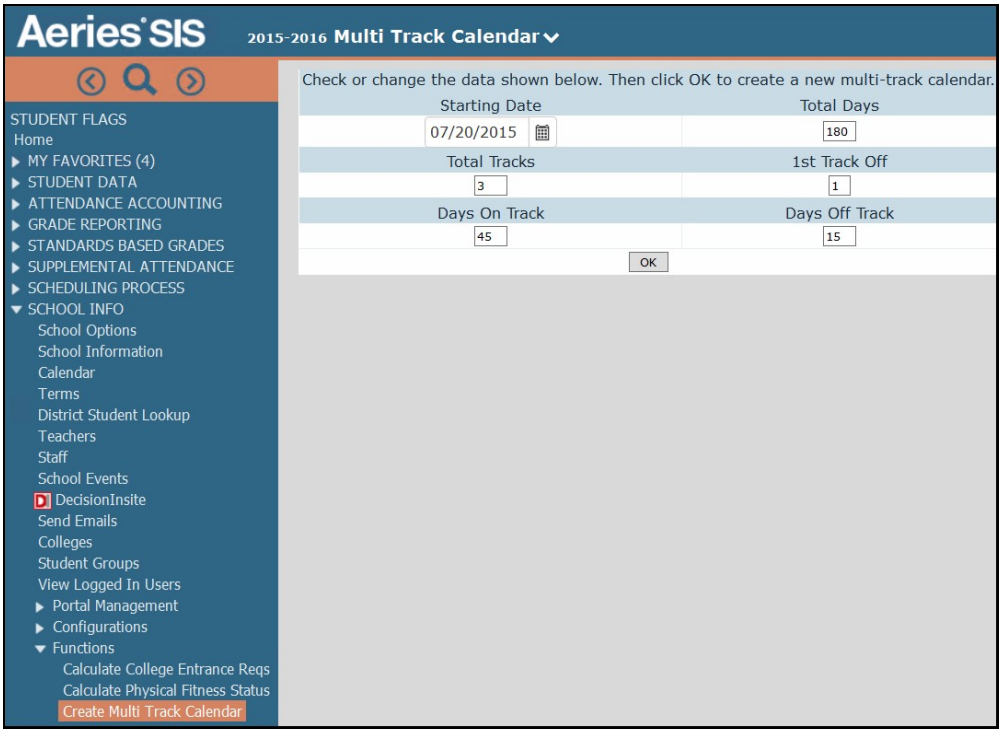
18. The Traditional Calendar must be set up prior to creating the Multi-Track Calendar. That calendar will become the generic calendar which includes the entire school year and all holidays. To create a MultiTrack calendar, the number of tracks must first be entered in the **Tracks** field on the **School Option** form.



19.

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20. The **Create Multi-Track Calendar** setup is accessed from **School Options Functions** on the navigation tree. The following form will display. Select the Starting Date, Total Days, Total Tracks, 1st Track off and the Days On and Days Off Track. Click the **OK** button. A message will display indicating the Calendars were created and that all tracks meet the total days requirement.

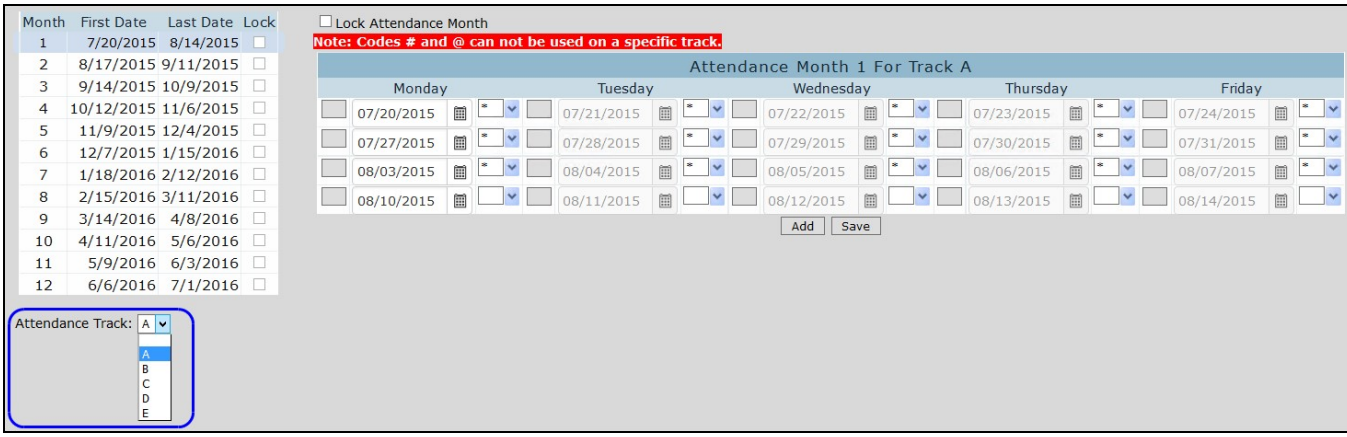


21.

22. In the example above, the school **Starting Date** is 7/20/2015 with a **Total Days** of 180. There are 3 **Total Tracks**, track A (the first of the 3 tracks) is the **1st Track Off**. **Days on Track** indicating the number of days each track is in session is 45 with a 15 day break **(Days Off Track)** between sessions.

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23. When all attendance tracks have been created using the **Create Multi-Track Calendar** form, exit the form and return to the **Calendar** form. Click the dropdown on the **Attendance Track** and select the 1st track, in the example below the first track is Track A. According to the Multi-Track setup track A will have a 15 day break at the beginning of the school year, notice that from 7/20/2015 through 8/07/2015 each day is flagged as track vacation. The first day Track A is in session is 8/10/2015.



24.

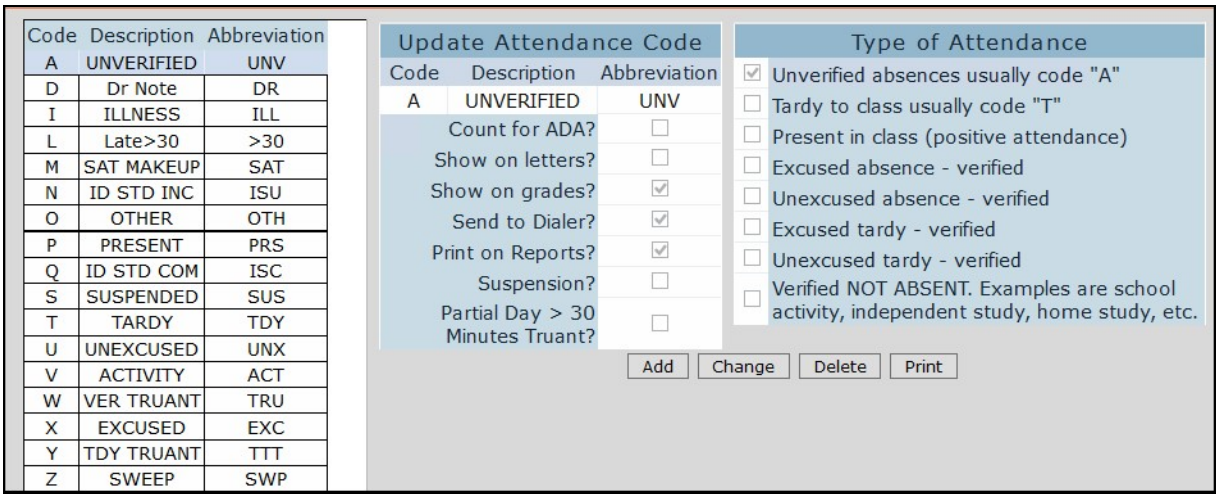
25. Continue setting up each track with its unique track vacation, staff development, parent conference and minimum days.

26. Absence Code Table

27. Setting up Absence Codes will occur at the beginning of each school year. Once the school year begins these codes **MUST** not be changed. The codes are usually set up by an individual from the District Office. If you are setting up the codes it is highly suggested that you verify with the District **ALL** required options for each absence code.

28. From **Attendance Configurations** on the navigation tree, click on **Update Absence Code** node and the following form will display. Use the **Add** and **Update** buttons to enter all **Absence Codes**.

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Code	Description	Abbreviation
A	UNVERIFIED	UNV
D	Dr Note	DR
I	ILLNESS	ILL
L	Late>30	>30
M	SAT MAKEUP	SAT
N	ID STD INC	ISU
O	OTHER	OTH
P	PRESENT	PRS
Q	ID STD COM	ISC
S	SUSPENDED	SUS
T	TARDY	TDY
U	UNEXCUSED	UNX
V	ACTIVITY	ACT
W	VER TRUANT	TRU
X	EXCUSED	EXC
Y	TDY TRUANT	TTT
Z	SWEEP	SWP

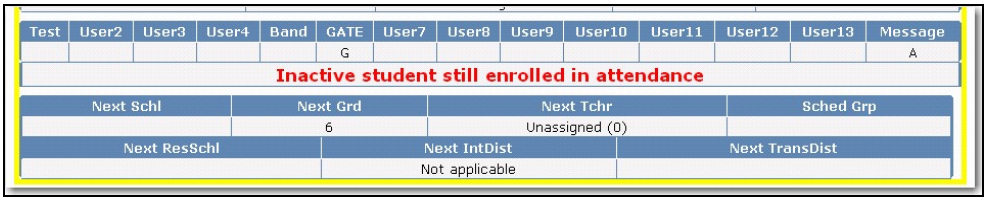
29.

30. **NOTE: Prior to setting up or verifying your absence codes, verify with the district the Current State of California compliance regulations with respect to acceptable absence reason codes for ADA reporting.**

Student Attendance

1. *Student Data*

2. The **Student Data** form contains key areas that directly relate to attendance reporting and must be verified for accuracy. The student's enter date and leave dates **MUST** be accurate and the **ATT** table **must** be updated.



Test	User2	User3	User4	Band	GATE	User7	User8	User9	User10	User11	User12	User13	Message
					G								A

Inactive student still enrolled in attendance

Next Schl	Next Grd	Next Tchr	Sched Grp
	6	Unassigned (0)	

Next ResSchl	Next IntDist	Next TransDist
	Not applicable	

3.

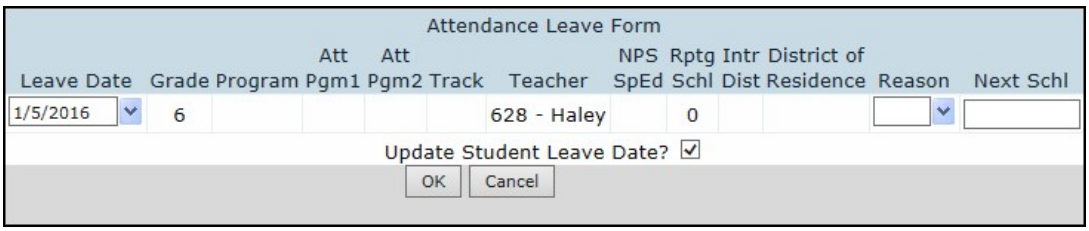
4. There is a **Status** field at the bottom of the form. When there are any errors between **Student Data** and **Attendance** a message will display in red. For example in the above message, "**Inactive student is still enrolled in attendance**" displays.

5. The **Attendance Audit Listing** available from the **Attendance Reports** navigation tree will also generate a report listing the same information. This report will print out a list of students with potential errors to their enter/leave dates, their grade level, teacher assignment or to their specialized program information.

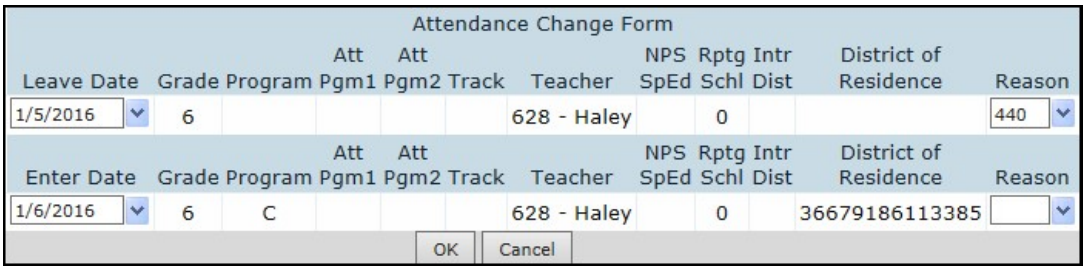
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6. Enter/Leave Dates and Attendance Programs

7. As a student is added or dropped the **Enter** and **Leave** dates **MUST** be updated. The **Update Attendance** button must then be selected to update the attendance table. Using this option the same information will be saved into the **Ent/Lv** field of the attendance table as well as the **Enter** or **Leave** fields in the student table. An example of the **Attendance Leave** form is displayed below.



8.
9. Another field that is key to accurate attendance reporting is the **Attendance Program**. The field is titled **Prog** on the **Student Demographics** form. Any special attendance categorization of students must be updated. Use the **Update Attendance** button to update the **ATT** table whenever the special attendance program field is modified. Special attendance programs may include Independent Study, Special Day Class, Opportunity School, Home Hospital, etc. All of these special attendance programs are required by the State to be separated out of the regular education program for all monthly ADA attendance reporting.



10.

11. Exit/Withdrawal Dates and Reasons

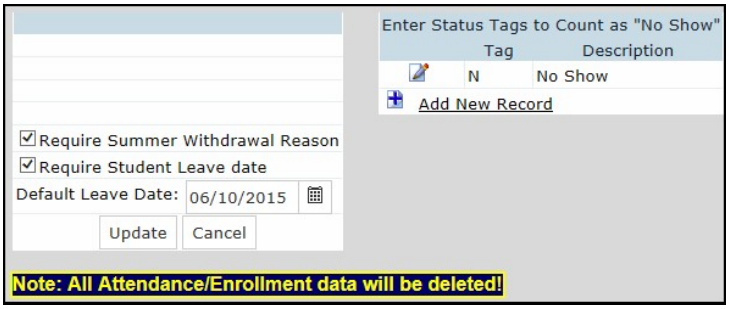
12. CALPADS requires that any record with an Exit Date **MUST** contain an **Exit Reason**. CALPADS also requires that Graduates, Dropouts, and No Shows have fully completed enrollment information including Start and End/Exit Dates. For a regular student in the current year and last year, with regular enrollment, every Leave record (ATT.CD = "L" or ATT.CD = "B") in Aeries must have a **Reason Code** entered.

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13. No Show Setup

14. The **No Show Setup** will allow a security level user to pre-define **Status** tags used to indicate a student as a No Show, for example '**N**'. There is an option available to **require** the **Summer Withdrawal Reason** code (STU.SWR) be entered or the student cannot be flagged as No Show. Using the **No Show Setup** form a student will automatically be dropped from the selections chosen and all Attendance/Enrollment data will be automatically deleted.

15. From the **School Info/Configuration** navigation tree select the **No Show Setup** node and the following form will display. Click on **Add New Record** to add the No Show codes. Click on the **Change** button to select the options that will occur when a student is flagged as a No Show.

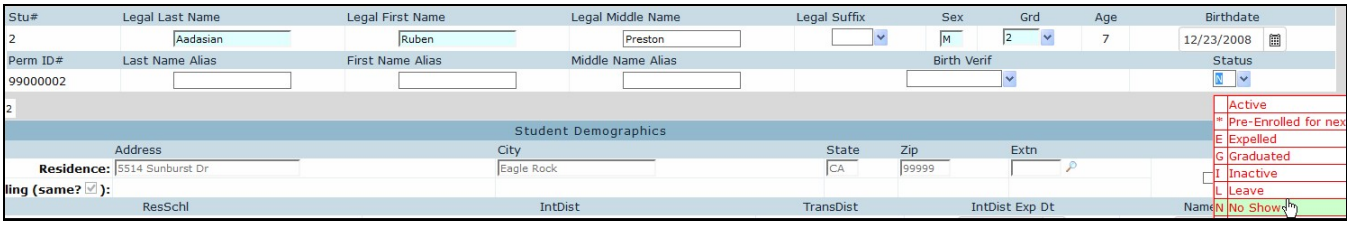


16.
17. To require the **Summer Withdrawal Reason** code to be entered when a student is flagged as No Show, click on the box. **This will force a code to be entered or the student cannot be flagged as a No Show.** Click on the **Update** button when all options have been selected.

18. No Show a Student

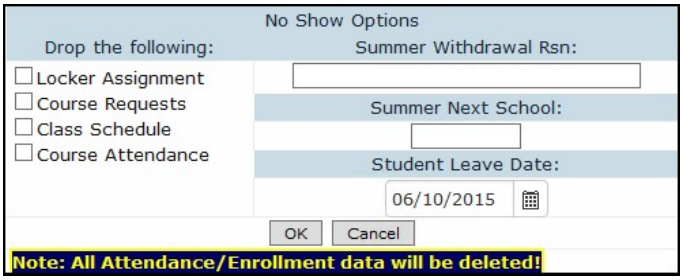
19. To flag a student as a "**No Show**" click on the **Status** field and select the code for **No Show**.

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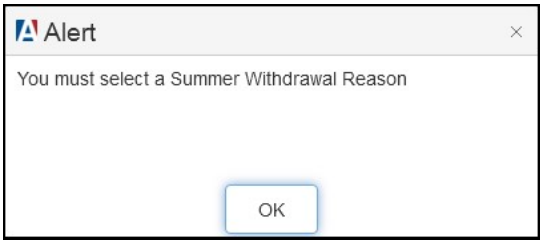
20.

21. If a student is flagged as **No Show** with a code entered in the **No Show Setup** the following **No Show Options** will display.



22.

23. If the **Select Summer School Withdrawal Reason** was selected in the **No Show Setup Options** the Student cannot be flagged as a No Show unless the reason is entered in the field. If no code is entered the following message will display.



24.

25. **NOTE: If you do not use the No Show Setup option, documentation is available for the manual No Show Attendance Cleanup that must be performed for ALL No Show Students.**

Attendance Accounting

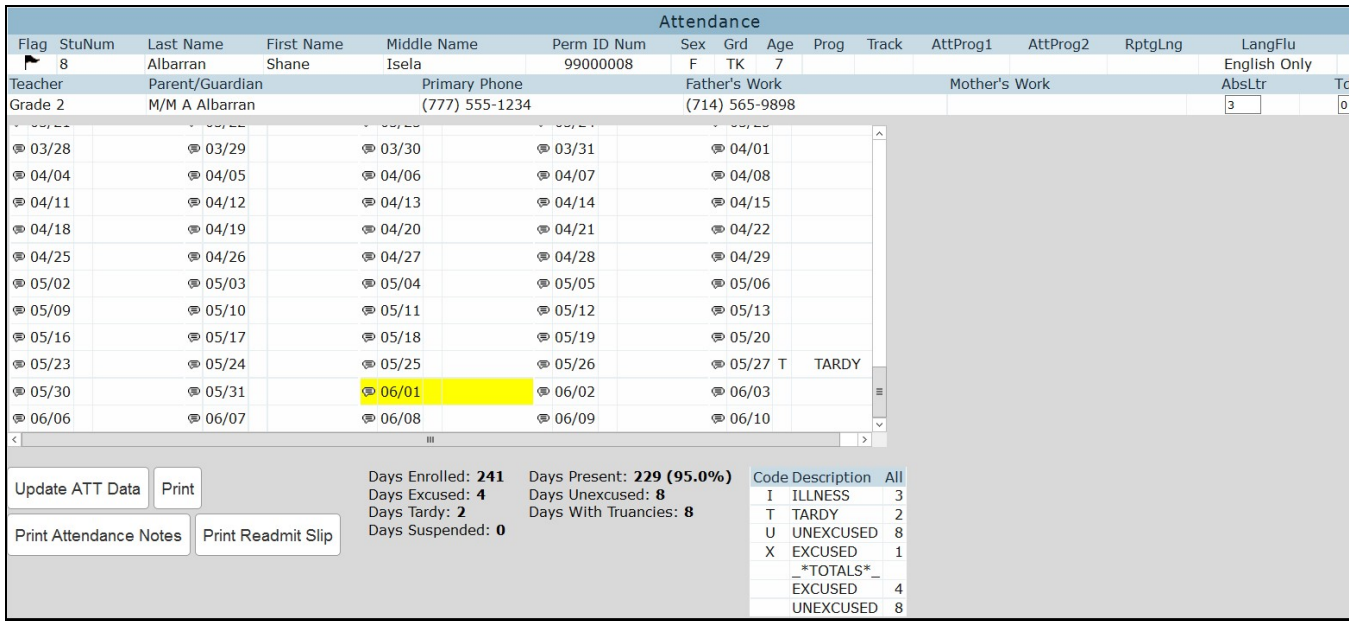
1. Update Student Attendance

2. The **Student Attendance** form is utilized to update an individual student's attendance. This form is available from the **Student Data** navigation tree by selecting the **Attendance** node.

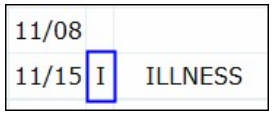
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3. The basic demographic information of the student is available on the top portion of the form as well as the at-a-glance data fields that track the student's attendance program, the number of tardy and absent letters the student may have received and the student's enrollment status. The current day is highlighted in yellow.

4. The **RED FLAG** at the top left corner is available to flag any student with attendance issues. Before utilizing this option you should always check if your District has any standards for red flagging students.

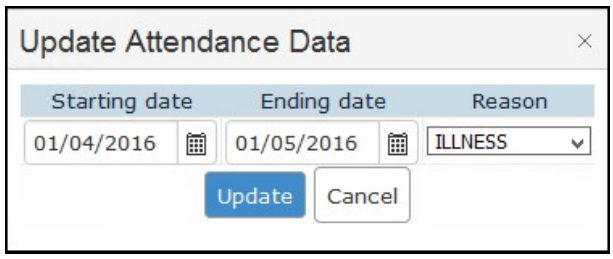


5.
6. Clicking in the **All Day** code field on the **Attendance** form will allow you to manually enter an
7. **Absence Code** for a specific date. The description for the code selected will now display on the right.

8. 

9. The **Update ATT Data** button allows you to update a student's attendance with an All-day absence code for a specific date range.

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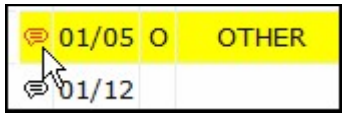


10.

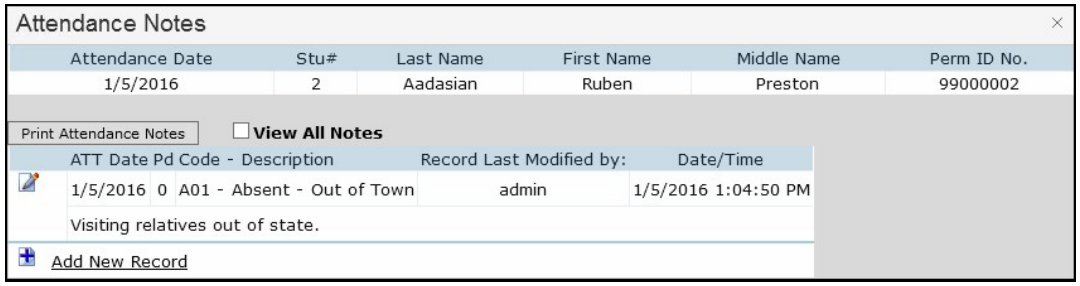
11. The **Print** button will allow you to print the student's full year of attendance. The **Print Attendance Notes** button will allow you to print all notes entered for a student, or only print notes for a specific date range. The **Print Readmit Slip** button will allow you to print from a receipt printer or from a laser printer. Detailed instructions are available on the Aeries Website.

12. Attendance Notes

13. The **Attendance Notes** form can be accessed from the **Attendance** form. After selecting a student click on the **Envelope** symbol to the left of the selected date.

14. 

15. The following form will display. At the top of the form the attendance date, student number, student name and ID number will display. Any previous notes added for the date selected will also display. To add **Attendance Notes**, click on the **Add New Record** button.



16.

17. The **Attendance Date** will automatically default to the attendance date selected. The cursor will display in the **Code** field. If a specific code is desired click on the **Code** drop down and select the code. The description for the code will automatically display.

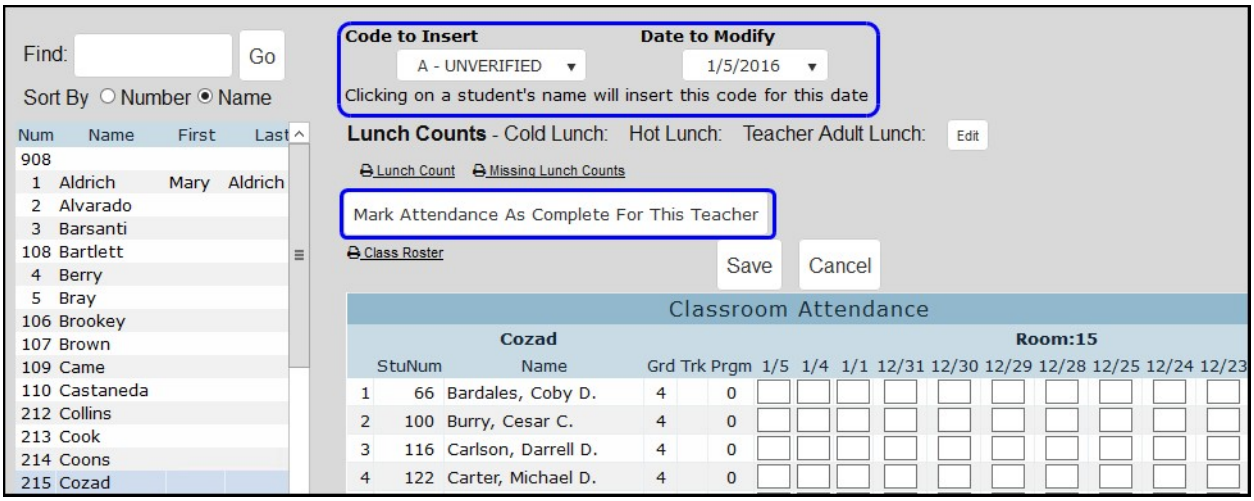
18. The **Modified** data will automatically be updated with the user name, date and time. Press **Tab** and the cursor will now display in the **Attendance Notes** field to add specific attendance notes. When finished click on the **Save** icon and the record will be added. The **Envelope** next to the date selected on the **Attendance** form will now display in **red**.

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19. Update Classroom Attendance

20. The **Classroom Attendance** form available from the **Attendance Accounting** navigation tree is used to review, input, and correct student's daily attendance by class. The office normally uses it to quickly input student's attendance using class rosters received from teachers.

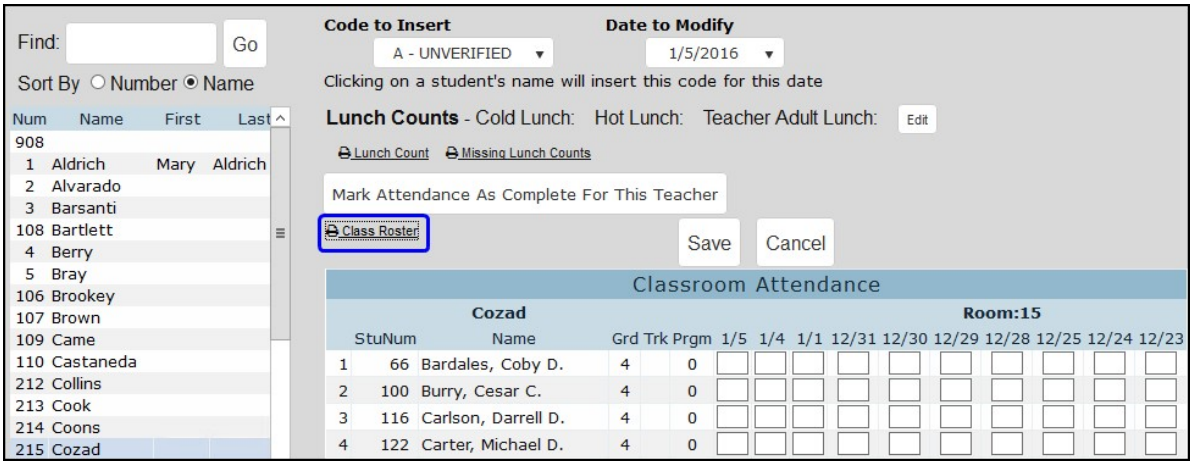
21. When the **Classroom Attendance** form is opened an Absence Code and Today's Date will default at the top of the form. To select a different absence code, click on the drop down and select a code. Enter the date of attendance if different than today's date.

22. 

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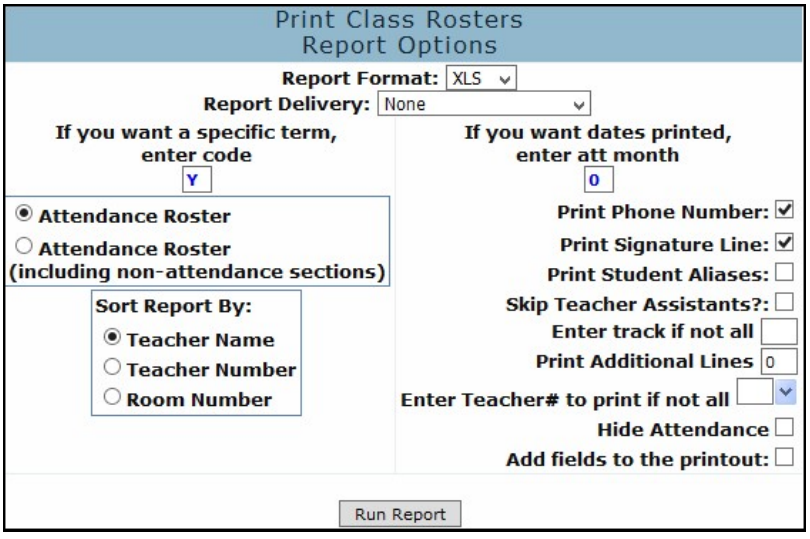
23. Select the teacher on the left side of the form and only students enrolled in this class on the date selected will display. This is determined according to the teacher code in the student's attendance enter record. Clicking on a student's name will insert the absence code for the student for the date selected. When all attendance has been entered for the selected teacher, click on the **Mark Attendance as Complete for This Teacher** button.

24. The **Class Rosters** option is used to print class rosters for teachers to keep track of their student's attendance. These sheets are turned in to the office and the secretary uses them to input the attendance by class in the **Classroom Attendance** form.



25.

26. Click on the **Class Roster** button and the following selection box will display. Options are available that allow you to select how you want the roster to print.



27.

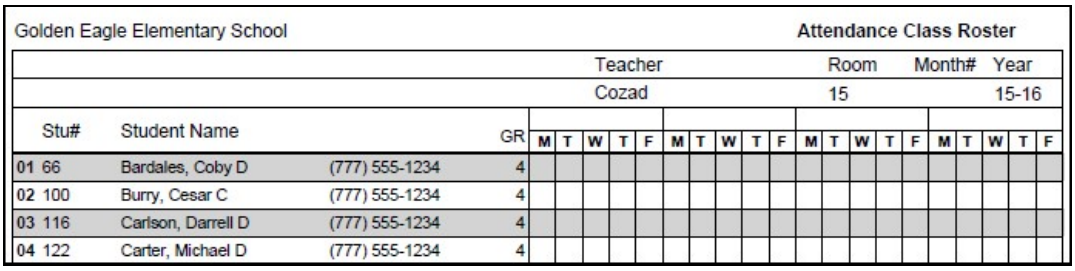
28. To set up the roster click on the check box next to the option. After all options are selected click on the **Run Report** button and the rosters will be generated.

29. The following options can be selected:

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30. **Sort Report by** – Options for the order to print – teacher name, teacher number, or room number
31. **Enter Att Month –** Enter the attendance month in the box to print dates. If the month is set to zero, no dates will be printed
32. **Print Phone Number** – The student's phone number will print on the Class Roster
33. **Print Signature Line** – Prints a signature line for the teacher to sign after absences are verified
34. **Print Student Aliases** – Prints the student's alias name
35. **Skip Teacher Assistants** –Teacher Assistants will not be included on rosters
36. **Enter Track** – Enter the attendance track to print if not all
37. **Print Additional Lines** – Will print additional lines at the bottom of the roster to add students not listed
38. **Enter Teacher# to Print if not all** – Allows for printing rosters for a single teacher
39. **Hide Attendance** – Will not print any student's absences that have already been entered
40. **Add fields to the printout** – Allows specific fields to be selected for printing. However, there may be insufficient space to print all fields and the phone number

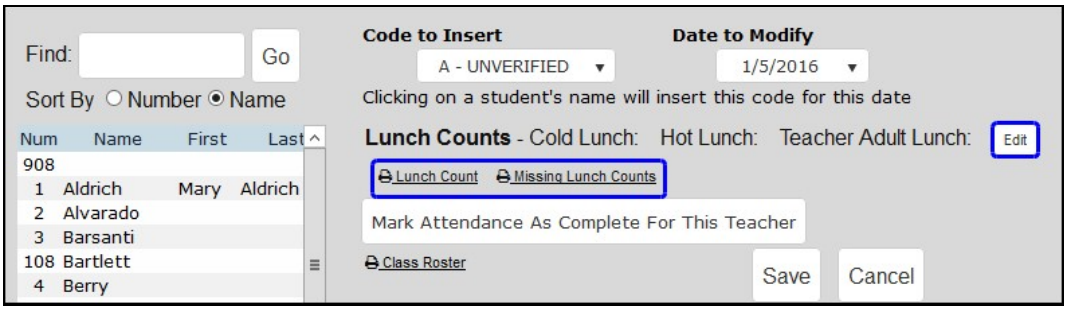
41. The following is an example of a class roster printed with shading.



Golden Eagle Elementary School — Attendance Class Roster

				Teacher										Room					Month#	Year			
				Cozad										15						15-16			
Stu#	Student Name		GR	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
01 66	Bardales, Coby D	(777) 555-1234	4																				
02 100	Burry, Cesar C	(777) 555-1234	4																				
03 116	Carlson, Darrell D	(777) 555-1234	4																				
04 122	Carter, Michael D	(777) 555-1234	4																				

42.
43. Several Options are available for **Lunch Counts.** To enter Lunch Counts, click on the **Edit** button. You can now enter counts for the lunch types set up for your school. Click on the **Save** button when finished. A **Lunch Count Report** and the **Missing Lunch Counts Report** can be printed from the form as well.



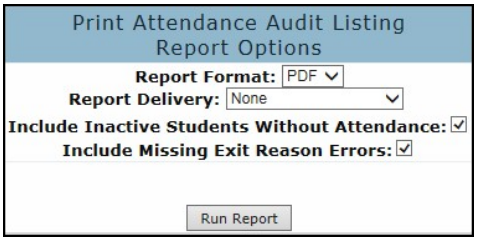
44.

Attendance Reports

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Monthly Attendance Reports

1. Various attendance reports are available from the **Attendance Accounting / Reports** navigation tree that should be run regularly. One important report is the **Attendance Audit Listing**.



2.
3. This report will list any discrepancies in the student's **Enter / Leave** dates or in the attendance program. **This report is typically not run for No Show students.**

Golden Eagle Elementary School 1/6/2016

2015-2016 **ATTENDANCE AUDIT LISTING** Page 1

Stu#	Student Name	Status	Grd	Prog	Trk	Tch	AP1	AP2	Rpt Schl	Intr Dist	District of Residence	NPS School	Error
1	Aadasian, Robert B.		6			628			0		36-67918-6113385		District of Residence does not match current enrollment record of (blank)
2	Aadasian, Ruben P.		1	S		730			0				Interdistrict Transfer does not match current enrollment record of 4

4.

5. *Monthly Attendance Reports for ADA Reporting*

6. The ADA Reports are available from the **Attendance Accounting / Reports** navigation tree. The **Gain and Loss Report** details the students who have entered and withdrawn from your district to date.

Golden Eagle Elementary School 1/6/2016 11:51:05 AM

2015-2016 **GAIN AND LOSS REPORT** Page 4

Regular program **7/8/2015 through 1/6/2016** **Grade 1**

DATE	STU#	Stu ID	Student Name	Sex	GAIN	LOSS	RS	Tch
8/3/15	000515	99000515	Pinto, Raul Matthew	M	GAIN			108
8/3/15	Carried Forward: **83**	Gains: **1**	Total: **84**	Losses: **0**	Ending Enroll: **84**			
8/4/15	000512	99000512	Piazza, Jimel Thomas	M	GAIN			107
8/4/15	Carried Forward: **84**	Gains: **1**	Total: **85**	Losses: **0**	Ending Enroll: **85**			

7.
8. The **Monthly Attendance Summary** details attendance totals by grade and program.

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Golden Eagle Elementary School 1/6/2016 11:56 AM

2015-2016 **MONTHLY ATTENDANCE SUMMARY** Page 1

Month 7 - From 12/21/2015 Through 1/15/2016

Regular Program

Grade Level	Tchr No.	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(A*D)-G	M Loss at End of Last School Day	N YEAR TO DATE Total Apport Attendance	O YEAR TO DATE Days Taught	P YEAR TO DATE Total ADA (N/O)
K	1	13	1	0	1	0	1	0	0	13	13	1.00	100.00%	0	13	128	0.10
K	2	13	19	0	19	0	19	0	4	247	243	18.69	98.38%	0	243	128	1.90
K	3	13	16	0	16	0	16	0	1	208	207	15.92	99.52%	0	207	128	1.62
K	4	13	17	0	17	0	17	0	0	221	221	17.00	100.00%	0	221	128	1.73
K	5	13	21	0	21	0	21	0	4	273	269	20.69	98.53%	0	269	128	2.10
K	901	13	1	0	1	0	1	0	0	13	13	1.00	100.00%	0	13	128	0.10
K	TOTAL	13	75	0	75	0	75	0	9	975	966	74.31	99.08%	0	966	128	7.55

9.

10. The **Monthly Attendance Report** lists detailed attendance information by student, grade and program.

Golden Eagle Elementary School 1/6/2016 11:58 AM

2015-2016 **MONTHLY ATTENDANCE REPORT** Page 2

Month 7 - From 12/21/2015 Through 1/15/2016 **Tchr 2 - Alvarado/Zeitlin** **Grade K**

Regular Program

STU#	Student Name	12/21 MON	12/22 TUE	12/23 WED	12/24 THU	12/25 FRI	12/28 MON	12/29 TUE	12/30 WED	12/31 THU	01/01 FRI	01/04 MON	01/05 TUE	01/06 WED	01/07 THU	01/08 FRI	01/11 MON	01/12 TUE	01/13 WED	01/14 THU	01/15 FRI	Not Enrolled	NonAppr Abs	Appor Abs	Total Apport
000013	Alfaro, Joshua R.	TDY	—	TDY	HOL	HOL	HOL	HOL	HOL	HOL	HOL	—	—	—	—	—	—	—	—	—	—	0	0	0	13
000071	Bell, Marco J.	—	—	—	HOL	HOL	HOL	HOL	HOL	HOL	HOL	—	—	—	—	—	—	—	—	—	—	0	0	0	13

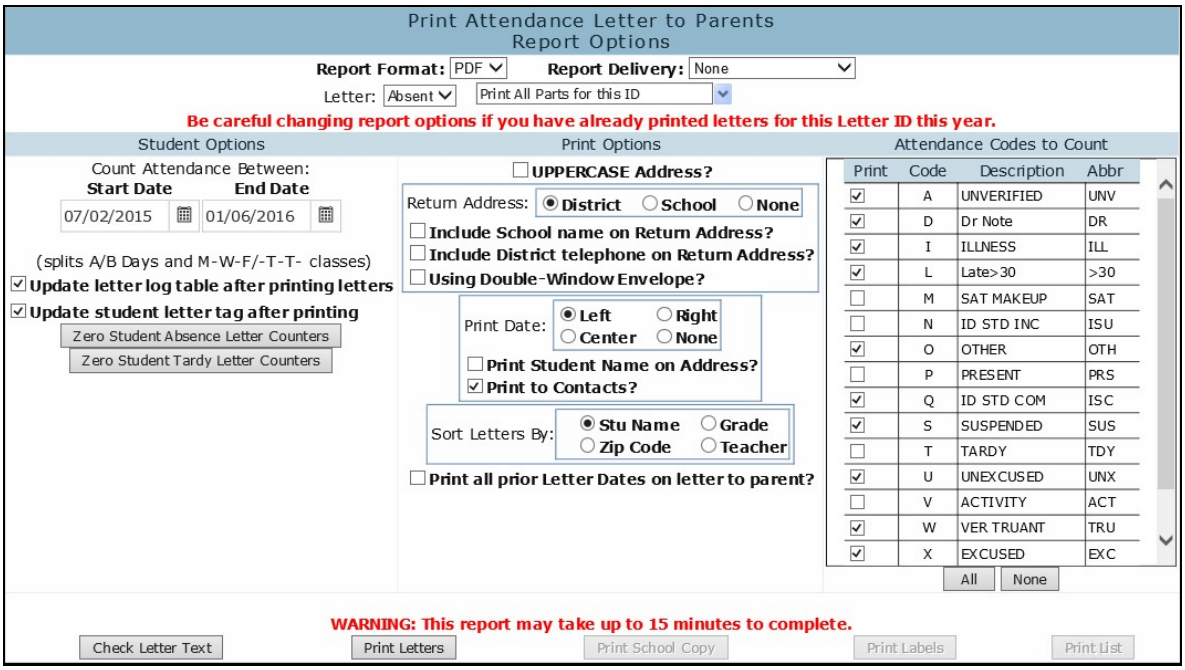
11.

12. *Attendance and Tardy Letters*

13. The **Attendance Letters to Parents** form will allow schools to create multi-purpose letters. Currently these letters are designed for use with attendance, for example to create SARB or Truancy letters. Detailed instructions on creating Attendance Letters can be found in the document entitled **Attendance Letters to Parents.**

14. The **Attendance Letters to Parents** form will allow the user to select which absence codes are used to count towards each type of letter.

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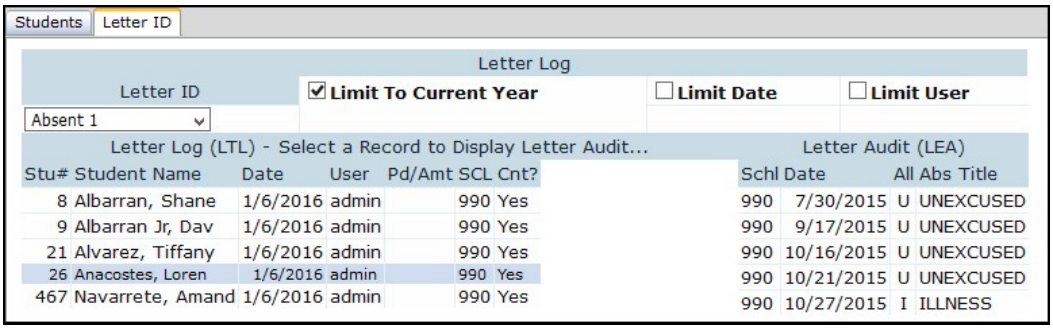


15.

16. Letter Log

17. After the letters have been printed the **Letter Log** form will keep a record of all letters sent. The **Letter Log** will track students who have received letters and will not re-send that letter again but will allow other letters to be sent as needed. The **Letter Log is** available from the **View All Forms** navigation tree can and be displayed by **Student** or **Letter ID.**

18. Clicking on a student's name will display the **Letter Audit** for the student. The audit will list all absences for the student that prompted them to receive the letter.



19.

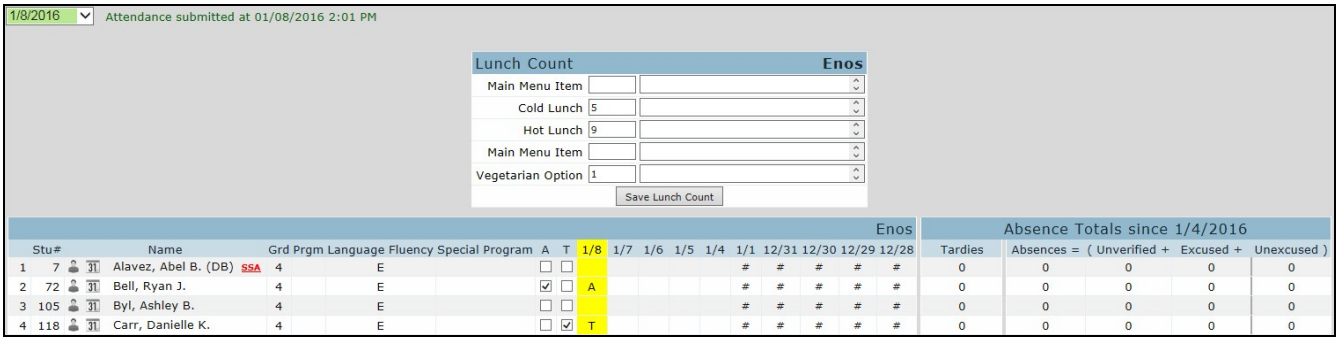
Teacher Portal

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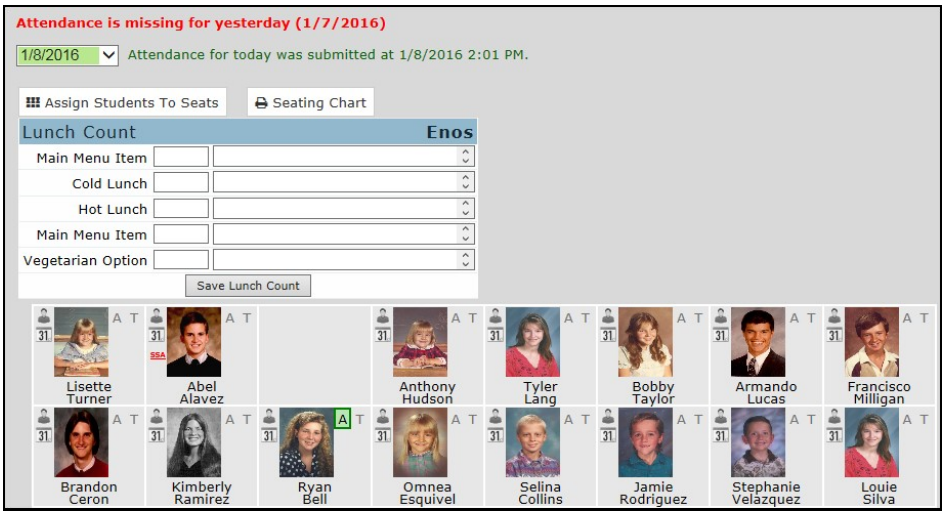
1. The **Aeries Web Version Teacher Portal** can be set up and accessed from any PC that has access to the Internet. The user **MUST** be set up by the **System Administrator** in order to have access to the system.

2. The **Aeries Web Version Teacher Portal** is an application through a web browser that can be used by teachers within the classroom to update attendance, gradebook, grades and progress reports in the ***Aeries™*** database.

3. The following is an example of the **Attendance** form that can be accessed for attendance update or display.



4.
5. The **Attendance by Photo** form allows teachers to take attendance by the student's photo.



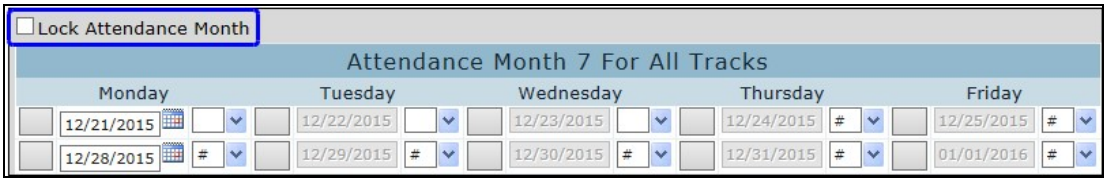
6.

Locking Monthly Attendance

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1. After an attendance reporting period has ended and all Attendance has been completed at the school level, the **Lock Attendance Month** flag can be selected from the **School Calendar**. This flag can be set to be initiated by specific District or School Personnel without giving security rights to other users.

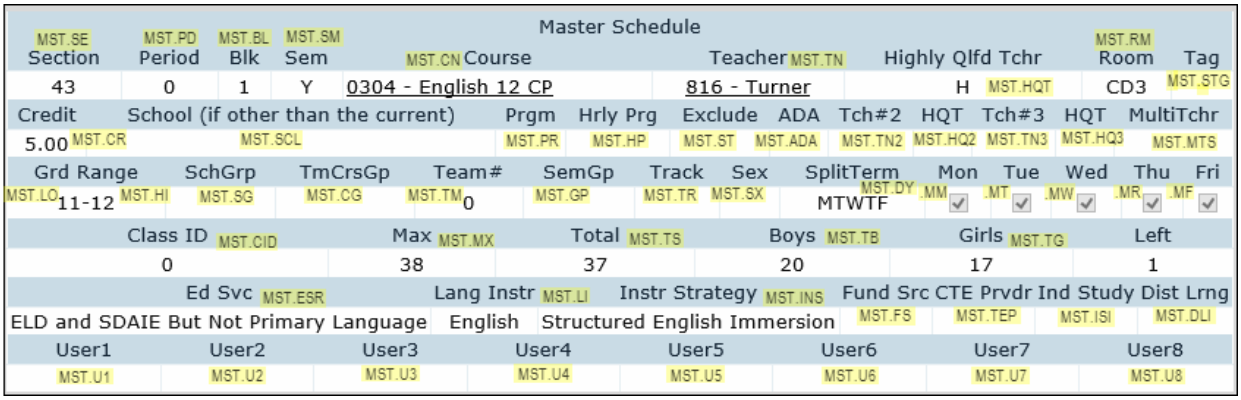
2. Selecting the option to **Lock Attendance Month** will **NOT** allow any changes to be made to any student's attendance within this month.

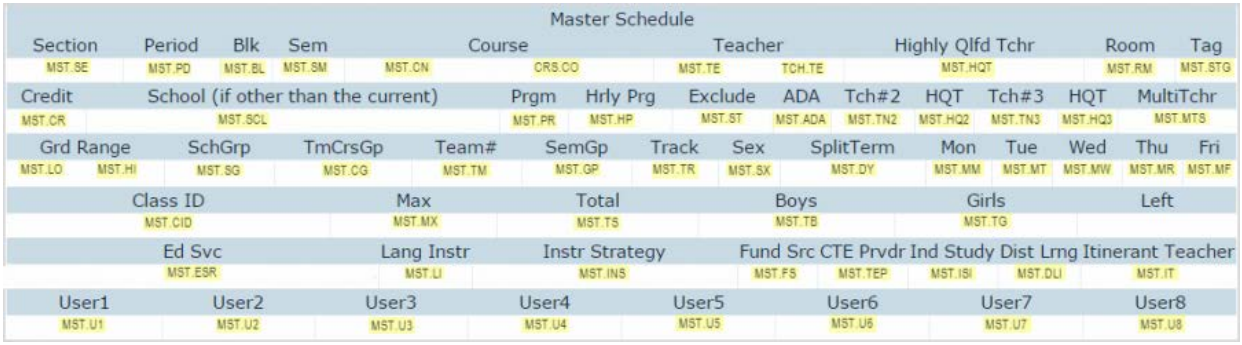


3.
4. SQL queries can be generated to flag specific schools and months to lock or all schools and all months.

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Fields



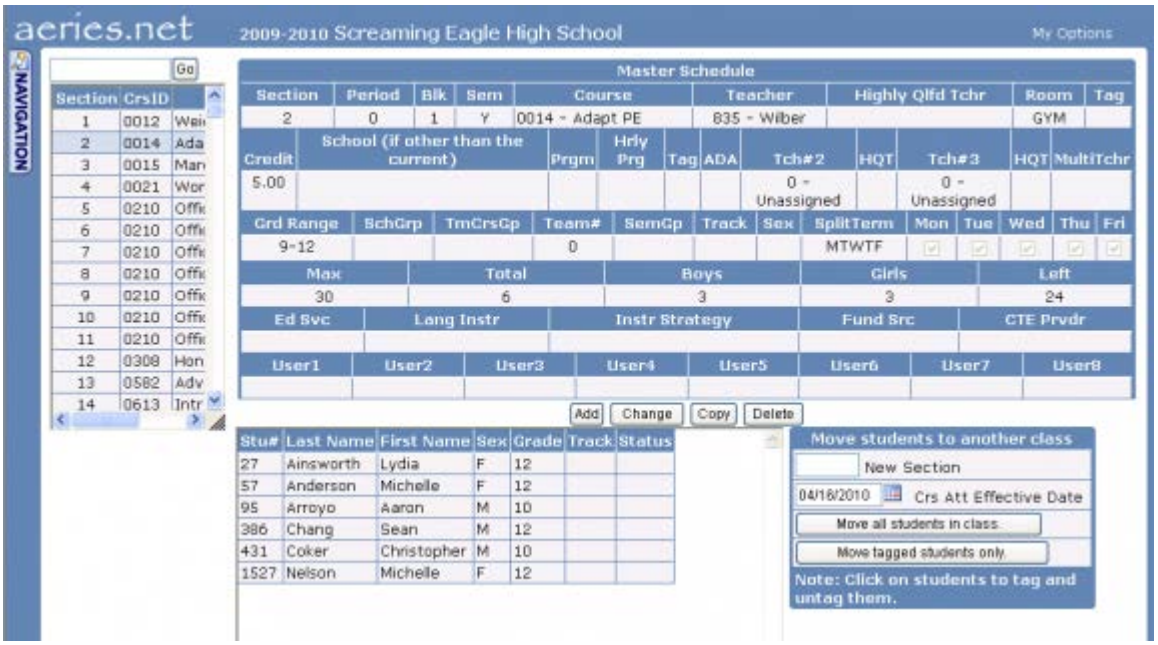


[Collapse]

Aeries.Net - Master Schedule

1. The **Master Schedule** is utilized to display and update the school's current master schedule in the **MST** table. When this form first displays it will only display the first section number in the table.
2. The **MST** table contains a record for each section or class currently offered and is accessed by section number. Many schools assign section numbers by period. For example, section numbers 300-399 are third period classes. Section numbers cannot be any larger than **9999**. **All forms and reports will not accept section numbers larger than 4 digits.** |}

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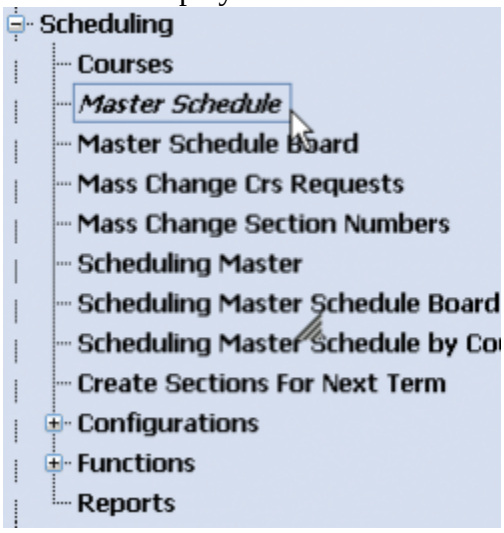
3. 

4. This form displays all students currently assigned to the section number selected. The total number of students scheduled and totals by gender also display in the middle of the form. These totals are recomputed whenever a class is displayed.

   This form is also used to move students from one section to another. Students can be moved individually or the whole class can be moved. |}

Master Schedule

1. The **Master Schedule** node is an option available from the **Scheduling** navigation tree. To access **Master Schedule** click the mouse on the **Scheduling** node. Click the mouse on **Master Schedule** and the form will display.

2. 

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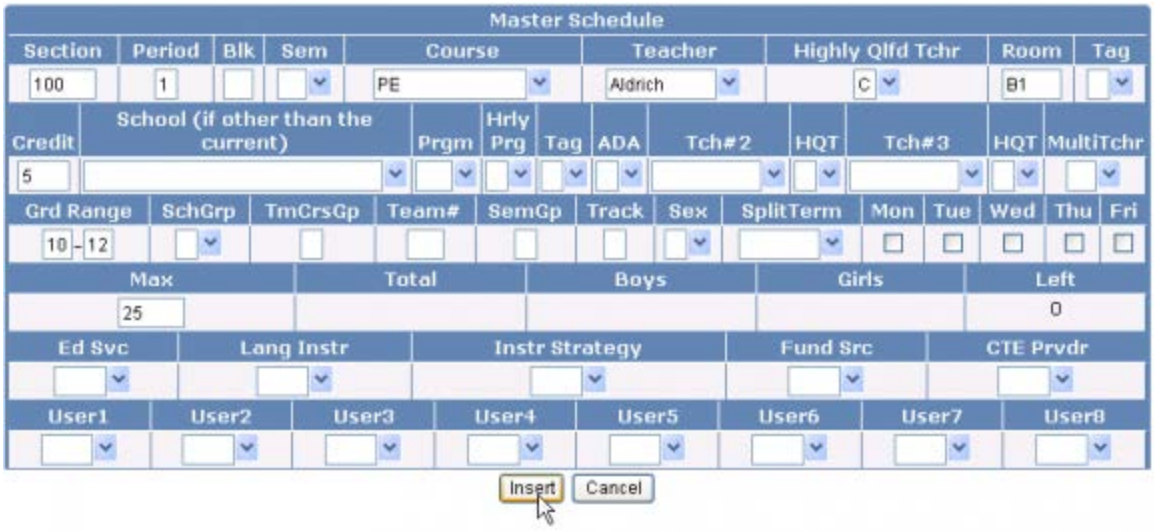
Add a Section to Master Schedule

1. To add a section to the **Master Schedule**, click the mouse on the **Add** button. The form will display defaults for the period blocks (1), semester or term code (Y), credit value (5.0), and grade range from the course selected. These defaults can be changed.
2. 

3.
4. Enter a period number in the **Period** field and press **Tab**. The program will assign the next available section number in relation to the period entered. For example, if period two is entered, the next highest unused section number between 200 and 299 will be assigned. If these sections have already been assigned the program will assign the next available number between 1200 and 1299.
5. 

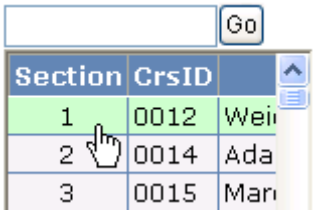
6.
7. Click the mouse on the **Course** drop down arrow to select a course number. Click the mouse on the **Teacher** drop down arrow to select the teacher assigned to the class.
8. Use **Tab** to move throughout the form and enter data in the remaining fields, for example, room, credit, maximum students etc. When complete click the mouse on the **Insert** button and the class will be added to the **Master Schedule**.

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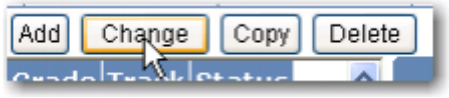
9. 

Change Section in Master Schedule

1. To select the section to be changed click the mouse on the **Section Number** and the data will display.

2. 

3. Click the mouse on the **Change** button. The **Change** button is used to update information for the class currently displayed.

4. 

5. Press **Tab** to the field to be changed and enter the changes. When complete click the mouse on the **Update** button to update the section.

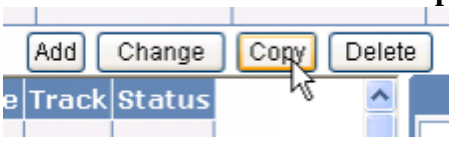
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6. 

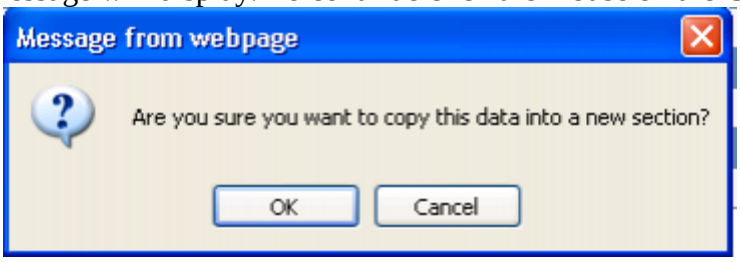
7. *NOTE:Changes CANNOT be made to Section, Period, Block, Semester, Course ID, or Teacher once Attendance and CAR have be activated. These fields will display grayed out, such as the Period, Blk, Sem, Course and Teacher fields.'* |}

Copy a Section in Master Schedule

1. The **Copy** button is used to copy a section and create a new section with the same information. This option can also be used to copy or move students into the new section. Select the section to be copied and click the mouse on the **Copy** button.

2. 

3. The following message will display. To continue click the mouse on the **OK** button.

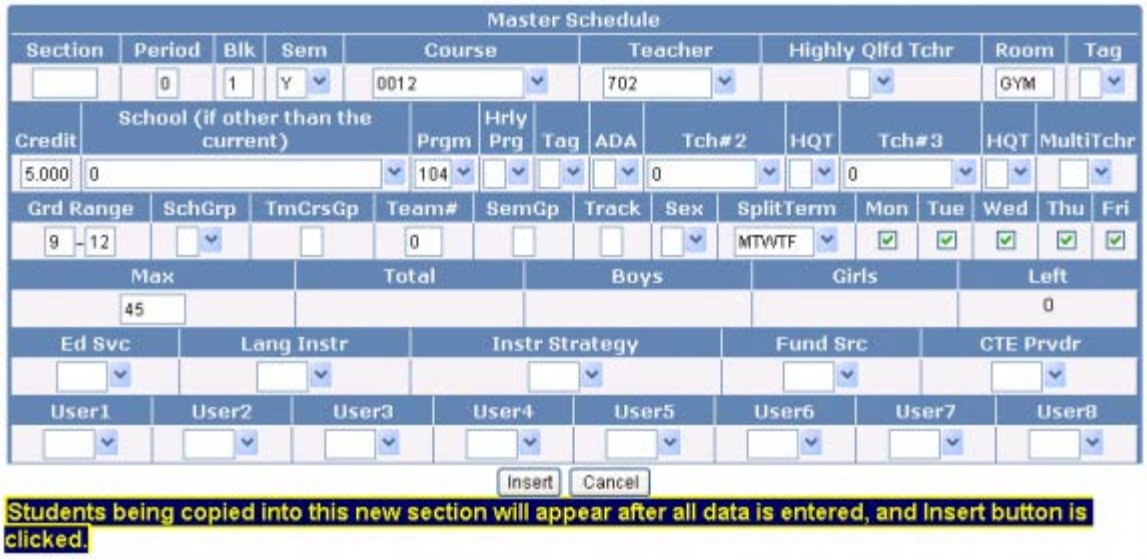
4. 

5. The following selection box will display and default to **Do NOT copy or move students**. Select one of the options and click the mouse on the **OK** button.

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6. 

7. All information from the section selected will now display. Use **Tab** to move throughout the form and enter data in the fields. When complete click the mouse on the **Insert** button and the class will be added to the **Master Schedule**.

8. 

9. If you have selected to copy or move students over to the new section a message will display at the bottom of the form. When the Insert has completed the students will now be enrolled in the new section and will display at the bottom of the form.

Delete a Section in Master Schedule

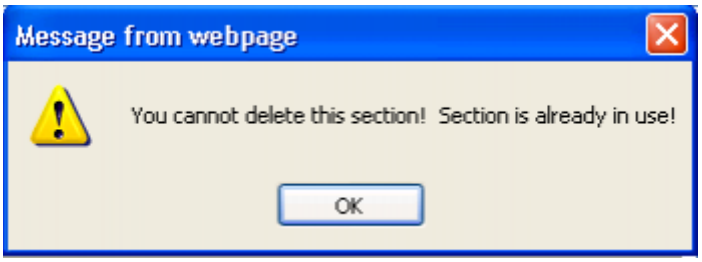
The **Delete** button is used to delete unused sections from the **Master Schedule** but ***CANNOT*** have any students enrolled in the class.

Select the correct section to be deleted. Click the mouse on the **Delete** button. A message will display to verify the deletion of this section. Click the mouse on the **Yes** button to delete the class.

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If there are students enrolled in the section selected the following message will display and ***will not*** allow you to delete the section.

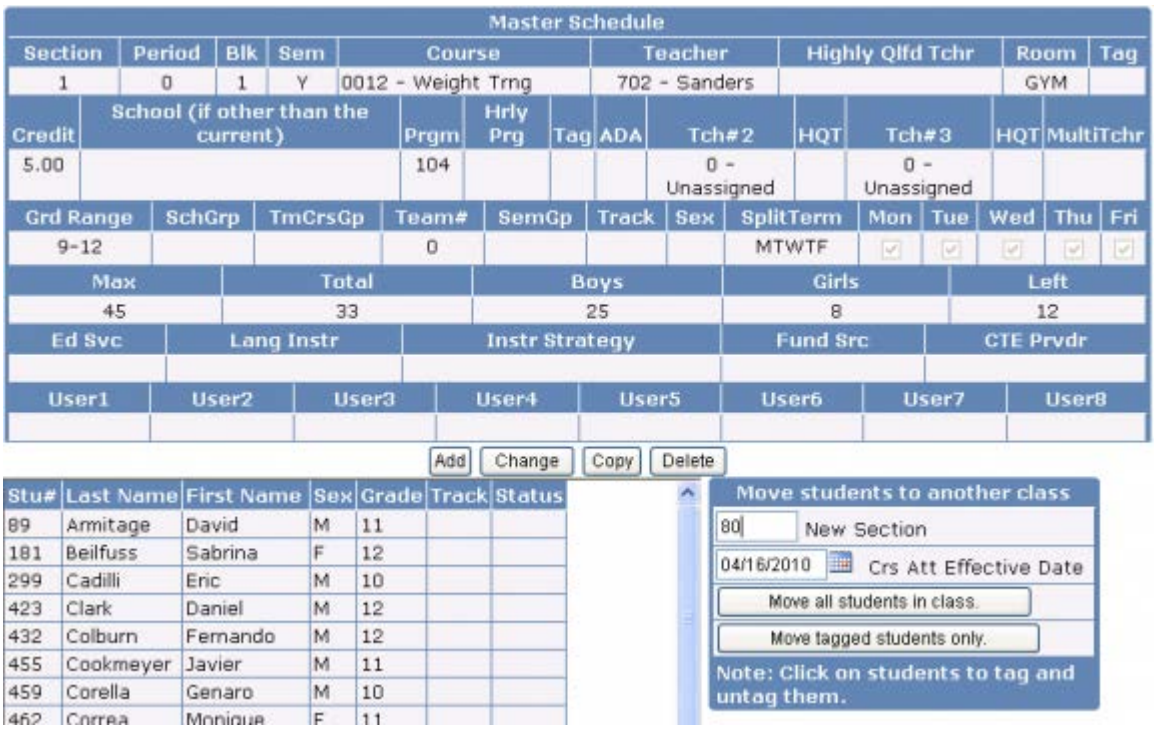


NOTE: A class cannot be deleted if any students are still enrolled.

Move All Students to Another Class

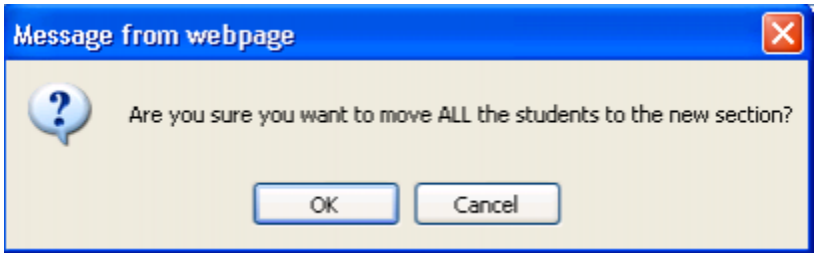
1. The **Move Students to Another Class** option allows students to be moved from the section displayed to another section or to drop them from this section.
2. After displaying the section, enter the section number that the students will be moved to in the **New Section** field. To drop all students from the section displayed, enter section number **0** in the **New Section** field.

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3. 

4.

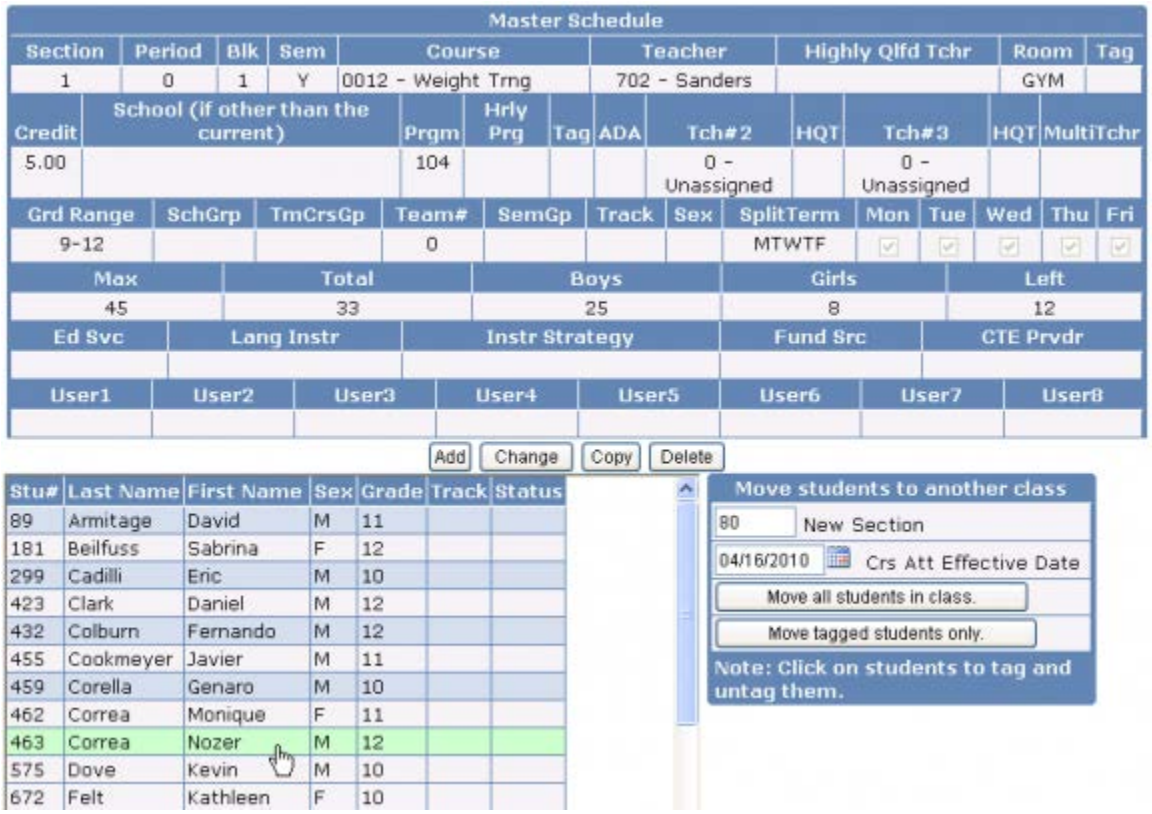
5. Click the mouse on the **Move All Students in Class** button. A message box will display to verify the move. To complete the move, click the mouse on the **OK** button and all students will now be assigned to the new section number. To cancel the move, click the mouse on the **Cancel** button.

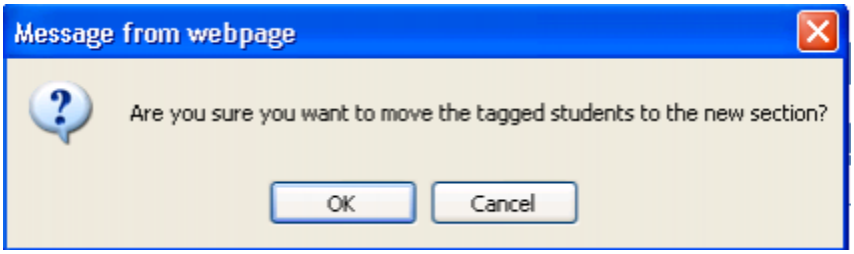
6. 

Move Tagged Students to Another Class

1. Specific students can be selected from the section displayed and moved to another section or drop them from this section.
2. After displaying the section, enter the section number that the students will be moved to in the **New Section** field. To drop all students from the section displayed, enter section number **0** in the **New Section** field.

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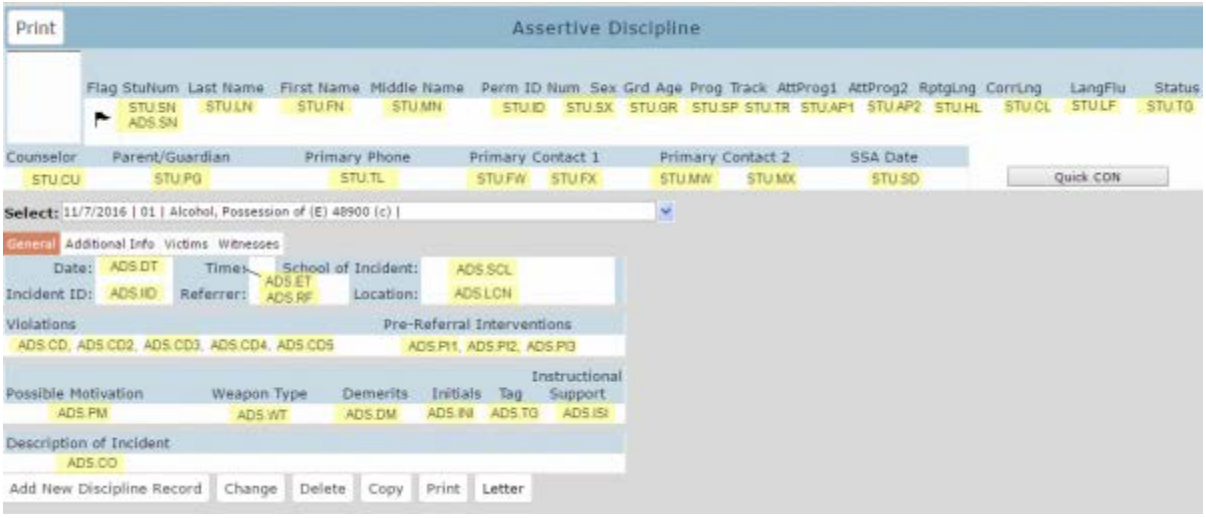
3. 

4. To tag the student click the mouse on the student's name. The students name will be hi-lighted. Each student **Tagged** will be moved to the new section. To remove the **Tag**, click the student name again
5. Click the mouse on the **Move Tagged Students only** button. A message box will display to verify the move. To complete the move, click the mouse on the **OK** button and the tagged students will now be assigned to the new section number. To cancel the move, click the mouse on the **Cancel** button.
6. 

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Fields

Assertive Discipline General



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Assertive Discipline Victims

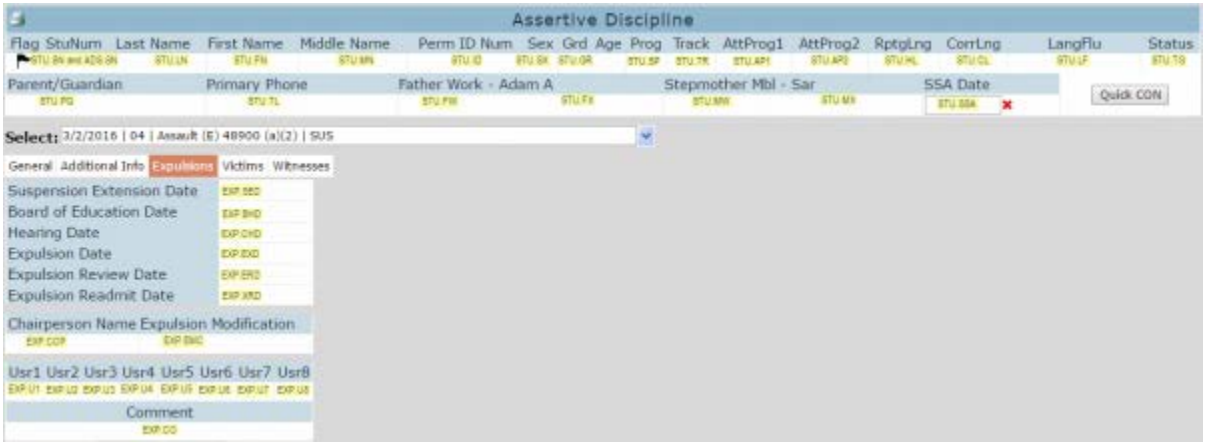


Assertive Discipline Witnesses

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Assertive Discipline Expulsions



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Assertive Discipline Additional Info



[Collapse]

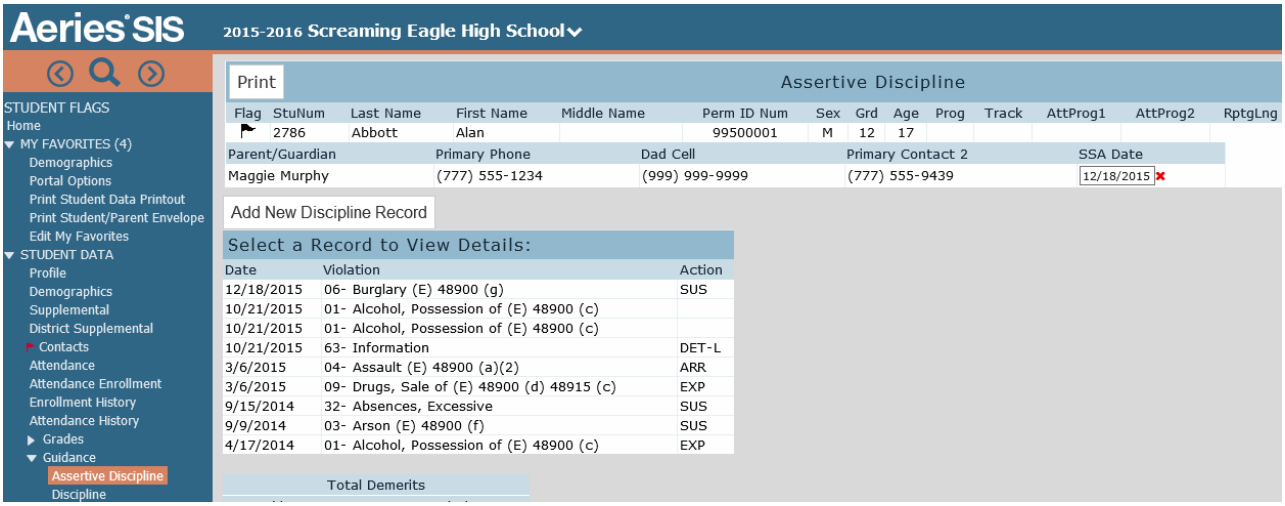
Aeries Web Version - Assertive Discipline

Student Discipline

1. The **Discipline** pages can be displayed by selecting **Assertive Discipline** under the **Student Data/Guidance** navigation tree. Considering the various ways these forms can be used, schools/districts **MUST** have well documented policies regarding student

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discipline. The following is the **Assertive Discipline** page that contains a large amount of information that can be stored about an incident.

2. 

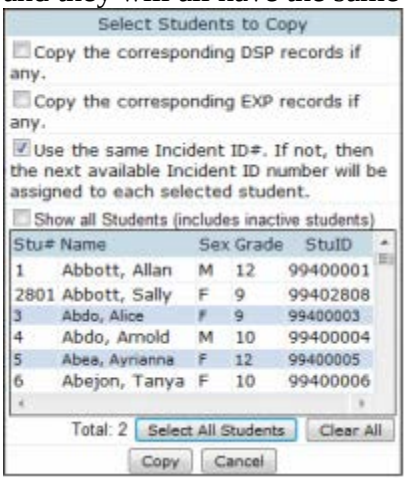
3. The application of disciplinary policy **must** also be well communicated to the school community.
4. Are discipline policies, penalties, etc., covered in the Student Handbook so that every student and family is well informed?
5. Does the school and district have consistent and uniform procedures for Penalties, for example the disposition codes?
6. Are all "legal bases" covered?
7. The following is the **Discipline** page that contains a small amount of information that can be stored about an incident. This form can be accessed by selecting **Discipline** under the **Student Data/Guidance** navigation tree.

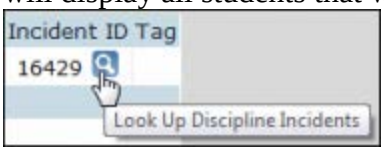
8. 

Incident ID

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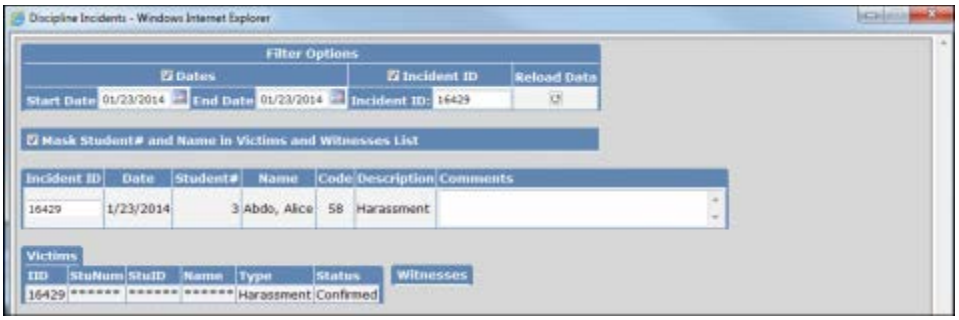
1. When adding a new Discipline record, an **Incident ID** will automatically be added to the discipline record. The same Incident ID number can be copied to multiple students.
2. 

3. When you use the **Copy** button to copy this incident to multiple students, the following message will display. Select the option "Use the same Incident ID#." and click the mouse on the **Copy** button. The current discipline record will be copied to the students selected and they will all have the same **Incident ID** number.
4. 

5. Uncheck the option and the current discipline record will be copied to the students selected and their records will be assigned the next available **Incident ID** number.
6. The **Lookup** button will display specific incidents on the **Discipline Incidents** form and will display all students that were assigned the same **Incident ID** number.
7. 

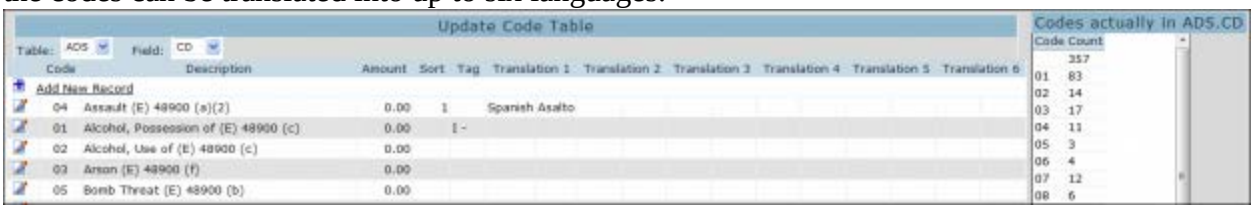
8. The **Discipline Incidents** form will display any student that has a Discipline record with that **Incident ID**. This form will allow you to display specific Incident ID's or Incident ID's for a specific date range. This form may also display any records with that **Incident ID** or in the specified date range in the **Victim** or **Witness** tables if the user has read permissions to these tables.

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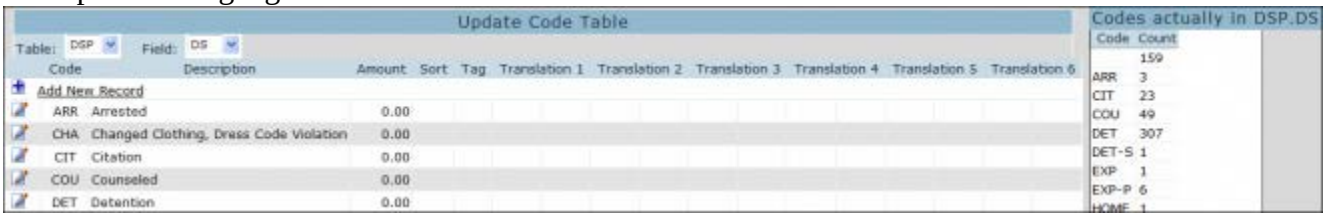
9. 

Setup of Student Infractions in Code Table

1. From the **School Info/Configurations** Navigation tree select **Update Code Table**. Select the **ADS** table for the **Assertive Discipline** form or the **DIS** table for the **Discipline** form. A sort code can be entered that will change the order of the codes in the dropdown, and the codes can be translated into up to six languages.

2. 

3. Select the **Field CD** and enter all student infractions listed in the Ed Code, the school/district handbook(s), Board Policy, etc. The **drop-down** listings on the **Assertive Discipline** and **Discipline** forms will display the information entered in the **Code Table**.
4. **NOTE: Code Setup for student infractions should be entered in two informational tables – the**
5. **Code Table and Suspendable Offense Code Table.**
6. All Disposition (**DS**) codes will be set up in the **DSP** table and should contain all penalties or consequences. The disposition codes can also be sorted and can be translated into up to six languages.

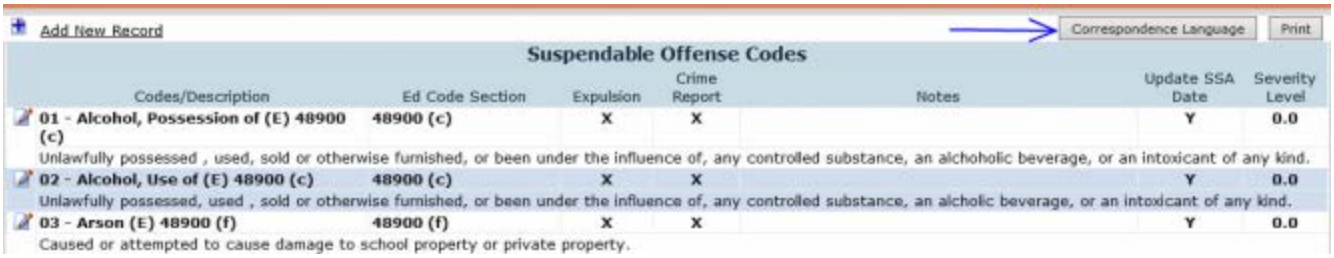
7. 

Setup Suspendable Offense Codes

1. From the **School Info/Configurations** Navigation tree select **Update Suspendable Offense Codes**. Enter all suspendable infractions, citing Ed Code sections, Board Policy, etc. Indicate whether each infraction is reported on the Crime Report, could lead to

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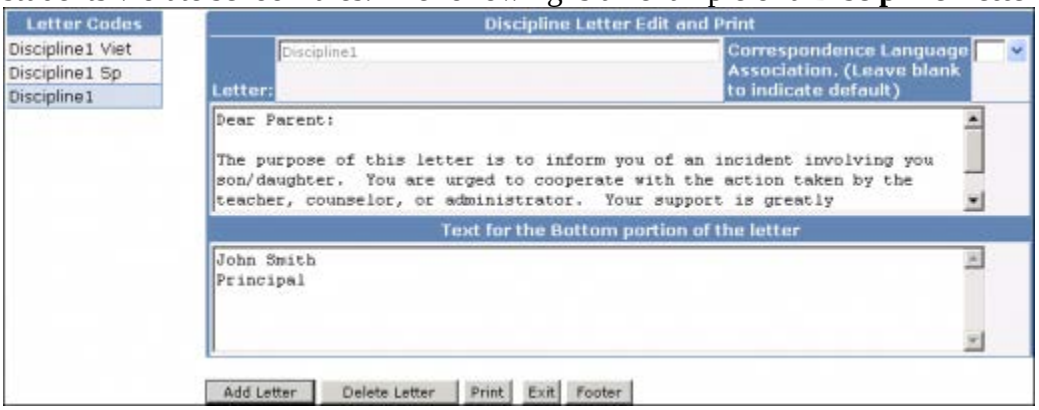
possible expulsion, etc. The Suspendable Offense Codes can be translated into up to six languages. Select the **Correspondence Language** button at the top of the screen to view the translations.

2. 

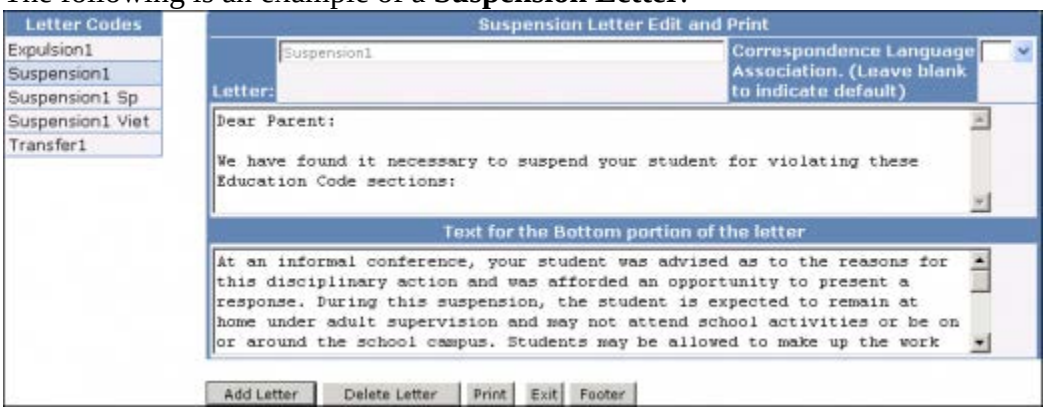
3. The **Update SSA Date** field will auto populate the students Safe Schools Act or **SSA Date** field if a code is selected that is tagged as Y or X.

Setup Discipline Letters

1. From the **School Info/Configurations** Navigation tree select the **Discipline Letter Text Editor** or the **Suspension Letter Text Editor**. All letters created will display under **Letter ID**. Select to **Add** or **Change** the **Discipline Letter** or the **Suspension Letter to parents**. When completed select **Save**. These letters will then be available to print when students violate school rules. The following is an example of a **Discipline Letter**.

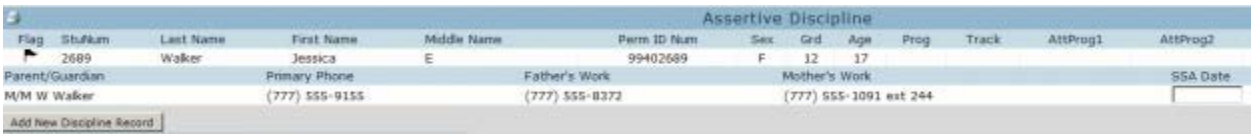
2. 

3. The following is an example of a **Suspension Letter**.

4. 

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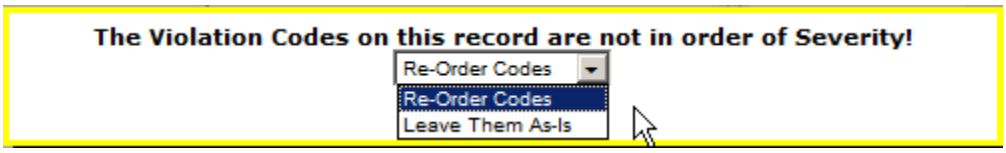
5. **Entering a Discipline Record on the Assertive Discipline Form**
6. To enter a discipline record from the **Assertive Discipline** form, select the specific student and click the mouse on the **Add New Discipline Record** button.
7. 

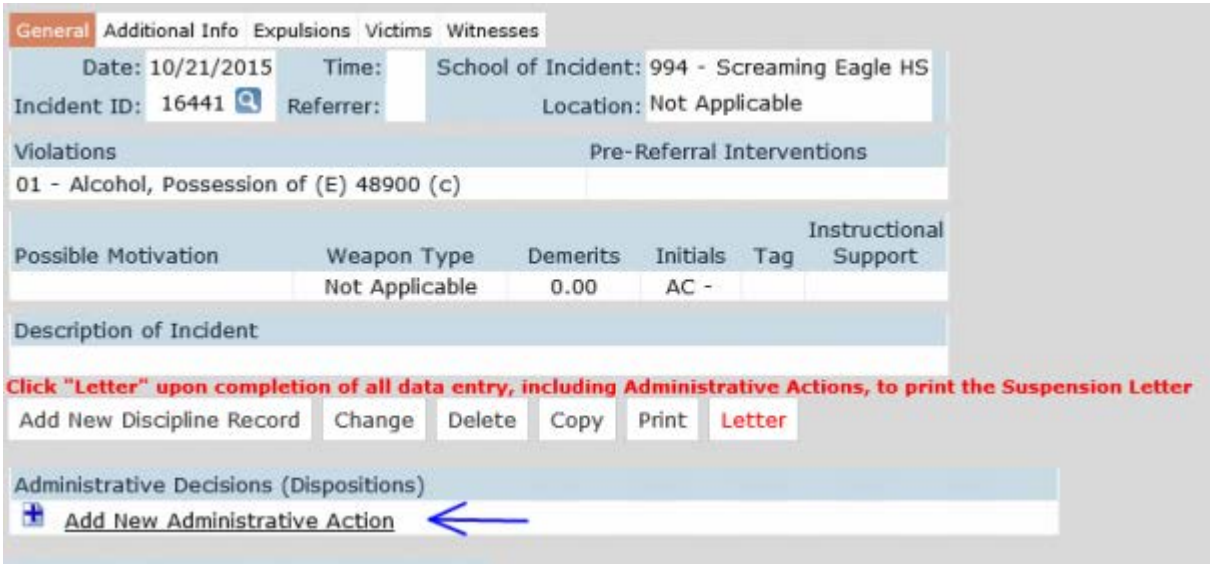
8. The Safe Schools Act or **SSA Date** field will display in the upper right corner. This field should be filled with the date of a student's most recent infraction of the Safe Schools Act. This date will be auto populated when selecting a code that is tagged in the **Update Suspendable Offense Codes (SOC)** in the **Update SSA Date** field.
9. 

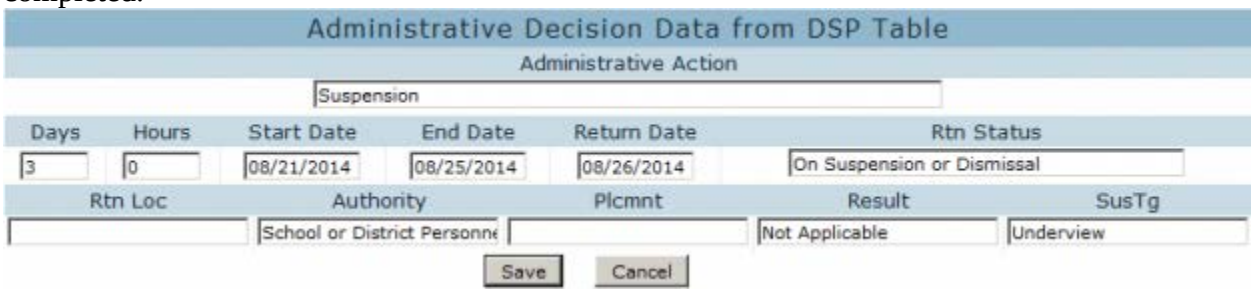
10. According to California Ed Code 49079, a student's teachers **must** be notified for a period of three years from the last infraction that the student violated the SSA. If the **SSA Date** field contains a date an asterisk **(*)** will be printed next to the student's name on teacher rosters.
11. Both Discipline forms have a **Red Flag** button that will display in **red** on the **Student Data** form. Schools should discuss and agree upon protocols for use of the **Red Flag** buttons.
12. To add a discipline record, click the mouse on the **Add New Discipline Record** button. Complete the **General** tab. Select a **Violation** from the dropdown and the other information if applicable. Click the mouse on the **Save** button when complete.
13. If a Suspendable code is selected the following message will display after **Save** to prompt the user to continue with the process.
14. 

15. If Violation codes have been entered and are not in the correct **Severity Level** based on the **Update Suspendable Offense Codes (SOC)** records, the following message will display.

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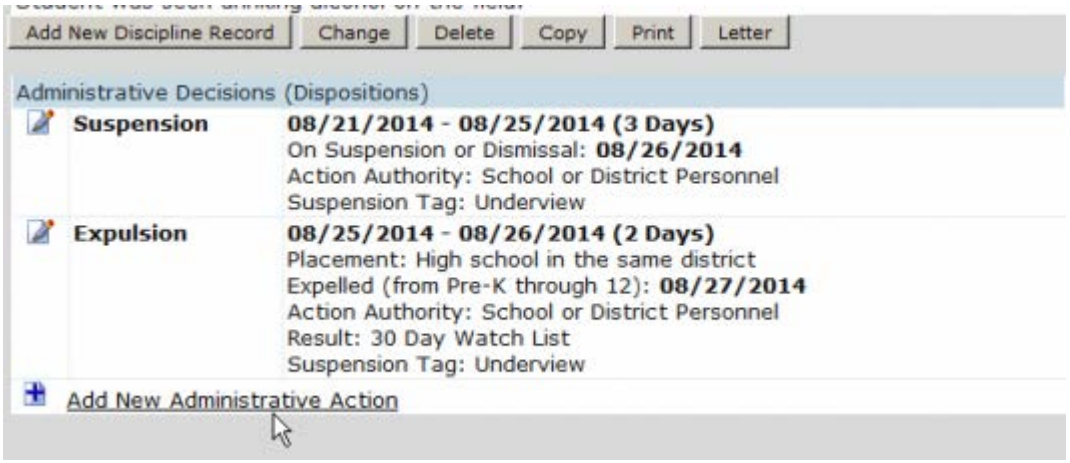
16. 

17. The **Re-Order Codes** option will sort the codes based on the **Severity Level**. The **Leave Them As-Is** option will not change the order and leave them as they were entered.
18. To enter **Administrative Decisions (Dispositions)**, click the mouse on the **Add New Administrative Action** link on the bottom of the form.
19. 

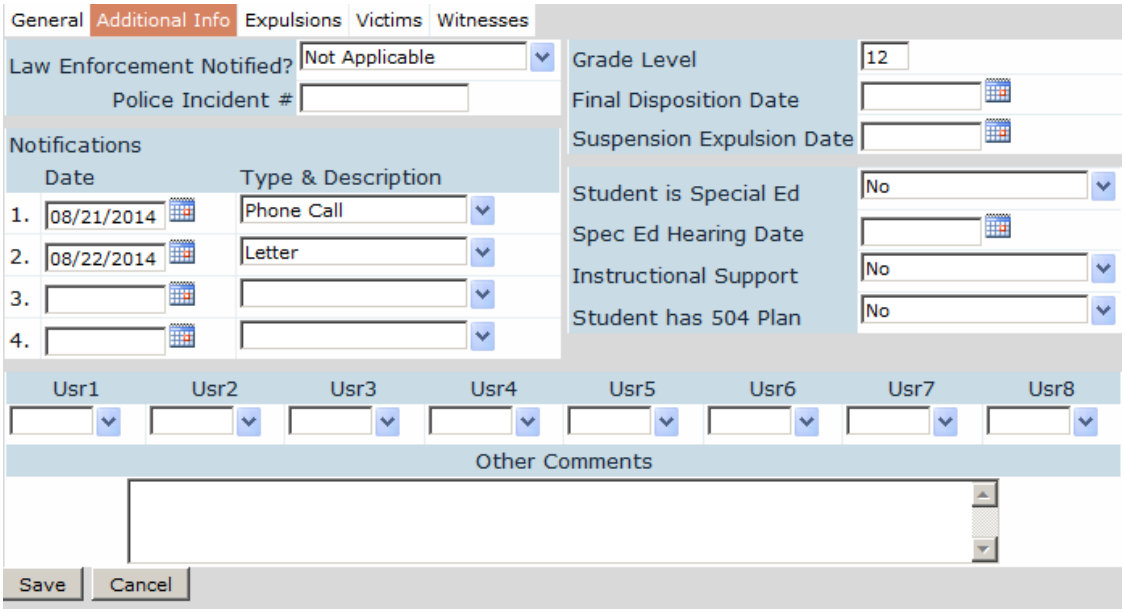
20. The following page will display. Select a disposition from the dropdown. Use the tab key to move through the fields. Click the mouse on the **Save** button when the page is completed.
21. 

22. Multiple dispositions can be added to the Assertive Discipline record with unique information, including Start and End Dates, Action Authority, etc. Click the mouse on the **Add New Administrative Action** link again to enter multiple dispositions. Click on the disposition to display the information for the individual DSP record.

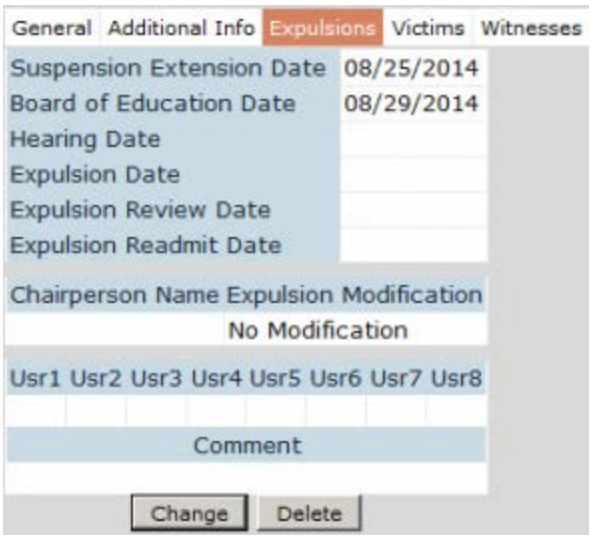
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23. 

24. The **Additional Info** and **Expulsion** tabs allow you to enter more details about the incident.

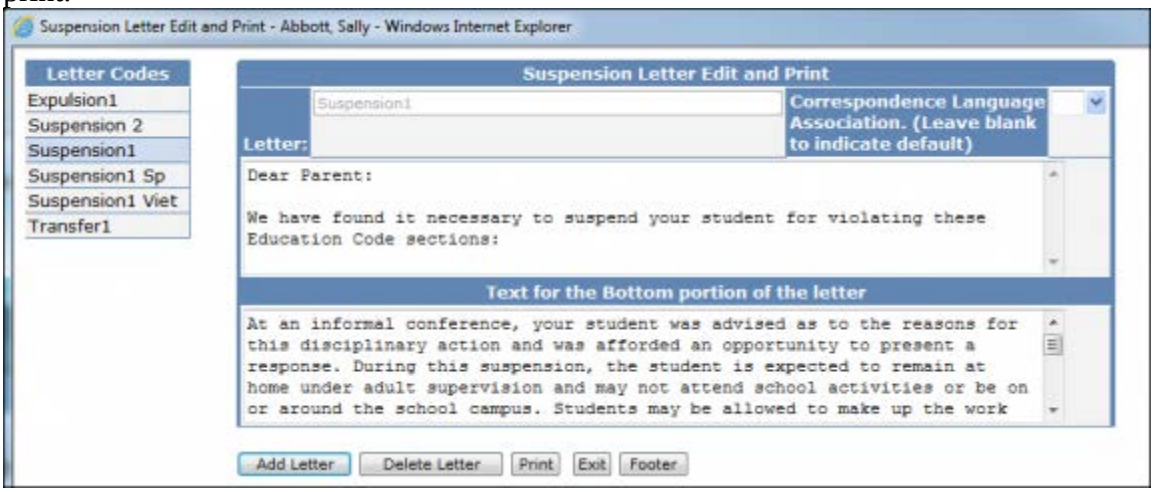
25. 

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26. 

Suspension Letter Editor (Suspension1)

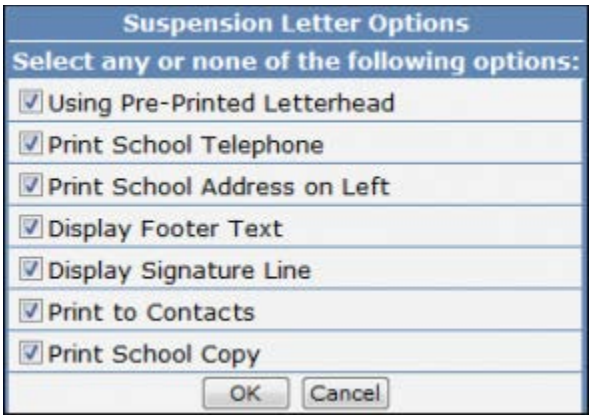
1. Click the mouse on the Letter button to print a letter. Click the mouse on the **OK** button to display the Suspension/Expulsion letters. Click the mouse on **Cancel** to display the Discipline letters. Below is the Suspension Letter page. Select the letter that you wish to print.

2. 

3. Selecting the **Footer** button from the **Suspension Letter** form will display the **Footer Text Change Form** and the footer can be updated as well as the **Signature Line Text**.

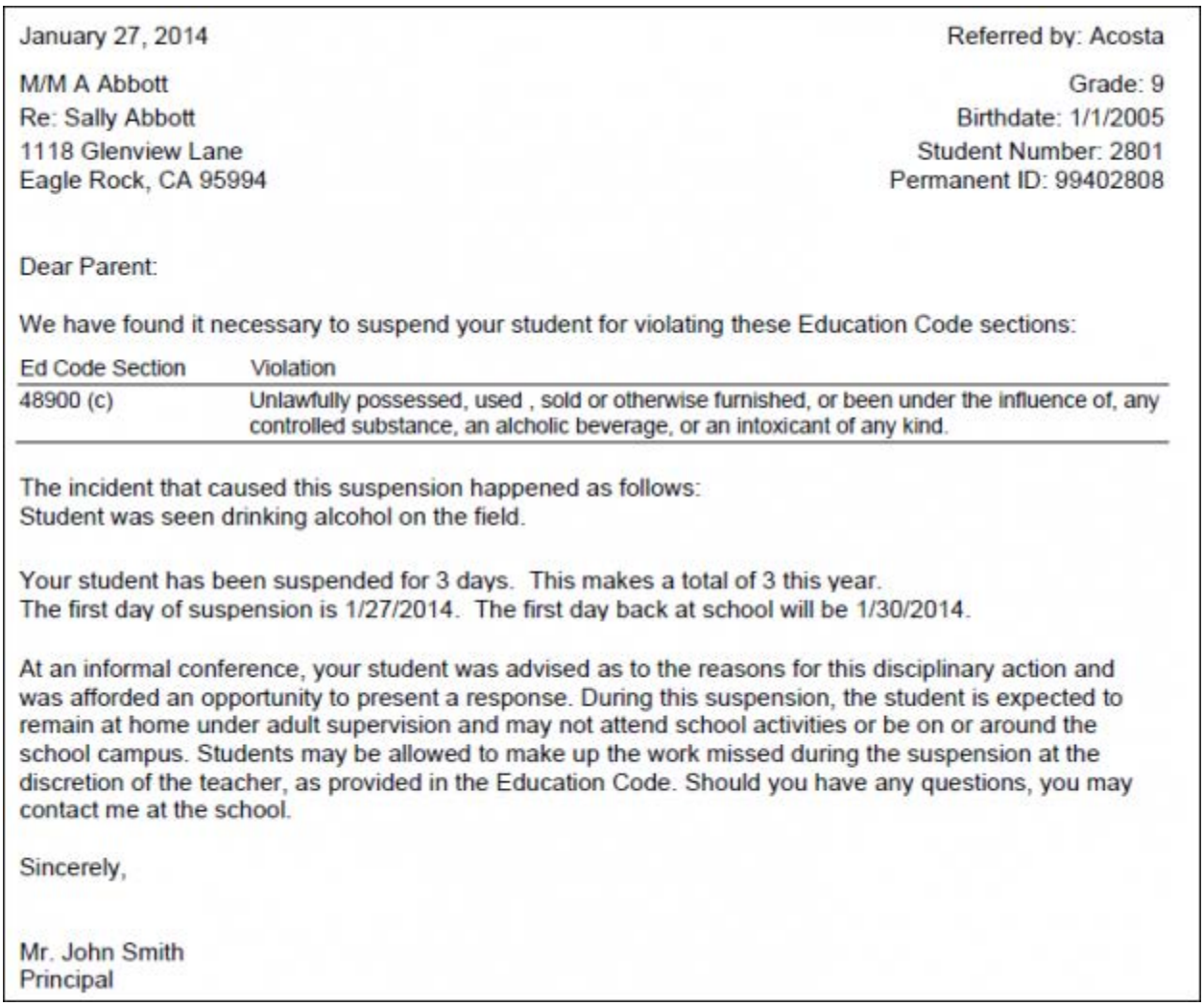
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4. 

5. **NOTE: There are legal ramifications to the content and wording on the suspension and**
6. **discipline letters, including the "Footer." School personnel should consider**
7. **consulting with district legal counsel on the appropriate content and wording of**
8. **all letters related to student discipline.**
9. **Suspension Letter to Parent**
10. When the **Print** button is selected the following options will display to format your letter.
11. 

12. Click the mouse on the **OK** button and the **Suspension Letter** will be generated.

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13. 

January 27, 2014 — Referred by: Acosta

M/M A Abbott — Grade: 9
Re: Sally Abbott — Birthdate: 1/1/2005
1118 Glenview Lane — Student Number: 2801
Eagle Rock, CA 95994 — Permanent ID: 99402808

Dear Parent:

We have found it necessary to suspend your student for violating these Education Code sections:

Ed Code Section	Violation
48900 (c)	Unlawfully possessed, used , sold or otherwise furnished, or been under the influence of, any controlled substance, an alcholic beverage, or an intoxicant of any kind.

The incident that caused this suspension happened as follows:
Student was seen drinking alcohol on the field.

Your student has been suspended for 3 days. This makes a total of 3 this year.
The first day of suspension is 1/27/2014. The first day back at school will be 1/30/2014.

At an informal conference, your student was advised as to the reasons for this disciplinary action and was afforded an opportunity to present a response. During this suspension, the student is expected to remain at home under adult supervision and may not attend school activities or be on or around the school campus. Students may be allowed to make up the work missed during the suspension at the discretion of the teacher, as provided in the Education Code. Should you have any questions, you may contact me at the school.

Sincerely,

Mr. John Smith
Principal

14. '*NOTE:* **'This letter may be modified to provide Suspension Pending Expulsion or recommendations to Involuntary Transfer Committee**

Special Education Students

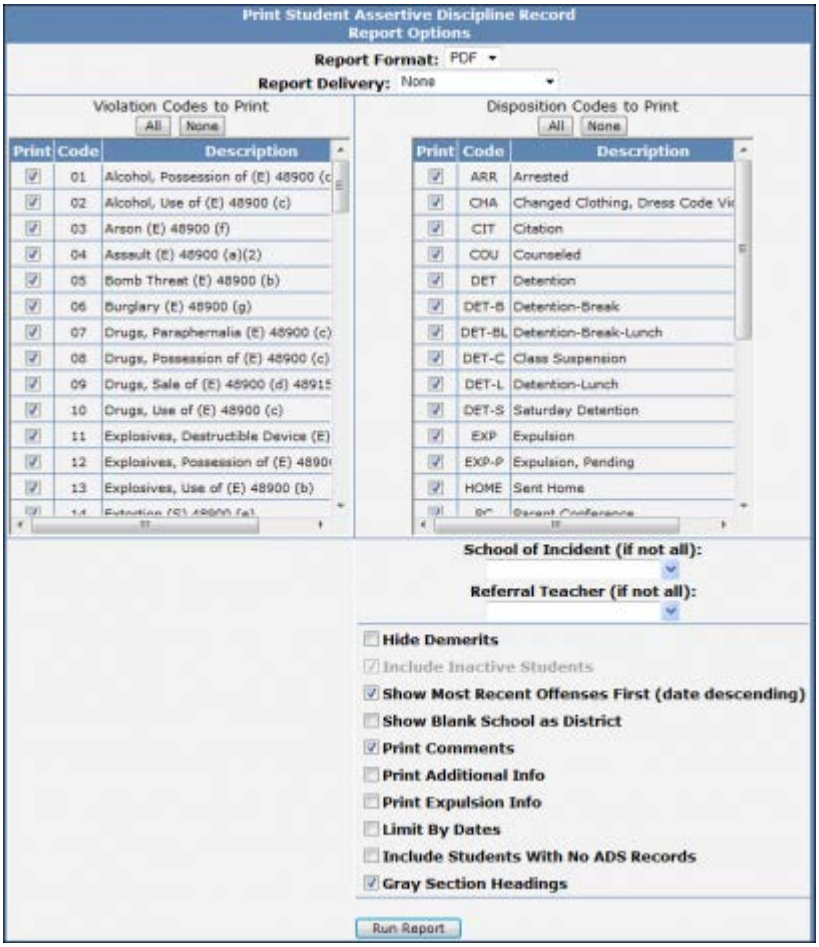
1. A message will display on the **Assertive Discipline** page if a student is Special Ed. The message is based on the following:
2. If the **Primary Disability** (CSE.DI) field is populated for the student
3. If the student is a current Special Ed student based on the **Entry Date** (CSE.ED)
4. A new field has been added to the **Assertive Discipline** page on the **General** tab. This field will only be visible if the user has READ permission to CSE/Special Ed and the student is a current Special Ed student. The fields will be hidden if the user does not have READ to CSE or the student is not Special Ed. The **Student is Special Ed** (CSE.SSE) field has been removed from the form. This field was informational only and is no longer needed.

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5. In Aeries Web Version, if the user does not have READ to Special Ed, a warning will display stating that the Special Ed Status is unknown when adding a new ADS record. This warning will only be visible when trying to add a record. In read mode, no messages will display.
6. 

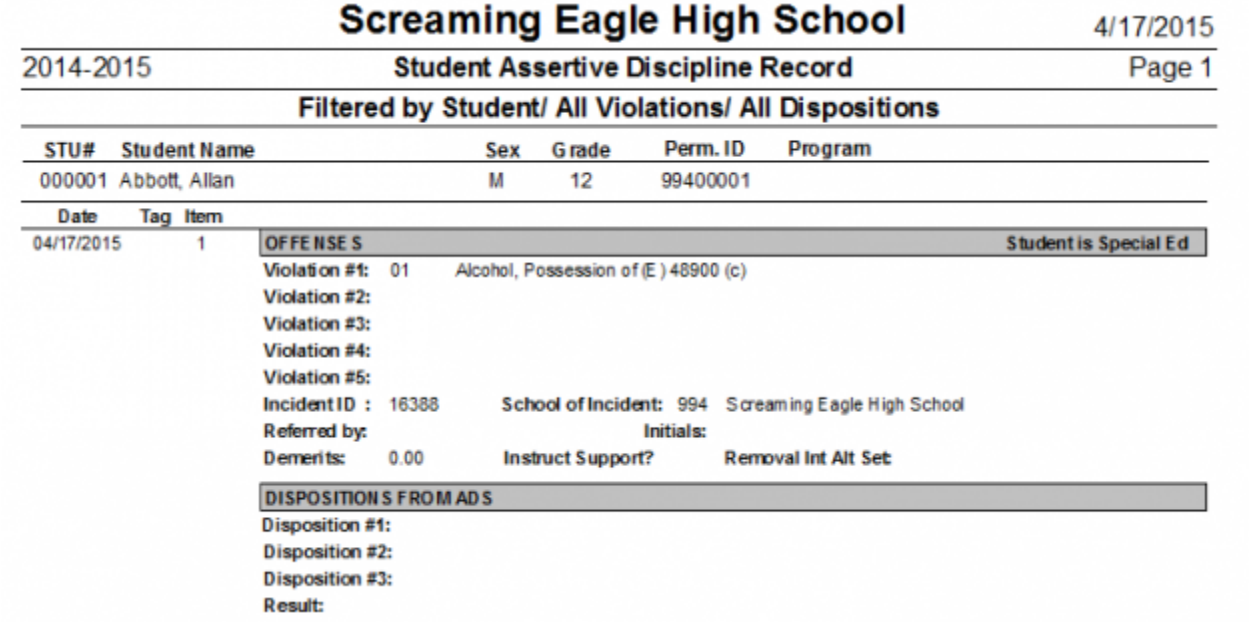
7. **<u>Note : It is important that the user entering or updating Assertive Discipline records also have READ permission to CSE/Special Ed.</u>**

Student Assertive Discipline Record

1. The **Print** button on the **Assertive Discipline** form will display the following selection form with a large number of options available. All **Violations** and **Suspension** codes will display but specific codes can be selected by clicking on the code to change them to Yes or No.
2. 

3. 

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4. The bottom right corner will display the following formatting options:
5. **Hide Demerits** – will not print the number of Demerits for the discipline records and will not print a Total Demerits
6. **Show Most Recent Offenses First** – will display the discipline records in descending date order
7. **Show Blank School as District** – if the School of Incident is blank the District name will be printed
8. **Print Comments** – will print comments if they exist in the discipline record
9. **Print Additional Info** – will print information from the Additional Info tab if they exist in the discipline record
10. **Print Expulsion Info** – will print information from the Expulsion Info tab if they exist in the discipline record
11. **Limit by Dates** – will allow you to select a specific date range for discipline records
12. **Include Students with no ADS** – will print all students regardless if they have an Assertive Discipline Record
13. **Gray Section Headings** – will allow you to change the color of the field name headings
14. The following is an example of the printout for the student selected.
15. 

Screaming Eagle High School 4/17/2015

2014-2015 Student Assertive Discipline Record Page 1

Filtered by Student/ All Violations/ All Dispositions

STU#	Student Name	Sex	Grade	Perm. ID	Program
000001	Abbott, Allan	M	12	99400001	

Date	Tag	Item
04/17/2015		1

OFFENSES — Student is Special Ed

Violation #1: 01 Alcohol, Possession of (E) 48900 (c)
Violation #2:
Violation #3:
Violation #4:
Violation #5:
Incident ID : 16388 School of Incident: 994 Screaming Eagle High School
Referred by: Initials:
Demerits: 0.00 Instruct Support? Removal Int Alt Set:

DISPOSITIONS FROM ADS

Disposition #1:
Disposition #2:
Disposition #3:
Result:

=Student Assertive Discipline Report

The **Student Assertive Discipline Record** located in **View all Reports** will produce a listing of **ALL** student discipline records. When selecting this report various options can be selected to filter out students and limit the records printed.

Discipline Report=

For school wide reports, the **Discipline Report** located in **View all Reports** will produce a listing of all students with "**X**" or more demerits. This report can be used in conjunction with query statements to develop ongoing monitoring for certain students.

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Screaming Eagle High School 1/27/2014

2013-2014 **Students with 1 or more demerits** Page 1

8/26/2013 through 1/27/2014

STU#	Student Name	Sex	Grade	Parent/Guardian	Home Phone	Father's Work	Mother's Work	Total Incidents	Total Demerits
24	Adragna Stefanie	F	10	M/M A Adragna	(777) 555-3355		(777) 555-1820	1	2.00
532	Collins Terrance	M	9	M/M C Collins	(777) 555-1555		(777) 555-0973	12	8.00

Discipline Distribution Report

For school wide reports, the **Discipline Distribution Report** can be located in **View all Reports**. This report can be used to monitor the actual number of different disciplinary codes recorded. This report can be generated to compute a total of the codes by a selected field, if desired. The following is an example of the **Discipline Distribution Report** broken out by Total, Grade, Sex and then Ethnicity.

Screaming Eagle High School 1/27/2014

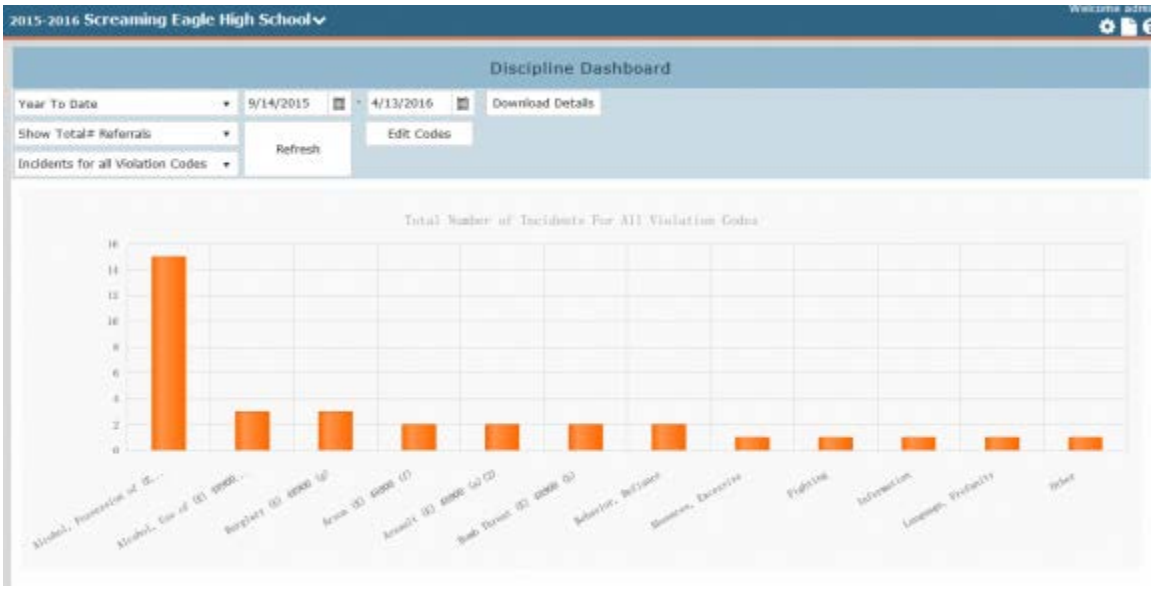
2013-2014 **Discipline Distribution Report from 8/26/2013 to 1/27/2014** Page 1

			Grade				Sex		Hispanic/Latino?	Race (Not Hispanic)						
Code # and Name		Total	9	10	11	12	F	M	Y	100	200	300	400	600	700	ZZZ
01	Alcohol, Possession of (E) 489(	15	5	4	1	5	8	7	5	-	2	-	1	-	7	-
02	Alcohol, Use of (E) 48900 (c)	4	1	-	1	2	3	1	-	-	-	-	1	-	2	-
03	Arson (E) 48900 (f)	1	-	-	-	1	-	1	-	-	-	-	-	-	1	-
04	Assault (E) 48900 (a)(2)	3	1	-	-	2	1	2	-	-	1	-	-	-	2	-
05	Bomb Threat (E) 48900 (b)	4	1	-	1	2	3	1	1	-	-	-	-	-	3	-
07	Drugs, Paraphernalia (E) 4890(	2	1	-	-	1	1	1	-	-	-	-	-	-	1	-
15	Knife, Brandishing (E) 48900 (b	2	2	-	-	-	1	1	-	-	-	-	-	-	2	-
89	Truant	43	6	6	18	13	18	25	18	1	1	-	-	4	19	-
	Totals:	74	17	10	21	26	35	39	24	1	4	-	2	4	37	-

Discipline Dashboard

1. **The** Discipline Dashboard **is accessed from the** Student Data/Guidance **node in the Navigation tree. The** Discipline Dashboard **displays charts analyzing the** total number of incidences **in a variety of ways.**

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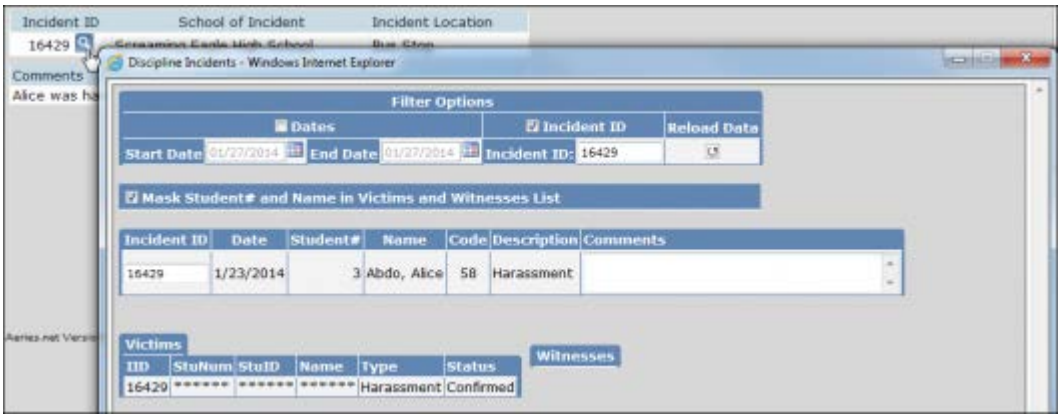
2. 

3. 
4. There are few options available on the **Discipline Dashboard**.
5. **Year to Date** – select the range of dates of the discipline records to include in the charts
6. **Show Total# Referral** – select if the charts will display the Total #, Daily Rate, Weekly Rate or Percentage of Referrals
7. **Incidents for all Violation Codes** – Select to display Incidents by.
8. **Edit Codes** – select the violation codes that you would like to include in the charts
9. Once the options have been selected, the **Refresh** button is selected to refresh the data on the charts.

Victims and Witnesses

1. The **Victims** and **Witnesses** forms will allow you to store and track information for a student who was a victim or witness to a crime. The information added to this form can be utilized by the Civil Rights report to track the victims of harassment.
2. These forms can be displayed by selecting **Victims** or **Witnesses** under the **Student Data/Guidance** navigation tree. Users must have **Read** access to the **Victims** or **Witnesses** screens to view these records. Below is an example of the **Victims** form.
3. 

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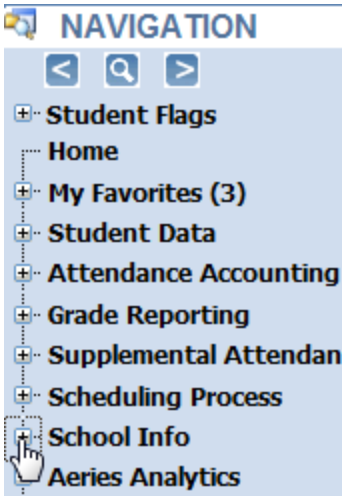
4. The **Victims** and **Witnesses** screens also contains an Incident ID field. The **Incident ID** field on either screen can be linked to **Assertive Discipline** records by populating the field with the same **Incident ID** number. This will enable schools to track multiple students involved in one discipline incident.
5. The **Lookup** button next to the **Incident ID** field can be used to list discipline, victim and witness records that occurred on a day, during a range of days, or for a specified Incident ID. This Incident ID can then be entered as the Incident ID for the victim or witness record.
6. 

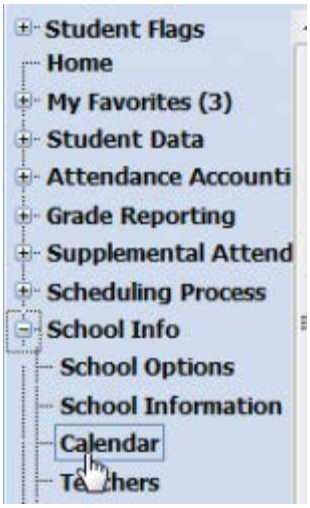
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Aeries.Net - School Startup Procedures

As close to the first day of school certain procedures should be performed in Aeries.Net. The following documentation includes these procedures to assist in making the new school year a success.

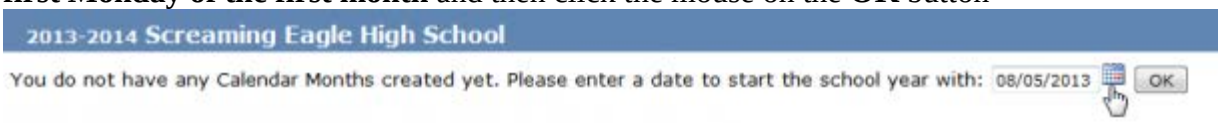
CREATE A CALENDAR

1. To create a calendar, click the mouse on the **School Info** node on the Navigation Tree. Next, click the mouse on the **Calendar** node.
2. 

3. 

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4. The following page will display. The calendar starting date will be the first Monday of the first attendance month to be created. Use the calendar icon to select the **date for the first Monday of the first month** and then click the mouse on the **OK** button



5.

6. A calendar will be created for the first month and the **Calendar** form will display. Verify the dates are correct.



7.

Eliminate a Week from the Calendar

1. If a week needs to be eliminated from the calendar it **must** be done while creating the month. Click the mouse on the **date** to be changed and enter the new date.



2.

3. For example, above the week of 8/12/2013 needs to be eliminated so 8/19/2013 is entered.

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4. 

5. After changing the date, click the mouse on the **Save** button and the week of 8/12/2013 will be eliminated and all upcoming dates will be changed according to the new date entered.

6. 

Add an Attendance Month

1. Once the first attendance month has been created, the remaining calendar must be created using the **Add** button. To add a month to the calendar, click the mouse on the **Add** button at the bottom of the calendar.

2. 

3. The new month will display on the page and will default to the preceding month to determine the first Monday of the new month. Verify the dates and then click the mouse on the **Save** button.

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4. 

5. The new month will display in the list of calendar months on the page.

6. 

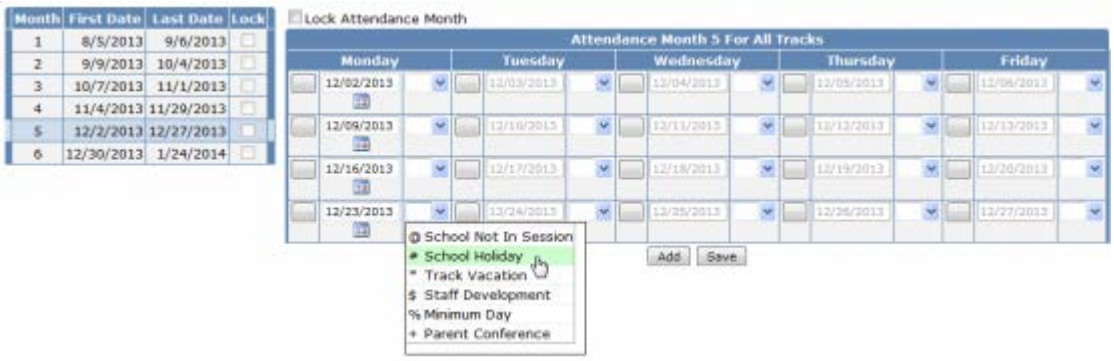
Flag Holidays and Staff Days

1. After all months have been added to the calendar for the school year, holidays and non-student days can be added to the calendar. Select the calendar month from the list.

2. 

3. Select the correct symbol to mark the calendar date with from the drop down list for the days that school is not in session. When complete click the mouse on the **Save** button.

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4. 

5. The calendar month will now display with the symbols.

6. 

7. After the calendar is complete it is suggested that it be reviewed and verified. To print a copy of the calendar to review, select the Attendance Calendar option under View All Reports.

8. 

9. The following is an example of the Calendar which can be printed.

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Screaming Eagle High School 8/7/2013

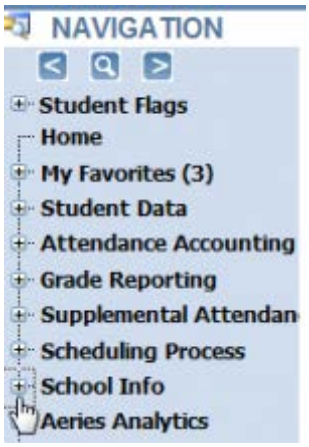
2013-2014 **Attendance Calendar** Page 1

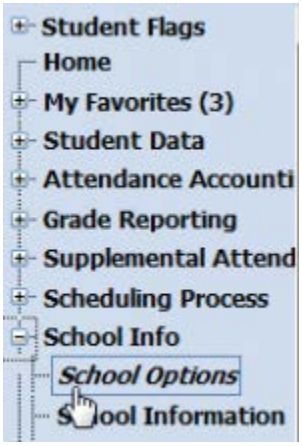
08/05/2013 - 01/24/2014

Month	Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	1	08/05/2013	08/06/2013	08/07/2013	08/08/2013	08/09/2013
	2	08/19/2013	08/20/2013	08/21/2013	08/22/2013	08/23/2013
	3	08/26/2013	08/27/2013	08/28/2013	08/29/2013	08/30/2013
	4	09/02/2013	09/03/2013	09/04/2013	09/05/2013	09/06/2013
2	5	09/09/2013	09/10/2013	09/11/2013	09/12/2013	09/13/2013
	6	09/16/2013	09/17/2013	09/18/2013	09/19/2013	09/20/2013
	7	09/23/2013	09/24/2013	09/25/2013	09/26/2013	09/27/2013
	8	09/30/2013	10/01/2013	10/02/2013	10/03/2013	10/04/2013

TERMS

1. After the Calendar has been created and verified, the terms need to be verified. To verify the terms click the mouse on **School Info** node on the Navigation Tree, then click the mouse on **School Options**.

2. 

3. 

4. In the **Term** fields make sure the correct dates are populated.

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5.

	Term	Starting Date	Ending Date
	1	8/5/2013	10/11/2013
	2	10/14/2013	12/27/2013
	3	1/6/2014	3/28/2014
	4	3/31/2014	6/6/2014
	F	8/5/2013	12/27/2013
	S	1/6/2014	6/6/2014
	Y	8/5/2013	6/6/2014
	Add New Record		

6. If a term date needs to be corrected, click the mouse on the **Edit** icon.

7.

	Term	Starting Date	Ending Date
	1	8/5/2013	10/11/2013
	2	10/14/2013	12/27/2013
	3	1/6/2014	3/28/2014

8. When finished modifying the data, click the mouse on the **Save** icon.

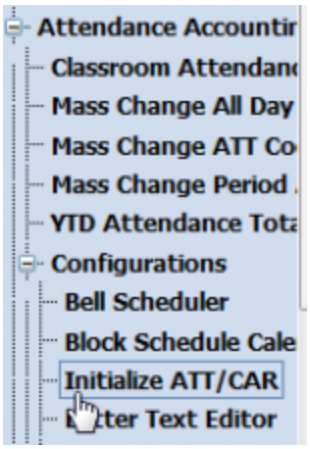
9.

	Term	Starting Date	Ending Date
	1	08/05/2013	10/11/2013
	2	10/14/2013	12/27/2013
	3	1/6/2014	3/28/2014

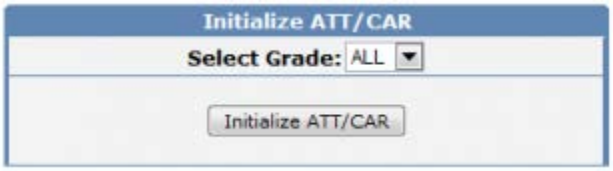
INITIALIZE ATTENDANCE/CAR

1. **Initializing attendance should be performed as close to the first day of school as possible and should only be done AFTER the Calendar and Terms have been setup and verified.** To initialize attendance, click the mouse on the **Attendance Accounting** node on the Navigation Tree. Next click on the **Configurations** node under **Attendance Accounting**. Then click on **Initialize ATT/CAR**. In schools with a Master Schedule this process will initialize both Attendance and Course Attendance. In an Elementary school with no Master Schedule this process will only initialize Attendance.

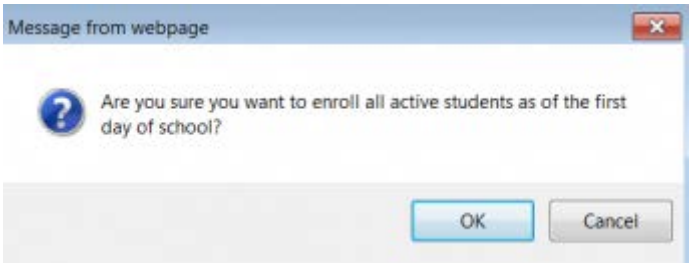
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2. 

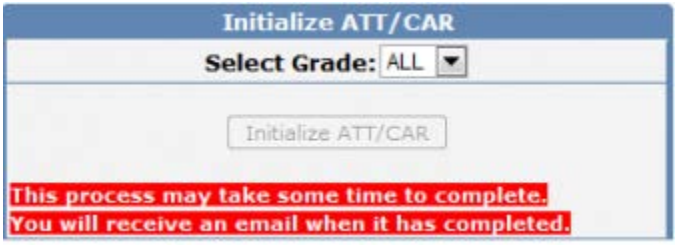
3. The following page will display. Select the Grade if not ALL. To initialize Attendance and Course Attendance, click the mouse on the **Initialize ATT/CAR** button.

4. 

5. The following message will display. To enroll all active students as of the first day of school click the mouse on the **OK** button.

6. 

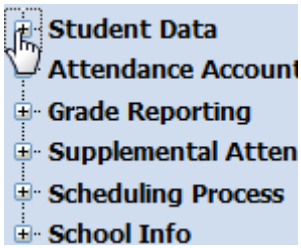
7. The following red message will display. When the process completes attendance will be initialized.

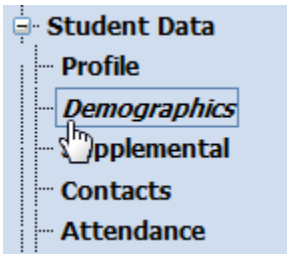
8. 

ADD A NEW STUDENT

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1. To add a new student, click the mouse on the **Student Data** node, then click the mouse on **Demographics**.

2. 

3. 

4. When the form opens, click the mouse on the **Add** button. A **Search Criteria** box will display to search for an existing matching student record. Enter the student last name, first name and birthdate and then click the mouse on the **Search** button.

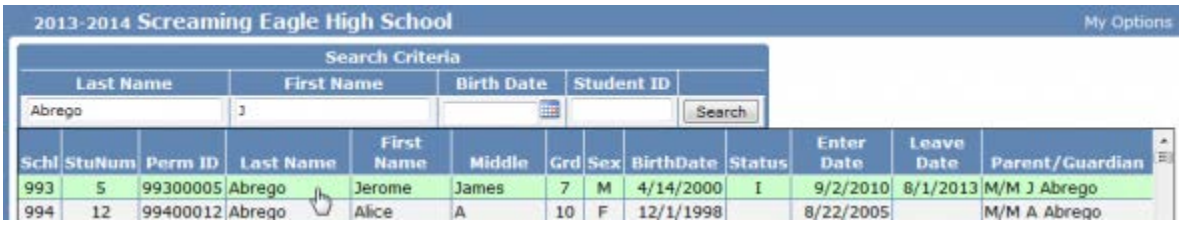
5. 

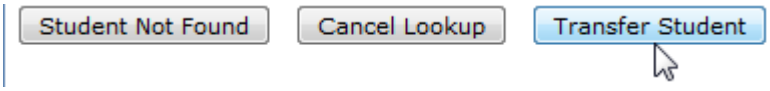
6. A list will display of students enrolled in the District that meet the criteria entered. The student's name, sex, grade, birth date, permanent ID number and school number will display.

7. 

8. Verify that the potential student match has been flagged **inactive** from the school displayed.
9. **NOTE: If the student is not inactive and flagged in the Tag field, Aeries will not allow the transfer of the student.**

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10. If a match was found and the record is to be copied into your school, select the student from the list by clicking on the student's name **once.** The student information will be hi-lited.
11. 

12. Verify the correct student has been selected and then click the mouse on the **Transfer Student** button.
13. 

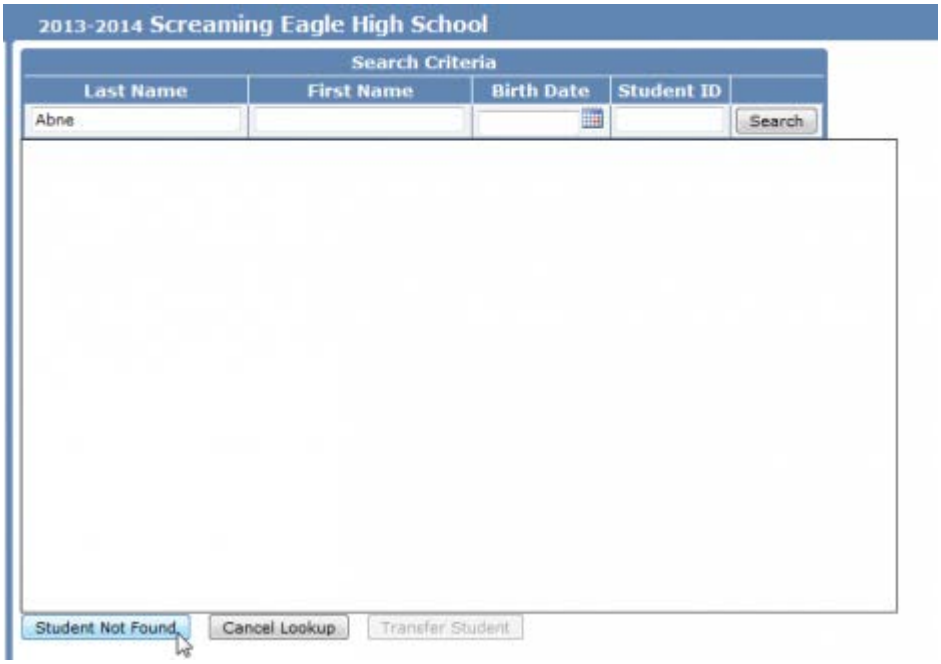
14. The student's information will now display on the **Student Data** form. Make any necessary changes to the data and then click the mouse on the **Update** button.
15. 

16. The student record will be added to the school. ***Active student not currently enrolled in attendance*** will display in the middle of the form. The student must be enrolled into attendance the first day the student will begin class.

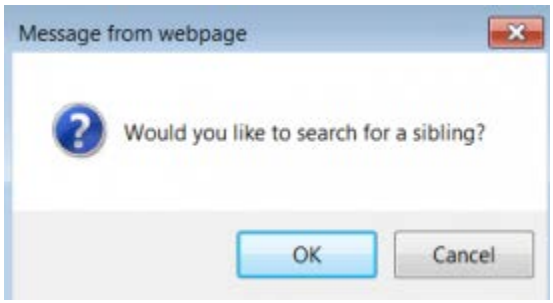
Add Student Not Found

1. If the **District** has been searched and the student has not previously been enrolled and cannot be located, the student can now be added to the student database by clicking the mouse on the **Student Not Found** button.

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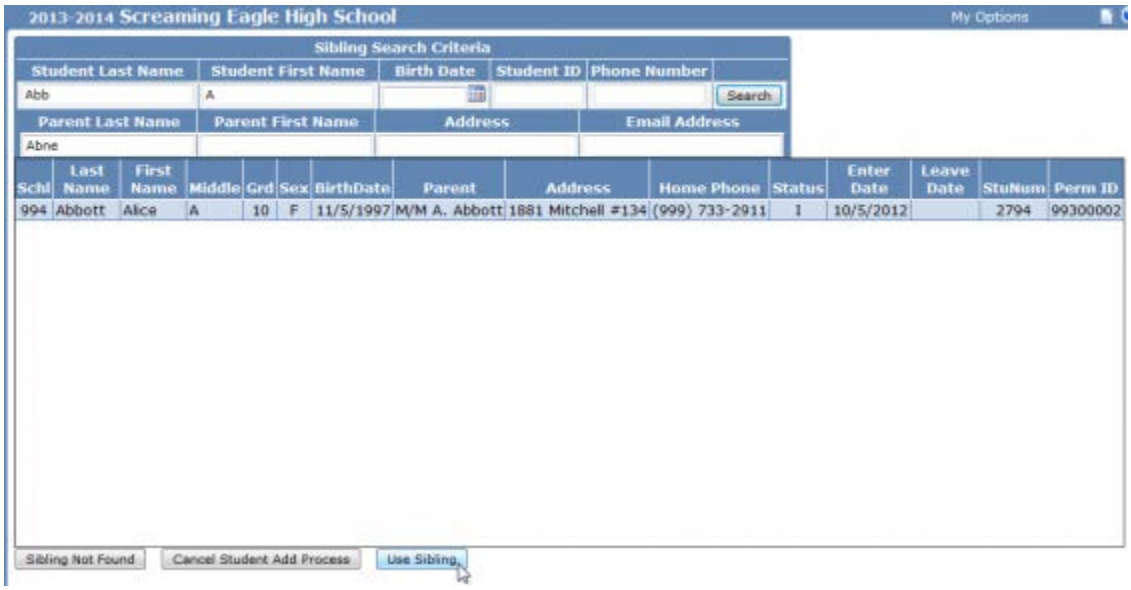
2. 

3. The following message will display. To search for a sibling click the mouse on the **OK** button. To continue without searching for a sibling, click the mouse on the **Cancel** button.

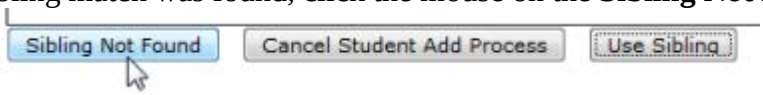
4. 

5. If **OK** was selected, a **Sibling Search** form will display. Add in search criteria and then click the mouse on the **Search** button.
6. If a match was found and the record is to be copied into your school, select the sibling student from the list by clicking on the student's name **once.** The student information will be hi-lited. Then click the mouse on the **Use Sibling** button.

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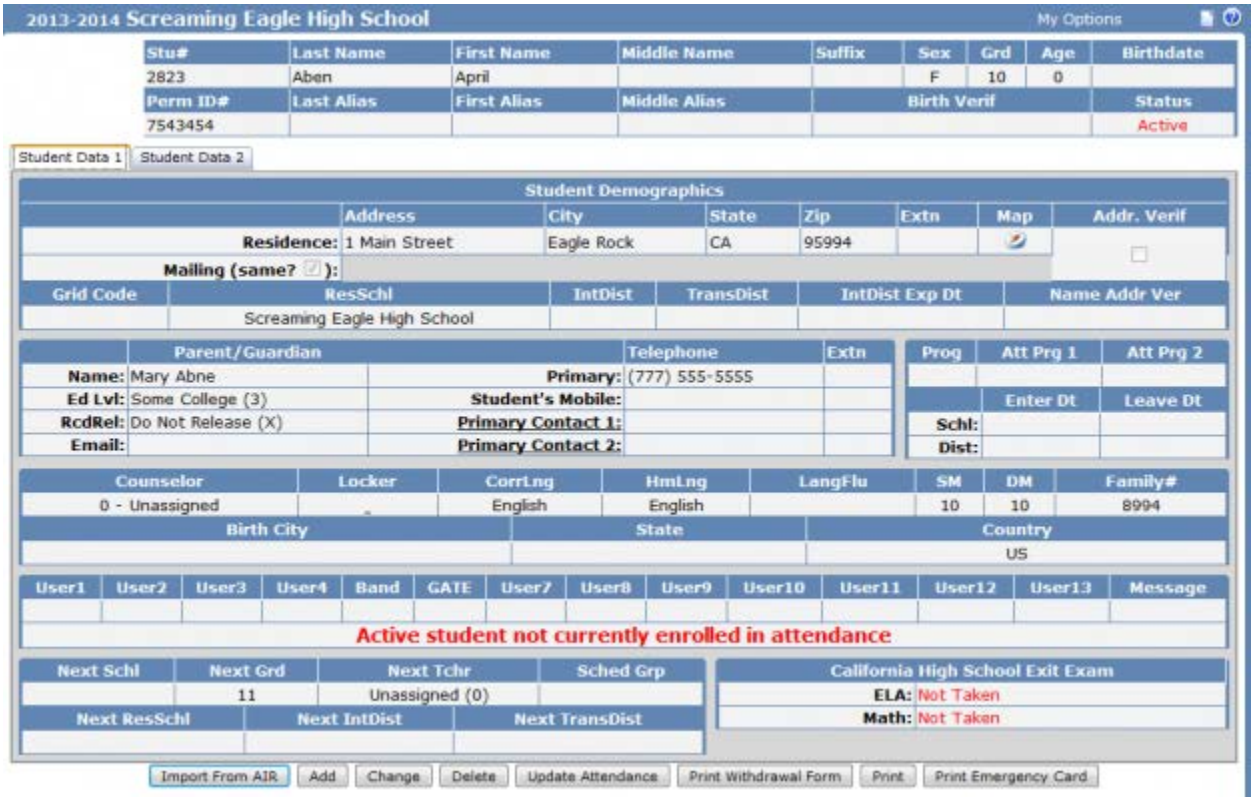
7. 

8. If no student sibling match was found, click the mouse on the **Sibling Not Found** button.

9. 

10. The student enrollment form will now display. Enter the student information and then click the mouse on the **Update** button. The student record will be added to the school.

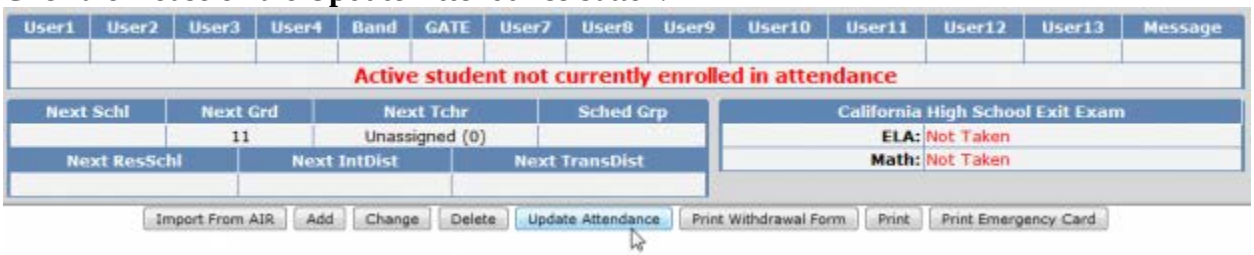
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11. 

12. **Active student not currently enrolled in attendance** will display in the middle of the form. The student must be enrolled into attendance the first day the student will begin class.
13. **NOTE:New students DO NOT get added to the attendance automatically.**

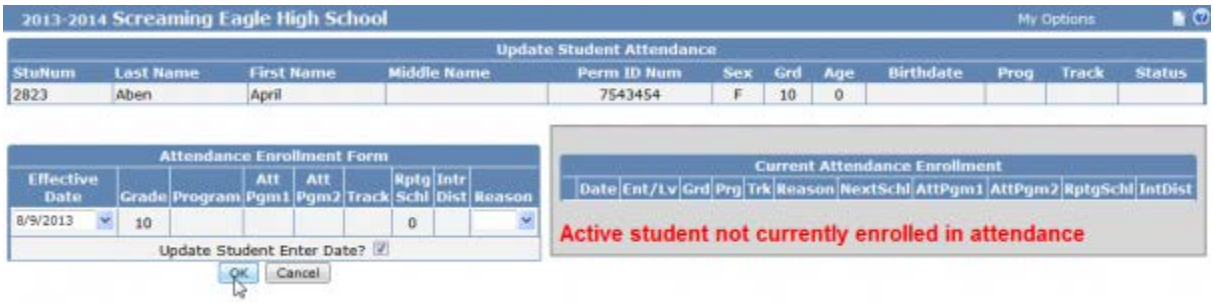
ENROLL NEW STUDENT IN ATTENDANCE

1. After a student has been added to the **STU** table they must be added to the **ATT** table. Click the mouse on the **Update Attendance** button.

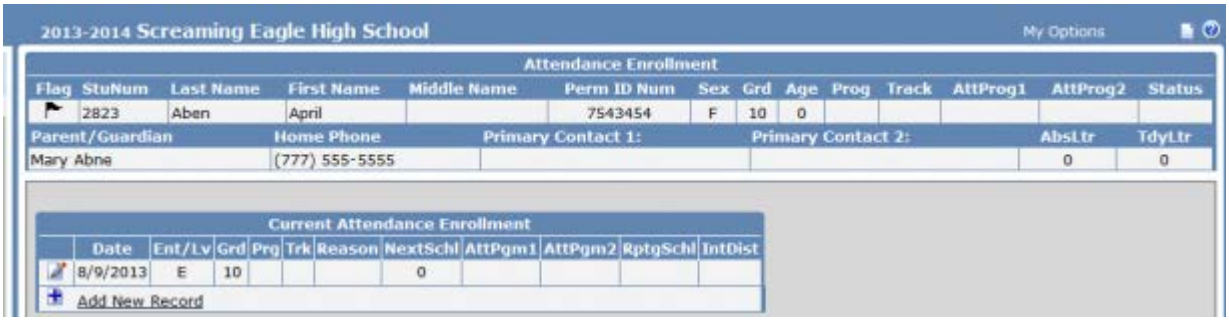
2. 

3. The following form will display. Verify the **Effective Date** is correct and make sure the **Update School Enter Date** option is checked. Then click the mouse on the **OK** button.

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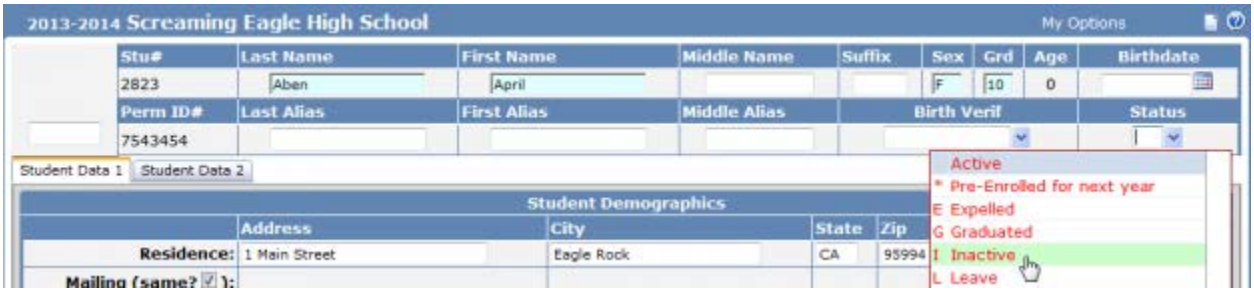
4. 

5. The student will be enrolled in attendance.

6. 

INACTIVATE OR WITHDRAW A STUDENT

1. Use the **Search** options to display the student to be inactivated on the **Student Demographics** form.
2. Click the mouse on the **Change** button. Then click the mouse on the drop down under the **Status** field. Select a code from the list and then click on the **Change** button to save the data.

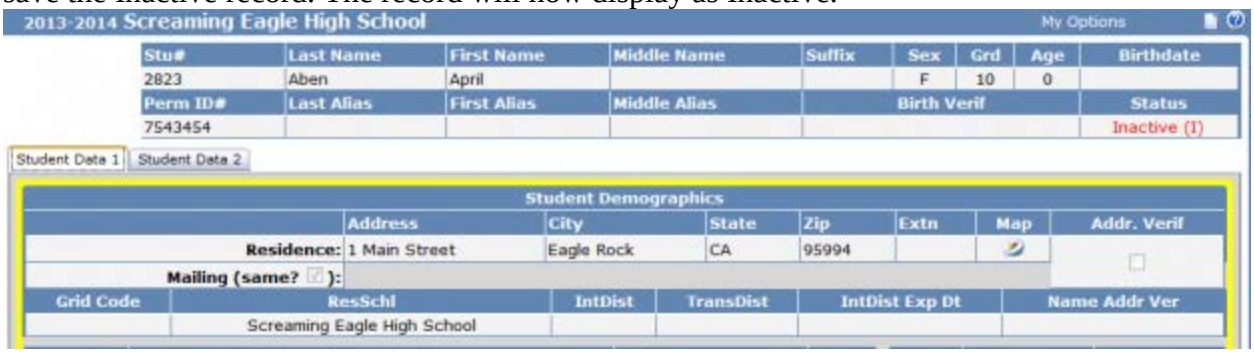
3. 

4. In a school with a Master Schedule, the following **Inactivation Options** will display when tagging a student record with an Inactive status. Select the appropriate options and correct leave date and then click the mouse on the **OK** button.

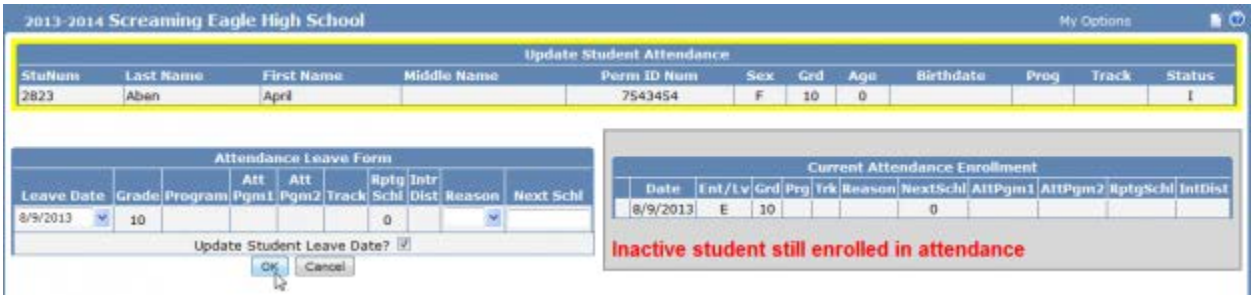
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5. 

6. The Student Demographic form will display. Click the mouse on the **Update** button to save the Inactive record. The record will now display as Inactive.

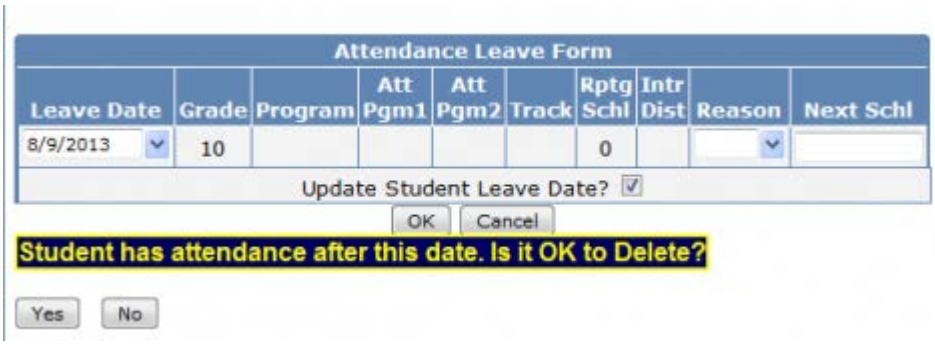
7. 

8. **Inactive student still enrolled in attendance will display in the middle of the form.**
9. **NOTE: Students ARE NOT inactivated from attendance automatically.**
10. To update the attendance record, click the mouse on the **Update Attendance** button. The **Attendance Leave** form will display. The **Leave Date** will be the current date. To change the leave date, type the new date into the **Leave Date** field. Add a valid leave **Reason** and a **Next School**. Click **OK** to create a '**leave record**' for this student in the **ATT** table.

11. 

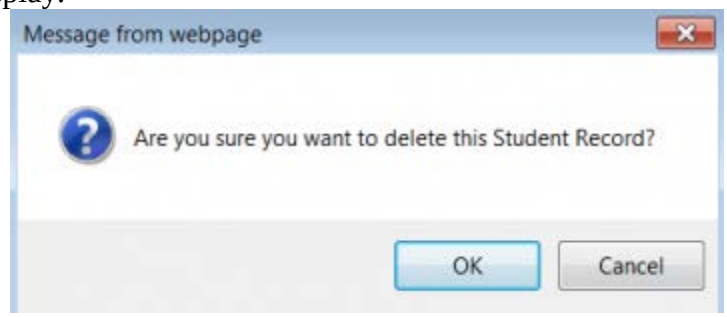
12. If the student has attendance data after the leave date the following message will display. To delete the attendance data, click the mouse on the **Yes** button. To return to the **Student Data** form, click the mouse on the **No** button. If **Yes** has been selected, the attendance will be deleted.

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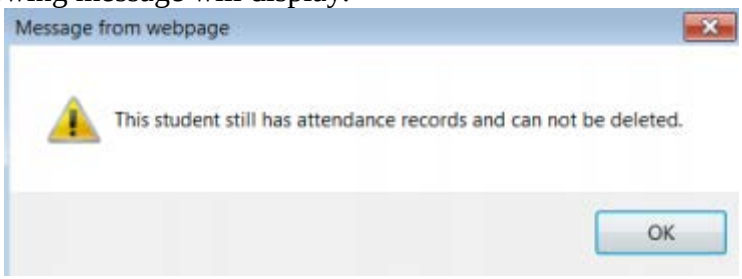
13. 

DELETE A STUDENT

1. The **Delete** function may be used to delete a student from the **STU** table. This function is rarely used and most schools will inactivate the student. Use the **Search** function to display the student on the form. Click the mouse on the **Delete** button. The following message will display.

2. 

3. To permanently delete the student record, click the mouse on the **OK** button. This record will be permanently removed from the database.
4. A student cannot be deleted if enrolled in Attendance. After the **Delete** button has been clicked the following message will display.

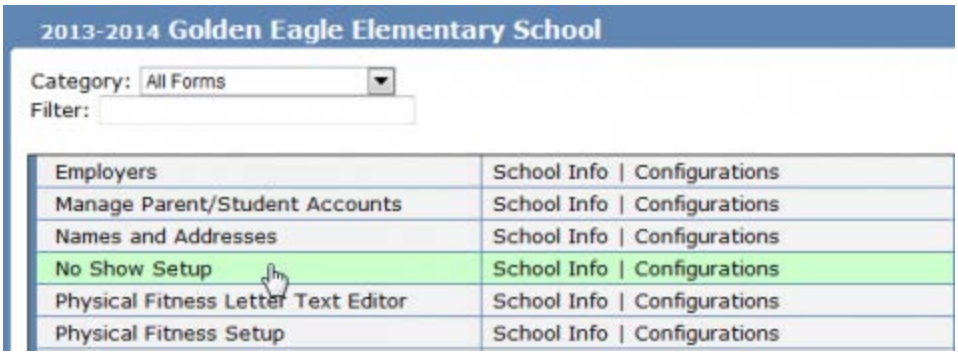
5. 

6. **NOTE: If a delete CANNOT be performed the student must be Withdrawn.**

ELEMENTARY SCHOOL NO SHOWS

1. The **No Show Setup** form can be located under **View All Forms**.

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2. 

3. 

4. When selected, the following form will display. To add a **Status Tag** to count as a **No Show**, click the mouse on **Add New Record**.

5. 

6. 

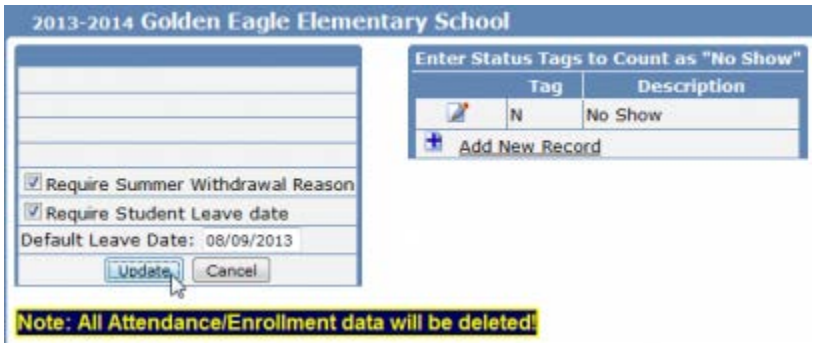
7. Select a **Tag** to count as a **No Show status**. Then click the mouse on the **Save** icon.

8. 

9. 

10. Click the mouse on the **Change** button under the **No Show Options** area. A default student leave date can be populated and there are options to choose to require a summer withdrawal reason and require a student leave date. Once the appropriate selections have been made on the form, click the mouse on the **Update** button.

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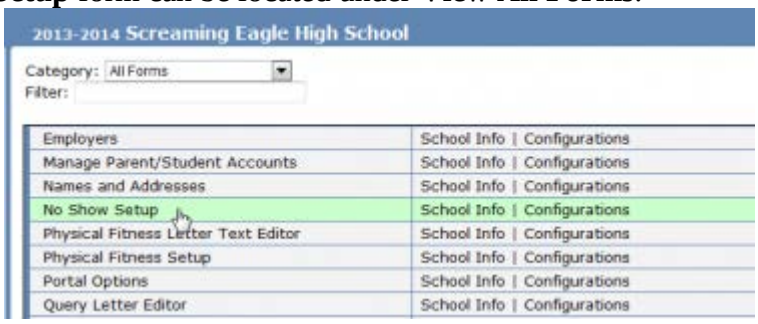
11. 

12. The following message displays when a student is tagged as a **No Show**. Fill in the **Summer withdrawal reason** code and change the **Leave date** if needed. Click the mouse on the **OK** button. The student's attendance and enrollment will be deleted and the Summer Withdrawal Code (**STU.SWR**) will be populated.

13. 

SECONDARY SCHOOL NO SHOWS

1. The **No Show Setup** form can be located under **View All Forms**.

2. 

3. When selected, the following form will display. To add a **Status Tag** to count as a **No Show**, click the mouse on **Add New Record**.

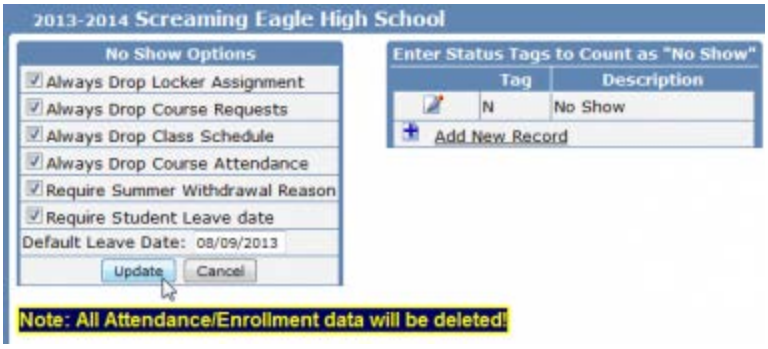
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4. 

5. Select a **Tag** to count as a **No Show status**. Click the mouse on the **Save** icon.

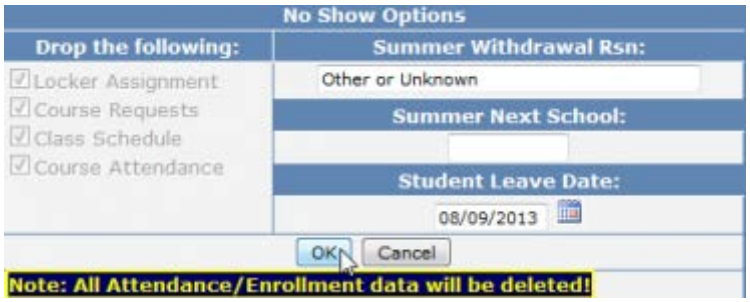
6. 

7. Click the mouse on the **Change** button under the **No Show Options** area. A default student leave date can be populated and there are options to choose to require a summer withdrawal reason and require a student leave date. There are also options to drop locker assignments, drop course requests, drop class schedules and drop course attendance. Once the appropriate selections have been made on the form, click the mouse on the **Update** button.

8. 

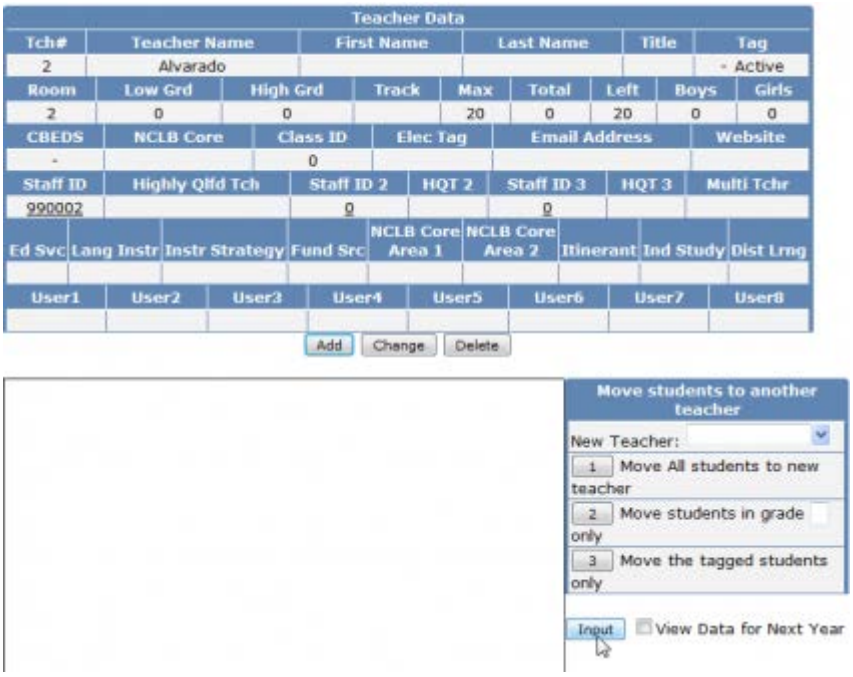
9. The following message displays when a student is tagged as a **No Show**. Fill in the **Summer withdrawal reason** code and change the **Leave date** if needed. Click the mouse on the **OK** button. The student's attendance and enrollment will be deleted and the Summer Withdrawal Code (**STU.SWR**) will be populated.

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10. 

ELEMENTARY TEACHER ASSIGNMENT INPUT OPTION

1. In elementary schools the **Teacher** form has an **Input** option that allows you to select multiple students to assign to a teacher. Use the **Search** option to select the **teacher** the students will be assigned to and display on the form. Click the mouse on the **Input** button.

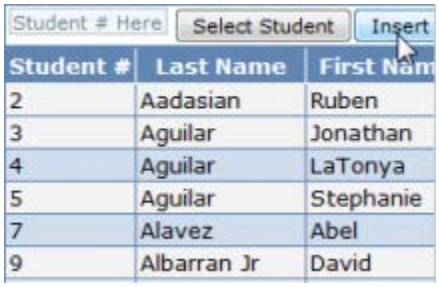
2. 

3. A drop down list of students will display. Click the mouse on the students to assign. Once the student is selected their name will become highlighted.

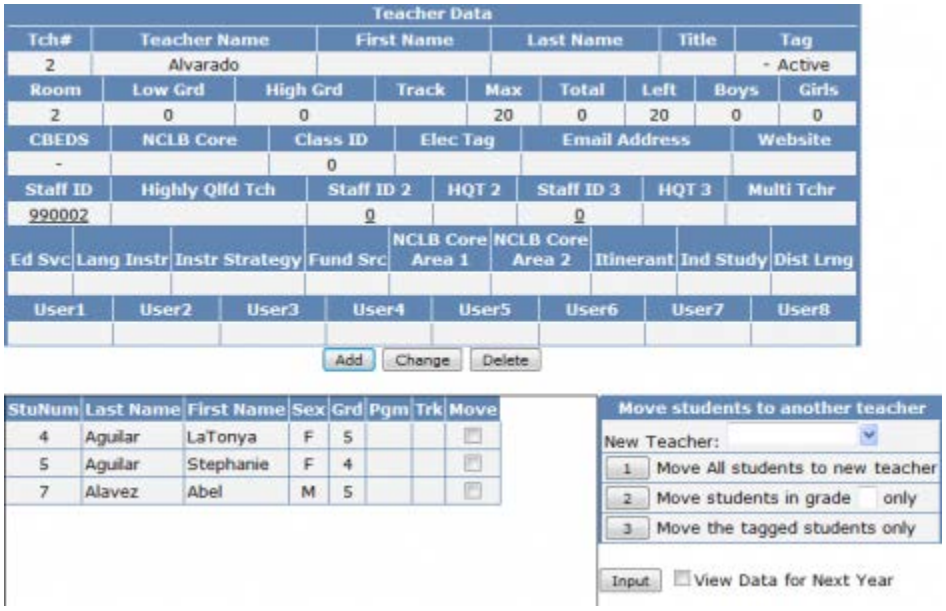
4. 

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5. Once the students are selected, click the mouse on the **Insert** button to assign them to the teacher.

6. 

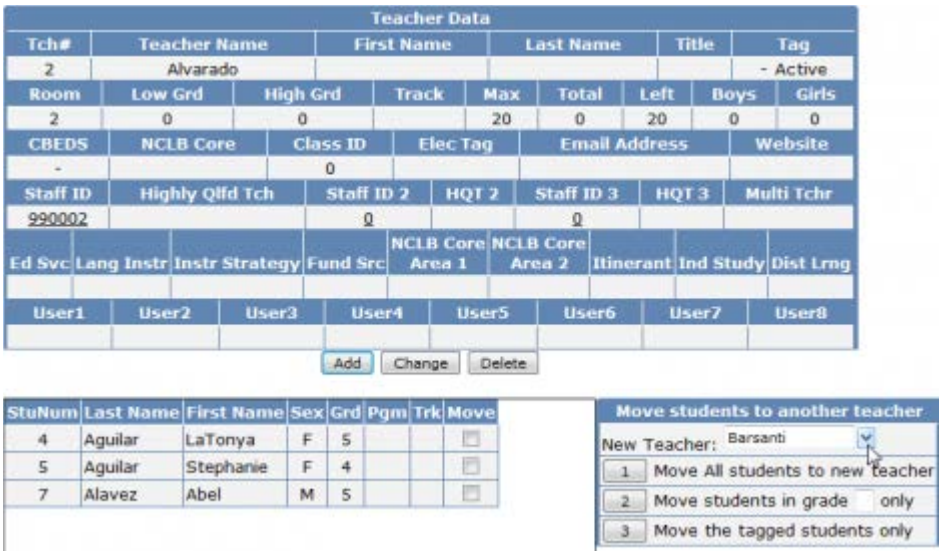
7. The students will now display as assigned to the teacher currently displayed on the **Teachers** form.

8. 

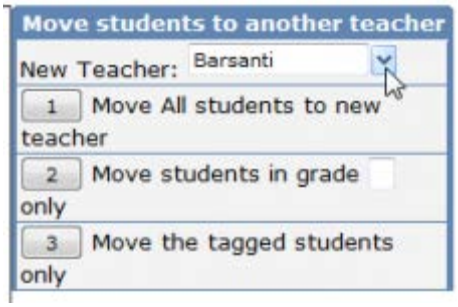
Elementary Teacher Move Option

1. The **Teachers** form can be utilized to select students and move them to a different teacher. Use the **Search** option to select the teacher number the students will be **moving from** to display on the form.

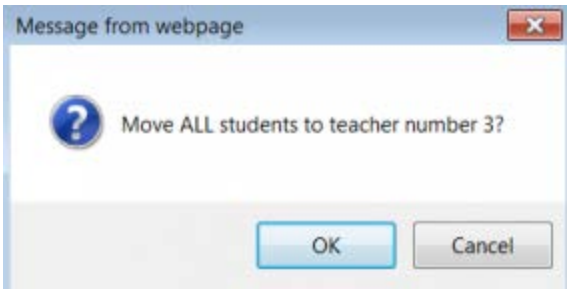
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2. 

3. To move **ALL** students assigned to a teacher, select the new teacher that the students will be moving to from the **New Teacher** drop down list.

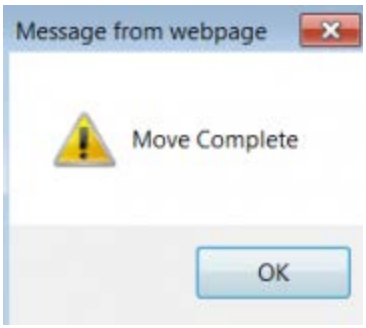
4. 

5. After the new teacher has been selected, click the mouse on **button 1** and the following message will display.

6. 

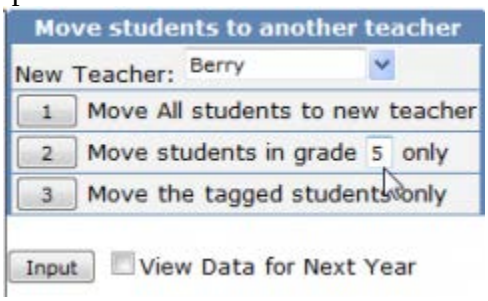
7. Verify that the correct teacher has been selected and click the mouse on the **OK** button. The following message will display. Click the mouse on the **OK** button. The students will now show under the new teacher.

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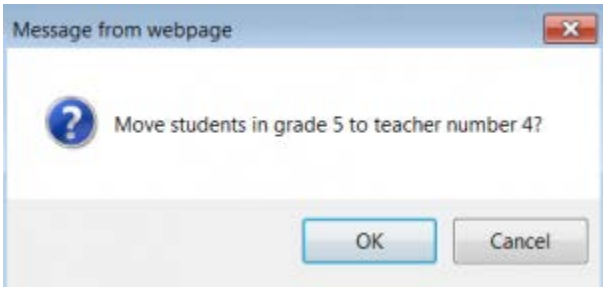
8. 

Elementary Teacher Move Students in a Select Grade

1. To move students to a particular teacher in a particular grade level, type the grade level in the box to the right of **button 2**. Select the new teacher that the students will be moving to in the **New Teacher** drop down list.

2. 

3. Click the mouse on **button 2** to move the students in the grade selected. The following message will display. If all students have been selected correctly, click the mouse on the **OK** button.

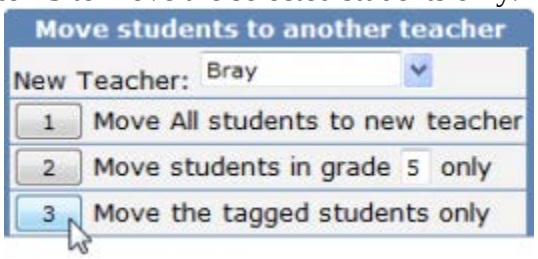
4. 

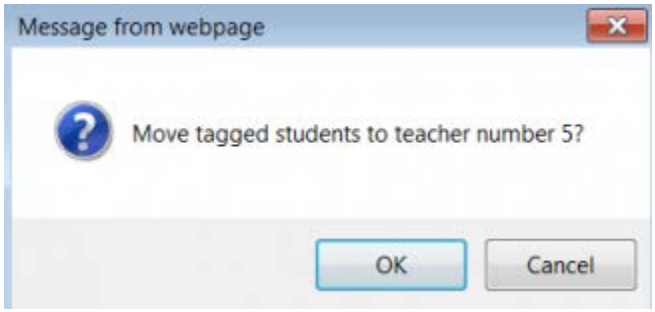
5. The students selected will now be moved to the new teacher.

Elementary Teacher Move Individual Students

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1. To move individual students, click the mouse on the **Move** box to the right of the student name. Select the new teacher that the students will be moving to in the **New Teacher** drop down list.
2. 

3. Click the mouse on **button 3** to move the selected students only.
4. 

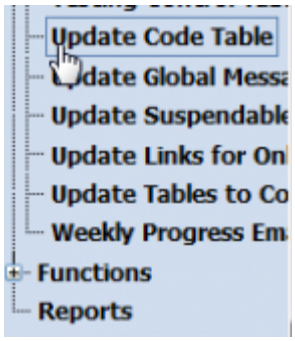
5. The following message will display. If all students have been selected correctly, click the mouse on the **OK** button.
6. 

7. The students selected will now be moved to the new teacher.

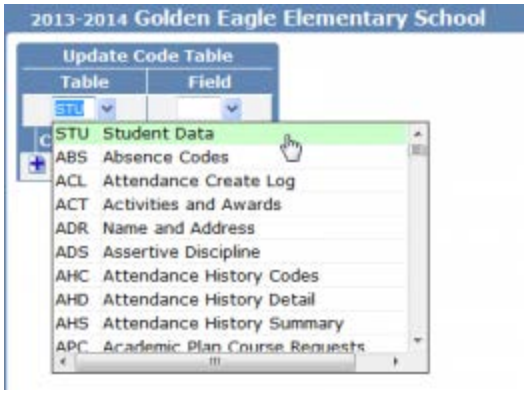
UPDATE CODE TABLE

1. Codes can be set up for numerous fields in Aeries.Net through the **Update Code Table** form. To access the Update Code Table form, click the mouse on the **School Info** node and then the **Configurations** node on the Navigation Tree. Next click the mouse on **Update Code Table**.

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2. 

3. The following form will display. Click the mouse on the **Table** drop down list. Click the mouse on a table in the list to select. When selected, the table name will display in the **Table** field.

4. 

5. Click the mouse on the **Field** drop down list. The field names and descriptions will display. Click the mouse on a field in the list to select.

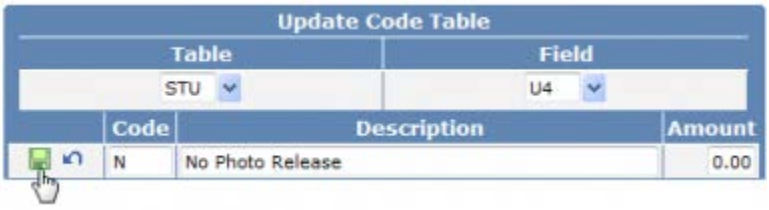
6. 

7. The form will now display the table and field selected. Any codes previously entered into this field will display. To add a new code, click the mouse on Add **New Record**.

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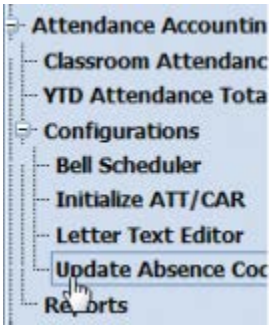
8. 

9. Type the **Code** and **Description** for the new field. After the code and description have been entered, click the mouse on the **Save** icon.

10. 

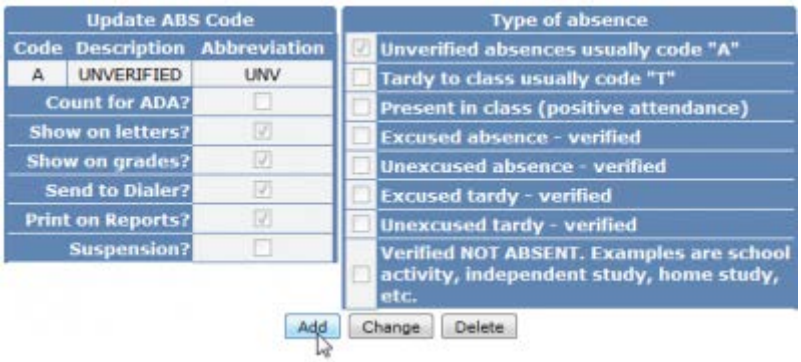
UPDATE ABSENCE CODES

1. Absence codes can be set up through the **Update Absence Code** form. To access the Update Absence Code form, click the mouse on the **Attendance Accounting** node on the Navigation Tree. Next click the mouse on the **Configurations** node, then click the mouse on **Update Absence Codes**.

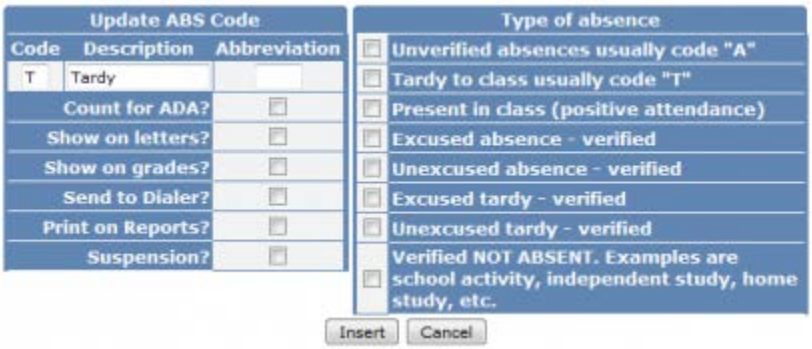
2. 

3. The following form will display. To add an absence code, click the mouse on the **Add** button.

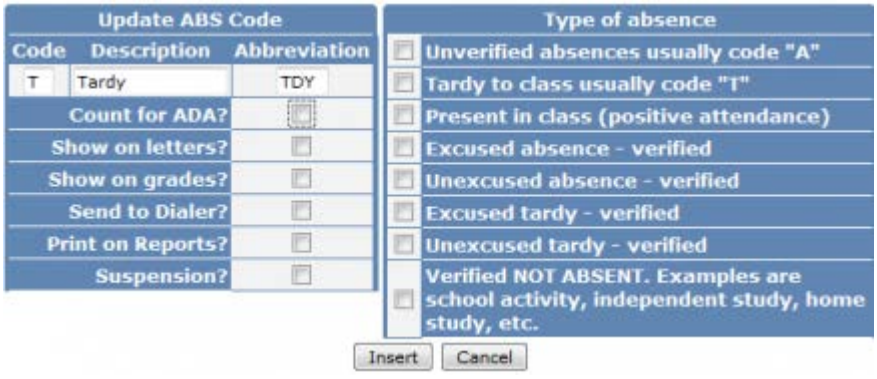
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4. 

5. Type a one-character code in the **Code** field. Press the **Tab** key. Type a description of the type of absence code in the **Description** field.

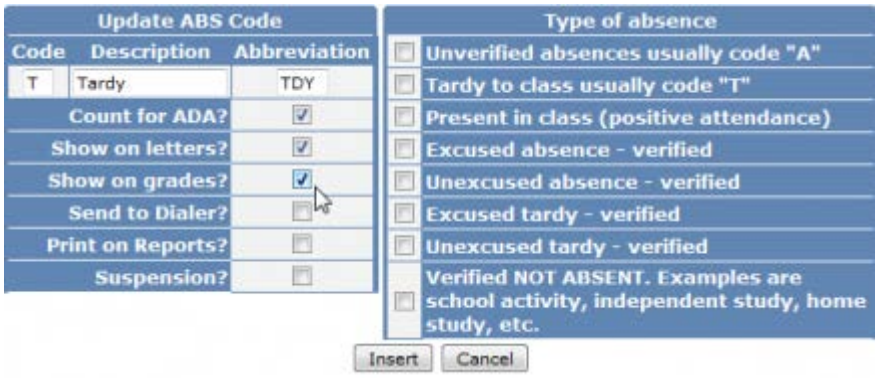
6. 

7. Type a three-character abbreviation of the code in the **Abbreviation** field.

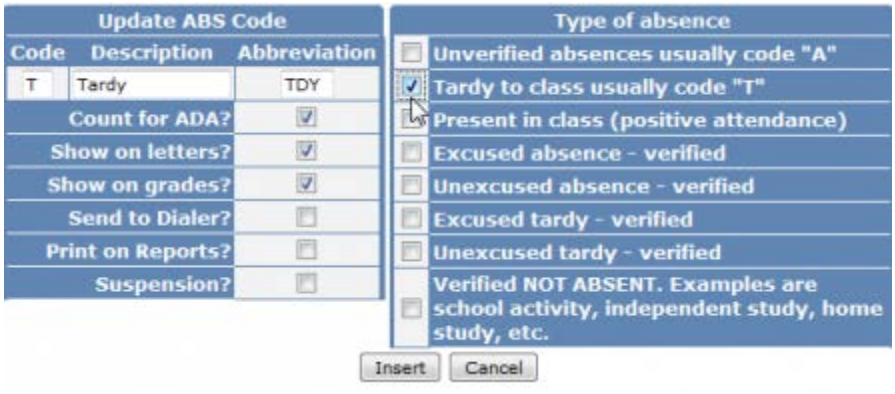
8. 

9. Prior to adding this code, it must be determined whether or not this code is counted for ADA and which reports will utilize this code. Select the appropriate options located below the code description.

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10. 

11. After the type of absence has been determined, click the mouse on the button to the left of the **Type of Absence**.

12. 

13. After all information has been entered, click the mouse on the **Insert** button. The code is now accessible for tracking attendance and is stored in the **ABS** table.

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Aeries Web Version - District Student Lookup

District Student Lookup

1. A District Student Lookup with Copy One capabilities can be performed in Aeries Web. The District lookup has a **Multi-Year District Search** option that allows the copying of a student from a prior year if they do not exist in the current year.
2. The District Student Lookup also includes the ability to print a Transcript and Enrollment History from prior years. This makes the process of printing transcripts for prior year graduates available while being logged into the current year database.

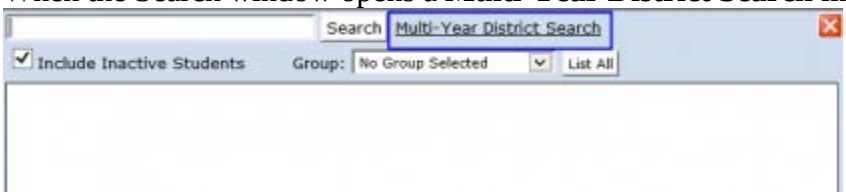
Multi-Year District Search

1. The Multi-Year search is accessible from the Search icon on the top of the navigation tree.

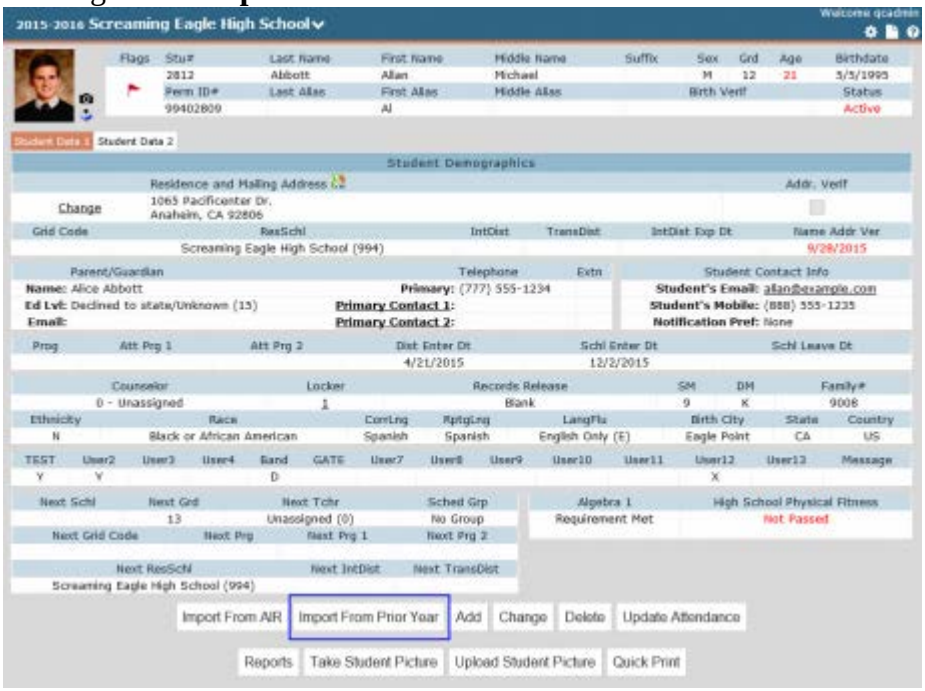
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2. 

3. When the Search window opens a **Multi-Year District Search** link will be available.

4. 

5. The Multi-Year Search can also be accessed from the Student Demographics page by clicking on the **Import from Prior Year** button.

6. 

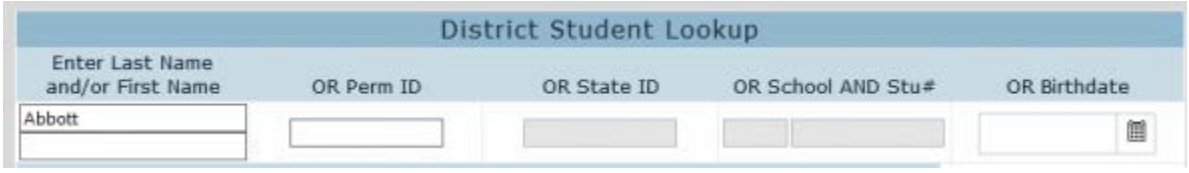
7. When the **Multi-Year District Search** link or the **Import from Prior Year button** are selected the **District Student Lookup** page will display.

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8. 

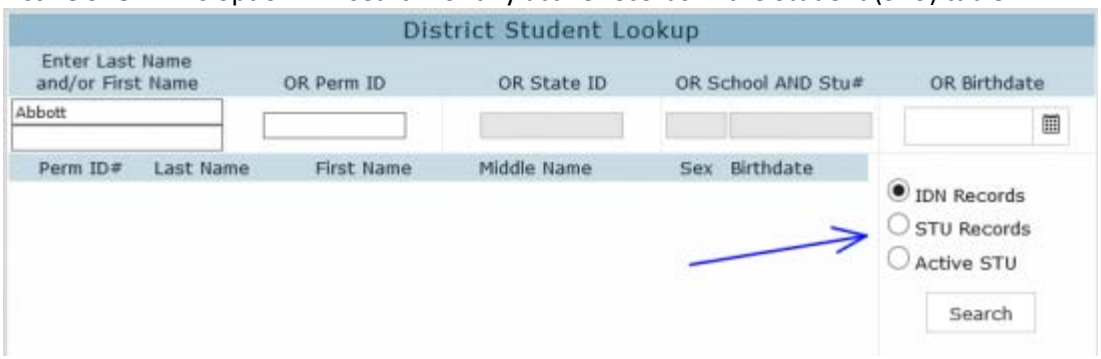
9. **Note: The District Student Lookup page can also be found on the navigation tree under the Student Data | Other node.**
10. In order to utilize the District Student Lookup Multi-Year search feature users must have the appropriate permissions to the District Student Lookup, Transcript and Enrollment History security areas. Users will only see student data related to the prior year databases they have access to.

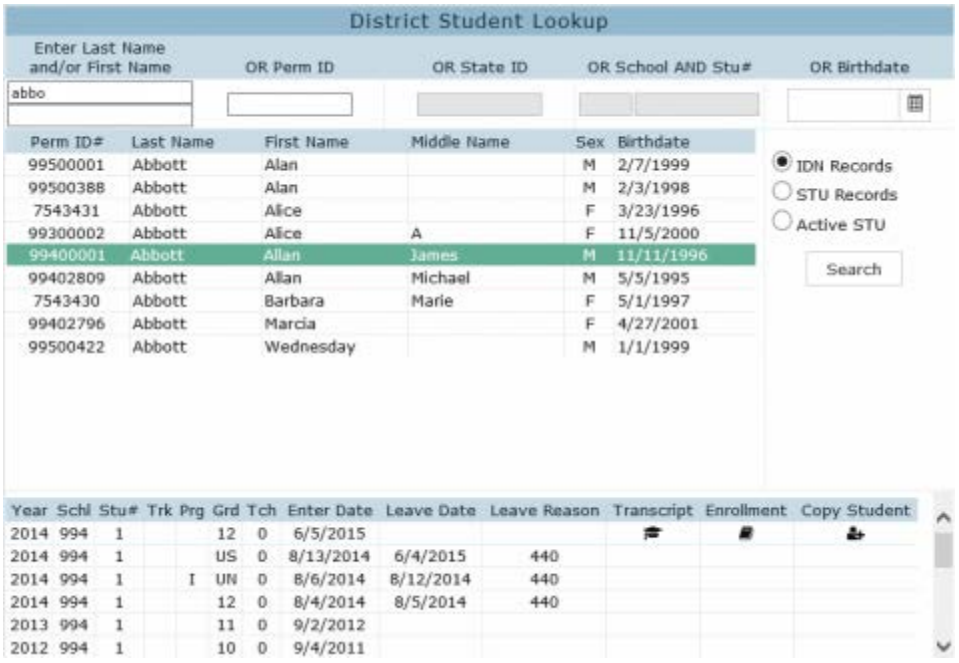
11. STUDENT SEARCH

12. A student search can be performed by entering any of the following information:
13. Last Name and/or First Name
14. Student Perm ID
15. Student State ID
16. School and Student #
17. Birthdate
18. 

19. Options to search for student records include the following:

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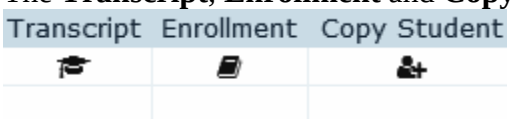
20. **IDN Records** – This option will search the IDN table for any matching student record.
21. **STU Records** – This option will search the Student (STU) table for any Active or Inactive record
22. **Active STU** – This option will search for any active records in the Student (STU) table.
23. 

24. Once the search information has been selected, click on the **Search** button. A list of records that match the search criteria will display. Click on a record to view additional information.
25. 

26. Once a student record is selected additional information will display at the bottom of the page. This information includes the Prior Years the student exists in and information on **Enter** and **Leave** dates and **Leave Reasons**. When hovering the mouse over the Leave Reason it will display the Leave Reason description. Contact information associated with the student record will also display if applicable.
27. 

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28. The **Transcript**, **Enrollment** and **Copy One** columns will display icons.



29.

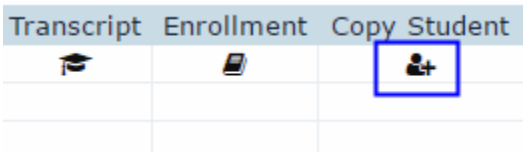
30. The **Transcript** icon will display if a transcript is available to print for that school and year. Clicking on the Transcript icon will print a Transcript for that student and year.

31. The **Enrollment** icon will display if enrollment history information is available to print for that school and year. Clicking on the Enrollment icon will print the enrollment history for the student and year.

32. The **Copy Student** icon will only display if the student does not exist in the current year database. If the Copy Student icon is shown clicking on it will copy the student into the current year database. The copy process will add the selected student and their Tables to Copy (TTC) from the selected year into the current school and year. The copy process will also update all ID based tables where data exists.

33. COPY ONE

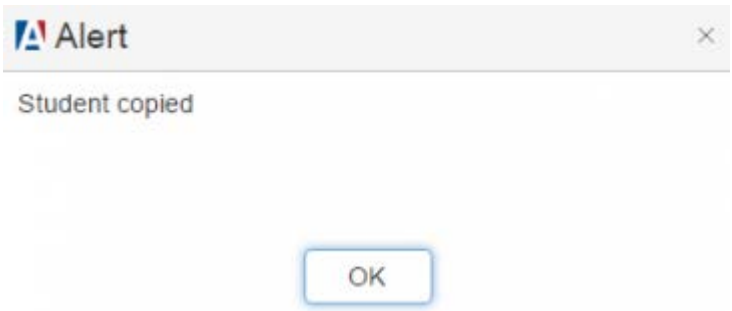
34. If a student found **does not exist in the current year** database a **Copy Student icon** will display under the **Copy Student column**. To copy the student to the current year click on the Copy Student icon.



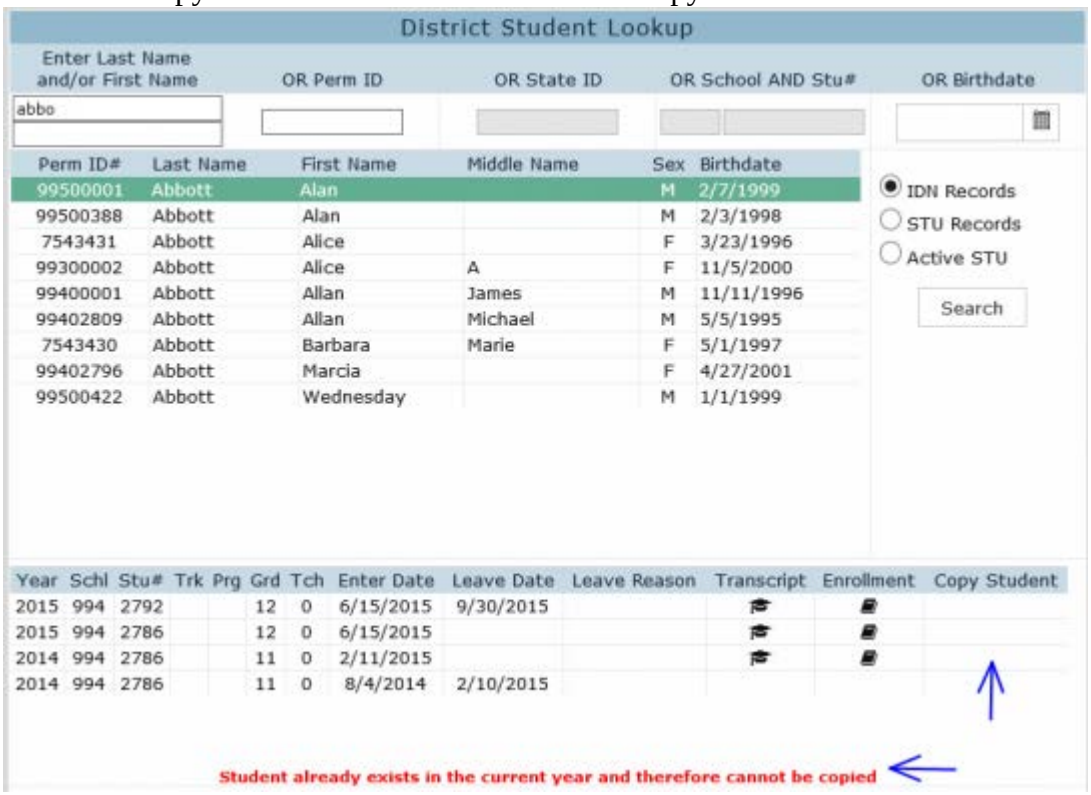
35.

36. The student information will be copied and the following message will display. The student record will now be available in the current year database.

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37. 

38. If the student record found **exists in the current year** database a red message will display of Student already exists in the current year and therefore cannot be copied. Under the Copy Student column there will be no Copy icon to select.

39. 

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