

## AERIES WEB INSTRUCTIONS- HOMELESS STUDENTS

In Aeries.net, on the left hand side of the screen select **Student Data** and then select **Programs**. Select **Special Programs** and **Add New Record**.

1. Select Program Code **191 Homeless Program**
2. Enter **Eligibility Start Date** (date on the MV Enrollment form)
3. Select **Dwelling Type**
  - 100 – Temporary Shelters
  - 110 – Hotels/Motels
  - 120 – Temporary Doubled Up (Not Co-Residing)
  - 130 – Temporarily Unsheltered
4. Select **Runaway** Options
  - Y – Yes
  - N – No
5. Select **Unaccompanied Youth** Options
  - Y – Yes
  - N – No
6. **Comments** (add any additional information regarding the student's homeless situation)

If you are notified a student is no longer homeless, please enter an **Eligibility End Date** for the student record. At the end of the academic school year, all student records will have an exit date.

Please see below for a sample of a completed record.

Program Code	Yrs in Prgm	Hours	
191 - Homeless Program <b>1</b>	0.0000	0.0000	
Start Date	End Date	Services Received	
Eligibility <b>2</b> 8/22/2017			
Participation			
Status	Enter Grd	Setting	
	0		
Exit Reason	Outcome		
Training Type	Disadvantaged Status	Auth Release Info	
School	Homeless Dwelling Type	Runaway	Unaccomp Youth
Irvine Control School	Temporary Shelters	No	No
Comment <b>6</b>	<b>3</b>	<b>4</b>	<b>5</b>
Families Found			